

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

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# **PHA Plans**

**Annual Plan for Fiscal Year 2008**



**PROVIDENCE HOUSING AUTHORITY  
ANNUAL PLAN  
FY 2008  
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## PHA PLAN AGENCY IDENTIFICATION

**PHA Name: Providence Housing Authority PHA Number: RI001**

**PHA Fiscal Year Beginning: 1 July 2008**

### PHA Programs Administered:

**Public Housing and Section 8**  
Number of public housing units: 2,606

**Section 8 Only**

**Public Housing Only**  
Number of S8 units: 2,761

### Public Access to Information

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

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

### Display Locations for PHA Plans and Supporting Documents

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

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

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

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

# **5-YEAR PLAN**

# PHA FISCAL YEARS 2005 - 2009

(24 CFR Part 903.5)

## A. MISSION

The PHA's mission is:

**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.

## **B. GOALS**

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

**PHA Goal: Expand the supply of assisted housing**

**Objectives:**

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- Apply for additional rental vouchers:
- Reduce public housing vacancies:
  - Reduce unit turnaround time (UTO)
  - Pre-lease units prior to UTO
  - Maintain an adequate number of ready-to-lease folders at each site
  - Accept deferred security deposits
  
- Leverage private or other public funds to create additional housing opportunities:
  - Continue to partner with for-profit housing developers to maximize the development of affordable housing.
  - Use tax credits to develop additional affordable housing units
  - Utilize replacement housing program (RHP) to create an additional four units of affordable housing.
  - Utilize project-based Section 8 Program to assist non-profit CDCs create additional affordable housing.
  
- Acquire or build units or developments
  - Use currently owned PHA property to develop four units of affordable housing using tax credits and RHP.
  
- Other (list below)
  - Partner with other housing organizations to advocate for additional funds for affordable housing
  - Serve on other boards, commissions and other organizations that promote, develop and finance affordable housing.

**PHA Goal: Improve the quality of assisted housing**

**Objectives:**

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- Improve public housing management: (PHAS score)
  - Advocate for the Congress, Administration and HUD to provide adequate funding for the public housing program, which has been inadequately funded over the last several years resulting in a diminution of the PHAS Financial indicators
  - Advocate for utility year-end adjustments without which the PHA is required to use meager operating reserves.

- Advocate for changes in PHAS Physical Inspection protocol which result in a diminution of the score for reasons beyond the PHA's control or are a result of HUD policy.
- ☒ Improve voucher management: (SEMAP score)
- **Maximum score received four consecutive years.**
  - **Submit information for "bonus" points**
- ☒ Increase customer satisfaction:
- Conduct monthly Resident-Management meetings at each PHA development
  - Conduct training for staff on customer service
  - Conduct follow-up surveys of HUD's annual resident survey in those areas which score low to attempt to isolate issues and concerns.
  - Conduct directed interviews with both formal and informal resident leaders.
  - Conduct focus groups with various PHA constituencies to determine level of customer satisfaction.
  - Advocate for change of wording in HUD's Resident Satisfaction Survey to clarify meaning of terms and to eliminate ambiguity and vague terms.
  - Provide information to residents through various means of communication, including monthly newsletters, postings on site bulletin boards and "open door" policy at each development office.
  - Maintain or exceed response times for routine and emergency work orders, as posted in the PHA's Performance management and Accountability Plan.
  - Provide a formalized method for residents to submit complaints about issues and concerns.
  - Conduct annual hot dog roasts at each PHA development.
  - Conduct holiday parties at each PHA development.
- ☒ Concentrate on efforts to improve specific management functions:
- Monitor and evaluate asset-based management plan implemented in FY2007
  - Execute, implement and monitor Energy Performance Contract with Ameresco, Inc.
  - Revise and distribute new Employee Handbook
  - Revise all departmental standard operating procedures manuals
  - Continue effort to improve unit turnaround times
  - Have as many units available for occupancy and on-line by limiting the number of dwellings units available for resident associations, use by third-party providers and police for undercover operations.
  - Resume and complete a five-year Strategic Plan for the PHA.

- Update and revise the PHA's Performance Management and Accountability Plan to reflect changes resulting from Project-based Management and Accounting.
  - Update the PHA's Resident Services Department's Service Plan.
- ☒ Renovate or modernize public housing units:
- Update annual Physical Needs Assessment
  - Revise Facility Life Cycle Assessment
  - Revise and publish PHA's One- Five- and Twenty-Year Capital Needs Plan.
    - Disaggregate plan by developments (Asset Management Projects (AMPS)) to comply with Asset-Based Management dictates of HUD
  - Apply for Capital Fund Financing from HUD to undertake specific projects in multi-year Capital Improvement Plan
    - Site improvements at Hartford Park, Chad/Ad/Sun and Manton Heights developments
    - Fire safety improvements at various developments
    - Safety improvements to exterior of high-rise building at Hartford Park and Dominica Manor
    - Roof repairs and/or replacement at various sites
    - Renovations at scattered site developments
- ☒ Demolish or dispose of obsolete public housing:
- Disposition of portion of site (Dominica Manor) for construction of privately-owned condominiums. Disposition does not affect buildings but will affect parking areas that will be replaced.
- ☒ Provide replacement public housing:
- Provide additional replacement housing for units sold or demolished using Replacement Housing Program and LIHTC funds.
  - Partner with the Center for Supportive Housing and Omni Development Corp to create special needs housing for veterans
- ☒ Provide replacement vouchers:
- Apply for replacement housing voucher funds to make up for loss of vouchers as a result of HUD's formula-based financing of HCV Program.
  - Apply for vouchers specifically targeted to homeless veterans, if program is approved. (Currently proposed)
- ☒ Other: (list below)
- Continue to partner with other for-profit and non-profit organizations promoting and developing affordable housing.

**PHA Goal: Increase assisted housing choices**

**Objectives:**

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- Provide voucher mobility counseling:
  - Encourage and advise participants in voucher program during briefing for new voucher holders.
  - Post information about other housing jurisdictions
  - Provide information on voucher mobility in semi-annual newsletters to participants.
  
- Conduct outreach efforts to potential voucher landlords
  - Conduct a landlord briefing extolling the benefits of being a Section 8 landlord.
  - Conduct a marketing campaign to identify potential Section 8 landlords
  
- Increase voucher payment standards
- Implement voucher homeownership program:
  - Provide information about Section 8 Homeownership Program at each Section 8 pre-issuance briefing.
  - Continue to conduct homeownership sessions for interested Section 8 voucher holders for Section 8 Homeownership Program that was created four years ago.
  
- Implement public housing or other homeownership programs:
  - Determine whether other public housing units in current inventory may be added to the 5(h) Public Housing Homeownership Program.
  - Conduct analysis of the existing program to determine its strengths and weaknesses and what, if any, changes have to be made to make it more successful.
  
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

**PHA Goal: Provide an improved living environment**

## Objectives:

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- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
  - Conduct study of current wait list to determine the income range of families waiting for public housing.
  - Determine if the staff should recommend income targeting as a means to “de-concentrate” incomes at PHA developments (current analysis indicates there is not a concentration of higher-income residents at any PHA development. Most applicants have incomes that are < 30% of MFI.)
  - Determine whether staff should recommend an income preference for admission to public housing.
  
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  
- Implement public housing security improvements:
  - Continue to upgrade door Access Card System at PHA Elderly and Disabled developments.
  - Upgrade and expand surveillance camera system at all high-rise elderly and disabled developments to include: community rooms, laundry rooms, vending machine areas.
  - Install surveillance cameras in key high-crime and activity areas in the family developments that are currently not on the PHA’s security system.
  - Expand surveillance camera coverage at those developments that currently have surveillance cameras installed.
  - Conduct Safety and Security presentations at all PHA developments at least once annually.
  - Conduct and update current Security Operations Plan for all PHA developments
  - Expand the number of Resident Crime Watch programs
  - Conduct training for Resident Crime Watch groups at those sites conducting Crime Watches.
  - Conduct regular briefings for local Police Department District Commanders on intelligence gathered at PHA developments.
  - Track all incidents of crime (Part I & Part II crimes) at all PHA developments
  - Seek no trespass orders from the local court for those persons who have conducted criminal activity on PHA property.
  - Have all PPD-PHU police officers attend monthly Resident-Management meetings in their respective developments.

- Continue to maintain an anonymous 24-hour/day telephone number for residents to contact about criminal activity.
  - See PHA *Performance Management and Accountability Plan* for performance standards for Security Operations and other goals and objectives of the department related to security issues.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

**Objectives:**

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- Increase the number and percentage of employed persons in assisted families:
  - Continue to maintain a preference for working families (One out of every four admissions).
  - Market and enroll as many residents (PH & Section 8) in the Family Self-Sufficiency Program.
  - Conduct an Office Skills class for residents at least twice/year.
  - Conduct citizenship classes for PHA residents to improve their employment marketability.
  - Conduct GED/ABE courses to increase the employment marketability of PHA and Section 8 residents.
  - Conduct computer literacy classes for PHA residents and their children.
- Provide or attract supportive services to improve assistance recipients' employability:
  - See above and the PHA's Resident Services Department's Service Plan.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - See above and the PHA's Resident Services Department's Service Plan.
- Other: (list below)
  - The PHA offers directly, or through third-party providers, a plethora of programs to promote resident self-sufficiency. However, due to HUD's

retrenchment in funding and real concern for these issues, there has been a diminution in the number of programs offered for residents.

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

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

**Objectives:**

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- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Utilize our current Tenant Selection and Assignment Plan (TSAP) that assigns an applicant to one public housing development.
  - Brief Section 8 voucher holders on how to determine if they are being discriminated against in their choice of housing and how to report it to the proper authorities.
  
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Ensure that the delivery or services and the utilization of Capital Funds are not disproportionately used at any one development.
  
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Consider all requests for reasonable accommodation from disabled individuals or their families.
  - Retrofit apartments for the hearing and sight impaired beyond the federally-required 5% on an as needed basis.
  
- Other: (list below)

**OTHER PHA GOALS AND OBJECTIVES: (LIST BELOW)**

In lieu of and until we can complete a new Strategic Plan, the Providence Housing Authority developed a Performance Management Plan arranged by function and department. The word objective may substitute for the word standard used below. The contents of that Plan follow:

**Providence Housing Authority  
Performance Management & Accountability Plan**

**Executive/Administration**

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**Board of Commissioners/Meetings**

1. Number of board meetings annually  
Standard: At least 8
2. Percentage of scheduled board meeting with quorums  
Standard: 100%
3. Average percentage of board meetings attended by board members  
Standard: 75%
4. Prepare and distribute annual schedule of board meetings  
Standard: Annually (June)
5. Prepare board meeting presentation (topics to be presented at each meeting)  
schedule  
Standard: Annually (July)
6. Send board meeting notice and board materials  
Standard: 2 weeks before each board meeting
7. Percentage of board meeting with minutes  
Standard: 100%
8. Time from meeting to final board meeting minutes  
Standard: < 3-days
9. Number of board committee meetings conducted  
Standard: 4/year/committee
10. Number of board training and development retreats conducted  
Standard: 1/year
11. Percentage of current board members attending training and development retreat  
Standard: 80%
12. Number of board sponsored fundraising events  
Standard: 1/year
13. Conduct an Annual Meeting of the Providence Housing Authority  
Standard: October annually
14. Percentage of board commissioners in attendance  
Standard: 100%
15. Conduct a performance evaluation of the Executive Director  
Standard: Annually (May)

16. Participate in a board/organizational self-assessment  
Standard: Annually

### **Public Affairs**

17. Ensure the PHA receives positive newspaper press coverage  
Standard: minimum 6x/year
18. Executive Director and/or Board Chair or board member participates in a public forum promoting the PHA  
Standard: minimum 4x/year
19. Create an Annual Report on Operations for internal use  
Standard: Annually (October)
20. Create a public PHA retrospective  
Standard: minimum every five years
21. Serve on other boards and/or commissions representing public housing  
Standard: minimum of three organizations

### **Staff Development**

22. Conduct an in-house PHA Management Course  
Standard: Bi-annually
23. Conduct environmental scans (each department, office or function)  
Standard: Bi-annually
24. Conduct staff retreat  
Standard: Annually
25. Conduct an "Employee Information Day"  
Standard: Annually
26. Percentage of staff members attending "Employee Information Day"  
Standard: minimum of 75%

### **General Management**

27. Conduct senior staff meetings  
Standard: Every other Tuesday
28. Percentage of senior staff meetings with minutes taken  
Standard: 100%
29. Time to distribute staff meeting minutes  
Standard: Four hours
30. Percentage of department/office staff meeting minutes reviewed  
Standard: 100%

31. Number of department/office staff meetings attended  
Standard: minimum 1/year
32. Response to phone calls  
Standard: 24-hours
33. Response to correspondence not requiring research  
Standard: 2-days
34. Response to resident/citizen complaints  
Standard: 3-days
35. Attend Resident-Management Meeting at developments  
Standard: One/development/year
36. Conduct Resident-Executive Director meeting at each development  
Standard: One/development/year

**PHA Non-profit: Providence Community opportunity Corporation (PCOC)**

37. Conduct Executive Director fundraiser for PHA non-profit (Providence Community opportunity Corporation)  
Standard: One per year
38. Conduct meetings of PCOC  
Standard: minimum 6/ year
39. Prepare annual report for PCOC  
Standard: Annually

**Administration/Personnel**

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1. Improve management-labor relations by conducting informational meetings with PHA union leadership  
Standard: 100% of quarterly meetings held
2. Percent of staff with annual performance evaluations  
Standard: 95% of employee performance evaluations completed annually
3. Improve employee awareness of salary and benefit packages offered and overall *cost to the PHA*  
Standard: Distribute salary and benefit costs to all employees annually
4. Conduct a Survey of Organizational Excellence annually  
Standard: Complete survey annual with an 80% employee participation rate
5. Human Resource Policy and Procedures Handbook reviewed and updated  
Standard: Update and distribute HR handbook bi-annually
6. Rate of sick leave use  
Standard: Reduce employee sick leave rate to 1%

7. Conduct a workforce analysis  
Standard: Workforce analysis completed and updated bi-annually
8. Conduct a salary comparability review  
Standard: Salary comparability review completed bi-annually
9. Staff turnover rate  
Standard: Reduce permanent employee turnover rate to 5% or less
10. Average job recruitment turnaround time  
Standard: Average time from vacancy to offer 60 days
11. Employee Handbook reviewed and updated annually  
Standard: Employee handbook updated and distributed annually
12. Review and update employee orientation program annually  
Standard: Employee orientation program updated annually
13. Conduct an overtime analysis  
Standard: Overtime analysis conducted annually
14. Conduct a workforce time analysis  
Standard: Workforce time analysis conducted annually
15. Number of grievances per 100 FTEs  
Standard: 6 grievances per 100 FTE's annually
16. Reduce staff turnover rate  
Standard: Reduce temporary staff turnover rate to 25%
17. Reduce excessive sick leave by 10% percent  
Standard: Reduce targeted sick leave abuse by 10% per year
18. Average sick leave/employee  
Standard: Sick leave average no greater than 40 hours per employee per year
19. Number of working days lost to sickness  
Standard: compile sick leave report annually
20. HR costs as a percentage of PHA payroll  
Standard: HR costs at 2% or less of PHA payroll
21. Applications per vacancy  
Standard: Secure at least three applications per internally posted vacancy  
Standard: Secure at least three applications for 75% percent of all external recruitments
22. Number of days to establish eligibility list  
Standard: 5 business days to establish eligibility list
23. Number of days to prepare a new position description with salary range  
Standard: 5 business days to establish a new description and salary range

24. Average t/o time from close of posting/advertisement to establishing eligibility list  
Standard: 2 business days from close of posting to establishing eligibility list
25. Average number of days from application to denial/acceptance of interview  
Standard: 10 business days from close of application date to denial/acceptance of interview
26. Average time from application to referral to department  
Standard: 5 business days from application to referral to department
27. Percentage of applications screened within 3-days  
Standard: 90% of applications screened within 3-days
28. Percentage of job announcements posted within 2-days of receiving department request  
Standard: 90% of approved personnel requisitions are posted within 2-business days
29. Average time to complete an open, external, competitive recruitment and selection process  
Standard: 90-days to complete external recruitment process
30. Average time to complete an open, internal, competitive recruitment process  
Standard: 30-days to complete internal recruitment process
31. Percentage of vacancies filled within 60days  
Standard: 80% of vacancies filled within 60 days
32. Percentage of employees receiving formal employee orientation within 3-days  
Standard: 90% of permanent employees receive employee orientation within 3-business days
33. Percentage of post offer physicals conducted within 5-days  
Standard: 90% of post offer physicals conducted within 5-days
34. Percentage of classification studies completed within 30 days  
Standard: 80% of classification studies completed within 30 days
35. Percentage of grievance hearings scheduled within 10-days  
Standard: 90% of grievance hearings scheduled within 10-days
36. Percentage number of administrative hearings scheduled within 10-days  
Standard: 90% of administrative hearings scheduled within 10 days
37. Percentage of formal grievance hearings resolved administratively (prior to mediation/arbitration)  
Standard: Resolve 75% of all grievances before arbitration
38. Percentage of grievance hearings upheld  
Standard: 80% of grievance hearings upheld
39. Decisions issued within 5-days

Standard: 95% of decisions issued within 5-days

40. Percentage of newly hired employees successfully passing probation (new hire/promotion)  
Standard: 80% of newly hired employees pass probation
41. First year retention rate for new full-time permanent hires  
Standard: 75% first year retention for new full-time permanent hires
42. Percentage of EEO complaints found in favor of the PHA  
Standard: 80% of EEO complaints found in favor of the PHA
43. Reduce number formal grievances by 5 percent  
Standard: Reduce number of grievances per year by 5%
44. Percentage of personnel files updated upon change in status  
Standard: 100% of personnel files updated
45. Percentage of compensation and benefit inquiries handled within 3-days  
Standard: 95% of compensation and benefit inquiries handled within 3-days
46. Administer Survey of Organizational Excellence staff survey  
Standard: Annually
47. Percentage of full-time staff members completing Survey of Organizational Excellence  
Standard: 75%
48. Ratings from employees from Survey of Organizational Excellence  
Standard: Fair Pay > 350,
49. Ratings from employees from Survey of Organizational Excellence  
Standard: Employee Development > 400,
50. Ratings from employees from Survey of Organizational Excellence  
Standard: Internal Information > 375
51. Ratings from employees from Survey of Organizational Excellence  
Standard: Fairness > 375.
52. Ratings from employees from Survey of Organizational Excellence  
Standard: Quality > 375
53. Ratings from employees from Survey of Organizational Excellence  
Standard: Goal Oriented > 400
54. Ratings from employees from Survey of Organizational Excellence  
Standard: Strategic >400
55. Ratings from employees from Survey of Organizational Excellence  
Standard: Job Satisfaction > 375

56. Rating from the Survey of Organizational Excellence question: *"We feel a sense of pride when we tell people that we work for this organization."*  
Standard: > 375
57. Ratings from all Survey of Organizational Excellence "Constructs"  
Standard:  $\geq$  325
58. *Percent of P/Es submitted on-schedule*  
Standard: 90% of P/Es submitted on schedule
59. *Percent of staff performance evaluations reviewed for completeness*  
Standard: 100% of staff performance evaluations reviewed for completeness
60. *Percent of evaluations returned due to incompleteness*  
Standard: 5% of evaluations returned due to incompleteness
61. *Percentage of performance evaluations requiring an Employee Performance Improvement Plan*  
Standard: < 5% of performance evaluations require PIP
62. *Percentage of positions filled with internal personnel*  
Standard: 75% of positions filled with internal personnel

## **Administration/Training**

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1. Create a comprehensive staff training plan  
Standard: Staff training plan updated annually
2. Schedule and oversee all OSHA safety training programs annually to ensure compliance with regulations.  
Standard: 100% of OSHA training programs completed annually
3. Reduce the number of Workers Compensation injuries through improved safety training and incentive programs.  
Standard: Reduce Workers' Compensation claims by 5% per year
4. Ensure employees are trained adequately to perform essential tasks of position  
Standard: 90% of employees are trained adequately to perform the essential tasks of their position
5. Conduct a staff-wide training needs assessment  
Standard: Training needs assessment completed annually
6. Total training hours  
Standard: Staff training hours exceeds 4,000 hours annually
7. Number of training courses provided  
Standard: Training courses exceed 40 courses annually
8. Total training cost  
Standard: Total training cost does not exceed approved budget

9. Percentage of budget spent on training  
Standard: Training cost less than 1% of Authority budget
10. Total annual Training & Development cost/person  
Standard: Annual training and development cost/person within authorized budget
11. Average training hours/employee  
Standard: Average training hours exceeds 16 hours/employee
12. Percentage of employee hours spent in training  
Standard: Employee hours in training less than 5%
13. Percentage of staff participating in any training program.  
Standard: 80% of staff participates in training programs annually
14. Percentage of staff with at least 16 hours of training time annually  
Standard: 75% of staff with at least 16 hours of training time annually
15. Percentage of staff members with personalized training plans as a result of performance evaluations  
Standard: 5% of staff members requiring personalized training
16. Percentage of training requests approved/disapproved within specified period of time  
Standard: 90% of training requests approved/disapproved within 3-days
17. Percent of total training conducted in-house  
Standard: 75% of training conducted in-house
18. Percent of total training conducted through HTVN  
Standard: 10% of total training conducted through HTVN
19. Percentage of training participants who completed evaluation forms  
Standard: 95% of training participants completed evaluation forms
20. Percentage of training participants that were Very Satisfied or Satisfied with training.  
Standard: 75% of training participants were very satisfied or satisfied with training
21. Percentage of staff members who felt that the training will have a positive impact on their jobs.  
Standard: 75% of staff members felt that the training will have a positive impact on their jobs
22. Conduct a senior staff training retreat(s)  
Standard: Senior staff training retreat conducted bi-annually
23. Conduct a middle-management staff training retreat annually  
Standard: Middle-management staff training retreat conducted annually
24. Conduct an annual training assessment report

Standard: Annual training assessment report conducted annually

## **Administration: Risk Control, Insurance and Health**

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### **Risk Control and Safety Committee**

1. Does the Authority have a Risk Control Plan  
Standard: Yes  
Comments: Updated Annually
2. Frequency of Risk Control Plan update  
Standard: Yes  
Comments: Updated Annually
3. Does the Authority have a Risk Control/Safety Committee?  
Standard: Yes
4. Frequency of Risk Control/Safety Committee meetings  
Standard: Quarterly
5. Number of departments/offices represented on Safety Committee  
Standard: All (Five)
6. Number of current membership(s) in a nationally recognized risk management or safety organization  
Standard: Three
7. Does the Authority have and issue a *Safety Manual*?  
Standard: Yes
8. Frequency of *Safety Manual* update  
Standard: Annually
9. Does the Authority have a Risk Control Plan?  
Standard: Yes
10. Frequency of Risk Control Plan update  
Standard: Annually
11. Frequency of Risk Control Plan evaluation  
Standard: Annually
12. Cost of Risk Management  
Standard: .005% of annual operating budget
13. Frequency of Risk Control training  
Standard: 10% of Total training hours
14. Participation rate of staff required undertaking safety training.  
Standard: 100%
15. Frequency of in-house preventive maintenance inspections for items listed in RCP

Standard: Quarterly

16. Frequency of "Self-Inspection Program

Standard: Quarterly

17. Does PHA have an Emergency Operations Plan Manual?

Standard: Yes

18. Frequency for updating Emergency Operations Plan Manual

Standard: As needed

19. Number of safety drills conducted annually at each high-rise development

Standard: 0

20. Number of developments (high rises) conducting safety drills at least once annually

Standard: One

21. Number of developments (high-rise) that have had at least two safety training sessions annually

Standard: One

22. Percentage of family developments where fire safety training was conducted at least once annually

Standard: 100%

23. Complete annual review and updating of OSHA Compliance Programs.

Standard: Annually

### **Inspections**

24. Frequency of third-party safety inspections of PHA work places and properties

Standard: Every Three years

Comments: Housing Authority Insurance

25. Percentage of identified hazards and deficiencies corrected within 30-days

Standard: 100%

26. Percentage of locations with no (0) safety findings

Standard: 70%

27. Percentage of locations with no repeat safety violations

Standard: 70%

Comments: No Sprinkler Systems in four High Rises (Grand fathered)

28. Number of REAC health & safety violations

Standard: 0%

29. Percentage of REAC health & safety violations cited and corrected within 24-hours

Standard: 100%

30. Frequency of Loss Trend Analysis Report

Standard: Quarterly

31. Frequency of elevator inspections

Standard: Annual

- 32. Percentage of elevators passing inspection  
Standard: 100%
- 33. Frequency of high pressure boiler inspections  
Standard: Annually
- 34. Percentage of boilers passing inspection  
Standard: 100%
- 35. Frequency of fire extinguisher inspections  
Standard: Annually

### **Workers Compensation**

- 36. Reduce the number of Workers' Compensation injuries  
Standard: 30%
- 37. Percentage of Workers' Compensation costs as a percentage of payroll cost  
Standard: .025%
- 38. Occupational injury rate (Workers' Comp) per 100 employees  
Standard: 0  
Actual: 20%
- 39. Rate of disabling injuries per 200,000 hours  
Standard: .025%
- 40. Does the Authority have a light duty Return to Work Plan?  
Standard: Yes
- 41. Percentage of disabled workers utilizing light duty option  
Standard: 90%
- 42. Average turnaround time to process a Workers Comp claim  
Standard: 3 days

### **Insurance and Claims Processing**

- 43. Average number of days insurance renewals are completed before deadlines  
Standard: 30 days
- 44. Frequency of providing HUD with a list of insurance coverage policies  
Standard: Annually
- 45. Percentage of contractors performing work for PHA that have submitted proper insurance coverage certification  
Standard: 100%
- 46. Frequency of Net Income Losses as a consequence of events that cause property, liability, and personnel losses.  
Standard: Annually
- 47. Number of reportable accidents

Standard: (Informational Only)

48. Vehicle accident rate/100,000 miles  
Standard: (Informational Only)
49. Loss time per injury  
Standard: (Informational Only)
50. Completion of an accident/incident form by staff after a vehicle accident  
Standard: Completed and forwarded within 24-hours
51. Percent of cases seeking monetary damages settled favorably for the PHA  
Standard: 100%
52. Percentage of claims cases seeking monetary damages settled favorably for PHA  
Standard: 100%
53. Percentage of all accidents (vehicle) determined to be fault of other party  
Standard: 50%
54. Percentage of civil injury claims forwarded to insurance provider within 1 day of notification  
Standard: 1-day
55. Completion and forwarded *On-the-Job Injury Report* to Beacon Mutual  
Standard: 1 day of notification
56. Percentage of injury reports forwarded to Beacon Mutual within 24-hours  
Standard: 100%
57. Completion of *Workers Compensation Claims Report*  
Standard: Quarterly
58. Closed claim-to-new claim ratio (Workers Comp)  
Standard: 1.0 or greater
59. Completion and forwarding of fire initial *Fire Damage Report* to Risk Manager (for fire damaged property)  
Standard: 24-hours
60. Completion and forwarding of fire final *Fire Damage Report* to Risk Manager (for fire damaged property)  
Standard: 72-hours

### **Health Insurance**

61. Annual per employee costs for healthcare  
Standard: \$1,390,588.
62. Percentage of full-time staff making co-payments for health benefits  
Standard: 13 Family 14 Single
63. Percentage of staff taking advantage of health benefits buyout program

Standard: 25

64. Conduct staff Healthcare survey  
Standard: Annually?

65. Percentage of staff responding they were very satisfied or satisfied with their health benefits  
Standard: 100%

66. Does the Authority have a Wellness Program?  
Standard: Yes

67. Health & Wellness literature distributed  
Standard: Monthly

68. An in-house Healthcare Committee exists to review costs and benefits of healthcare providers  
Standard: Yes

69. A Healthcare utilization report is prepared and analyzed  
Standard: Yes  
Comments Quarterly

## **Legal/General Counsel**

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1. Legal Counsel's Office has a *Standard Operating Procedures Manual*  
Standard: Yes

2. *Standard Operating Procedures Manual* is updated  
Standard: Annually

3. Complete Office's section of Monthly Management Report  
Standard: 15<sup>th</sup> of each month

4. Complete Office's section of Annual Report on Operations  
Standard: 45-days after completion of fiscal year

5. Response time for legal opinion  
Standard: 10 days however may vary according to nature of issue

6. Percentage of cases settled in PHA's favor  
Standard: 100% (may be influenced by factors beyond PHA control)

7. Percentage of court cases litigated in PHA's favor  
Standard: 100% (may be influenced by factors beyond PHA control)

8. Percentage of formal grievance hearings conducted within 30-days of request  
Standard: 100% (may be influenced by factors beyond PHA control)

9. Percentage of grievance hearings decisions favorable to the PHA  
Standard: 100% (may be influenced by factors beyond PHA control)

10. Prepare legal bid proposals to solicit legal services from external sources  
Standard: Bi-Annual
11. Response time to request for information  
Standard: 3-days minor 10 days major research
12. Percentage of contracts reviewed within 2 of days  
Standard: 100%
13. Percentage of all contracts reviewed  
Standard: 100%
14. Percentage of lawsuits settled within one year  
Standard: 100% (may be influenced by factors beyond PHA control)
15. Percentage of cases settled by negotiation  
Standard: 100% (may be influenced by factors beyond PHA control)
16. Number of days to draft contract  
Standard: 5 days for standard form of contract, 10 days for special form of contract
17. Percentage of grievances that have case summaries prepared 2-days prior to hearing  
Standard: 100%
18. Drafting and transmittal of grievance decisions within ten days  
Standard: Yes
19. Review of Statements for Legal Services rendered by outside counselors within two working days of receipt.  
Standard: 100%
20. Attendance at bi-weekly staff meetings  
Standard: 100%
21. Attendance at monthly Board of Commissioners meetings  
Standard: 100%

## **Management Information Systems**

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### **General Administration**

1. Does the office have a set of policies governing its day-to-day operations  
Standards: Yes
2. Frequency of updates of the office's *Administrative Operating Manual*  
Standards: Annually (May)
3. Does the MIS Office have a Management Information Systems Plan?  
Standard: Yes
4. Frequency MIS Plan is updated

Standard: Annually

5. Completion of *Monthly Management Report*  
Standards: 15<sup>th</sup> day of each month
6. Completion of department's section of *Annual Report on Operations*  
Standards: 45-days after completion of fiscal year
7. Enter data updating department's section of the *Goals Management Plan*  
Standard: Quarterly
8. Enter data updating the department's section of *Performance Management Plan*  
Standards: Within one week of changes
9. Research and prepare a functionally related environmental scan.  
Standard: Bi-annually
10. Percentage of performance evaluations conducted on schedule  
Standard: 100%
11. Percentage of staff satisfied with the quality of information and communication technology  
Standard: 80%
12. Ratio of computers to administrative staff  
Standard: 1 to 1
13. Percentage of administrative staff with access to PHA Networks  
Standard: 100%
14. Percentage of administrative staff with e-mail  
Standard: 100% Internal – 24% External

## **Systems**

15. Review existing computer hardware and make recommendations for replacements and upgrades  
Standard: Annually
16. Percentage of core business hours system availability  
Standard: 95%
17. Network access availability  
Standard: 95%
18. Downtime as a percentage of total available time for network system  
Standard: < 1%
19. Backup the Network and AS/400 data  
Standard: Daily Monday through Friday
20. Ensure free disk space on all Network drives  
Standard: Reviewed daily, standard set by software manufacturer

21. Ensure correct software licensing for PC software  
Standard: Reviewed monthly, no software is installed without a license
22. Ensure correct software licensing for server software  
Standard: Reviewed monthly, no software is installed without a license
23. Upgrade and ensure that all systems are protected with Virus software  
Standard: Daily
24. Check and ensure that all climate control programs are fully functional and operational for the protection and proper operation of systems  
Standard: Daily
25. Ensure accuracy of Computer Inventory Database  
Standard: Monthly
26. System maintenance shutdowns planned and scheduled  
Standard: 1 week in advance when possible
27. Percentage of operating systems and utility upgrades completed on schedule  
Standard: 100 %
28. Percentage of all technical consulting requests completed on schedule  
Standard: 100%
29. Average time required to repair PC/printer  
Standard: Average 24-48 hours

### **Help-Desk Assistance**

30. Initial help desk response time  
Standard: Within 30 minutes
31. Percentage of Help Desk calls handled without referral  
Standard: 99%
32. Percentage of service requests completed within 24-hours  
Standard: 80 %
33. Percentage of priority I service calls resolved in 24-hours  
Standard: 90%
34. Reduce the number of help desk calls through better training and hardware upgrades  
Standard: Reduce the number of help desk calls by 25 percent by year

## **Finance, Accounting, Budgeting and Purchasing**

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### **General Administration**

35. Does the department have a set of written policies governing its day-to-day operations

Standards:

36. Frequency of updates of the department's *Standard Operating Manual*  
Standards: Annually and within 45-days of regulatory changes
37. Completion of *Monthly Management Report*  
Standards: 15<sup>th</sup> of each month
38. Completion of department's section of *Annual Report on Operations*  
Standards: 60 days after completion of fiscal year
39. Enter data updating department's section of the *Goals Management Plan*  
Standard: Semi-annually (July 1/January 1)
40. Enter data updating the department's section of *Performance Management Plan*  
Standards: monthly (where applicable)
41. Percentage of performance evaluations conducted on schedule  
Standard: 100%
42. Conduct meetings with senior staff to discuss performance and planning  
Standard: Quarterly
43. Submit staff meeting minutes to executive director  
Standard: Not later than 3-days after meeting
44. Submit annual planning calendar  
Standard: Annually July 1

**Public Housing Assessment System Financial Condition Indicators**

45. Current ratio – maximum score 9 points (measures PHA's ability to cover current obligations)  
Standard:  $\geq 1.8$
46. Number of Months Expendable Fund Balance – maximum score 9 points (measures PHA's ability to operate using primarily its net available resources without relying on additional funding from other sources)  
Standard:  $\geq 1$
47. Tenant Receivables Outstanding - maximum score 4.5 points (measures number of days to collect outstanding tenant accounts receivable)  
Standard:
48. Occupancy Loss – maximum score 4.5 points (measures rental income loss due to unoccupied units or units taken off-line)  
Standard:
49. Expense Management/Utility Consumption – maximum score 1.5 points (measures PHA's ability to manage key areas of annual expenditures at a level relative to peers)  
Standard:

50. Net Income or Loss as a Percentage of Expendable Fund Balance – maximum score 1.5 points (measures how the results of the year’s current operations have affected the PHA’s viability)  
Standard:

### **Accounting/Procedural**

51. General Ledger closed monthly  
Standard: Within ten business days at end of each month
52. Reconcile subsidiary ledgers  
Standard: Monthly
53. Monthly financial closeout  
Standard: Within 10-days of month’s end
54. Annual financial closeout  
Standard: Within 60-days of fiscal year end
55. Reconcile bank statement monthly  
Standard: Within 20 –days at end of each month
56. Reconcile fixed assets inventory with general ledger  
Standard: Annually
57. Post new fixed assets  
Standard: Monthly
58. Reconcile supplies inventory count to general ledger by year-end.  
Standard: Annually by June 30th
59. Requisitioning and invoicing of expended funding weekly.  
Standard: Weekly
60. Prepare and deposit federal taxes  
Standard: 3 banking days after payroll period
61. Prepare and deposit state taxes within prescribed time period  
Standard: 3 banking days after payroll period
62. Prepare report and deposit state employment security tax  
Standard: 31<sup>st</sup> day of month following end of quarter
63. Prepare and distribute Mutual of America pension contributions  
Standard: by 20<sup>th</sup> of month following close of month
64. Prepare and distribute unions pension contributions  
Standard: by 20<sup>th</sup> of month following close of month
65. Percentage of all grant closeouts completed on schedule  
Standard: 100%
66. Expense and salary projections for grant applications and ongoing grant analysis.  
Standard: Monthly

67. Modify year-end reporting to GASB34.  
Standard: On-going
68. Percentage of fixed assets posted within time standard  
Standard: 100%
69. Manual checks as a percentage of total checks  
Standard: less than 1%
70. Month end tenants accounts receivable reports prepared distributed  
Standard: by the 5<sup>th</sup> day of the month
71. Percentage of rent mailers prepared and by end of month  
Standard: 100%
72. Collect fees and commissions  
Standard: Within 30 days of contractual billing dates
73. Percentage of fees and commissions collected with 30 days of contracted billing date  
Standard: 90%
74. Perform a utilities and consumptions analysis  
Standard: Quarterly
75. Pay 100% of all outstanding invoices (10 net 30 within receipt of invoice).  
Standard: 100%
76. Bill portability payments to other housing authorities  
Standard: Within ten days of end of each month
77. Enter updates to fixed asset inventory  
Standard: Weekly
78. Actual revenue as a percentage of projected revenue  
Standard: +/-10%
79. Actual expenditures as a percentage of projected revenues  
Standard: +/-10%
80. Percentage of bank reconciliations completed within 30 days of month's end  
Standard: 100%
81. Percentage of bank/cash/investment accounts reconciled within 30 days  
Standard: 100%
82. Percentage of bank deposits made for same business day  
Standard: by 2<sup>nd</sup> day of receipt
83. Process utility receipts  
Standard: Within 3 day's

- 84. Turnaround time on payment vouchers  
Standard: 30 days
- 85. Percentage of vendor invoices processed within 30 Days  
Standard: 100%
- 86. Percentage of available cash invested  
Standard: 100%
- 87. Maintain cash reserve  
Standard:  $\geq$  3 months operating expenditures

### **Investments**

- 88. Average interest rate earned on investments for three month period as compared to Treasury Bill rate  
Standard: 100% of T-bill rate
- 89. Rate of return relative to market rates  
Standard: Market rate

### **Audit**

- 90. Prepare and seek bids for annual Independent Audit  
Standard: 120 days prior to close of fiscal year every 2 years
- 91. Submit a non-audited financial annual report to HUD electronically  
Standard: Within 60 days of end of fiscal year
- 92. Submit audited annual financial report to HUD electronically  
Standard: Within 270 days of end of fiscal year
- 93. Complete Independent Public Audit  
Standard: Within six months of contract execution
- 94. Number of Independent Audit findings  
Standard: Zero

### **Budget**

- 95. Call for department budgets for subsequent fiscal year  
Standard: 150 days prior to end of fiscal year
- 96. Budget ready for presentation to Board of Commissioners  
Standard: 90 days prior to end of fiscal year
- 97. Submit budget documents to HUD  
Standard: 90 prior to beginning of new fiscal year (April 1)
- 98. Variance between budgeted and actual income  
Standard: +/- 10%
- 99. Variance between budgeted and actual expenses  
Standard: +/- 10%

## Purchasing

100. Average number of days from receipt of PO requisition from user department to date PO issued for purchases under informal bid procedures (not requiring formal bid)  
Standard: 3 days
101. Average number of days from receipt of purchase requisition from user department to date PO issued for purchase for formal bids (requiring advertising)  
Standard: 60 days
102. Percent of bids protested (less than 3%)  
Standard: Less than 3%
103. Percent of protests sustained  
Standard: Less than 1%
104. Fill orders on demand with available inventory  
Standard: 50%
105. Number of stores requisitions filled within 24-hours  
Standard: 40%
106. Percent of total bids that are phone quotes (and value)  
Standard: 65%
107. Percent of total bids that required written quotation  
Standard: 25%
108. Percent of total bids requiring formal advertising  
Standard: 10%
109. Percent of total purchases (dollar value & number) that are sole source.  
Standard: < 5%
110. Percentage of sole source bids with memo justifying sole source  
Standard: 100%
111. Purchasing operations expenditures as a percentage of entire PHA budget  
Standard: (Informational Only)
112. Average number of bidders per contract  
Standard: Minimum of three
113. Percentage of invoices processed within 7 days  
Standard: 95%
114. Percentage of receiving slips checked for accuracy  
Standard: 100%
115. Amount recovered from sales of surplus property during FY  
Standard: (Informational only)

116. Percent of customers rating their purchasing experience as "good" or "excellent"  
Standard: 85%
117. Percent of customers rating their purchasing experience "fair" or "poor"  
Standard: 15%
118. Average value of each purchase  
Standard: (Informational only)
119. Total purchase orders issued  
Standard: (Informational only)
120. Total value of all purchases  
Standard: (Informational only)

## **Security Operations**

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### **General Administration**

1. Does the office have a *Standard Operating Procedures Manual* governing its day-to-day functions and operations?  
Standard: Yes
2. Frequency of updates of the office's *Standard Operating Procedures Manual*  
Standard: Annually
3. Completion of office's section of the *Monthly Management Report*  
Standard: 15<sup>th</sup> of every month
4. Completion of office's section of *PHA Annual Report on Operations*  
Standard: 45-days after close of fiscal year
5. Complete an Annual Security Operations Report (Fiscal Year)  
Standard: 45-days after completion of fiscal year
6. Complete an Annual Security Operations Report (Calendar Year)  
Standard: 45-days after completion of calendar year
7. Enter data updating office's section of the *Goals Management Plan*  
Standard: Semi-annually (July 1/January 1)
8. Enter data updating the office's section of *Performance Management Plan*  
Standard: Quarterly
9. Research and complete an Environmental Scan  
Standard: Bi-annually
10. Percentage of performance evaluations conducted on schedule  
Standard: 100%
11. Duty (schedule) sheets prepared  
Standard: By Thursday of each week for the upcoming week

## **Manpower/Patrol**

12. Ratio of PHU Officers to developments  
Standard: 1:1.75
13. Ratio of PHU Officers to population  
Standard: 1:722
14. Average duty hours per day per PHU officer  
Standard: 12 hours
15. Patrol availability factor (the actual time an officer is available to patrol)  
Standard: 100%
16. Percentage of developments patrolled by PHU a minimum of 12-hours per day  
Standard: 100%
17. Total crimes reported at PHA developments  
Standard:
18. Total crime ratio at PHA developments (ratio of reported crimes to total population)  
Standard:
19. Total crime rate per 1,000 population  
Standard:
20. Total crimes per PHU Officer  
Standard:
21. Total UCR/Part-1 crimes at PHA developments  
Standard:
22. Total UCR/Part-1 crimes ratio (reported Part-1 crimes to total population)  
Standard:
23. Total UCR/Part-1 crimes per PHU Officer  
Standard: (Informational Only)
24. Total UCR/Part-2 crimes at PHA developments  
Standard: (Informational Only)
25. Total UCR/Part-2 crimes ratio (reported Part-1 crimes to total population)  
Standard: (Informational Only)
26. Total UCR/Part-2 crimes per PHU Officer  
Standard: (Informational Only)
27. Call for assistance ratio (all calls for assistance to total population)  
Standard: (Informational Only)
28. Calls for assistance per 1,000 population  
Standard: (Informational Only)

- 29. Calls for assistance per PHU Officer  
Standard: (Informational Only)
- 30. Clearance rate for reported and verified crime  
Standard: 66%
- 31. Arrests per PHU Officer  
Standard: (Informational Only)
- 32. Average response time to calls for assistance  
Standard: < 10 minutes
- 33. Number of trespass orders in effect  
Standard: (Informational Only)
- 34. Number of times trespass order was enforced  
Standard: (Informational Only)

### **Crime/Activity Analysis**

- 35. Plot on site maps all reported crime at PHA developments  
Standard: Weekly and Annually
- 36. Complete a comparative analysis of crime in the city compared to PHA developments  
Standard: Semi-annually
- 37. Conduct a security analysis of all PHA properties  
Standard: Bi-annually
- 38. Percentage of PHA developments that have had a security analysis completed in the last two years  
Standard: 100%

### **Resident Background Screening**

- 39. Percentage of prospective residents screened for criminal background  
Standard: 100%
- 40. Percentage of prospective residents screened within 5-days of days  
Standard: 100%
- 41. Time to fingerprint and prepare advanced FBI-BCI check of residents requiring same  
Standard: 20 minutes.
- 42. Response time of FBI to review submitted fingerprints for advanced screening  
Standard: 15 to 45 days
- 43. Response time to PHA management requests for assistance to (non-emergency)  
Standard: Immediate, unless the officers are tied up on a call or incident with a more emergency priority.
- 44. Response time to PHA management requests for assistance (emergency)

Standard: Immediate, if the PHU tied up on another emergency call the management request will be forwarded to the PPD dispatcher for their immediate response.

45. Response time for obtaining and providing a crime report to a site manager  
Standard: Within 24-hours

### **PHA Security Officers**

46. Percentage of elderly-disabled developments with evening security officers on duty  
Standard: 100%
47. Percentage of PHA Security Officers who are certified by R.I. DEA  
Standard: 100%
48. Percentage of total time PHA Security Officers fail to arrive for their shift  
Standard: < 5%.
49. Percentage of residents rating PHA Security Officer service performance either "Very Good" or "Good"  
Standard: Not less than 75%.
50. Frequency of situation reports (by radio) to PHA Security Monitor  
Standard: Hourly
51. Percentage of PHA Security Officers submitting daily Activity Reports  
Standard: 100%

### **Security Monitors**

52. Average number of hours per week of coverage  
Standard: 160 hours
53. Percent of available time spent viewing monitors  
Standard: 60% (Other duties such as conducting the preliminary BCI checks, preparing W/Os and other administrative duties consume the balance of time.)
54. Time taken to forward building security violations to site managers for action  
Standard: Immediate
55. Amount of time from viewing serious violation (requiring police) and dispatch of officer.  
Standard: Immediate with PHU officers. < 5minutes for regular police

### **Public Affairs**

56. Percentage of PHA resident-management meetings at which a PHU Officer is present to participate  
Standard: 75%
57. Conduct hot dog roasts at family developments  
Standard: One each year per development
58. Participate with PHA at hot dog roasts at elderly-disabled developments  
Standard: 100%

## Security Education & Training

59. Conduct a security briefing for PHA staff members  
Standard: Annually
60. Conduct a security briefing for PHA residents  
Standard: Annually
61. Percentage of developments receiving security briefing at least annually  
Standard: 100%
62. Publish a security newsletter  
Standard: Annually

## Facilities Management

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### Administrative/General

1. Does the department have a set of written policies governing its day-to-day operations  
Standards: Yes
2. Frequency of updates of the department's *Standard Operating Manual*  
Standards: Annually (month?) and within 45-days of regulatory changes
3. Completion of *Monthly Management Report*  
Standards: 15<sup>th</sup> of each month
4. Completion of department's section of *Annual Report on Operations*  
Standards: 45 days after completion of fiscal year
5. Enter data updating department's section of the *Goals Management Plan*  
Standard: Semi-annually (July 1/January 1)
6. Enter data updating the department's section of *Performance Management Plan*  
Standards: monthly (where applicable)
7. Percentage of performance evaluations conducted on schedule  
Standard: 100%
8. Conduct meetings with senior staff to discuss performance and planning  
Standard:
9. Submit staff meeting minutes to executive director  
Standard: Not later than 3-days after meeting
10. Submit annual planning calendar  
Standard: Annually July 1
11. Update tenant charge schedule to reflect real costs associated with the delivery of repair services to units?  
Standard: Annually
12. Capital equipment plan prepared

Standard:

- 13. Painting Plan prepared  
Standard: Annually (June 1<sup>st</sup>)

**Work Orders**

- 14. Percentage of work orders reviewed for quality control  
Standard: 10%
- 15. Percentage of work orders completed properly.  
Standard: 98%
- 16. Percentage of work orders properly entered into the AS 400 work order system  
Standard: 98%
- 17. Number of "open" work orders at end of month  
Standard: < 500
- 18. Average response time for emergency work orders  
Standard: 1 day or less response time
- 19. Response time to remedy all REAC inspection health and safety violations  
Standard: within 24-hours
- 20. Average response time for routine work order.  
Standard: < 3-days
- 21. Ratio of emergency work orders to total work orders  
Standard:
- 22. Ratio of scheduled/planned work orders to all work orders  
Standard:
- 23. Ratio of resident requested work orders to all work orders  
Standard:
- 24. Cost per work order  
Standard: < \$25.00 per work order
- 25. Hours per work order  
Standard: < 1.8 hours per work order
- 26. Percentage of aggregate work orders completed (EOY)  
Standard: 98%
- 27. Graffiti removal  
Standard: Within 48-hours of identification
- 28. Percentage of extermination requests completed within 48-hours  
Standard: 95%
- 29. Number of Modernization referrals reviewed and work completed or incorporated into future budget

Standard: 100%

### **Unit Turnaround Time**

- 30. Average time to prepare a non-modernization vacant unit for occupancy  
Standard: < 15 days
- 31. Average time to prepare a vacant modernization unit for occupancy  
Standard: <60 days
- 32. Percentage of UTOs completed using PHA staff  
Standard: 90%

### **Inspections**

- 33. Percentage of PHA owned dwelling units inspected annually  
Standard: 100% of all units inspected annually
- 34. Percentage of units that pass annual inspection  
Standard:
- 35. Percentage of all buildings and grounds inspections completed annually  
Standard: 100%/ 25% quarterly
- 36. Percentage of mechanical systems inspections completed annually.  
Standard: 100%/25% quarterly
- 37. Percentage of completed unit turnovers inspected for QC  
Standard: 100%
- 38. Monthly development work plan completed (foremen)  
Standard: 3<sup>rd</sup> week of each month
- 39. Inspect all PHA-owned natural gas master meter systems quarterly to ensure tenant safety and regulatory compliance.  
Standard: Quarterly walkthrough inspections and semi-annual leak detection surveys
- 40. Elevator Inspections  
Standard: 100% of elevators inspected annually
- 41. Fire extinguishers inspection  
Standard: Annually

### **Inventory**

- 42. Perform annual physical inventory counts at the central and remote stockrooms.  
Standard: 100% of physical inventory counts completed
- 43. Percent of inventory accounted for in annual inventory count  
Standard: 95%
- 44. Perform monthly cycle counts at all warehouses  
Standard: 5% of all inventory counted monthly
- 45. Establish and maintain accurate reorder points and reorder quantities

Standard: Reviewed and updated annually

46. Establish and maintain accurate units of measure

Standard: Reviewed annually prior to inventory

47. Maintain neat and orderly warehouses, shelves, bins, barcodes

Standard: Inspect warehouses monthly (100% compliance)

48. Reduce inventory scanning errors through proper management, training, and progressive discipline

Standard: < 10 errors/week/warehouse

### **Staff Skill Training**

49. Staff hours of skills training.

Standard: 90% of personnel attend at least 2 skills development training session annually (excluding mandatory training)

### **Fleet/Equipment Maintenance**

50. Complete an inventory of all PHA motor vehicles

Standard: Annually/45-days after completion of fiscal year

51. Frequency of vehicle inspections

Standard: Weekly

52. Percentage of vehicles inspected (whatever the frequency rate in # 43 above is)

Standard: 100%

53. Vehicle replacement schedule prepared

Standard: Annually

54. Percentage of equipment serviced within manufacturer's recommended service times

Standard: 95%

55. Motor vehicle availability rate

Standard: 90%

56. Vehicle operating cost per mile

Standard: (Informational Only)

57. Fuel cost per mile

Standard: (Informational Only)

58. Average downtime/repair

Standard: < 2-days

59. Vehicle to mechanic ratio

Standard: 1:30

60. Average service time/vehicle (basic servicing-oil change)

Standard: (Informational Only)

- 61. Percentage of parts filled from mechanic inventory  
Standard: 80%
- 62. Percentage of scheduled mechanical work completed on schedule  
Standard: 90%
- 63. Percentage of equipment repaired within 24-hours  
Standard:
- 64. Review contracts administered by the department for compliance with quality standards.  
Standard: 10% of contracts reviewed annually

**Customer Satisfaction**

- 65. Overall rating received for "Maintenance Services" in annual Resident Satisfaction Survey  
Standard: 85 % or higher
- 66. Overall rating received for "Services" in annual Resident Satisfaction Survey  
Standard: 85% or higher
- 67. Percentage of developments achieving standard for "Maintenance Services"  
Standard: 100%
- 68. Percentage of developments achieving standard for "Services."  
Standard: 100%
- 69. Percentage of surveyed persons responding "Very Satisfied" or "Satisfied" in answering question: *How well you were treated by the person you contacted for repairs?*  
Standard:
- 70. Percentage of surveyed persons responding "Very Satisfied" or "Satisfied" in answering question: *How well you were treated by the person doing the repairs?*  
Standard:

**Facilities Management: Modernization Division**

- 71. Completion of Annual Capital Fund Plan HUD documents  
Standard: January annually
- 72. Presentation to Executive Director of proposed Capital Fund plan  
Standard: Annually
- 73. Presentation of Capital Fund Plan to Resident Advisory Board  
Standard: Annually
- 74. Conduct public hearing for Capital Fund Plan  
Standard: Annually
- 75. Percentage of HUD Capital Funds obligated within 24 months of Capital Fund budget approval  
Standard: 100% of funds obligated

76. Percentage of HUD Capital Funds expended within 48 months of Capital Fund budget approval  
Standard: 100% of funds expended
77. Percentage of projects unanticipated and not part of 5-Year Capital Improvement Plan  
Standard: < 5%
78. Contract forms and required HUD bid documentation reviewed and updated  
Standard: Bi-annually (January/July)
79. Update Handbook of Labor Requirements Standard  
Standard: Quarterly
80. Applicable and current Wage Determinations or HUD rates assigned to all projects  
Standard: 100% of all construction projects reviewed for applicable wage rates prior to solicitation for bids
81. Percentage of projects requiring HUD Wage Determinations surveys actually surveyed  
Standard: 100%
82. Submit required documentation for HUD Semi-Annual Labor Standards Enforcement Report  
Standard: Semi-annually (October/April)
83. Submit required documentation for HUD Contract and Subcontract Activity Report (MBE/WBE)  
Standard: Annually October
84. Survey developments for energy cost savings measures  
Standard: Annually (January)
85. Survey exteriors of family and scattered site developments for cyclical paint requirements  
Standard: Annually (July)
86. Percentage of modernization projects with Project Management files  
Standard: 100%
87. Percentage of Capital Fund projects with photographic record of construction progress maintained  
Standard: 100% of all major projects photographically documented
88. Percentage of projects provided with a Notice to Proceed letter to contractor with completion date  
Standard: 100%
89. Percentage of projects completed on schedule based on completion date established in Notice to Proceed letter.  
Standard: 100%
90. Percentage of all projects assigned a completion priority  
Standard: 100%

91. Percentage of all construction projects with Construction Cost Estimates submitted prior to solicitation for bids  
Standard: 100% of all projects
92. Percentage of all construction projects inspected at least weekly  
Standard: 100%
93. Percentage of inspections completed followed up with Inspection Reports for the Project File.  
Standard: 100%
94. Frequency of "job meetings" conducted for on-going construction projects  
Standard: Weekly
95. Change Orders to Construction Contracts are minimized  
Standard: Total dollar amount of Change Orders not to exceed 5% of total amount of initial contract
96. Percentage of construction contracts requiring monetary change orders  
Standard: < 10%
97. Percentage of all Change Orders executed administratively prior to initiating construction work in field  
Standard: 100%
98. Number of days to execute a change order  
Standard: 7-days
99. Number of days to review Requisitions for Payments by MOD project manager and submitted to Finance for payment  
Standard: 7-days
100. Percentage of Requisitions for Payment reviewed and submitted to Finance for payment within 7-day standard  
Standard: 95%
101. Frequency of meetings with Finance to review obligations and expenditures of Capital Fund Budgets to determine Cash Flow Analysis  
Standard: Monthly
102. Percentage of As-Built drawings provided to document conditions for each construction project  
Standard: 100%
103. Filing and check-out system for construction drawings maintained  
Standard: Construction Drawings for 100% of all construction projects maintained in flat files for reference and copying as required
104. Percentage of contractors providing Certificates of Insurance performing work at the Authority  
Standard: 100%

### **Physical Needs Assessment (PNA)**

105. Prepare Physical Needs Assessments (PNA) of all developments  
Standard: Annually
106. Percentage of developments with current Physical Needs Assessments of  
Standard: 100%
107. Field inspections for PNA conducted and submitted  
Standard: Semi-annual (Building and Grounds) (Systems)

## **Housing Management**

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### **General Administration**

1. Does the department have a set of written policies governing its day-to-day operations  
Standards: Yes
2. Frequency of updates of the department's *Standard Operating Manual*  
Standards: Annually and within 45-days of regulatory changes
3. Completion of *Monthly Management Report*  
Standards: 15<sup>th</sup> of each month
4. Completion of department's section of *Annual Report on Operations*  
Standards: 45 days after completion of fiscal year
5. Enter data updating department's section of the *Goals Management Plan*  
Standard: Semi-annually (July 1/January 1)
6. Enter data updating the department's section of *Performance Management Plan*  
Standards: monthly (where applicable)
7. Percentage of performance evaluations conducted on schedule  
Standard: 100%
8. Conduct meetings with senior staff to discuss performance and planning  
Standard: Monthly
9. Submit staff meeting minutes to executive director  
Standard: Not later than 3-days after meeting
10. Submit annual planning calendar  
Standard: Annually July 1
11. Percentage of site managers with Public Housing Management (PHM) certifications  
Standards: 100%
12. Percentage of management aides with PHM certification  
Standards: 100%
13. Does the department have a *Public Housing Marketing Plan*  
Standards: Yes
14. Frequency of Public Housing Marketing Plan update

Standards: Annually

15. Frequency of marketing events annually  
Standards: Quarterly (when necessary)
16. Number of new marketing materials developed annually  
Standards: One
17. Number of office audits conducted  
Standards: One per year per development
18. Percentage of office audits conducted on-schedule  
Standards: 100%
19. Response time from site managers to office audit findings (if any)  
Standards: 5 workdays
20. Utility allowances updated  
Standard: Annually

#### **Tenant Selection Activities**

21. Number of public housing applications processed monthly  
Standard: (Informational only)
22. Minimum number of applicants on waiting list  
Standard: 1000
23. Public housing waiting list purged  
Standard: Annually
24. Waiting list updated and posted  
Standard: Monthly
25. Pre-application waiting list purged  
Standard: Annually
26. Applicant to vacancy ratio  
Standard: 15:1
27. Percentage of "offers" meeting income targets annually  
Standard: 100%
28. Percentage of family applicants to public housing that have had home visits conducted  
Standard: 100%
29. Percentage of applicants offered housing that have had criminal background reviews completed  
Standard: 100%
30. Number of landlord references/applicant  
Standard: 5 references or 5 years

31. Average number of days to process an applicant for admission (to qualify)  
Standard: 15 working days
32. Number of days from initial application to sending of receipt of application  
Standards: 7 days
33. Number of days between request for and actual informal hearing conducted  
Standard: < 30-days
34. Percentage of informal hearings held within 30-days of request  
Standard: 100%
35. Percentage of original decisions upheld after informal hearings  
Standards: 75%
36. Percentage of informal hearing decisions requesting a formal hearing  
Standards: 23%
37. Number of days between request for and actual formal hearing  
Standard: 30days
38. Percentage of formal hearings held within 30-days of request  
Standard: 100%
39. Percentage of PHA decisions upheld in formal hearing  
Standard: 90%
40. Number of new admissions meeting local preference  
Standard: 25%
41. Number of non-traditional office hours provided by Tenant Selection Office  
Standards: 4 hrs. per month summer- 4 hrs per month winter
42. Percent of all new applicants (family developments) scheduled for Preparation for Community Living Program  
Standards: 100%

### **Property Management/Lease Enforcement**

43. Percentage of residents in elderly-disabled developments issued building access cards  
Standard: 100%
44. Percentage of residents in elderly-disabled developments issued access cards within 3-days  
Standard: 100%
45. Percentage of "unit "offers" accepted  
Standard: 75%
46. Ratio of folders to number of units expected to become available  
Standard: 4:1

47. Average number of days from receipt of applicant folder to lease-up (Lease-up time)  
Standard: 7 to 10 days
48. Percentage of new residents executing a lease that receive development orientation  
Standard: 100%
49. Overall occupancy rate  
Standard: 97%
50. Number of developments meeting 97% occupancy rate  
Standard: 100%
51. Overall rent collection rate  
Standard: 95%
52. Monthly rent collection rate for family developments  
Standard: 94%
53. Monthly rent collection rate for elderly/disabled developments  
Standard: 96%
54. Percentage of developments achieving rent collection rate 100% of time  
Standard: 90%
55. Delinquent TARS as percentage of total tenant charges  
Standard: 7%
56. Percentage of TARS greater than 60-days  
Standard: 2% or less
57. Percentage of HUD form 50058 submitted on time monthly  
Standard: 96%
58. Percentage of households on transfer list as a percentage of aggregate number of households  
Standard: (Informational only)
59. Percentage of "adequately-housed" families  
Standard:  $\leq 90\%$
60. Ratio of transfers to new leases  
Standard: 1:1 with occupancy 97% or greater 5:1 less than 97%
61. Number of regularly scheduled Resident-Management meeting conducted annually  
Standard: 12/year held monthly
62. Percentage of developments meeting the Resident-Management meeting requirements  
Standard: 90%

- 63. Resident-Management meeting minutes forwarded to Executive Director by e-mail  
Standard: ≤ 3-days
- 64. Conduct annual re-certifications  
Standard: Within 60-days of lease expiration
- 65. Percentage of developments achieving recertification objective  
Standard: 100%
- 66. Number of vacate inspections completed within 24-hours  
Standard: 100%
- 67. Is there a method to track resident inquiries and/or complaints  
Standard: Yes
- 68. Response time to resident complaints or inquiries  
Standard: Within 48-hours
- 69. Utility allowance calculations performed  
Standard: Annually
- 70. Lease violations notices sent within 24-hours of notification/observation  
Standard: 100%
- 71. Number of management "walk-arounds"/week  
Standard: ≤ one/day
- 72. Percentage of developments achieving management "walk-around" standard  
Standard: 100%
- 73. Average number of days from notification to eviction  
Standard: 30 days
- 74. Resident directory (high-rise only) updated  
Standard: Every Tuesday - 100%

### **Resident Satisfaction Survey**

- 75. Overall rating received for "Communications" section in the annual HUD's/PHA Customer Satisfaction Survey  
Standard: ≤ 80% or higher
- 76. Rating received for HUD/PHA Resident Satisfaction Survey question # 6 subpart question: *Do you think management provides you information about: Maintenance and repair (water shut-offs, boiler shutdowns, modernization activities)?*  
Standard: ≤ 80%
- 77. Rating received for HUD/PHA Resident Satisfaction Survey question # 6 subpart question: *Do you think management provides you information about: The rules of you lease?*  
Standard: ≤ 90%

78. Rating received for HUD/PHA Resident Satisfaction Survey question # 6 subpart question:  
*Do you think management provides you information about: Meetings and events?*  
Standard: ≤ 80%
79. Rating received for HUD/PHA Resident Satisfaction Survey question # 7 subpart question:  
*Do you think management is: Responsive to your questions and concerns?*  
Standard: ≤ 80%
80. Rating received for HUD/PHA Resident Satisfaction Survey question # 7 subpart question:  
*Do you think management is: Courteous and professional with you?*  
Standard: ≤ 85%
81. Rating received for HUD/PHA Resident Satisfaction Survey question # 7 subpart question:  
*Do you think management is: Supportive of your resident/tenant association?*  
Standard: ≤ 75%
82. Number of in-house department training sessions conducted  
Standard: Quarterly
83. Number of PHM “prep” sessions conducted annually  
Standard: One
84. Percentage of staff meeting computer certification (“Prove-It” Program)  
Standard: 100% within two years

## **Leased Housing Department**

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### **General Management**

1. Does the department have a set of written policies governing its day-to-day operations  
Standards: Yes
2. Frequency of updates of the department’s *Standard Operating Manual*  
Standards: Annually (April) and/or within 45-days of regulatory changes
3. Completion of *Monthly Management Report*  
Standards: 15<sup>th</sup> of each month
4. Completion of department’s section of *Annual Report on Operations*  
Standards: 45 days after completion of fiscal
5. Enter data updating department’s section of the *Goals Management Plan*  
Standard: Semi-annually (July 1/January 1)
6. Enter data updating the department’s section of *Performance Management Plan*  
Standards: monthly (where applicable)
7. Percentage of performance evaluations conducted on schedule

Standard: 100%

8. Conduct meetings with staff to discuss performance and planning  
Standard:  $\leq$  Once/month
9. Submit staff meeting minutes to executive director  
Standard: Not later than 3-days after meeting
10. Submit annual planning calendar  
Standard: Annually July 1
11. Telephone calls returned  
Standard:  $\geq$  24-hours
12. Achieve a high SEMAP score  
Standard: 90% or >
13. Maintain a high lease rate for the Voucher  
Standard: 97% or >
14. Maintain a high Voucher budget utilization rate  
Standard: 97% or >
15. Complete recertification calculations of all Section 8 participants  
Standard: 30-days prior to effective date
16. Percentage of re-certifications on schedule  
Standard: 95%
17. Percentage of files reviewed for quality control  
Standard: 10%
18. Percentage of files reviewed for compliance with HQS enforcement  
Standard: 5%
19. Percentage of all new leases reviewed to determine rent reasonableness  
Standard: 100%
20. Review changes to the master file and print landlord checks  
Standard: Prior to the 2<sup>nd</sup> of each month
21. Provide a database to the RI Department of Health with the name and address of Section 8 participants for the purposes of matching children with elevated lead blood levels  
Standard: Monthly
22. Track the number of days for participants to obtain housing  
Standard: Monthly
23. Amount of time it takes the PHA to notify property owners of HQS violations  
Standard: Within 3-days of inspection

24. Conduct annual inspections  
Standard: Within 120-days prior to recertification date
25. Percentage of annual inspections completed on schedule  
Standard:  $\leq 97\%$
26. Conduct complaint inspections  
Standard: Within 5-days of request
27. Percentage of "complaint" inspections conducted within 5 days  
Standard: 100%
28. Number of life threatening violations identified during initial inspection  
Standard: 100%
29. Percentage of life threatening violations identified during initial inspection that were remedied within 24 hours, or within PHA-approved extension period  
Standard: 100%
30. Number of non-life threatening violations cited  
Standard: (Informational only)
31. Percentage of non-life threatening violations that were remedied within 30-days, or within PHA-approved extensions.  
Standard: (Informational only)
32. Conduct "new lease" inspections  
Standard: Within 15-days of receiving the *Request for Lease Approval*
33. Percentage of new lease inspections completed within 15-days  
Standard: 100%
34. Percentage of all requisitions for the 11-B developments reviewed  
Standard: 100%
35. Conduct a contract administrator review of 11-B developments  
Standard: Annually
36. Percentage of 11-B developments reviewed annually  
Standard: 100%
37. Update utility allowance  
Standard: Annually (October)
38. Update payment standards for Voucher Program  
Standard: Annually (October)
39. Track spatial distribution of Section 8 units by neighborhood and census tract  
Standard: Monthly
40. Average waiting time for participants with appointments  
Standard: < 15 minutes

41. Average waiting time for walk-ins  
Standard: < 30 minutes
42. Percentage of 50058 forms submitted to MTCS on schedule monthly  
Standard: 100% of the previous month's changes
43. Update and post Section 8 waiting list  
Standard: Monthly
44. Purge Section 8 waiting list  
Standard: Annually
45. Compile a list of "hard-to-house" families to earn additional administrative fees  
Standard: Annually (July)
46. Amount of "hard-to-house" fees earned annually  
Standard:
47. Percentage of new Section 8 leasers who have attended program orientation  
Standard: 100% of families on the waiting list. New lease/transfers are oriented at their initial HA.
48. Conduct voluntary Section 8 orientation for Section landlords and/or prospective landlords  
Standard: Semi-annually
49. Publish a Section 8 newsletter for program participants  
Standard: Semi-annually
50. Publish and distribute a Section 8 newsletter for landlords  
Standard: Semi-annually
51. Percentage of all leases (new & renewal) reviewed for rent reasonableness  
Standard: 100%
52. Percentage of participants for which third-party income verification is obtained  
Standard: 100%
53. Conduct a marketing effort to attract landlords to the program  
Standard: Evaluate quarterly if a marketing effort is needed to attract landlords to the program?
54. The amount of time to approve a participant's move to a new location  
Standard: within 5 days
55. Percentage of new Section 8 awards selected from waiting list  
Standard: 100%
56. The department complies with HUD's payment standard guidelines  
Standard: Not > 110% of current applicable published FMRs and which are not less than 90% of the current applicable published FMRs, other than exception areas authorized by HUD.

- 57. Percentage of PHA tenant rent and family's share of rent to owner calculations that are incorrect  
Standard: < 2%
- 58. Percentage of newly leased units that passed HQS inspection before the beginning date of the HAP contract  
Standard: 100%
- 59. Family Self-Sufficiency targets have been met  
Standard: ≤ 80% of mandatory slots
- 60. Review transfers that can be "absorbed" to eliminate billing.  
Standard: semi-annually
- 61. Review lease rates to determine whether transfers will be absorbed or administered.  
Standard: Quarterly
- 62. Submit the HUD form # 52665 for new portable leases  
Standard: 6 months

### **Customer Service Ratings**

- 63. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that:  
*"I am satisfied with the way the PHA's Section 8 staff treats me."*  
Standard: ≤ 85%
- 64. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that:  
*"I feel the staff shows concern for my situation when I contact them."*  
Standard: ≤ 75%
- 65. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that:  
*"I am satisfied with the speed that my questions are answered."*  
Standard: ≤ 80%
- 66. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that: *"The Section 8 staff are courteous and polite."*  
Standard: ≤ 85%
- 67. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that:  
*"Phone messages are returned within 24-hours."*  
Standard: ≤ 90%
- 68. Percentage of Section 8 participants who stated they "Agree" or "Strongly Agree" that:  
*"When I come in for a scheduled appointment it starts on time."*  
Standard: ≤ 85%
- 69. Percentage of Section 8 participants who rated the overall performance of Section 8 inspectors "Good" or "Excellent."  
Standard: ≤ 90%

70. Percentage of Section 8 participants who rated the courtesy and politeness of Section 8 inspectors as "Good" or "Excellent."  
Standard:  $\leq 90\%$
71. Percentage of Section 8 landlords who "Agree" or "Strongly Agree" that they are satisfied with the way the Section 8 staff treats them.  
Standard:  $\leq 85\%$
72. Percentage of Section 8 landlords who "Agree" or "Strongly Agree" that the Section 8 staff are courteous and polite.  
Standard:  $\leq 85\%$
73. Percentage of Section 8 landlords who rate the overall performance of the Section 8 inspectors as "Good" or "Excellent."  
Standard:  $\leq 85\%$
74. Percentage of Section 8 landlords who rate courtesy and politeness of the Section 8 inspectors as "Good" or "Excellent."  
Standard:  $\leq 85\%$
75. Percentage of Section 8 landlords who "Agree" or "Strongly Agree" that they received their rent payment by the 5<sup>th</sup> of each month.  
Standard:  $\leq 90\%$



**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
(24 CFR Part 903.7)

**A. ANNUAL PLAN TYPE**

- Standard Plan
- Troubled Agency Plan

## **B. EXECUTIVE SUMMARY OF THE ANNUAL PHA PLAN**

As part of this Plan, the Providence Housing Authority outlines policies and procedures contained in our various Standard Operating Procedures Manuals used in our day-to-day operations and certify that they are in conformance and consistent with PHA handbooks and manuals.

The following pages, along with these supporting documents, comprise this Plan. In 2000 the Providence Housing Authority developed our own separate, 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 as surveys of external and internal stakeholders, all PHA employees, commissioners, and extensive environmental scanning activities. This process began again in 2004 and 2005. Last year the PHA surveyed all PHA public housing residents (885 or 36.3% responded), as well as significant numbers of Section 8 residents and landlords (we received 231 resident surveys and 259 landlord surveys). We also surveyed the neighbors of our scattered site housing and key stakeholders. We further conducted focus groups in partnership with the resident associations at each of our developments.

However, due to the myriad of changes proposed and then mandated by the Congress and HUD we suspended our process until all the changes were clarified. In November of 2007, we, once again, commenced our Strategic Planning process with a completion target of May 2008. The planning teams repeated its surveying of our public housing residents when HUD was unable to start their Resident Survey. As part of our process we mailed surveys to one-third of our resident population. These surveys are now being analyzed for inclusion in the Strategic Plan. In addition to the public housing residents we also surveyed one-third of our Section 8 residents and Section 8 landlords, as well as all elected officials in the City of Providence, and 148 third-parties which perform some type of function with or for the housing authority.

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. The RAB met seven times in consultation with the staff to review and approve the Annual Plan.

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. In the upcoming year, we will determine whether to expand this preference. Another new policy this year is a fine schedule that has been reviewed by residents at each development and approved by the PHA's Resident Advisory Board and Board of Commissioners. The fine schedule will be implemented to serve as a

deterrent to those residents failing to comply with their lease for offenses not serious enough to commence eviction proceedings.

Also included in the annual and five-year planning processes are capital improvements that are either currently underway or to be addressed in the following years that cover a wide range of improvements to PHA sites and dwelling structures. Both annual and five-year capital fund statements are included in this document. The PHA has applied for Capital Funds Financing to complete Capital Fund modernization now in current dollars. It was this capitalization mechanism that was used to build the new community center and facilities management central office and warehouse at the Hartford Park development. If successful, these new Capital Fund bond proceeds will be used to accelerate several projects identified in our Physical Needs Assessment and planned for in our Comprehensive Capital Improvement Plan.

The PHA has also received HUD approval to execute an Energy Performance Contract with Ameresco, Inc. to complete \$12.0 million worth of energy improvement/savings. Once completed, it is estimated that the PHA will save approximately 20% (\$1.2 million) in its energy costs.

Services addressed in this plan include a Homeownership Program that has already resulted in eight former public housing residents owning their own homes; ambitious adult education programs that include 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.

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 is very concerned about our ability to continue to provide these services with HUD placing greater restrictions on their grants. Unless funding is identified this year, many of our successful programs will cease to exist.

The PHA and its private developer partner recently completed developing 65 low income housing tax credit program units at the former Roger Williams development site. The new site will be known as Williams-Woods Place. This project will add desperately needed housing in the city of Providence. Ground was broken for the construction in February 2006 and the first units were leased and occupied in December 2006. The balance of the site will be leased in January of 2007. The Authority looks forward to developing additional

affordable housing units in 2007 by utilizing LIHTC and Replacement Housing Funds provided by HUD.

All of these separate elements are brought together in this annual and five-year 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.

**Supporting Documents Available for Review:**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

## 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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input 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	Annual Plan: Rent Determination

## List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
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
NA	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
NA	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
NA	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
NA	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 checked="" 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
NA	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
	The most recent fiscal year audit of the PHA	Annual Plan: Annual

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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	Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **A. STATEMENT OF HOUSING NEEDS**

(24 CFR Part 903.7 9 (a))

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	20,942	4	4	3	3	3	3
Income >30% but <=50% of AMI	7,933	4	4	3	3	3	3
Income >50% but <80% of AMI	9,507	4	3	3	3	3	3
Elderly	5,554	4	2	3	2	3	2
Families with Disabilities	9,349	4	4	3	3	3	3
Race/Ethnicity <b>White</b>	22,807	4	4	3	3	3	3
Race/Ethnicity <b>African-American</b>	6,271	4	4	3	3	3	3
Race/Ethnicity <b>Native-American</b>	498	4	4	3	3	3	3
Race/Ethnicity <b>Asian</b>	2,075	4	4	3	3	3	3
Race/Ethnicity <b>Hispanic (All Races)</b>	11,572	4	4	3	3	3	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: **2005 – 2010 Published: May 2005**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year: **2006**
- Other housing market study  
Indicate year: **PHA Rental Survey 2006**
- Other sources: (Various newspaper articles/various dates)

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

**Housing Needs of Families on the Waiting List**

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	<b>979 (2,402 pre-applications)</b>		<b>1110</b>
Extremely low income (<=30% AMI)	975	99 %	
Very low income (>30% but <=50% AMI)	3	< 1 %	
Low income (>50% but <80% AMI)	1	< 1 %	
Families with children	579	59 %	
Elderly families	109	11 %	
Families with Disabilities	295	30 %	
Race/ethnicity (H/W)	557	57 %	
Race/ethnicity (H/B)	29	3 %	
Race/ethnicity (NH/W)	137	14 %	
Race/ethnicity (NH/B)	222	23 %	

Characteristics by Bedroom Size (Public Housing Only)

1BR	205	21 %	10 %
2 BR	249	25 %	12 %
3 BR	184	19 %	9 %
4 BR	45	5 %	2 %
5 BR	7	< 1 %	0
5+ BR	6	< 1 %	0

Is the waiting list closed (select one)?  No  Yes

\* **Open through a pre-application process since 10-18-2000**

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

## Housing Needs of Families on the Section 8 Waiting List

Waiting list type: (select one)

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

## Housing Needs of Families on the Section 8 Waiting List

	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	<b>354</b> <b>(1,687 Pre-apps)</b>		<b>100</b>
Extremely low income <=30% AMI	<b>282</b>	<b>78 %</b>	
Very low income (>30% but <=50% AMI)	<b>79</b>	<b>22 %</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>0 %</b>	
Families with children	<b>318</b>	<b>88 %</b>	
Elderly families	<b>19</b>	<b>12 %</b>	
Families with Disabilities	<b>12</b>	<b>3 %</b>	
Race/ethnicity (W)	<b>274</b>	<b>70 %</b>	
Race/ethnicity (B)	<b>79</b>	<b>27 %</b>	
Race/ethnicity (AI)	<b>5</b>	<b>1%</b>	
Race/ethnicity (A)	<b>3</b>	<b>&lt; 2 %</b>	
Characteristics by Bedroom Size (Public Housing Only)	NA Section 8		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <b>9-years (Section 8)</b> 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			

### III. Strategy for Addressing Needs:

#### (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:**

- 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:**

- 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)
  - Develop 4-6 units of affordable housing using RHP and LIHTC funds.

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

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

- 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:**

- 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:**

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

**Need: Specific Family Types: families with disabilities**

**Strategy 1: Target available assistance to families with disabilities:**

- 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:**

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

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

- 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)
  - Develop brochures and other marketing tools extolling the benefits of living outside areas of concentrated poverty.

## (2) Reasons for Selecting Strategies

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

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

## **B. STATEMENT OF FINANCIAL RESOURCES**

(24 CFR Part 903.7 9 (b))

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	\$9,340,000	
b) Public Housing Capital Fund	\$4,068,955	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$14,511,969	
ACC for Project-Based Section 8	\$4,991,194	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant	\$10,000	Sports Coordinator
i) HOME		
Other Federal Grants (list below)		
Section 8 FSS Grant	\$122,762	Self-Sufficiency
RI Department of Education	\$320,000	Adult Ed & ESL
RI Department of Health	\$30,000	Health Programs

## Financial Resources: Planned Sources and Uses

Sources	Planned \$	Planned Uses
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
ROSS	\$499,456	Education Training
<b>3. Public Housing Dwelling Rental Income</b>		
	\$7,186,700	
<b>4. Other income (list below)</b>		
Tenant Charges- Non Rent	\$100,000	Operations
Other Operating Receipts	\$124,251	Operations
Interest	\$96,000	Operations
<b>5. Non-federal sources (list below)</b>		
MHRH	\$66,895	Drug Abuse Prevention
Weed & Seed	\$45,500	
Lockwood/Wiggin	\$72,000	Security
Department of Elderly Affairs	\$100,000	Elderly Security
City of Providence	\$40,000	Security
<b>Total resources</b>	<b>\$41,725,682</b>	

## C. PHA POLICIES GOVERNING ELIGIBILITY, SELECTION & ADMISSIONS

(24 CFR Part 903.7 9 (c))

### I. Public Housing:

#### (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:  
**(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)
- Applicants are required to undergo a Home Visit prior to occupancy to determine their housekeeping skills.
  - Applicants are required to attend a pre-occupancy orientation

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? (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 can interested persons apply for admission to public housing? (select all that apply)

- PHA main administrative office
- PHA development site management office
- Other (list below)
  - PHA website: pha-providence.com

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?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? If yes, how many lists?
3.  Yes  No: Can families be on more than one list simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists? (select all that apply)
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply

Other (list below)

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies: In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)
- When occupancy is below 97% (only emergency transfers)
  - When occupancy is greater than 97% (5X for each new admission)

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 (Special program)
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 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
- 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) De-concentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **II. Section 8:**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

- Previous landlord reference, rents due, rent paying record, damage claims, 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
- Other (list below)
  - At a location selected by the PHA when they open the waiting list. The last time the waiting list was opened for new applicants approximately 4,000 applicants arrived. For this reason, a designated location, which can handle the logistics for the size of the operation has to be selected.

### **(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:

- For reasonable accommodation for handicapped and/or disabled persons.
- New participants from the waiting list receive two 30-day extensions for a total of 120 days.
- Current participants now receive two 30-day extensions for a total of 120 days when moving from one unit to another due to the current rental market.
- A family that includes a disabled person or a child with an elevated blood lead level (EBL) receives one additional 30-day extension for a total of 150 days as a reasonable accommodation if requested and verification is provided.

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

a. Income targeting:

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

b. Preferences:

1.  Yes  No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date

and time of application) (if no, skip to subcomponent  
**(5) Special purpose Section 8 assistance programs)**

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply):

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

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

1 Date and Time

Former Federal preferences

- 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
- 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)
- (2) 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?

C.



Through published notices

Other (list below)

- Direct mail to applicants and groups supporting those Special purposes.

## D. PHA RENT DETERMINATION POLICIES

(24 CFR Part 903.7 9 (d))

### I. Public Housing:

#### (1) Income Based Rent Policies

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?

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

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

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

- Elderly or disabled with no 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 percentages 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 Rent based on local FMRs

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

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

e. Ceiling rents

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

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

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

- For all developments

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

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

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

f. Rent re-determinations:

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

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

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)

- 2.
- 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)

**II. Section 8 Tenant-Based Assistance:**

**(1) Payment Standards**

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families

Other (list below)

**(2) Minimum Rent**

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

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

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

## **E. OPERATIONS & MANAGEMENT**

(24 CFR Part 903.7 9 (e))

### **I. PHA Management Structure:**

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**II. HUD Programs Under PHA Management:**

<b>Program Name</b>	<b>Units/Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2,606	375
Section 8 Vouchers	1,755	230 (293 unfunded)
Section 8 Certificates	121	10
Section 8 Mod Rehab	283	80
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
<b>Other Federal Programs (list individually)</b>		
Family Self-Sufficiency (Public Housing Residents)	60	
Family Self-Sufficiency (Section 8 Residents)	63	
ROSS	210	
Neighborhood Networks	242	
Resident Service Coordinators	1131	

**III. Management and Maintenance Policies:**

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

**Providence Housing Authority  
Facilities Management Operations Manual**

(This Operations Manual outline, as well as all other Operating Manuals, Administrative Plans, Capital Improvement Plans and Standard Operating Procedures for all PHA departments and Offices are available for review at the PHA Main Administrative Offices at 100 broad Street during normal business hours or by appointment. The entire manual is available for review. It is not feasible to place all our manuals of policies and procedures in this document. Too many trees would have to be sacrificed!)

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**Chapter 1: Introduction**

- Introduction
- Mission Statement
- Function Statement

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**Chapter 2: Facilities Management And Planning**

- Organizational Structure /Staffing
- PHAS Performance Standards
- Annual Goals Management Plan
- Annual Facilities Management Plan

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**Chapter 3: Dispatch**

- Dispatch
- Rovers
- Call Back Policy
- Building Control And Monitoring System

---

**Chapter 4: Work Orders**

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

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**Chapter 5: Inspection**

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

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**Chapter 6: Unit Turn-Around**

- Unit Turnaround
- Procedure
- Anticipating Vacancies
- Quality Control Standards

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**Chapter 7: Inventory Control System**

- Inventory Control System
- Reports
- Tools And Equipment
- Maintenance Inventory Model
- Warehousing

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**Chapter 8: Vehicles**

- Motor Vehicle Preventive Maintenance
- Gasoline Purchasing
- Motor Vehicle Replacement Policy
- Vehicle Inspections
- Procedure
- Vehicle Trip Log
- Accidents

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**Chapter 9: Energy Management**

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- Energy Management
- Annual Utility Review
- Energy Management Strategies
- Annual Energy Conservation

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**Appendices**

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- A: Job Descriptions
- B: Goals Management Plan
- C: Snow Removal Plan
- D: Landscape Plan
- E: Development Inventory
- F: Tenant Charges
- G: Quality Control
- H: Planned Maint. Schedules
- I: Forms
- J: Employee Evaluation Forms

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**Inspection Forms**

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- FM-Ins1: Annual Apt. Insp. Checklist (UPM Insp.)
- FM-Ins2: Building And Grounds Inspection
- FM-Ins2a: Roof 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 Insp.
- FM-Ins8: Unit Turnaround Update Form
- FM-Ins9: Vacant Unit Inspection

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**Vehicle Forms**

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- FM-Veh1 In-Shop Vehicle Maintenance
- FM-Veh2 Monthly Vehicle Fuel Log
- FM-Veh3 Motor Vehicle Accident Report (DMV)
- FM-Veh4 Vehicle Accident Report
- FM-Veh5 Vehicle Checklist
- FM-Veh6 Vehicle Trip Log

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**Inventory/Purchases Forms**

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

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**Logs**

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- FM-Log1 Call Back Log
- FM-Log2 Dispatch Office Radio Check-out Log
- FM-Log3 Elevator Log
- FM-Log4 Employee Sick Log
- FM-Log5 Key Log

# Providence Housing Authority Housing Management Administrative Handbook

## Chapter 1: History/Organization

- 
- |                             |                              |                              |
|-----------------------------|------------------------------|------------------------------|
| ▪ History of Public Housing | ▪ Dept of Housing Management | ▪ Organization of Department |
| ▪ Public Housing Occupancy  | ▪ General Responsibilities   | ▪ Function Statement         |

## Chapter 2: Introduction to Admissions & Continued Occupancy Plan

- 
- |                            |   |                     |
|----------------------------|---|---------------------|
| ▪ Overview                 | ▪ Communication                                 | ▪ Family Outreach   |
| ▪ Fair Housing             | ▪ Questions to Ask In Granting Accommodation    | ▪ Right to Privacy  |
| ▪ Reasonable Accommodation | ▪ Non-English Speaking Applicants and Residents | ▪ Required Postings |

## Chapter 3: Eligibility for Admission

- 
- |                        |   |                                |
|------------------------|---|--------------------------------|
| ▪ Policy Statement     | ▪ Income Limits for Admission                 | ▪ Suitability                  |
| ▪ Eligibility Criteria | ▪ Citizenship and Eligible Immigration Status | ▪ Grounds for Denial           |
| ▪ Family               |   | ▪ Posting of Admissions Policy |

## Chapter 4: Application Processing

- 
- |                                 |                             |                               |
|---------------------------------|-----------------------------|-------------------------------|
| ▪ Pre-Application               | ▪ Application               | ▪ Establishing Applicant File |
| ▪ Processing of Pre-Application | ▪ Processing of Application | ▪ Applicant Updates           |
| ▪ Pre-Application Data Entry    | ▪ File Maintenance          | ▪ Quality Control Checks      |

## Chapter 5: Waiting List

- 
- |   |                                |                             |
|---|--------------------------------|-----------------------------|
| ▪ Establishing and Maintaining a Waiting List | ▪ Overview                     | ▪ Waiting List Preferences  |
|   | ▪ Opening/Closing Waiting List | ▪ Updating the Waiting List |

## Chapter 6: Verification Process

- 
- |                                    |   |                                   |
|------------------------------------|---|-----------------------------------|
| ▪ Overview                         | ▪ Verification of Family Composition and Income | ▪ Home Visit                      |
| ▪ Types of Verification            | ▪ Familial Identification                       | ▪ Home Visit Form                 |
| ▪ Third Party Verification         | ▪ Eligible Immigration Status                   | ▪ Shelter or Other Trans. Housing |
| ▪ Verbal Verification              | ▪ Dependent Information                         | ▪ Medical Facilities              |
| ▪ Original Documents               | ▪ Family's Annual Income                        | ▪ Living with Families            |
| ▪ Applicant Certification          | ▪ Adjusted Income                               | ▪ Re-inspections                  |
| ▪ Information Subject to Change    | ▪ Net Family Assets                             | ▪ Interview                       |
| ▪ Sources of Verification          | ▪ Verifying Non-Economic Selection Criteria     | ▪ Interview Forms                 |
| ▪ Applicant Info. Release Waiver   | ▪ History of Criminal Activity                  | ▪ Office Interview Form           |
| ▪ Verification Steps               | ▪ Landlord Verification                         | ▪ Fraud                           |
| ▪ Obtaining 3rd Party Verification | ▪ Utility Service                               | ▪ Verification Time Limits        |

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**Chapter 7: Reviewing Verified Information**

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- Overview
- Office Interview Report
- Residency Verifications
- Property Damage, Housekeeping, and Disturbances
- Acceptable Documentation
- Primary Indicators
- Secondary Indicators
- Income/Asset/Local Preference Verification
- Criminal Record Verification
- Impact of Criminal Activity on the Community
- Other Factors and Considerations
- Verification of Mitigating Circumstances
- Other Documentation
- Home Visits
- Location Preference

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**Chapter 8: Final Determination**

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- Overview
- Final Determination
- Landlord Responses
- Criminal Activity
- Responses from Shelters
- Evictions
- Home Visits
- Interview
- Participation in Preparation for Community Living
- Outstanding Balance on PHA Account
- Mitigating Circumstances
- Misrepresentation and Fraud
- Application Activity Record
- Eligibility Determination
- Preference Determination
- Mandatory / Perm. Ineligibility
- Admission of Apps. w Disabilities
- Waiting Period
- Record keeping

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**Chapter 9: Income, Exclusions and Deductions**

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- Annual Income
- Convert to Annual Income
- Income of Dependents
- Income of Temporarily Absent Family Members
- Income of Confined Family Members
- Income from Assets
- Regular Contributions and Gifts
- Alimony or Child Support
- Income from a Business
- Social Security Overpayment Withholding
- Lump Sum Payments
- Lump Sum Payments Involving Attorney Fees
- Relocation Payments
- Reimbursement for Program Related Expenses
- Treatment of Income from Training Programs
- Title V
- Adjusted Income
- Dependent
- Elderly/Disabled Deduction
- Child Care Expenses
- Medical Expenses
- Allowance for Disability Expenses
- Specialized Calculation for Households Eligible for Handicapped Assistance and Medical Expenses
- Excess Utility Expenses—Medical Equipment
- Income Exclusions

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**Chapter 10: Rent Calculation**

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- Family Choice in Rent
- Formula Based Rent
- Minimum Rent
- Flat Rent
- Rent for Families under the Non-citizen Rule
- Rent Changes for Families Receiving Public Assistance
- Utility Allowance
- Calculation of Total Tenant Payment

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**Chapter 11: Tenant Selection and Assignment Plan**

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- Occupancy Standards
- Development Type
- Unit Type
- Single Pregnant Women
- Foster Children, Foster Adults
- Same Gender Adults
- Live-in Aides
- Accessible Units
- Nondiscriminatory Interaction with Disabled Applicants
- Local Preferences and Broad Range of Incomes
- De-concentration Incentives
- Targeting
- Limitation of Non-Very Low Income Families
- Placement Procedures
- Record keeping

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**Chapter 12: Resident Selection Reporting**

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**Chapter 13: Marketing**

- Overview
- Identifying Obstacles
- Marketing Plan
- Measure Success of Performance

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**Chapter 14: Leasing**

- Overview
- Receiving Units from Maint.
- Sending App. Folders to Devs.
- Showing Units
- Preparing for Leasing
- Move-In Inspection
- Move-In Orientation
- Lease Reading
- Security Check List
- Lead-Based Paint Notification
- Rent and Security Deposit
- Keys
- Processing Lease
- Follow Up

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**Chapter 15: Rent Collection**

- Importance of Rent Collection
- Resident Orientation
- Role of Housing Manager
- Lease Requirements for Rental Payments
- Rent Collection
- Termination for Nonpayment of Rent
- Lease Termination Notice Requirements
- Other
- Grievance Procedure
- Notice to Post Office for Eviction for Criminal Activity
- Escrow Deposit

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**Chapter 16: Re-examinations**

- Overview
- PHA Policies
- Annual Reexamination
- Interim Reexamination
- Special Reexamination
- Special Reexamination to Correct Error in Rent
- No Income
- Eligibility Requirements for Continued Occupancy
- Flat Rent
- Formula Method
- Conducting Annual Re-exams
- General
- Missed Appointments
- Reexamination Schedule
- Application for Continued Occupancy
- Processing of Applications for Continued Occupancy
- Receipt/Processing Applications for Interim Rent Adjustments
- Decrease in Income
- Increase in Income
- Flat Rent
- Interim Reexamination of Adjusted Income
- Special Reexaminations
- Scheduled Special Reexaminations
- Conducting Special Reexaminations

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**Chapter 17: Community Service Requirement**

- General
- Exemptions
- Notification of Requirement
- Volunteer Opportunities
- Implementation of Requirement
- Notification of Noncompliance with Community Service Requirement
- Opportunity for Cure

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**Chapter 18: Transfers**

- Overview
- Policies
- Resident Requested Transfers
- Other Transfers
- Reduction of Vacancies
- Intra-and Inter-Dev Transfers
- Transfer Priorities
- Transfer Form
- Occupancy Standards
- PHA Required Transfers
- Changes in Family Composition
- Handicap Accessible Unit
- Emergency and Other Transfers
- Approval/Disapproval of PHA Required Transfers
- Notification to Residents
- Resident Requested Transfers
- Approval/Disapproval
- Transfer to Scattered Sites
- Transfer from Scattered Site Units
- Budgeting Issues
- Restitution : Utility Shutoffs
- Scheduling Transfers
- Removal from FSS/Homeownership Program
- Cost of Family's Move
- Tenants in Good Standing
- Resident Selection Office Responsibilities

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**Chapter 19: Adding Members to Lease**

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- Overview
- Writen Request/Interview
- Screening
- Under-housed

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**Chapter 20: Inspections**

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- Overview
- Notification Requirements
- Equipment
- Returned Units
- Move-in Inspections
- Conducting Move-in Inspections
- Reporting Requirements
- Annual Inspections
- Conducting Annual Inspections
- Reporting Requirements
- HUD Physical Cond. Assess.
- Transfer Inspections
- Conducting Transfer Inspections
- Reporting Requirements
- Emergency/Spot Inspections
- Conducting Emer./Spot Inspections
- Reporting Requirements
- Vacate Inspections
- Conducting Inspections
- Reporting Requirements
- Assessing Vacate Charges

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**Chapter 21: Grounds Inspection and Maintenance**

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- Overview
- Conducting Grounds Inspections

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**Chapter 22: Lease Enforcement**

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- Handling Complaints
- Boarders and Lodgers
- Housekeeping
- Vehicles
- Towing Policy
- Log Book
- Pets
- Eviction Policy for Pets
- Fraud
- Unreported Employment
- Daycare Fraud
- Welfare Income Charts
- Restitution Agreements

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**Chapter 23: Termination for Cause**

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- Overview
- Termination by Tenant
- Termination by PHA
- Criminal Activity
- Termination of Illegal Drug Users and Alcohol Abusers
- Mandatory and Permanent Termination
- Laws and Regulations
- Federal Law and Regulations
- State Law
- PHA Policy
- Termination of Lease for Reasons other than Nonpayment of Rent
- Issuance of Legal Notices to Residents

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**Chapter 24: Vacating Units**

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- Overview
- Vacate with Notice
- Vacate without Notice
- Return of Security Deposit

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**Chapter 25: Grievance Procedure**

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- Overview
- Applicability
- Grievance
- Filing a Grievance
- Grievance Process
- Response
- Review
- Postponements
- Notification, document review
- Conducting a Hearing
- Private Hearing
- Conducting a Hearing
- Panel Decision
- Effect of Panel Decision
- Issues of Rent
- Grievance Panel
- Availability
- Grievance Secretary
- Miscellaneous
- Escrow
- Other
- Failure to Request Hearing

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**Chapter 26: File Maintenance and Data Entry**

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- Overview
- File Organization
- Vacated Residents
- Audits of Files

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**Chapter 27: Quality Control and Audits**

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- Logs
- Inspections

**Chapter 28: Departmental Reporting**

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**Chapter 29: Fire Policy**

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- Overview
- First on the Scene
- Non-Standard Hours
- Process for Relocation
- Dexter Manor Office Responsibilities
- Displaced Family Responsibilities

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**Chapter 30: Access Cards**

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- Overview
- Procedure
- Replacement Cards
- Defective Cards
- Vacating a Unit
- Visitors and Vendors

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**Appendices**

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- A: Glossary
- B: Schedule of Flat Rents
- C: Reexamination Packet
- D: Grievance Procedure
- E: Lease
- F: Re-exam Packet

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**Other Manuals**

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- Pest and Rodent Control Policy
- Office Policy and Procedures Manual
- Emergency Operations Manual
- Security Officers Standard Operating Procedures
- Inventory Control Standard Operating Procedures
- Security Plan
- Equipment and Vehicle Replacement Plan
- Office Policy and Procedures Manual

**(2) Section 8 Management: (list below)**

## Providence Housing Authority Leased Housing Department Administrative Plan

(This is the chapter outline of the Administrative Plan for Section 8 operations. The full plan is available for review at the PHA's Administrative Offices at 100 Broad Street during normal business hours or by appointment.)

- 
- Section 1 Waiting List
  - Section 2 Eligibility for Admission
  - Section 3 Rent Calculation
  - Section 4 Briefing/Issuance of Certificates, Vouchers
  - Section 5 Inspections
  - Section 6 Leasing Policies
  - Section 7 Owner's Requirements and Responsibilities
  - Section 8 Re-certifications and Continued Eligibility
  - Section 9 Moves
  - Section 10 Portability
  - Section 11 Contract Terminations
  - Section 12 Claims
  - Section 13 Fraud and Program Abuse
  - Section 14 Other Programs
  - Index
  - Glossary of Terms
  - Appendix 1 Rental Housing Process Flow Charts
  - Appendix 2 Rent Reasonableness, Utility Allowances
  - Appendix 3 Rental Housing Forms
  - Appendix 4 Housing Quality Standards Inspection Form

## F. PHA GRIEVANCE PROCEDURES

(24 CFR Part 903.7 9 (f))

### 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.

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### ***Definitions***

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***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***

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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***

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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:***

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#### ***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***

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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***

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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 agencies<sup>1</sup> 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
- 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.

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***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.

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***Grievance Secretary***

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

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<sup>1</sup> 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.

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***

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#### ***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.

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)



## **G. CAPITAL IMPROVEMENT NEEDS**

### **I. Capital Fund Activities:**

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

Select one:

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

-or- **SEE ATTACHMENT**

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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:

- Intend to use RHP funds with tax credits to build 4-6 units.

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:

## H. DEMOLITION & DISPOSITION

(24 CFR Part 903.7 9 (h))

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: <b>Dominica Manor</b> 1b. Development (project) number: <b>RI009 (AMP06)</b>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>(01/06/07)</b>
5. Number of units affected: <b>0</b>
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: <b>UKN</b> b. Projected end date of activity: <b>UNK</b>



# I. DESIGNATION OF PUBLIC HOUSING FOR OCCUPANCY BY ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR ELDERLY FAMILIES & FAMILIES WITH DISABILITIES

(24 CFR Part 903.7 9 (i))

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:	<b>Dominica Manor, Carroll Tower</b>
1b. Development (project) number:	<b>RI009 (AMP06) RI011 (AMP07)</b>
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:	<b>02/10/95 (Initial) Renewed: 7/2000, 7/2002, 12/2004</b>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan

<input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>398</b>
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

## J. CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE

(24 CFR Part 903.7 9 (j))

### I. 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
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by

means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

## K. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

(24 CFR Part 903.7 9 (k))

### I. Public Housing:

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: <b>Scattered Sites</b>
1b. Development (project) number: <b>RI017, RI030, RI039, RI040, RI 036, RI043, RI039</b>
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: <b>(09/27/1994)</b>
5. Number of units affected: <b>10</b>
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **II. Section 8 Tenant Based Assistance:**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes" describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## L. PHA COMMUNITY SERVICE & SELF-SUFFICIENCY PROGRAMS

(24 CFR Part 903.7 9 (l))

### I. 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 an MOU, but have not been awarded vouchers for program.
- Joint administration of other demonstration program
- Other (describe)

### II. Services and Programs Offered to Residents and Participants:

#### (1) General

##### a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

**b. Economic and Social self-sufficiency programs**

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.

<b>Services and Programs</b>				
<b>Program Name &amp; Description (including location, if appropriate)</b>	<b>Estimated Size</b>	<b>Allocation Method (waiting list/random selection/specific criteria/other)</b>	<b>Access (development office / PHA main office / other provider name)</b>	<b>Eligibility (public housing or section 8 participants or both)</b>
<b>Adult Basic Education &amp; GED</b> 30 hours/week	48 served FY 2007	Enrollment Wait List maintained	Hartford Park Manton Heights	Public Housing Section 8
<b>ESL</b> 30 hours/week	31 served FY 2006	Enrollment Wait List maintained	Hartford Park Chad Brown	Public Housing Section 8
<b>Office Skills Classes</b> 60 hour evening job preparation	8 served FY 2007	Enrollment Wait List maintained	Offered @Hartford Park. Open to all.	Public Housing Section 8
<b>Section 8 Homeownership</b>	101 served FY 2007	Rolling admissions Monthly orientations	Offered @ Hartford Park English/Spanish	Section 8 Voucher holders
<b>Introduction to Computers</b>	18 served FY 2007	Enrollment Wait list maintained	Offered @ Hartford Park English/Spanish	Public Housing Section 8
<b>Financial Fitness</b> One week budgeting, credit and banking education course	16 served FY 2007	Fall & Spring sessions English/Spanish	Offered @ Hartford Park	Public Housing Section 8
<b>Family Self- Sufficiency</b> 5-year case managed contractual program	171 served FY 2007	Selection criteria, ongoing outreach	All PHA Developments & Section 8	

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2005 Estimate)</b>	<b>Actual Number of Participants (As of: 06/30/07)</b>
Public Housing	0	60
Section 8	0	63

- 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:

**III. 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**



## M. PHA SAFETY & CRIME PREVENTION MEASURES

(24 CFR Part 903.7 9 (m))

### I. 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)
  - Resident – Management Meetings
  - Focus Groups

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

- Chad Brown/Admiral Terrace
- Hartford Park
- Manton Heights

## **II. 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)
  - Frequent meetings with police
  - Designation of unit specifically for patrolling public housing
  - Use of police reserves

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

- Chad Brown/Admiral Terrace
- Hartford Park
- Manton Heights

## **III. 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 (undercover operations)

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

## **N. PET POLICY**

(24 CFR Part 903.7 9 (n))

### **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.



## **O. 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.

**(See attached pages)**



## P. 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)?



## Q. PHA ASSET MANAGEMENT

(24 CFR Part 903.7 9 (a))

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)
    - Project-based management
    - Decentralization of services
    - Cost-based accounting
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?



## R. OTHER INFORMATION

(24 CFR Part 903.7 9 (r))

### I. Resident Advisory Board Recommendations:

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

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

Attached at Attachment (File name)

**Provided below:**

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

Considered comments, but determined that no changes to the PHA Plan were necessary. **(Comments were positive. RAB assisted in development.)**

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

Other: (list below)

### II. 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.)

### III. Description of Resident Election Process:

1. 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:** The Providence Housing Authority **has three Resident Commissioners**. Residents self nominate after obtaining 25 valid signatures from other residents. If more than one person chooses to seek the position, an election is held at each site. Persons selected

from each site are submitted to the mayor of the city. He/she selects three Resident Commissioners.

2. 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)

3. 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)

**IV. Statement of Consistency with the Consolidated Plan:**

1. Consolidated Plan jurisdiction: **(Providence, Rhode Island)**

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)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The City of Providence's May 2005 Consolidated Plan lists the following housing priorities in its Housing and Community Development Strategic Plan (page IV-1).

- Preserving and maintaining rental housing is integral to a healthy housing stock and an important component in meeting affordable housing needs
- Homeownership, a critical element for strong neighborhoods, needs to be expanded.
- Preserve the city's existing housing stock.

The 2005 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.

The PHA participated in assisting the City of Providence in the development of new 2005-2010 Consolidated Planning process.

#### **V. Other Information Required by HUD:**

##### **Definition of "Substantial Deviation" or Significant Amendment".**

The PHA has defined a "significant amendment" or a "substantial deviation" as:

- Changes to rent or admissions policies or organization of the waiting list;
- 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;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.
- 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.



## Attachments

### **Attachments Included Below**

- PHA Management Organizational Chart
- De-Concentration Policy
- Community Service Requirement Policy Statement
- Residents on the PHA Governing Board/Board Resolution
- Residents on the PHA Resident Advisory Board/RAB Resolution
- Plans to address issues from the PHAS resident survey
- Comments from the Public Meeting and PHA Response (If any)/Public Notice

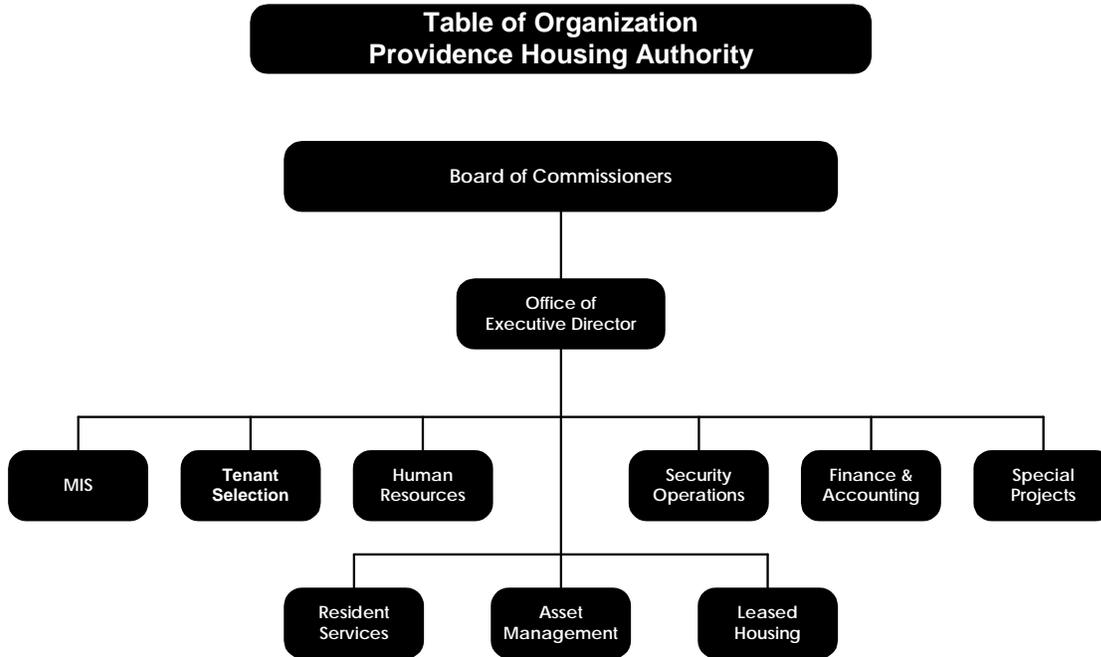
### **Separate Attachments**

- PHA Certifications
  - a. PHA Plans Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
  - b. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
  - c. Capital Fund Program Certifications
    - i. Form HUD-52835
    - ii. Form HUD-50070
    - iii. Form HUD-50071
    - iv. Standard Form LLL
- Progress on Five Year Plan (ri001a01)
- Capital Fund Program Annual Statement/P&E Report Parts I-III (ri001b01)
- FY 2000 Capital Fund Program Five Year Statements (ri001c01)
- Capital Fund Performance & Evaluation Report: CF 50105 (ri001d01)
- Capital Fund Performance & Evaluation Report: CF 50104 (ri001e01)



# Attachment I

## Providence Housing Authority Table of Organization





## Attachment II

### De-concentration Policy

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 29<sup>th</sup>, 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.



## Attachment III

### 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.

Providence Housing Authority  
100 Broad Street, Providence, RI 02903  
July 29, 2003

#### **\*NOTICE TO RESIDENTS\***

(Notificación para las personas de habla Hispana: Si usted no puede leer Inglés, obtenga este documento traducido o llame a la oficina del gerente de su edificio y solicite una traducción.)

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#### **SUBJECT: Reinstatement of the Community Service and Self-Sufficiency Requirement**

- **Purpose:**

The community service and self-sufficiency requirement has been reinstated and is intended to assist adult public housing residents in improving their own economic and social well-being and give these residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to "give something back" to their community and to facilitate upward mobility.

- **Background:**

The Quality Housing and Work Responsibility Act of 1998, contained a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month.

In Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act signed February 21, 2003, reinstated this provision.

- **Applicability:**

The community service and self-sufficient requirement applies to all adult residents in public housing except for those exempted under Section 12(c) of the Act. This requirement does not apply to Section 8 tenants.

The public housing tenants exempt from the community service and self-sufficiency requirement are those:

- Age 62 years or older.
- Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of the disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:
  - Unsubsidized employment;
  - Subsidized private-sector employment;
  - Subsidized public-sector employment;
  - Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  - On-the-job-training;
  - Job search and job-readiness assistance;
  - Community service programs;
  - Vocational educational training (not to exceed 12 months with respect to any individual);
  - Job skills training directly related to employment;
  - Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  - Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  - The provision of childcare services to an individual who is participating in a community service program.

Public Housing Residents must work a minimum of 30 hours per week to qualify for a work activity exemption. Residents can also claim an exemption if:

- They meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- If a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be non-compliance with such program.

- **Noncompliance Requirements:**

Resident who were delinquent in community service hours under the lease in effect at the time of suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time. If you were in noncompliance a copy of your notice of noncompliance will be included with this written notice. The community service requirement is applicable for FY 2003 to all leases entered into on and after October 1, 2002. All PHA families are being notified of the reinstatement of the Community Service requirement and all families must be in compliance by with these requirements by October 31, 2003. In order to obtain a lease renewal on the expiration of the current lease, Compliance is required with both delinquent and current community service requirements.

The Providence Housing Authority will offer residents an opportunity to enter into written agreement with the PHA to cure the noncompliance with the community service and self-sufficiency requirements either under the current or delinquent lease. This agreement will include:

- The additional number of hours of community service or self -sufficiency work activities needed to make up the required number of hours under the current lease.
- Assurance that all members of the family who are subject to these requirements are in compliance with the requirements.
- Written assurances satisfactory to the PHA that any noncompliant resident no longer resides in the unit.

Tenants may request a grievance hearing on the PHA's determination of noncompliance. They may also exercise any available judicial remedy to seek redress from the PHA's non-renewal of the lease because of such determination.

A PHA will retain documentation of service requirement performance or exemption in each management office. The PHA does comply with nondiscrimination requirements.



## Attachment IV

### Residents on PHA Governing Board

Current Resident Commissioners:

Delores Cascella	Dominica Manor
Dorothy Watters	Codding Court
Gilberta Taylor	Hartford Park

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. Both resident commissioners have been reappointed recently to new five year terms.

### Board of Commissioners Resolution

Providence Housing Authority Board of Commissioners unanimously passed on March 27, 2008 states:

**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 Providence Housing Authority has prepared its eighth episode of the Annual Plan for the fiscal year of 2008; and,

**Whereas,** the Board of Commissioners has participated in the planning and review of this Annual Plan FY 2008.

**Now, therefore,** may it be resolved that the Board of Commissioners of the Providence Housing Authority hereby Approves the Providence Housing Authority's Annual Plan FY 2008.

**Moved by: Jaime Castillo**

**Seconded by: Robert Clarkin**



## Attachment V

### Residents on PHA Resident Advisory Board

- |                         |                 |
|-------------------------|-----------------|
| ▪ Ms. Sharon Delgado    | Chad/ Ad/Sun    |
| ▪ Vacant                | Manton Heights  |
| ▪ Vacant                | Roger Williams  |
| ▪ Ms. Toba Weiss        | Dexter Manor    |
| ▪ Mr. Sherman Johnson   | Kilmartin Plaza |
| ▪ Ms. Cheryl Medeiros   | Parenti Villa   |
| ▪ Mr. Lawrence Alphonso | Carroll Tower   |
| ▪ Ms. JT Taylor         | Hartford Park   |
| ▪ Vacant                | Section 8       |
| ▪ Ms. Delores Cascella  | Dominica Manor  |
| ▪ Ms. Dorothy Waters    | Codding Court   |

### Resident Advisory Board Resolution

Providence Housing Authority Resident Advisory Board unanimously passed on January 30, 2008 states:

**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 Providence Housing Authority has prepared its eighth episode of the Annual Plan for the fiscal year of 2008; and,

**Whereas,** the Resident Advisory Board has participated in the planning and review of this Annual Plan FY 2008.

**Now, therefore,** may it be resolved that the Resident Advisory Board of the Providence Housing Authority hereby approves the Providence Housing Authority's Annual Plan FY 2008.

**Moved by:** Dolores Cascella (Dominica Manor)

**Seconded by:** Cheryl Medeiros (Parenti Villa)



## Attachment VI

### **Plans to Address the Real Estate Assessment Center Customer Service and Satisfaction Survey 2006**

The Department of Housing and Urban Development failed to conduct a Resident Survey this past year. We were told that they had a contract dispute with their vendor. They have stated that the PHA will receive an identical score from the previous year. Following is our response to last year's Resident Survey.

The Department of Housing and Urban Development's Real Estate Assessment Center conducts a survey of public housing residents in Providence each year. 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 88.0%
- Communication 73.4%
- Safety 68.9%
- Services 93.8 %
- Neighborhood Appearance 66.7%

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 and a multi-year Performance management & Accountability System, which addresses these issues. The following are the objectives in the strategic plan that are related 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.

It should be noted that the PHA increased its score from the previous year in each category.

The reader is referred to the Performance management and Accountability Plan at the beginning of this document. The PMAP has performance indicators/standards for each department or functional area at the housing authority. These performance indicators/standards will also be used to address those categories that did not achieve a minimum score of 75.

### **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 evictions for residents who break the lease. The PHA scored 67.2% on this section.

The PHA intends to address safety and security concerns of our residents by continuing to implement the following goals and objectives:

## 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

### **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 SAFETY 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 installed a new \$700,000 security access system in our elderly and elderly/disabled high-rise buildings in 2004. Each year the system will be expanded by in-house personnel. 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 are inoperable. New intercom panels with cameras were installed in several buildings. Visitors are now 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 all exterior doors as well as parking areas and elevators and information regarding the card used to open doors as well as visual documentation is stored electronically. This system drastically improves security at these buildings. Security Monitors operate the system 24 hours-a-day six days per week and 16 hours on Sundays (Facilities Management dispatchers monitor the system for the other eight hours on Sundays).

The **Providence Police Department** has also assigned additional officers to the **Public Housing Unit** to patrol the PHA's developments. In the previous years the PHA had dropped to only four officers, and has since risen to include a total of eight officers with six assigned at a time. This allows for a minimum daily coverage of 12 hours with special emphasis on high-crime areas and times, as identified in security reports produced on a daily, weekly, monthly and annual basis. Such data gathering and record keeping allows for the security personnel to plan the most effective deployment and strategies to meet challenges as soon as they are identified. At the current time, approximately two thirds of the crimes reported to the PHU are cleared by arrest, an arrest rate that was not possible in the previous years when the unit was severely undermanned.

There is also a new Resident Crime Watch at Dexter Manor and Parenti Villa. This is in addition to the existing crime watch at Dominica Manor. Further, additional crime watches have been proposed and may be established if acceptable circumstances develop.

The Resident Services Department has Youth Programs that include Violence Prevention topics. Further, a special "hot sheet" has been developed allowing residents to submit anonymous tips on crime and crime related incidents to PHA personnel.

The PHA has developed a training protocol for security guards, which is now being implemented statewide in cooperation with the RI Department of Elderly Affairs. A PHA officer continues to conduct regular training sessions in elderly high rise buildings. Further, the Security Operations Manager is currently updating a Safety and Security Manual for PHA personnel and is creating a PowerPoint presentation for staff.

The PHA also received \$50,000 in funding for security under the "Weed and Seed" program for Manton Heights and recently received funds for the Hartford Park

development. The PHA is providing office and meeting space for the Weed n' Seed Coordinator at our Hartford Park Facilities Management Office.

Additional Security related items being planned or completed by the Facilities Management Department this fiscal year are:

- Hartford Resident Services Building – this new building was constructed with 4 exterior cameras
- Hartford Park, Manton Heights – security cameras installed at high crime areas
- Hartford Park, Chad/Ad – Security cameras installed to monitor outside high crime areas. Also, security shields will be installed on exterior light fixtures as needed: Ongoing
- Parenti Villa, Carroll Tower, Kilmartin – new exterior pole lights in parking areas planned in 2005
- Dominica Manor – Two new cameras added to lobby area and one in the laundry room: completed
- High Rises – additional interior cameras planned at Dexter, Dominica Manor, Carroll Tower, Parenti Villa, Kilmartin Plaza and 335 Hartford in 2005
- Hartford Park Facilities Management Building – this new building was constructed with 4 exterior cameras and backup security monitors.

## 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 65.1% 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 2001

**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 RESIDENTS 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 fund site improvements at its developments. A landscaping project was completed at our Admiral Terrance development including new trees, shrubs, walkways and a retaining wall. The basketball court at Chad Brown was completely refurbished including the playing surface and new poles rims and backboards. Repairs to the exterior masonry walls and brick exteriors of the buildings at

Chad Brown, Admiral Terrace and Sunset Village were completed in the last year. New exterior aluminum replacement windows were installed throughout the Administration building at 285 Chad Brown Street replacing the old steel windows. At Hartford Park, the exteriors of eleven multi-family low rise buildings containing 84 units were repainted in the Barry Road area. A bid package is currently being prepared to the restoration of the exterior of the ten story, 120 unit high-rise building at 335 Hartford Avenue. Also at Hartford, a new Facilities Management Building and a new Resident Services Building have both been completed. They have improved the delivery of services to the community as well as the physical appearance of the neighborhood. Parking lots were repaved at Parenti Villa and Carroll Tower including new dumpster pads. Fence work including both repair and replacement was completed at 68 scattered site units as well as at the Roger Williams and Hartford Park developments. Two 5 bedroom scattered site handicapped units were completely renovated inside and out including new kitchens, porches, ramps and vinyl siding. Eleven duplex scattered site units were undergoing exterior painting and five additional scattered site duplexes received new porches and vinyl siding. Tree maintenance including pruning and removal continues year round at PHA developments and scattered sites with more than \$50,000 expended over the past 3 years.

Finally, continued implementation of an aggressive planned preventative maintenance strategy will be continued. In FY 2005 the Department of Facilities Management conducted a total of 77,139 work orders at the PHA's developments. Included in this figure were 37,881 scheduled work orders and 34,436 Resident Service 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 work orders are usually completed the same day but within 24 hours. Every development has its own maintenance crew.

The PHA Resident Services Department also conducted an Earth Day clean up project in partnership with the Department of Environmental Management and planted new plant material at the Employment Support Center. Further, ten large trash barrels with murals painted on them have been installed at the Chad Brown development.

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 several years as units are vacated. Ongoing, 215/267 completed
- Dexter Manor I - Replace heating system
- Chad Brown - New building specific heating systems: Planned - to be phased over several years at a cost of more than \$2 million
- High Rise Buildings - Replace unit floor tile at unit-turn-around: Ongoing
- High-Rise Buildings - Exterior repairs: Planned-to be phased over several years
- Hartford Park High-Rise @ 335 Hartford; Exterior Repairs: Repairs planned for 2006
- Hartford Park - Install new dedicated boiler for Domestic Hot Water: Planned 2006
- Roger Williams - Exterior renovations: planned over next two years
- Roger Williams - Additional concrete work and landscaping: planned over the next three years

- Dexter, Dominica, Parenti Villa - New Fire Alarm systems: completed
- Carroll Tower, Kilmartin – New Fire Alarm systems: planned over next 3 years
- Carroll Tower and Parenti Villa – new roofs: completed
- Carroll Tower and Parenti Villa – new generators: completed
- Scattered Sites - Painting or new vinyl siding on older scattered sites: Ongoing every year
- Scattered Sites - Porch replacement: Ongoing

**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 70.2%. The following objectives will address the 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 THEIR 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 maintaining their own resident association. To this end new Resident Associations have been formed at all PHA developments.

Further, several training sessions have been conducted by PHA staff for resident leaders.

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 participated in planning physical site improvements at their development. The PHA also conducted focus groups at each development in FY 2004/2005.

**The Resident Services Department conducts an annual Resident Needs Assessment** of all elderly and elderly/disabled high-rise residents to determine their needs and to develop a plan to address these needs. This is a one on one meeting between PHA staff and each resident.

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 is implementing a door to door outreach program for health assessments sponsored by the March of Dimes, home visits to parents to help them keep their children in school and money management classes to help residents with rent payment issues.

The PHA offers classes during evening and weekend hours including a Saturday homeownership program briefing.

The PHA's security force reaches out to residents by attending regular meetings and through community building activities. From 2001-2004 the Public Housing Unit, the Police force assigned to patrol PHA property, collected or purchased and distributed 1,400 toys, 225 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, 10,000 hot dogs were roasted and given to residents as a method of promoting trust and communication between the police and residents.

Also, for youth, the PHA conducts an annual in-house youth job shadowing program.

## Attachment VII

### Comments from Public Hearing

Public hearing scheduled for April 9, 2008.

Any and all comments and the PHA's responses will be included here.

### Public Notice

#### Providence Housing Authority

##### **Public Notice Annual Plan FY2008**

The Providence Housing Authority will conduct a public hearing at 5:00 pm on April 9<sup>th</sup> 2008 concerning its FY 2008 Annual Plan as required by the Department of Housing & Urban Development. This meeting will take place at the PHA's main office in the second floor conference room at 100 Broad St. in Providence. Public comments are invited at this time.

A draft of this plan and supporting documentation is available for public review at the PHA's main office at 100 Broad St. during the hours of 8:30-4:30 Monday through Friday. Anyone having questions or concerns should contact Talitha VanDenBerghe at 751-6400 ext. 1133.

Individuals requiring interpreter services for the hearing impaired should notify the Providence Housing Authority by calling the above phone number seventy-two (72) hours in advance of this meeting.



## 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 50108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:   
  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	772,898			
3	1408 Management Improvements Soft Costs	165,000			
4	1410 Administration	386,449			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	142,997			
8	1440 Site Acquisition				
9	1450 Site Improvement	360,150			
10	1460 Dwelling Structures	951,342			
11	1465.1 Dwelling Equipment—Nonexpendable	9,000			
12	1470 Nondwelling Structures	26,000			
13	1475 Nondwelling Equipment	110,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Expenses	1,145,119			
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines: 2 to 20 )</b>	<b>4,068,955</b>			
22	Amount of line 21 Related to LBP Activities	10,000			
23	Amount of line 21 Related to Section 504 compliance	18,000			
24	Amount of line 21 Related to Security –Soft Costs	140,000			
25	Amount of Line 21 related to Security-- Hard Costs	86,000			
26	Amount of line 21 Related to Energy Conservation Measures	113,000			

**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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Chad Brown</b>	Operations	1406	N/A	55,605					
	Police	1408	N/A	9,353					
	A&E Fees and Costs	1430	N/A	7,195					
	Utility surveys	1430	N/A	5,000					
	UPCS Inspection	1430	N/A	2,014					
	Repair Steam Lines	1450	N/A	15,000					
	Repair/Replace Gas Lines	1450	N/A	5,000					
	Lawn Maintenance	1450	N/A	7,350					
	Tree Pruning	1450	N/A	3,598					
	Exterior Security Lighting	1450	N/A	5,000					
	Repoint/Seal Exterior Masonry	1460	N/A	10,000					
	Repair/Replace Gutters and Guards	1460	N/A	5,000					
	Re-Caulk/Repaint Windows	1460	50 units	10,000					
	Upgrade Kitchens	1460	10 units	11,000					
	Bathroom Renovations	1460	30 units	7,500					
	Appliance Purchases	1465	10 units	4,500					
	Maintenance Vehicles/Equipment	1475	N/A	20,000					
	Bond Repayment	1501	N/A	51,588					
				<b>234,703</b>					
<b>Admiral Terrace</b>	Operations	1406	N/A	55,605					
	Police	1408	N/A	9,353					
	A&E Fees and Costs	1430	N/A	7,195					
	UPCS Inspection	1430	N/A	2,015					
	Repair Steam Lines	1450	N/A	10,000					
	Repair/Replace Gas Lines	1450	N/A	15,000					
	Lawn Maintenance	1450	N/A	7,350					
	Tree Pruning	1450	N/A	3,598					

<b>Annual Statement/Performance and Evaluation Report</b>										
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>										
<b>Part II: Supporting Pages</b>										
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI			Grant Type and Number				Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities			Capital Fund Program Grant No: RI 43 P001 50108				Total Actual Cost Obligated Expended			Status of Work
			Replacement Housing Factor Grant No:							
General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost						
				Original	Revised					
<b>Admiral Terrace (continued)</b>	Exterior Security Lighting	1450	N/A	5,000						
	Repoint/Seal Exterior Masonry	1460	N/A	10,000						
	Repair/Replace Gutters/ add Guards	1460	N/A	5,000						
	Upgrade Kitchens	1460	10 units	11,000						
	Re-Caulk/Repaint Windows	1460	50units	5,000						
	Heating System Repairs	1460	N/A	5,000						
	Bathroom Renovations	1460	30 units	7,500						
	Appliance Purchases	1465	10 units	4,500						
	Security System - Maint. & Mgt. Office	1470	N/A	10,000						
	Bond Repayment	1501	N/A	51,588						
				<b>224,704</b>						
<b>Sunset Village</b>	Reinsulate Crawl Space Bays	1460	N/A	25,000						
	Repaint Exterior Doors/Trim	1460	N/A	10,000						
				<b>35,000</b>						
<b>AMP 01 Totals</b>				<b>494,407</b>						
<b>Roger Williams</b>	Pave/Sealcoat Parking Lot	1450	N/A	5,000						
	Repair/Replace Smoke Hatches	1460	4 Units	16,000						
	Upgrade Electrical Panel	1460	N/A	30,000						
	Card Access/Cameras/Security System	1470	N/A	8,000						
				<b>59,000</b>						
<b>Codding Court</b>	Operations	1406	N/A	59,910						
	Police	1408	N/A	10,077						
	A&E Fees and Costs	1430	N/A	7,751						
	UPCS Inspection	1430	N/A	2,171						

# 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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Codding Court (continued)</b>	Exterior Security Lighting	1450	N/A	5,000					
	Tree Pruning	1450	N/A	3,876					
	Repoint/Seal Exterior Masonry	1460	5 Bldgs	20,000					
	Replace Domestic Water Heaters	1460	9 Units	9,000					
	Maintenance Vehicles/Equipment	1475	N/A	20,000					
	Bond Repayment	1501	N/A	55,577					
					<b>193,362</b>				
<b>Scattered Sites</b>	Operations	1406	N/A	59,910					
<b>15, 17, 18, 21, 28,</b>	Police	1408	N/A	10,077					
<b>29, 30, 31, 32, 33,</b>	A&E Fees and Costs	1430	N/A	7,751					
<b>34, 35, 36, 37, 38,</b>	UPCS Inspection	1430	N/A	2,171					
<b>39, 40, 41, 42, 43</b>	Tree Pruning	1450	N/A	3,876					
	Landscaping and Fencing	1450	N/A	5,000					
	<i>Building Repairs (All Projects)</i>	1460	N/A	106,042					
	Paint Buildings, Rebuild Porches								
	Replace DHW Tanks, Boilers								
	Repair/Seal Foundation Cracks								
	Install Carb Monoxide/Smoke Detectors								
	Replace Windows, Deferred Painting								
	Install Vinyl Siding, Vinyl Floor Tile								
	Bond Repayment	1501	N/A	55,577					
				<b>250,404</b>					
<b>AMP 02 Totals</b>				<b>502,766</b>					
<b>Hartford Park</b>	Operations	1406	N/A	150,671					
	Police	1408	N/A	25,341					

# 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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Hartford Park (continued)</b>	A&E Fees and Costs	1430	N/A	19,493					
	UPCS Inspection	1430	N/A	5,458					
	LBP/Asbestos Testing	1430	N/A	5,000					
	Landscaping and Fencing	1450	N/A	10,000					
	Tree Pruning	1450	N/A	9,745					
	Lawn Maintenance	1450	N/A	8,750					
	Exterior Building Repairs	1460	5 bldg	100,000					
	LBP Abatement	1460	N/A	5,000					
	Deferred Painting	1460	N/A	15,000					
	Trash Chute Cleaning/Repairs	1460	N/A	5,000					
	Upgrade Security DVR	1460	N/A	10,000					
	Heating/Domestic HW System Repairs	1460	N/A	10,000					
	Computer Hardware	1475	N/A	20,000					
	Radios/Telecommunications/Alarms	1475	N/A	5,000					
	Maintenance Vehicles/Equipment	1475	N/A	20,000					
	Bond Repayment (FM/Res Svs Bldgs)	1501	N/A	428,119					
	Bond Repayment (CFPP)	1501	N/A	139,769					
<b>AMP 03 Totals</b>				<b>992,346</b>					
<b>Manton Heights</b>	Operations	1406	N/A	97,873					
	Police	1408	N/A	16,462					
	A&E Fees and Costs	1430	N/A	12,663					
	Utility Survey	1430	N/A	5,000					
	UPCS Inspection	1430	N/A	3,546					
	Upgrade Spill Protection - Underground Tanks	1450	N/A	15,000					
	Repair/Replace Gas Lines	1450	N/A	47,000					
	Lawn Maintenance	1450	N/A	6,700					
	Tree Pruning	1450	N/A	6,332					

**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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Manton Heights (continued)</b>	Landscaping and Fencing	1450	N/A	10,000					
	Resurface Common Hallway Floors	1460	N/A	25,000					
	Repaint/Seal Exterior	1460	N/A	50,000					
	Repair/Replace Roof on Wood Bldgs	1460	N/A	10,000					
	Repair/Replace Roof on Brick Bldgs	1460	N/A	10,000					
	Repair/Replace Doors and Hardware	1460	N/A	10,000					
	Security System - Maint. & Mgt. Office	1470	N/A	8,000					
	Bond Repayment	1501	N/A	90,794					
<b>AMP 04 Totals</b>				<b>424,370</b>					
<b>Dexter Manor I &amp; II</b>	Operations	1406	N/A	86,306					
	Computer System Software	1408	N/A	25,000					
	Police	1408	N/A	14,516					
	Security Guards	1408	N/A	10,000					
	A&E Fees and Costs	1430	N/A	11,166					
	UPCS Inspection	1430	N/A	3,127					
	Upgrade Elec. Panels/ Generator Switchgear	1450	N/A	43,000					
	Tree Pruning	1450	N/A	5,583					
	Upgrade Kitchens	1460	4 kitchens	4,800					
	Asbestos Abatement	1460	N/A	21,783					
	Replace Floor Tiles	1460	N/A	21,783					
	Upgrade Security DVR	1460	N/A	10,000					
	Upgrade Handicapped Units	1460	1 unit	23,000					
	Computer Hardware	1475	N/A	25,000					
	Bond Repayment	1501	N/A	80,064					
<b>AMP 05 Totals</b>				<b>385,128</b>					

**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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Dominica Manor</b>	Operations	1406	N/A	60,503					
	Police	1408	N/A	10,176					
	A&E Fees and Costs	1430	N/A	7,828					
	UPCS Inspection	1430	N/A	2,192					
	Tree Pruning	1450	N/A	3,914					
	Repair/Replace Balcony Railings	1460	N/A	25,000					
	Repair/Replace Balcony Drains	1460	N/A	15,000					
	Replace Shower/Tub Mixing Valve	1460	30 Units	4,500					
	Asbestos Abatement	1460	N/A	22,545					
	Replace Floor Tiles	1460	N/A	22,545					
	Upgrade Security DVR	1460	N/A	10,000					
	Replace Flooring in Common Hallways	1460	N/A	20,000					
	Install Handrails in Common Hallways	1460	N/A	5,000					
	Bond Repayment	1501	N/A	56,127					
<b>AMP 06 Totals</b>				<b>265,330</b>					
<b>Carroll Tower</b>	Operations	1406	N/A	57,539					
	Police	1408	N/A	9,678					
	A&E Fees and Costs	1430	N/A	7,444					
	UPCS Inspection	1430	N/A	2,085					
	Tree Pruning	1450	N/A	3,722					
	Upgrade Fire Alarm System	1460	N/A	25,000					
	Repair/Paint Stairwells & Steps	1460	N/A	10,000					
	Upgrade Security DVR	1460	N/A	10,000					
	Asbestos Abatement	1460	N/A	16,389					
	Replace Floor Tiles	1460	N/A	16,389					
	Replace Flooring in Common Hallways	1460	N/A	20,000					
	Install Handrails in Common Hallways	1460	N/A	5,000					
	Bond Repayment	1501	N/A	53,376					

**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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>AMP 07 Totals</b>					<b>236,622</b>				
<b>Kilmartin Plaza</b>	Operations		1406	N/A	31,437				
	Police		1408	N/A	5,288				
	A&E Fees and Costs		1430	N/A	4,067				
	UPCS Inspection		1430	N/A	1,139				
	Replace/Upgrade Generator		1450	1 Unit	85,000				
	Tree Pruning		1450	N/A	2,034				
	Upgrade Security DVR		1460	N/A	10,000				
	Replace Floor Tiles		1460	N/A	5,895				
	Elevator Improvements/Repairs		1460	2 Units	15,000				
	Asbestos Abatement		1460	N/A	5,895				
	Bond Repayment		1501	N/A	29,164				
<b>AMP 08 Totals</b>					<b>194,919</b>				
<b>Parenti Villa</b>	Operations		1406	N/A	57,539				
	Police		1408	N/A	9,679				
	A&E Fees and Costs		1430	N/A	7,444				
	UPCS Inspection		1430	N/A	2,082				
	Tree Pruning		1450	N/A	3,722				
	Repair/Paint Stairwells & Steps		1460	N/A	10,000				
	Asbestos Abatement		1460	N/A	16,388				
	Replace Floor Tiles		1460	N/A	16,388				
	Upgrade Security DVR		1460	N/A	10,000				
	Bond Repayment		1501	N/A	53,376				
<b>AMP 09 Totals</b>					<b>186,618</b>				

**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: 2008			
		Capital Fund Program Grant No: RI 43 P001 50108							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>COCC</b>	CFP Administrative Costs	1410	N/A	386,449					
				<b>386,449</b>					
<b>Authority-Wide</b>	Operations	1406	N/A	0					
	Computer System Software	1408	N/A	0					
	Living Skills Coordinator	1408	N/A	0					
	Police	1408	N/A	0					
	Security Guards	1408	N/A	0					
	CFP Administrative Costs	1410	N/A	0					
	A&E Fees and Costs	1430	N/A	0					
	LBP/Asbestos Testing	1430	N/A	0					
	Utility Surveys	1430	N/A	0					
	UPCS Inspection	1430	N/A	0					
	MOD Inspection Costs	1430	N/A	0					
	Tree Pruning	1450	N/A	0					
	Deferred Painting	1460	N/A	0					
	Asbestos Abatement	1460	N/A	0					
	Elevator Improvements/Repairs	1460	N/A	0					
	Replace Floor Tiles	1460	N/A	0					
	LBP Abatement	1460	N/A	0					
	Computer Hardware	1475	N/A	0					
	Radios/Telecommunications/Alarms	1475	N/A	0					
	Maintenance Vehicles/Equipment	1475	N/A	0					
	Bond Repayment-CFFP	1501	N/A	0					
<b>A-W Totals</b>				<b>0</b>					



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: <b>PROVIDENCE HOUSING AUTHORITY</b>		Original 5-Year Plan				
Development Number/Name/HA-Wide		Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
			FFY Grant: 2009 PHA FY: 2009	FFY Grant: 2010 PHA FY: 2010	FFY Grant: 2011 PHA FY: 2011	FFY Grant: 2012 PHA FY: 2012
Annual Statement						
Chad Brown			311,342	292,537	246,065	206,529
Admiral Terrace			193,992	248,687	226,065	266,029
Sunset Village			20,000	50,000	0	50,000
<b>AMP 01 Total</b>			<b>525,333</b>	<b>591,223</b>	<b>472,130</b>	<b>522,558</b>
Roger Williams			65,000	32,500	25,000	75,000
Codding Court			181,793	253,273	193,122	293,084
Scattered Sites 1-15, 1-17, 1-18, 1-21, 1-28, 1-29, 1-30, 1-31, 1-32, 1-33, 1-34			281,852	252,379	337,341	289,803
1-35, 1-36, 1-37, 1-38, 1-39, 1-40, 1-41, 1-42, 1-43			0	0	0	0
<b>AMP 02 Total</b>			<b>528,645</b>	<b>538,152</b>	<b>555,463</b>	<b>657,887</b>
<b>AMP03</b> Hartford Park			1,117,937	1,145,729	1,295,193	1,117,916
<b>AMP04</b> Manton Heights			385,479	410,689	326,701	237,412
<b>AMP05</b> Dexter Manor I and II			349,788	320,473	319,774	396,719
<b>AMP06</b> Dominica Manor			236,385	220,212	192,440	310,525
<b>AMP07</b> Carroll Tower			198,672	163,515	233,849	187,312
<b>AMP08</b> Kilmartin Plaza			171,597	95,248	82,357	69,836
<b>AMP09</b> Parenti Villa			168,672	197,266	204,599	182,341
COCC			386,449	386,449	386,449	386,449
<b>CFP Funds Listed for 5-year planning</b>			<b>\$4,068,955</b>	<b>\$4,068,955</b>	<b>\$4,068,955</b>	<b>\$4,068,955</b>
Replacement Housing Factor Funds						

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009 PHA FY: 2009			FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Chad Brown</b>	Repair/Replace Gas Lines	5,000	<b>Chad Brown</b>	Landscaping and Fencing	50,000
		Repoint/Seal Exterior Masonry	25,000		Bathroom Renovations	25,000
		Repair/Replace Exterior Doors	5,000		Re-Point/Seal Exterior	46,500
		Re-caulk/Paint Windows	35,000		Re-caulk/Paint Windows	35,000
		Lawn Maintenance	7,350		Lawn Maintenance	7,350
		Operations	55,609		Operations	55,609
		Police	9,353		Police	9,353
		A&E Fees and Costs	7,195		A&E Fees and Costs	7,195
		Tree Pruning	3,125		Tree Pruning	3,125
		Deferred Painting	5,000		UPCS Inspection	2,015
		Utility Surveys	10,000		Bond Repayment CFFP	51,390
		UPCS Inspection	2,015			
		Bond Repayment CFFP	51,695			
		Build Storage Shed	90,000			
			<b>311,342</b>			<b>292,537</b>
	<b>Admiral Terrace</b>	Repoint/Seal Exterior Masonry	25,000	<b>Admiral Terrace</b>	Retile Non-Dwelling Space	25,000
		Install Backflow Valves	5,000		Re-Point/Seal Exterior	50,000
		Re-caulk/Paint Windows	35,000		Re-caulk/Paint Windows	35,000
		Operations	55,609		Operations	55,609
		Police	9,353		Police	9,353
		A&E Fees and Costs	7,195		A&E Fees and Costs	7,195
		Tree Pruning	3,125		Tree Pruning	3,125
		UPCS Inspection	2,015		Utility Surveys	10,000
		Bond Repayment CFFP	51,695		UPCS Inspection	2,015
					Bond Repayment CFFP	51,390
			<b>193,992</b>			<b>248,687</b>
	<b>Sunset Village</b>	Landscaping	20,000	<b>Sunset Village</b>	Repair/Replace Roof	50,000
			0			0
			<b>20,000</b>			<b>50,000</b>
	<b>AMP 01 Totals</b>		<b>525,333</b>	<b>AMP 01 Totals</b>		<b>591,223</b>
		<b>Total CFP Estimated Cost</b>	<b>\$525,333</b>			<b>\$591,223</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009			FFY Grant: 2010		
	PHA FY: 2009			PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Roger Williams</b>	Landscaping and Fencing	10,000	<b>Roger Williams</b>	Exterior Security Lighting	10,000
		Pave/Seal Coat Parking Lot	25,000		Install Backflow Valves	12,500
		Seal Foundation	30,000		Bathroom Renovations	10,000
			<b>65,000</b>			<b>32,500</b>
	<b>Codding Court</b>	Landscaping and Fencing	25,000	<b>Codding Court</b>	Repair/Repl. Roofs & Walkway Exits	50,000
		Sidewalk Repairs	16,191		Install Backflow Valves	12,000
		Operations	59,910		Operations	59,910
		Police	10,077		Police	10,077
		A&E Fees and Costs	7,752		A&E Fees and Costs	7,752
		Deferred Painting	5,000		UPCS Inspection	2,170
		UPCS Inspection	2,170		Bond Repayment CFFP	55,364
		Bond Repayment CFFP	55,693		Repoint/Seal Exterior	56,000
			<b>181,793</b>			<b>253,273</b>
	<b>Scattered Sites</b>	Landscaping and Fencing	15,000	<b>Scattered Sites</b>	Landscaping and Fencing	25,856
	1-15, 1-17, 1-18, 1-21	Building Repairs	100,000	1-15, 1-17, 1-18, 1-21	Building Repairs	85,000
	1-28, 1-29, 1-30, 1-31	Operations	59,910	1-28, 1-29, 1-30, 1-31	Operations	59,910
	1-32, 1-33, 1-34, 1-35	Police	10,077	1-32, 1-33, 1-34, 1-35	Police	10,077
	1-36, 1-37, 1-38, 1-39	A&E Fees and Costs	7,752	1-36, 1-37, 1-38, 1-39	A&E Fees and Costs	7,752
	1-39, 1-40, 1-41	Tree Pruning	6,250	1-39, 1-40, 1-41	Tree Pruning	6,250
	1-42, 1-43	UPCS Inspection	2,170	1-42, 1-43	UPCS Inspection	2,170
		Change/Re-Key Door Locks	25,000		Bond Repayment CFFP	55,364
		Bond Repayment CFFP	55,693			
			<b>281,852</b>			<b>252,379</b>
	<b>AMP 02 Totals</b>		<b>528,645</b>	<b>AMP 02 Totals</b>		<b>538,152</b>
	<b>Hartford Park</b>	Landscaping and Fencing	25,000	<b>Hartford Park</b>	Landscaping and Fencing	50,000
	1-4/1-6/1-19	Exterior Bldg Repairs	200,798	1-4/1-6/1-19	Replace Exterior Security Lighting	4,000
		<b>Total CFP Estimated Cost</b>	<b>\$528,645</b>			<b>\$538,152</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009			FFY Grant: 2010		
	PHA FY: 2009			PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Hartford Park (continued)</b>	Lawn Maintenance	8,750	<b>Hartford Park (continued)</b>	Exterior Building Repairs	200,475
Annual		Bond Repayment (FM/Res Svs Bldgs)	428,119		Ext. Security Light Security Shields	2,500
Statement		Operations	150,665		Lawn Maintenance	8,750
		Police	25,342		Bond Repayment (FM/Res Svs Bldgs)	431,563
		A&E Fees and Costs	19,493		Operations	150,665
		Digitize Building Plans	15,000		Police	25,342
		Economic Development	10,000		A&E Fees and Costs	19,493
		Tree Pruning	6,250		Digitize Building Plans	15,000
		Deferred Painting	5,000		Computer Hardware	25,000
		Handicapped/Common Sp Renov.	5,000		Tree Pruning	6,250
		Install Sec. Cameras/Card Readers	5,000		Radios/Telecommunications/Alarms	2,000
		Radios/Telecommunications/Alarms	8,000		UPCS Inspection	5,458
		UPCS Inspection	5,458		Maintenance Vehicles/Equipment	60,000
		Maintenance Vehicles/Equipment	60,000		Bond Repayment (CFFP)	139,233
	Bond Repayment (CFFP)	140,062				
	<b>AMP 03 Totals</b>	<b>1,117,937</b>	<b>AMP 03 Totals</b>	<b>1,145,729</b>		
	<b>Manton Heights</b>	Repair/Replace Roofs on Wood Bldgs	25,000	<b>Manton Heights</b>	Repair/Replace Gas Lines	5,000
		Repair/Replace Roofs on Brick Bldgs	50,000		Fence/Walks/Paving/Site Furniture	25,000
		Repair/Replace Doors and Hardware	10,000		New Roofs on Wood Buildings	16,000
		Lawn Maintenance	6,700		Seal Exterior Masonry	50,000
		Re-point/Seal Exterior	67,251		Install Backflow Valves	12,000
		Operations	97,873		Install Window Vent/Fan Units	10,000
		Police	16,462		Building Controls	10,000
		A&E Fees and Costs	12,663		Lawn Maintenance	6,700
		Intercom Replacement/Repair	5,000		Re-Point/Seal Exterior	50,000
		UPCS Inspection	3,546		Operations	97,873
		Bond Repayment CFFP	90,984		Police	16,462
					A&E Fees and Costs	12,663
		<b>Total CFP Estimated Cost</b>	<b>\$1,117,937</b>			<b>\$1,145,729</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009			FFY Grant: 2010		
	PHA FY: 2009			PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Manton Heights (continued)</b>		0		Deferred Painting	5,000
Annual			0		UPCS Inspection	3,545
Statement			0		Bond Repayment CFFP	90,446
	<b>AMP 04 Totals</b>		<b>385,479</b>	<b>AMP 04 Totals</b>		<b>410,689</b>
	<b>Dexter Manor I &amp; II</b>	Replace Generator	75,000	<b>Dexter Manor I &amp; II</b>	Replace Motors and Valves	5,000
		Operations	86,306		Upgrade Elevator Controls	50,000
		Computer System Software	25,000		Operations	86,306
		Police	14,517		Computer System Software	25,000
		Security Guards	10,000		Police	14,517
		A&E Fees and Costs	11,167		Security Guards	10,000
		Asbestos Abatement	4,000		A&E Fees and Costs	11,167
		Replace Floor Tiles	6,440		Asbestos Abatement	4,600
		Computer Hardware	25,000		Replace Floor Tiles	4,000
		Deferred Painting	5,000		Elevator Improvements/Repairs	20,000
		Office Furnishings	2,000		Office Furnishings	5,000
		Relocation	2,000		Relocation	2,000
		UPCS Inspection	3,127		UPCS Inspection	3,127
		Bond Repayment CFFP	80,232		Bond Repayment CFFP	79,757
	<b>AMP 05 Totals</b>		<b>349,788</b>	<b>AMP 05 Totals</b>		<b>320,473</b>
	<b>Dominica Manor</b>	Replace Pressure Booster Pump	20,000	<b>Dominica Manor</b>	Upgrade Elevator Controls	50,000
		Renovate Elevator Lobbies	25,000		Operations	60,503
		Building Controls	5,000		Police	10,177
		Operations	60,503		A&E Fees and Costs	7,828
		Police	10,177		Asbestos Abatement	4,600
		A&E Fees and Costs	7,828		Replace Floor Tiles	4,000
		Asbestos Abatement	4,000		Economic Development	10,000
		Replace Floor Tiles	6,440		LBP/Asbestos Testing	5,000
		Elevator Improvements/Repairs	20,000		Handicapped/Common Sp Renov.	5,000
		LBP/Asbestos Testing	5,000			
	<b>Total CFP Estimated Cost</b>		<b>\$735,266</b>			<b>\$731,162</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3			
Year 1	FFY Grant: 2009			FFY Grant: 2010			
	PHA FY: 2009			PHA FY: 2010			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	<b>Dominica Manor (continued)</b>	Deferred Painting	5,000	<b>Dominica Manor (continued)</b>	Install Sec. Cameras/Card Readers	5,000	
		Fire Hoses and Extinguishers	5,000			UPCS Inspection	2,192
		Window Guards	4,000			Bond Repayment CFFP	55,912
		UPCS Inspection	2,192				
		Bond Repayment CFFP	56,245				
	<b>AMP 06 Totals</b>		<b>236,385</b>	<b>AMP 06 Totals</b>		<b>220,212</b>	
	<b>Carroll Tower</b>	Upgrade Kitchens	20,000	<b>Carroll Tower</b>	Repair Stair Tower Walls	20,000	
		Unit Locks	8,000			Operations	57,537
		Replace DHW Tank	20,000			Police	9,678
		Operations	57,537			A&E Fees and Costs	7,444
		Police	9,678			Asbestos Abatement	4,600
		A&E Fees and Costs	7,444			Replace Floor Tiles	4,000
		Asbestos Abatement	4,000			Deferred Painting	5,000
		Replace Floor Tiles	6,440			UPCS Inspection	2,084
		Handicapped/Common Sp Renov.	5,000			Bond Repayment CFFP	53,171
		Install Sec. Cameras/Card Readers	5,000				
		UPCS Inspection	2,084				
		Bond Repayment CFFP	53,488				
		<b>AMP 07 Totals</b>			<b>198,672</b>	<b>AMP 07 Totals</b>	
	<b>Kilmartin Plaza</b>	Replace DHW Tank	15,000	<b>Kilmartin Plaza</b>	Upgrade Elevator Controls	10,664	
		Install Fire Reporting System	75,000			Operations	31,438
		Operations	31,438			Police	5,288
		Police	5,288			A&E Fees and Costs	4,068
		A&E Fees and Costs	4,068			Asbestos Abatement	4,600
		Asbestos Abatement	4,000			Replace Floor Tiles	4,000
		Replace Floor Tiles	6,440			UPCS Inspection	1,139
		UPCS Inspection	1,139			Bond Repayment CFFP	29,052
	Bond Repayment CFFP	29,225		Handicapped/Common Sp Renov.	5,000		
	<b>AMP 08 Totals</b>		<b>171,597</b>	<b>AMP 08 Totals</b>		<b>95,248</b>	
	<b>Total CFP Estimated Cost</b>		<b>\$606,654</b>			<b>\$478,975</b>	

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009			FFY Grant: 2010		
	PHA FY: 2009			PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Parenti Villa</b>	Unit Locks	8,000	<b>Parenti Villa</b>	Upgrade Kitchens	6,251
Annual		Replace DHW Tank	20,000		Trash Chute Cleaning & Upgrade	2,500
Statement		Operations	57,537		Operations	57,537
		Police	9,678		Police	9,678
		A&E Fees and Costs	7,444		A&E Fees and Costs	7,444
		Asbestos Abatement	4,000		Asbestos Abatement	4,600
		Replace Floor Tiles	6,440		Replace Floor Tiles	4,000
		UPCS Inspection	2,084		Deferred Painting	5,000
		Bond Repayment CFFP	53,488		UPCS Inspection	2,084
					Bond Repayment CFFP	53,171
					Upgrade Elevators	45,000
	<b>AMP 09 Totals</b>		<b>168,672</b>	<b>AMP 09 Totals</b>		<b>197,266</b>
	<b>COCC</b>	CFP Administrative Costs	386,449	<b>COCC</b>	CFP Administrative Costs	386,449
	<b>COCC Totals</b>		<b>386,449</b>	<b>COCC Totals</b>		<b>386,449</b>
	<b>Authority Wide</b>	Operations	0	<b>Authority Wide</b>	Operations	0
		Computer System Software	0		Computer System Software	0
		Living Skills Coordinator	0		Living Skills Coordinator	0
		Economic Development	0		Economic Development	0
		Police	0		Police	0
		Security Guards	0		Security Guards	0
		CFP Administrative Costs	0		CFP Administrative Costs	0
		A&E Fees and Costs	0		A&E Fees and Costs	0
		LBP/Asbestos Testing	0		LBP/Asbestos Testing	0
		Utility Surveys	0		Utility Surveys	0
		MOD Inspection Costs	0		MOD Inspection Costs	0
		Digitize Building Plans	0		Digitize Building Plans	0
		Tree Pruning	0		Tree Pruning	0
		Deferred Painting	0		Deferred Painting	0
	<b>Total CFP Estimated Cost</b>		<b>\$555,121</b>			<b>\$583,715</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 2			Activities for Year: 3		
Year 1	FFY Grant: 2009			FFY Grant: 2010		
	PHA FY: 2009			PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Authority Wide (continued)</b>	Asbestos Abatement	0	<b>Authority Wide (continued)</b>	Asbestos Abatement	0
Annual		Elevator Improvements/Repairs	0		Elevator Improvements/Repairs	0
Statement		Replace Floor Tiles	0		Replace Floor Tiles	0
		Handicapped/Common Sp Renov.	0		Handicapped/Common Sp Renov.	0
		Install Sec. Cameras/Card Readers	0		Install Sec. Cameras/Card Readers	0
		Computer Hardware	0		Computer Hardware	0
		Office Furnishings	0		Office Furnishings	0
		Radios/Telecommunications/Alarms	0		Radios/Telecommunications/Alarms	0
		Maintenance Vehicles/Equipment	0		Maintenance Vehicles/Equipment	0
		Fire Hoses and Extinguishers	0		Relocation	0
		Intercom Replacement/Repair	0		UPCS Inspection	0
		Window Guards	0		Bond Repayment CFFP	0
		Relocation	0			
		UPCS Inspection	0			
		Bond Repayment CFFP	0			
	<b>Auth Wide Totals</b>		<b>0</b>	<b>Auth Wide Totals</b>	<b>0</b>	
	<b>Total CFP Estimated Cost</b>		<b>\$4,068,955</b>		<b>\$4,068,955</b>	

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5		
Year 1	FFY Grant: 2011			FFY Grant: 2012		
	PHA FY: 2011			PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Chad Brown</b>	Landscaping and Fencing	50,000	<b>Chad Brown</b>	Install Fire Reporting System	65,500
Annual		Upgrade Site Parking & Drainage	50,000		Operations	55,609
Statement		Operations	55,609		Police	9,353
		Police	9,353		Bond Repayment CFFP	51,372
		Bond Repayment CFFP	51,408		A&E Fees and Costs	7,195
		A&E Fees and Costs	7,195		Tree Pruning	5,000
		Tree Pruning	5,000		Deferred Painting	12,500
		Deferred Painting	12,500			
		Upgrade Telephone System	5,000			
			<b>246,065</b>			<b>206,529</b>
	<b>Admiral Terrace</b>	Landscaping and Fencing	25,000	<b>Admiral Terrace</b>	Install Fire Reporting System	75,000
		Upgrade Site Parking & Drainage	50,000		Fencing	50,000
		Circulating Pumps/Condensate Tank	5,000		Bond Repayment CFFP	51,372
		Operations	55,609		Operations	55,609
		Police	9,353		Police	9,353
		Bond Repayment CFFP	51,408		A&E Fees and Costs	7,195
		A&E Fees and Costs	7,195		Tree Pruning	5,000
		Tree Pruning	5,000		Deferred Painting	12,500
		Deferred Painting	12,500			
		Upgrade Telephone System	5,000			
			<b>226,065</b>			<b>266,029</b>
	<b>Sunset Village</b>		0	<b>Sunset Village</b>	Upgrade Fire Reporting System	50,000
			0			0
			<b>0</b>			<b>50,000</b>
	<b>AMP 01 Totals</b>		<b>472,130</b>	<b>AMP 01 Totals</b>		<b>522,558</b>
	<b>Roger Williams</b>	Landscaping and Fencing	25,000	<b>Roger Williams</b>	Install Fire Reporting System	75,000
			<b>25,000</b>			<b>75,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$472,130</b>			<b>\$522,558</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5		
Year 1	FFY Grant: 2011			FFY Grant: 2012		
	PHA FY: 2011			PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Codding Court</b>	Re-Point/Seal Exterior	50,000	<b>Codding Court</b>	Install Fire Reporting System	150,000
Annual		Operations	59,910		Operations	59,910
Statement		Police	10,077		Police	10,077
		A&E Fees and Costs	7,752		A&E Fees and Costs	7,752
		Tree Pruning	5,000		Tree Pruning	5,000
		Bond Repayment CFFP	55,383		Bond Repayment CFFP	55,345
		Upgrade Telephone System	5,000		Upgrade Telephone System	5,000
			<b>193,122</b>			<b>293,084</b>
	<b>Scattered Sites</b>	Landscaping and Fencing	20,000	<b>Scattered Sites</b>	Landscaping and Fencing	5,000
	1-15, 1-17, 1-18, 1-21	Building Repairs	174,219	1-15, 1-17, 1-18, 1-21	Building Repairs	146,719
	1-28, 1-29, 1-30, 1-31	Operations	59,910	1-28, 1-29, 1-30, 1-31	Operations	59,910
	1-32, 1-33, 1-34, 1-35	Police	10,077	1-32, 1-33, 1-34, 1-35	Police	10,077
	1-36, 1-37, 1-38, 1-39	A&E Fees and Costs	7,752	1-36, 1-37, 1-38, 1-39	A&E Fees and Costs	7,752
	1-39, 1-40, 1-41	Tree Pruning	5,000	1-39, 1-40, 1-41	Tree Pruning	5,000
	1-42, 1-43	Bond Repayment CFFP	55,383	1-42, 1-43	Bond Repayment CFFP	55,345
		Upgrade Telephone System	5,000			
			<b>337,341</b>			<b>289,803</b>
	<b>AMP 02 Totals</b>		<b>555,463</b>	<b>AMP 02 Totals</b>		<b>657,887</b>
	<b>Hartford Park</b>	Paint 4 Story Buildings	120,000	<b>Hartford Park</b>	Landscaping/Fencing	74,464
	1-4/1-6/1-19	Paint Exteriors of "D" Buildings	130,000	1-4/1-6/1-19	Upgrade Fire System	180,000
		Fence/Walks/Paving/Site Furniture	114,214		Bond Repayment-FM/Res Svs Bldgs	431,300
		Replace Exterior Doors	20,000		Digitize Building Plans	15,500
		Appliance Replacement	20,000		Operations	150,664
		Digitize Building Plans	15,000		Police	25,342
		Operations	150,664		A&E Fees and Costs	14,463
		Police	25,342		LBP/Asbestos Testing	5,000
		Bond Repayment-FM/Res Svs Bldgs	429,200		Elevator Improvements/Repairs	20,000
		A&E Fees and Costs	19,493		Radios/Telecommunications/Alarms	2,000
		<b>Total CFP Estimated Cost</b>	<b>\$555,463</b>			<b>\$657,887</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5			
Year 1	FFY Grant: 2011 PHA FY: 2011			FFY Grant: 2012 PHA FY: 2012			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	<b>Hartford Park (continued)</b>	LBP/Asbestos Testing	5,000	<b>Hartford Park (continued)</b>	Maintenance Vehicles/Equipment	60,000	
		Computer Hardware	30,000			Bond Repayment CFFP	139,183
		Radios/Telecommunications/Alarms	2,000				
		Maintenance Vehicles/Equipment	60,000				
		Bond Repayment CFFP	139,280				
		Upgrade Telephone System	10,000				
		Install Sec. Cameras/Card Readers	5,000				
	<b>AMP 03 Totals</b>		<b>1,295,193</b>	<b>AMP 03 Totals</b>		<b>1,117,916</b>	
	<b>Manton Heights</b>	New Roofs on Brick Buildings	61,225	<b>Manton Heights</b>	Operations	97,873	
		Seal Exterior Masonry	8,000		Police	16,462	
		Repair Stair Tower Foundation	15,000		A&E Fees and Costs	12,663	
		Operations	97,873		Utility Surveys	10,000	
		Police	16,462		Tree Pruning	5,000	
		A&E Fees and Costs	12,663		Install Sec. Cameras/Card Readers	5,000	
		Utility Surveys	10,000		Bond Repayment CFFP	90,414	
		Bond Repayment CFFP	90,478				
		Upgrade Telephone System	10,000				
		Tree Pruning	5,000				
	<b>AMP 04 Totals</b>		<b>326,701</b>	<b>AMP 04 Totals</b>		<b>237,412</b>	
	<b>Dexter Manor I &amp; II</b>	Trash Chute Cleaning & Repairs	2,000	<b>Dexter Manor I &amp; II</b>	Upgrade Fire Reporting System	25,000	
		Repair/Replace Heaters/Fan Coils	10,000		Operations	86,306	
		Upgrade Kitchens	14,000		Computer System Software	25,000	
		Operations	86,306		Economic Development	10,000	
		Computer System Software	25,000		Police	14,517	
		Economic Development	10,000		Security Guards	10,000	
		Police	14,517		A&E Fees and Costs	11,167	
		A&E Fees and Costs	11,167		Asbestos Abatement	10,000	
		Asbestos Abatement	4,000		Replace Floor Tiles	7,000	
		Replace Floor Tiles	2,000		Computer Hardware	25,000	
	<b>Total CFP Estimated Cost</b>			<b>\$1,621,894</b>		<b>\$1,355,328</b>	

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5			
Year 1	FFY Grant: 2011 PHA FY: 2011			FFY Grant: 2012 PHA FY: 2012			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	<b>Dexter Manor I &amp; II (continued)</b>	Computer Hardware	25,000	<b>Dexter Manor I &amp; II (continued)</b>	Office Furnishings	5,000	
		Office Furnishings	5,000			Relocation	2,000
		Security Guards	10,000			Bond Repayment CFFP	79,729
		Relocation	2,000			Interior repairs	56,000
		Bond Repayment CFFP	79,785			Elevator Repairs	30,000
	Upgrade Telephone System	18,999					
	<b>AMP 05 Totals</b>		<b>319,774</b>	<b>AMP 05 Totals</b>		<b>396,719</b>	
	<b>Dominica Manor</b>	Unit Locks	10,000	<b>Dominica Manor</b>	Upgrade Fire Reporting System	75,000	
		Trash Chute Cleaning & Upgrade	2,000		Repair/Replace Roof	84,125	
		Reconfigure Units for Handicapped	30,000		Operations	60,503	
		Operations	60,503		Police	10,177	
		Police	10,177		A&E Fees and Costs	7,828	
		A&E Fees and Costs	7,828		Asbestos Abatement	10,000	
		Asbestos Abatement	4,000		Replace Floor Tiles	7,000	
		Replace Floor Tiles	2,000		Bond Repayment CFFP	55,892	
		Bond Repayment CFFP	55,932				
		Upgrade Telephone System	10,000				
	<b>AMP 06 Totals</b>		<b>192,440</b>	<b>AMP 06 Totals</b>		<b>310,525</b>	
	<b>Carroll Tower</b>	Landscaping	5,000	<b>Carroll Tower</b>	Operations	57,537	
		Repair/Repave/Seal/Stripe Parking Lot	40,000		Police	9,678	
		Trash Chute Cleaning & Upgrade	2,500		A&E Fees and Costs	7,444	
		Reconfigure Units for Handicapped	30,000		Asbestos Abatement	10,000	
		Operations	57,537		Replace Floor Tiles	7,000	
		Police	9,678		Elevator Improvements/Repairs	42,500	
		A&E Fees and Costs	7,444		Bond Repayment CFFP	53,153	
		Asbestos Abatement	4,000				
		Replace Floor Tiles	2,000				
		<b>Total CFP Estimated Cost</b>	<b>\$512,214</b>			<b>\$707,244</b>	

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5		
Year 1	FFY Grant: 2011 PHA FY: 2011			FFY Grant: 2012 PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Carroll Tower (continued)</b>	Elevator Improvements/Repairs	12,500	<b>Carroll Tower (continued)</b>		0
		Bond Repayment CFFP	53,190			0
		Upgrade Telephone System	10,000			0
	<b>AMP 07 Totals</b>		<b>233,849</b>	<b>AMP 07 Totals</b>		<b>187,312</b>
	<b>Kilmartin Plaza</b>	Trash Chute Cleaning & Upgrade	2,500	<b>Kilmartin Plaza</b>	Operations	31,438
		Operations	31,438		Police	5,288
		Police	5,288		A&E Fees and Costs	4,068
		A&E Fees and Costs	4,068		Bond Repayment CFFP	29,042
		Bond Repayment CFFP	29,063			
		Upgrade Telephone System	10,000			
	<b>AMP 08 Totals</b>		<b>82,357</b>	<b>AMP 08 Totals</b>		<b>69,836</b>
	<b>Parenti Villa</b>	Reconfigure Units for Handicapped	35,750	<b>Parenti Villa</b>	Update Fire Reporting System	25,000
		Trash Chute Cleaning & Repairs	2,500		Operations	57,537
		Repair Stair Tower Walls	10,000		Police	9,678
		Operations	57,537		A&E Fees and Costs	7,473
		Police	9,678		Asbestos Abatement	10,000
		A&E Fees and Costs	7,444		Replace Floor Tiles	7,000
		Asbestos Abatement	4,000		Elevator Improvements/Repairs	12,500
		Replace Floor Tiles	2,000		Bond Repayment CFFP	53,153
		Elevator Improvements/Repairs	12,500			
		Bond Repayment CFFP	53,190			
		Upgrade Telephone System	10,000			
	<b>AMP 09 Totals</b>		<b>204,599</b>	<b>AMP 09 Totals</b>		<b>182,341</b>
	<b>COCC</b>	CFP Administrative Costs	386,449	<b>COCC</b>	CFP Administrative Costs	386,449
	<b>COCC Totals</b>		<b>386,449</b>	<b>COCC Totals</b>		<b>386,449</b>
	<b>Total CFP Estimated Cost</b>		<b>\$907,254</b>			<b>\$825,938</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for	Activities for Year: 4			Activities for Year: 5		
Year 1	FFY Grant: 2011 PHA FY: 2011			FFY Grant: 2012 PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<b>Authority Wide</b>	Operations	0	<b>Authority Wide</b>	Operations	0
Annual		Computer System Software	0		Computer System Software	0
Statement		Living Skills Coordinator	0		Living Skills Coordinator	0
		Economic Development	0		Economic Development	0
		Police	0		Police	0
		Security Guards	0		Security Guards	0
		CFP Administrative Costs	0		CFP Administrative Costs	0
		A&E Fees and Costs	0		A&E Fees and Costs	0
		LBP/Asbestos Testing	0		LBP/Asbestos Testing	0
		Utility Surveys	0		Utility Surveys	0
		MOD Inspection Costs	0		MOD Inspection Costs	0
		Tree Pruning	0		Tree Pruning	0
		Deferred Painting	0		Deferred Painting	0
		Asbestos Abatement	0		Asbestos Abatement	0
		Elevator Improvements/Repairs	0		Elevator Improvements/Repairs	0
		Replace Floor Tiles	0		Replace Floor Tiles	0
		Install Sec. Cameras/Card Readers	0		Install Sec. Cameras/Card Readers	0
		Computer Hardware	0		Computer Hardware	0
		Office Furnishings	0		Office Furnishings	0
		Radios/Telecommunications/Alarms	0		Radios/Telecommunications/Alarms	0
		Maintenance Vehicles/Equipment	0		Maintenance Vehicles/Equipment	0
		Relocation	0		Relocation	0
		Bond Repayment CFFP	0		Bond Repayment CFFP	0
			0			0
		<b>Total CFP Estimated Cost</b>	<b>\$4,068,955</b>			<b>\$4,068,955</b>

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number <b>Capital Fund Program Grant No: CFFP 2007</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2007</b>
<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: <input 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	0	0	0	0
3	1408 Management Improvements Soft Costs	0	0	0	0
4	1410 Administration	0	0	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	273,300	0	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	3,003,436	0	0	0
10	1460 Dwelling Structures	4,880,889	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	120,000	0	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Expenses	832,375	0	0	0
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines: 2 to 20 )</b>	<b>9,110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**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: 2007			
		Capital Fund Program Grant No: CFFP 2007							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended		
<b>Chad Brown</b>	Striping/seal coat parking lots	1450	20 Lots	30,000					
	Landscaping, fencing, benches, walkways	1450	N/A	431,680					
	Playground areas	1450	7	30,000					
	Repair/replace roofs	1460	6	62,500					
	Repaint/seal exteriors	1460	10	50,000					
	Upgrade/repair interiors	1460	8	33,320					
	Upgrade Telephone System	1475	N/A	<u>10,000</u>					
				<b>647,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Admiral Terrace</b>	Striping/seal coat parking lots	1450	20	15,000					
	Landscaping, fencing, benches, walkways	1450	N/A	446,680					
	Playground areas	1450	7	30,000					
	Repair/replace roofs	1460	6	62,500					
	Repaint/seal exteriors	1460	10	50,000					
	Upgrade/repair interiors	1460	8	33,320					
	Upgrade Telephone System	1475	N/A	<u>10,000</u>					
				<b>647,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Sunset Village</b>	Landscaping, fencing, benches, walkways	1450	N/A	<u>30,000</u>	0	0	0		
				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
				<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>AMP 01 Totals</b>				<b>1,325,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		

# 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: 2007			
		Capital Fund Program Grant No: CFFP 2007							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>Roger Williams</b>	Striping/seal coat parking lot		1450	N/A	20,000				
	Walkway repairs/grading		1450	N/A	50,000				
	Upgrade site lighting		1450	N/A	26,114				
	Landscaping, fencing, benches		1450	N/A	55,000				
	Exterior repairs/Siding/Repoint		1460	N/A	458,886				
	Repair/replace exterior doors		1460	8	25,000				
	Upgrade hallways/flooring		1460	5 Floors	50,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
					<b>695,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Codding Court</b>	Striping/seal coat parking lot		1450	N/A	20,000				
	Landscaping, fencing, benches		1450	N/A	50,000				
	Repair/Replace roof		1460	N/A	101,032				
	Re-Point/seal exterior		1460	N/A	173,968				
	Repair stairwells/fire escapes		1460	10	15,000				
	Repair/replace exterior doors		1460	10	15,000				
	Replace entrance tiles/flooring		1460	10	20,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
					<b>405,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# 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: 2007			
		Capital Fund Program Grant No: CFFP 2007							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended		
<b>Scattered Sites</b>	Landscaping /Fencing/Concrete repairs	1450	N/A	180,000	0	0	0		
<b>15, 17, 18, 21, 28,</b>	<i>Building Repairs (All Projects)</i>								
<b>29, 30, 31, 32, 33,</b>	Paint Buildings, Rebuild Porches	1460	20	400,000					
<b>34, 35, 36, 37, 38,</b>	Repair/Replace Roofs	1460	12	72,000					
<b>39, 40, 41, 42, 43</b>	Repair/Seal Foundation Cracks	1460	10	30,000					
	Install Carb Monoxide/Smoke Detectors	1460	244	30,500					
	Replace Windows, Deferred Painting	1460	4	7,500					
	Repair/replace exterior doors	1460							
	Install Vinyl Siding, Vinyl Floor Tile	1460	10	400,000					
	Repair gutters/downspouts/column	1460	20	100,000					
	Repair/upgrade bathroom vents	1460							
	Upgrade Telephone System	1475	N/A	10,000					
				<b>1,230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>AMP 02 Totals</b>				<b>2,330,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Hartford Park</b>	Landscaping, fencing, benches	1450	N/A	627,009					
<b>1-04, 1-06, 1-19</b>	Striping/seal coat parking lot	1450	N/A	75,000					
	Upgrade Dumpsters/enclosures	1450	12	50,000					
	Upgrade exterior lighting	1450	N/A	50,000					
	Playground areas	1450	8	50,000					
	Repair/replace roofs	1460	10	50,000					
	Foundation repairs	1460	15	125,000					
	Exterior paint/caulking	1460	9	127,316					
	Replace windows	1460	125	100,000					
	Repair gutters/downspouts/column	1460	20 Bldgs	50,000					
	Re-surface concrete buildings	1460	10	100,000					

# 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: 2007			
		Capital Fund Program Grant No: CFFP 2007							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>Hartford Park</b>	Upgrade flooring		1460	25	60,000				
<b>1-04, 1-06, 1-19</b>	Bathroom shower/tub surrounds		1460	30	20,000				
<b>(continued)</b>	Repair/replace bathroom flooring		1460	30	60,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 03 Totals</b>					<b>1,554,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Manton Heights</b>	Striping/seal coat parking lot		1450	N/A	20,000				
	Landscaping, fencing, benches		1450	N/A	365,000				
	Upgrade Dumpsters/enclosures		1450	15	15,000				
	Playground areas		1450	8	30,000				
	Repair/replace roofs		1460	20	252,349				
	Repair stairwells/fire escapes		1460	12	47,651				
	Repair/replace exterior doors		1460	35	25,000				
	Repair/replace windows		1460	85	40,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 04 Totals</b>					<b>805,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Dexter Manor I</b>	Striping/seal coat parking lot		1450	N/A	30,000				
	Upgrade exterior lighting		1450	N/A	36,114				
	Landscaping, fencing, benches		1450	N/A	80,000				
	Repair/replace roof		1460	1 Bldg	80,000				
	Exterior repoint/seal		1460	1 Bldg	358,886				
	Exterior paint/caulk		1460	1 Bldg	100,000				

# 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: 2007			
		Capital Fund Program Grant No: CFFP 2007		Replacement Housing Factor Grant No:					
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>Dexter Manor I</b>	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>(continued)</b>					<b>695,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Dexter Manor II</b>					<u>0</u>				
					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>AMP 05 Totals</b>					<b>695,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Dominica Manor</b>	Striping/seal coat parking lot		1450	N/A	25,000				
	Landscaping, fencing, benches		1450	N/A	65,000				
	Upgrade electric distribution		1460	N/A	65,000				
	Concrete exterior repair		1460	N/A	735,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 06 Totals</b>					<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Carroll Tower</b>	Landscaping, fencing, benches		1450	N/A	41,711				
	Repair stairwells/fire escapes		1460	15	35,000				
	Upgrade/repair windows		1460	35	28,289				
	Drain piping		1460	N/A	25,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 07 Totals</b>					<b>140,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Kilmartin Plaza</b>	Landscaping, fencing, benches		1450	N/A	55,305				
	Upgrade Dumpsters/Enclosures		1450	4	24,695				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 08 Totals</b>					<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI				Grant Type and Number			Federal FY of Grant: 2007		
				Capital Fund Program Grant No: CFFP 2007					
				Replacement Housing Factor Grant No:					
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>Parenti Villa</b>	Landscaping, fencing, benches		1450	N/A	65,242				
	Repair stairwells/fire escapes		1460	15	35,000				
	Upgrade/repair windows		1460	56	29,758				
	Drain piping		1460	N/A	25,000				
	Upgrade Telephone System		1475	N/A	<u>10,000</u>				
<b>AMP 09 Total Authority-Wide</b>					<b>165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	Operations		1406	N/A					
	Computer System Software		1408	N/A					
	Living Skills Coordinator		1408	N/A					
	Police		1408	N/A					
	Security Guards		1408	N/A					
	CFP Administrative Costs		1410	N/A					
	Loan Issuance Fees & Costs		1430	N/A	273,300				
	LBP/Asbestos Testing		1430	N/A					
	Utility Surveys		1430	N/A					
	UPCS Inspection		1430	N/A					
	MOD Inspection Costs		1430	N/A					
	Tree Pruning		1450	N/A					
	Deferred Painting		1460	N/A					
	Asbestos Abatement		1460	N/A					
	Elevator Improvements/Repairs		1460	N/A					
	Replace Floor Tiles		1460	N/A					
	LBP Abatement		1460	N/A					
	Computer Hardware		1475	N/A					
	Capitalized Interest		1501	N/A	113,875				
	Debt Service Reserve Fund		1501	N/A	<u>718,500</u>				
<b>A-W Totals</b>					<b>1,105,675</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## 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

<b>PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI</b>	<b>Grant Type and Number</b>	<b>Federal FY of Grant:</b>
	<b>Capital Fund Program Grant No: RI 43 P001 50107</b>	<b>2007</b>
	<b>Replacement Housing Factor Grant No:</b>	

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/07	<input 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	772,898	772,898	772,898	
3	1408 Management Improvements Soft Costs	221,000	165,000	140,000	0
4	1410 Administration	386,449	386,449	386,449	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	220,000	430,460	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	532,464	467,464	0	0
10	1460 Dwelling Structures	1,356,738	787,486	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	9,000	9,000	0	0
12	1470 Nondwelling Structures	26,000	26,000	0	0
13	1475 Nondwelling Equipment	110,000	230,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Expenses	434,406	794,198	434,406	0
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines: 2 to 20 )</b>	<b>4,068,955</b>	<b>4,068,955</b>	<b>1,733,753</b>	<b>0</b>
22	Amount of line 21 Related to LBP Activities	10,000	10,000		
23	Amount of line 21 Related to Section 504 compliance	58,000	58,000		
24	Amount of line 21 Related to Security –Soft Costs	140,000	140,000		
25	Amount of Line 21 related to Security-- Hard Costs	36,000	36,000		
26	Amount of line 21 Related to Energy Conservation Measures	148,000	148,000		

**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		
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Chad Brown</b>	Operations	1406	N/A	0	55,609	55,609	55,609	
	Police	1408	N/A	0	9,353	9,353		
	A & E Fees & Costs	1430	N/A	0	10,000			
	Loan Issuance Fees and Costs	1430	N/A	0	19,664			
	Utility Surveys	1430	N/A	0	10,000			
	Repair Steam Lines	1450	N/A	10,000	0			
	Fencing	1450	N/A	50,000	50,000			
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Playground Areas	1450	N/A	0	0			
	Tree Pruning	1450	N/A	0	0			
	Repair/Replace Gas Lines	1450	N/A	5,000	0			
	Exterior Security Lighting	1450	N/A	5,000	100,000			
	Repoint/Seal Exterior Masonry	1460	N/A	10,000	0			
	Repair/Replace Gutters and Guards	1460	N/A	5,000	0			
	Repair/Replace Roofs	1460	N/A	0	0			
	Upgrade/Repair Interior	1460	N/A	0	0			
	Repair/Replace Exterior Doors	1460	N/A	3,000	0			
	Upgrade Kitchens	1460	10 units	11,000	0			
	Bathroom Renovations	1460	30 units	7,500	15,000			
	Appliance Purchases	1465	10 units	4,500	4,500			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	25,887			
		1501	N/A	0	0			
				<b>111,000</b>	<b>310,013</b>	<b>64,962</b>	<b>55,609</b>	
<b>Admiral Terrace</b>	Operations	1406	N/A	0	55,609	55,609	55,609	
	Police	1408	N/A	0	9,353	9,353		
	A & E Fees & Costs	1430	N/A	0	10,000			

**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			
		Capital Fund Program Grant No: RI 43 P001 50107							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost			
Name/HA-Wide Activities				Original	Revised	Obligated	Expended		
<b>Admiral Terrace (continued)</b>	Loan Issuance Fees and Costs	1430	N/A	0	19,664				
	Tree Pruning	1450	N/A	0	0				
	Repair Steam Lines	1450	N/A	10,000	0				
	Fencing	1450	N/A	50,000	50,000				
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0				
	Site Improvements	1450	N/A	0	0				
	Playground Areas	1450	N/A	0	0				
	Repair/Replace Gas Lines	1450	N/A	5,000	0				
	Exterior Security Lighting	1450	N/A	5,000	0				
	Repoint/Seal Exterior Masonry	1460	N/A	10,000	0				
	Repair/Replace Gutters/ add Guards	1460	N/A	5,000	0				
	Repair/Replace Roofs	1460	N/A	0	25,000				
	Upgrade/Repair Interior	1460	N/A	0	0				
	Repair/Replace Exterior Doors	1460	N/A	3,000	0				
	Upgrade Kitchens	1460	10 units	11,000	0				
	Heating System Repairs	1460	N/A	5,000	0				
	Bathroom Renovations	1460	30 units	7,500	0				
	Appliance Purchases	1465	10 units	4,500	4,500				
	Security System - Maint. & Mgt. Office	1470	N/A	10,000	10,000				
	Upgrade Telecommunications Network	1475	N/A	0	10,000				
	Bond Repayment CFFP	1501	N/A	0	25,886				
		1501	N/A	0	0				
				<b>126,000</b>	<b>220,012</b>	<b>64,962</b>	<b>55,609</b>		
<b>Sunset Village</b>	Site Improvements	1450	N/A	0	0				
	Reinsulate Crawl Space Bays	1460	N/A	25,000	0	0	0		
				<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>AMP 01 Totals</b>				<b>262,000</b>	<b>530,025</b>	<b>129,924</b>	<b>111,218</b>		

**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		
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Roger Williams</b>	Striping/Seal Coat Parking Lot	1450	N/A	0	0			
	Walkway Repairs/grading	1450	N/A	0	0			
	Upgrade exterior lighting	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Exterior Building Repairs	1460	N/A	0	89,540			
	Repair/Replace Exterior Doors	1460	N/A	0	0			
	Upgrade Hallways/Flooring	1460	N/A	0	0			
	Repair/Replace Smoke Hatches	1460	4 Units	16,000	0			
	Card Access/Cameras/Security System	1470	N/A	8,000	8,000			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
				<b>24,000</b>	<b>107,540</b>	<b>0</b>	<b>0</b>	
<b>Codding Court</b>	Operations	1406		0	59,910	59,910	59,910	
	Police	1408		0	10,077	10,077		
	A & E Fees & Costs	1430	N/A	0	10,000			
	Loan Issuance Fees and Costs	1430	N/A	0	21,184			
	Tree Pruning	1450	N/A	0	0			
	Exterior Security Lighting	1450	N/A	5,000	0			
	Striping/Seal Coat Parking Lot	1450	N/A	0	0			
	Site Improvements/Dumpster Enclosures	1450	N/A	0	32,464			
	Repoint/Seal Exterior Masonry	1460	5 Bldgs	100,000	75,000			
	Repair/Replace Roof	1460	N/A	0	0			
	Repair Stairwells/Fire Escapes	1460	N/A	0	0			
	Repair/Replace Exterior Doors	1460	N/A	0	0			
	Replace Entrance Tiles/Flooring	1460	N/A	0	0			
	Replace Domestic Water Heaters	1460	9 Units	9,000	9,000			

**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	
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Codding Court (continued)</b>	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	27,889			
		1501	N/A	0	0			
				<b>114,000</b>	<b>255,524</b>	<b>69,987</b>	<b>59,910</b>	
<b>Scattered Sites</b>	Operations	1406	N/A	0	59,910	59,910	59,910	
	Police	1408	N/A	0	10,077	10,077		
	A & E Fees & Costs	1430	N/A	0	10,000			
	Loan Issuance Fees and Costs	1430	N/A	0	21,184			
	Tree Pruning	1450	N/A	0	0			
	Landscaping and Fencing	1450	N/A	5,000	100,000	0	0	
<b>15, 17, 18, 21, 28,</b>	<i>Building Repairs (All Projects)</i>	1460	N/A	199,551	200,000	<u>0</u>	<u>0</u>	
<b>29, 30, 31, 32, 33,</b>	Paint Buildings, Rebuild Porches		N/A					
<b>34, 35, 36, 37, 38,</b>	Replace DHW Tanks, Boilers		N/A					
<b>39, 40, 41, 42, 43</b>	Repair/Seal Foundation Cracks		N/A					
	Install Carbon Monoxide Detectors		N/A					
	Replace Windows, Deferred Painting		N/A					
	Install Vinyl Siding, Vinyl Floor Tile		N/A					
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	27,886			
		1501	N/A	0	0			
				<b>204,551</b>	<b>439,057</b>	<b>69,987</b>	<b>59,910</b>	
<b>AMP 02 Totals</b>				<b>342,551</b>	<b>802,121</b>	<b>139,974</b>	<b>119,820</b>	
<b>Hartford Park</b>	Operations	1406	N/A	0	150,664	150,664	150,664	
	Police	1408	N/A	0	25,341	25,341		
	A & E Fees & Costs	1430	N/A	0	20,000			
	Loan Issuance Fees and Costs	1430	N/A	0	53,276			
	Digitize Building Plans	1430	N/A	0	15,000			
	Landscaping and Fencing	1450	N/A	10,000	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					Federal FY of Grant	
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Hartford Park (continued)</b>	Fencing	1450	N/A	104,464	0			
	Tree Pruning	1450	N/A	0	0			
	Upgrade Exterior Lighting	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0			
	Upgrade Dumpster Enclosures	1450	N/A	0	0			
	Playground areas	1450	N/A	0	0			
	Exterior Building Repairs	1460	1 bldg	341,387	265,000			
	Replace Entry Flooring	1460	N/A	15,000	15,000			
	Repair/Replace Roofs	1460	N/A	0	0			
	Foundation Repairs	1460	N/A	0	0			
	Exterior Paint/Caulking	1460	N/A	0	0			
	Deferred Painting	1460	N/A	0	0			
	Replace Windows	1460	N/A	0	0			
	Repair Gutters/Downspout/Column	1460	N/A	0	0			
	Resurface concrete Buildings	1460	N/A	0	0			
	Upgrade Flooring	1460	N/A	0	0			
	Bathroom Shower/Tub Surrounds	1460	N/A	0	0			
	Repair/Replace Bathroom Flooring	1460	N/A	0	0			
	LBP Abatement	1460	N/A	0	0			
	Trash Chute Cleaning/Repairs	1460	N/A	5,000	5,000			
	Heating/Domestic HW System Repairs	1460	N/A	10,000	0			
	Maintenance/Vehicles/Equipment	1475	N/A	0	30,000			
	Radios/Telecommunications/Alarms	1475	N/A	0	5,000			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment (FM/Res Svs Bldg's)	1501	N/A	434,406	434,406	434,406		

# 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	
		Capital Fund Program Grant No: RI 43 P001 50107		Replacement Housing Factor Grant No:			
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended
<b>Hartford Park (continued)</b>	Bond Repayment CFFP	1501	N/A	0	70,139		
		1501	N/A	0	0		
<b>AMP 03 Totals</b>				<b>920,257</b>	<b>1,098,826</b>	<b>610,411</b>	<b>150,664</b>
<b>Manton Heights</b>	Operations	1406		0	97,873	97,873	97,873
	Police	1408	N/A	0	16,462	16,462	
	A & E Fees & Costs	1430	N/A	0	15,000		
	Loan Issuance Fees and Costs	1430	N/A	0	34,608		
	Tree Pruning	1450	N/A	0	0		
	Upgrade Spill Protection - Underground Tanks	1450	N/A	15,000	0		
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0		
	Site Improvements	1450	N/A	0	50,000		
	Upgrade Dumpster Enclosures	1450	N/A	0	0		
	Playground Areas	1450	N/A	0	0		
	Landscaping and Fencing	1450	N/A	10,000	0		
	Resurface Common Hallway Floors	1460	N/A	25,000	25,000		
	Repair Stairwells/Fire Escapes	1460	N/A	0	0		
	Repair/Replace Windows	1460	N/A	0	0		
	Repair/Replace Roofs	1460	N/A	75,000	28,583		
	Repair/Replace Doors and Hardware	1460	N/A	10,000	0		
	Security System - Maint. & Mgt. Office	1470	N/A	8,000	8,000		
	Upgrade Telecommunications Network	1475	N/A	0	10,000		
	Bond Repayment CFFP	1501	N/A	0	45,561		
			N/A	0	0		
<b>AMP 04 Totals</b>				<b>143,000</b>	<b>331,087</b>	<b>114,335</b>	<b>97,873</b>
<b>Dexter Manor I &amp; II</b>	Operations	1406		0	86,306	86,306	86,306
	Police	1408	N/A	0	14,516	14,516	

**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		
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Dexter Manor I &amp; II (continued)</b>	Security Guards	1408		0	10,000	10,000		
	Computer System Software	1408		0	25,000			
	A & E Fees & Costs	1430	N/A	0	15,000			
	Loan Issuance Fees and Costs	1430	N/A	0	30,518			
	LBP/Asbestos Testing	1430	N/A	0	1,000			
	Tree Pruning	1450	N/A	0	0			
	Replace Underground Storage Tank	1450	1 Unit	25,000	0			
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0			
	Upgrade Exterior Lighting	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Upgrade Elec. Panels/ Generator Switchgear	1450	N/A	8,000	0			
	Upgrade Kitchens	1460	4 kitchens	4,800	0			
	Repair/Replace Roof	1460	N/A	0	0			
	Elevator Improvements/Repairs	1460	N/A	0	0			
	Repoint/Seal Exterior	1460	N/A	0	0			
	Asbestos Abatement	1460	N/A	0	0			
	Replace Floor Tiles	1460	N/A	0	0			
	Paint/Caulk Exterior	1460	N/A	0	0			
	Upgrade Handicapped Units	1460	1 unit	8,000	0			
	Computer Hardware	1475		0	45,000			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	40,176			
		1501	N/A	0	0			
<b>AMP 05 Totals</b>				<b>45,800</b>	<b>277,516</b>	<b>110,822</b>	<b>86,306</b>	
<b>Dominica Manor</b>	Operations	1406		0	60,503	60,503	60,503	
	Police	1408	N/A	0	10,176	10,176		
	A & E Fees & Costs	1430	N/A	0	10,000			

**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	
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Dominica Manor (continued)</b>	Loan Issuance Fees and Costs	1430	N/A	0	21,394			
	LBP/Asbestos Testing	1430	N/A	0	1,000			
	Tree Pruning	1450	N/A	0	0			
	Stripping/Seal Coat Parking Lot	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Repair/Replace Balcony Railings	1460	N/A	125,000	0			
	Repair/Replace Balcony Drains	1460	N/A	15,000	0			
	Elevator Improvements/Repairs	1460	N/A	0	0			
	Upgrade Electrical Distribution	1460	N/A	0	0			
	Concrete Exterior Repairs	1460	N/A	0	35,363			
	Asbestos Abatement	1460	N/A	0	0			
	Replace Floor Tiles	1460	N/A	0	0			
	Replace Flooring in Common Hallways	1460	N/A	20,000	0			
	Install Handrails in Common Hallways	1460	N/A	5,000	0			
	Maintenance/Vehicles/Equipment	1475	N/A	0	30,000			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	28,165			
		1501	N/A	0	0			
<b>AMP 06 Totals</b>				<b>165,000</b>	<b>206,601</b>	<b>70,679</b>	<b>60,503</b>	
<b>Carroll Tower</b>	Operations	1406		0	57,538	57,538	57,538	
	Police	1408		0	9,678	9,678		
	A & E Fees & Costs	1430	N/A	0	10,000			
	Loan Issuance Fees and Costs	1430	N/A	0	20,345			
	LBP/Asbestos Testing	1430	N/A	0	1,000			
	Tree Pruning	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Upgrade Fire Alarm System	1460	N/A	100,000	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				Federal FY of Grant		
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Carroll Tower (continued)</b>	Elevator Improvements/Repairs	1460	N/A	0	0			
	Repair Stairwells/Fire Escapes	1460	N/A	0	0			
	Upgrade/Repair Windows	1460	N/A	0	0			
	Drain Piping	1460	N/A	0	0			
	Asbestos Abatement	1460	N/A	0	0			
	Replace Floor Tiles	1460	N/A	0	0			
	Replace Flooring in Common Hallways	1460	N/A	20,000	0			
	Install Handrails in Common Hallways	1460	N/A	5,000	0			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	26,784			
		1501	N/A	0	0			
<b>AMP 07 Totals</b>				<b>125,000</b>	<b>135,345</b>	<b>67,216</b>	<b>57,538</b>	
<b>Kilmartin Plaza</b>	Operations	1406		0	31,438	31,438	31,438	
	Police	1408		0	5,288	5,288		
	A & E Fees & Costs	1430	N/A	0	7,160			
	Loan Issuance Fees and Costs	1430	N/A	0	11,117			
	LBP/Asbestos Testing	1430	N/A	0	1,000			
	Tree Pruning	1450	N/A	0	0			
	Site Improvements	1450	N/A	0	0			
	Upgrade Dumpster Enclosures	1450	N/A	0	0			
	Replace/Upgrade Generator	1450	1 Unit	85,000	85,000			
	Asbestos Abatement	1460	N/A	0	0			
	Elevator Improvements/Repairs	1460	N/A	0	0			
	Replace Floor Tiles	1460	N/A	0	0			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	14,635			
		1501	N/A	0	0			
<b>AMP 08 Totals</b>				<b>85,000</b>	<b>165,638</b>	<b>36,726</b>	<b>31,438</b>	

**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		
		Capital Fund Program Grant No: RI 43 P001 50107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
Name/HA-Wide Activities				Original	Revised	Obligated	Expended	
<b>Parenti Villa</b>	Operations	1406		0	57,538	57,538	57,538	
	Police	1408		0	9,679	9,679		
	A & E Fees & Costs	1430	N/A	0	10,000			
	Loan Issuance Fees and Costs	1430	N/A	0	20,346			
	LBP/Asbestos Testing	1430	N/A	0	1,000			
	Tree Pruning	1450	N/A	0	0			
	Site Improvements	1450		0	0			
	Landscaping & Fencing	1450	N/A	75,000	0			
	Repair Stairwells/Fire Escapes	1460	N/A	0	0			
	Upgrade/Repair Windows	1460	N/A	0	0			
	Elevator Improvements/Repairs	1460	N/A	0	0			
	Asbestos Abatement	1460	N/A	0	0			
	Replace Floor Tiles	1460	N/A	0	0			
	Drain Piping	1460	N/A	0	0			
	Upgrade Telecommunications Network	1475	N/A	0	10,000			
	Bond Repayment CFFP	1501	N/A	0	26,784			
		1501	N/A	0	0			
<b>AMP 09 Totals</b>				<b>75,000</b>	<b>135,347</b>	<b>67,217</b>	<b>57,538</b>	
<b>COCC</b>	CFP Administrative Costs	1410	N/A	0	386,449	386,449		
<b>COCC Totals</b>				<b>0</b>	<b>386,449</b>	<b>386,449</b>	<b>0</b>	
<b>Authority Wide</b>	Operations	1406	N/A	772,898	0			
	Computer System Software	1408	N/A	25,000	0			
	Living Skills Coordinator	1408	N/A	56,000	0			
	Police	1408	N/A	130,000	0			
	Security Guards	1408	N/A	10,000	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				Federal FY of Grant	
		Capital Fund Program Grant No: RI 43 P001 50107		Replacement Housing Factor Grant No:			
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended
<b>Authority Wide (continued)</b>	CFP Administrative Costs	1410	N/A	386,449	0		
	Loan Issuance Fees and Costs	1430	N/A	0	0		
	A&E Fees and Costs	1430	N/A	100,000	0		
	LBP/Asbestos Testing	1430	N/A	5,000	0		
	Utility Surveys	1430	N/A	10,000	0		
	MOD Inspection Costs	1430	N/A	90,000	0		
	Digitize Building Plans	1430	N/A	15,000	0		
	Tree Pruning	1450	N/A	50,000	0		
	Deferred Painting	1460	N/A	15,000	0		
	Asbestos Abatement	1460	N/A	55,000	0		
	Elevator Improvements/Repairs	1460	N/A	15,000	0		
	Replace Floor Tiles	1460	N/A	55,000	0		
	LBP Abatement	1460	N/A	5,000	0		
	Computer Hardware	1475	N/A	45,000	0		
	Radios/Telecommunications/Alarms	1475	N/A	5,000	0		
	Maintenance Vehicles/Equipment	1475	N/A	60,000	0		
	Bond Repayment CFFP	1501	N/A	0	0		
		1501	N/A	0	0		
<b>Auth Wide Total</b>				<b>1,905,347</b>	<b>0</b>	<b>0</b>	<b>0</b>

























**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 50105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement (revision no: )

**IXI Performance and Evaluation Report for Period Ending: 12/31/2007    II Final Performance and Evaluation Report**

Line No	Summary by Development Account	Total Estimated		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	835,349	835,349	835,349	835,349
3	1408 Management Improvements Soft Costs	187,939	203,096	203,096	203,096
4	1410 Administration	572,840	572,840	572,840	572,840
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	239,118	221,465	221,465	221,465
8	1440 Site Acquisition				
9	1450 Site Improvement	280,453	279,930	279,930	279,930
10	1460 Dwelling Structures	1,487,651	1,483,977	1,483,977	1,483,977
11	1465.1 Dwelling Equipment—Nonexpendable	4,530	6,065	6,065	6,065
12	1470 Nondwelling Structures	23,559	23,559	23,559	23,559
13	1475 Nondwelling Equipment	115,741	120,899	120,899	120,899
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Expenses	429,563	429,563	429,563	429,563
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines: 2 to 20)</b>	<b>4,176,743</b>	<b>4,176,743</b>	<b>4,176,743</b>	<b>4,176,743</b>
22	Amount of line 21 Related to LBP Activities	24,600	16,270	16,270	16,270
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security –Soft Costs	134,701	134,701	134,701	134,701
25	Amount of Line 21 related to Security-- Hard Costs	51,832	51,832	51,832	51,832
26	Amount of line 21 Related to Energy Conservation Measures	119,193	129,521	129,521	129,521

**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: 2005			
		Capital Fund Program Grant No: RI 43 P001 50105							
		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		
<b>Chad Brown</b>	Repair Steam Lines	1450	N/A	39,243	39,243	39,243	39,243	underway	
<b>001</b>	Repair/Replace Gas Lines	1450	N/A	2,988	2,988	2,988	2,988	underway	
	Replace Floor Tiles	1460		4,735	11,571	11,571	11,571		
	Bathroom Renovations	1460		15,908	20,867	20,867	20,867	ongoing	
	Kitchens-Cabinets/Countertops	1460	10 units	7,913	9,204	9,204	9,204	ongoing	
	Appliance Purchases	1465	10 units	4,530	6,065	6,065	6,065	ongoing	
				<b>75,317</b>	<b>89,938</b>	<b>89,938</b>	<b>89,938</b>		
<b>Admiral Terrace</b>	Repair/Replace Gas Lines	1450		7,580	7,580	7,580	7,580	underway	
<b>001A</b>	Kitchens-Cabinets/Countertops	1460	10 units	4,297	4,297	4,297	4,297	ongoing	
	Heating System Upgrade	1460	N/A	5,436	5,436	5,436	5,436	underway	
	Bathroom Renovations	1460		11,246	13,196	13,196	13,196	ongoing	
				<b>28,559</b>	<b>30,509</b>	<b>30,509</b>	<b>30,509</b>		
<b>Roger Williams</b>				0	0	0	0		
<b>002</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Codding Court</b>				0	0	0	0		
<b>003</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Hartford Park</b>	Repair/Replace Gas Lines	1450		5,700	5,700	5,700	5,700	ongoing	
<b>004/006/019</b>	Underground Conduit	1450		8,616	8,616	8,616	8,616	completed	
	Landscaping and Fencing	1450	N/A	25,265	25,265	25,265	25,265	ongoing	
	Exterior Building Repairs-335 Hartford	1460	1 bldg	487,275	485,275	485,275	485,275	underway	
	Replace Exterior Doors	1460	5 doors	1,960	1,960	1,960	1,960	ongoing	
	Replace Boilermates (Barry Road)	1460	6 units	582	6,094	6,094	6,094	underway	
	Replace Floor Tiles	1460		1,165	1,165	1,165	1,165		
	Building Controls	1460		6,656	9,937	9,937	9,937	ongoing	

**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: 2005			
		Capital Fund Program Grant No: RI 43 P001 50105								
		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		
<b>Hartford Park</b>	Upgrade/Repair FM Garage		1470	N/A	3,800	3,800	3,800	3,800	planned	
<b>004/006/019</b>	Bond Repayment		1501	N/A	429,563	429,563	429,563	429,563	underway	
<b>(continued)</b>					<b>970,582</b>	<b>977,375</b>	<b>977,375</b>	<b>977,375</b>		
<b>Manton Heights</b>	Repair/Replace Gas Lines		1450		12,729	12,729	12,729	12,729		
<b>005</b>	Repair/Replace Roofs on Brick Bldgs		1460		25,700	29,900	29,900	29,900	underway	
	Resurface Common Hall Floor		1460		2,790	2,790	2,790	2,790	underway	
	Fall Protection in Boiler Room		1470		19,759	19,759	19,759	19,759	completed	
					<b>60,973</b>	<b>65,178</b>	<b>65,178</b>	<b>65,178</b>		
<b>Sunset Village</b>					0	0	0	0		
<b>007</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Dexter Manor I</b>	Renovate Heating System (New)		1460	1 system	31,704	31,704	31,704	31,704	completed	
<b>008</b>					<b>31,704</b>	<b>31,704</b>	<b>31,704</b>	<b>31,704</b>		
<b>Dominica Manor</b>	Repair/Replace Balcony Railings, Drains		1460	N/A	14,000	0	0	0	planned	
<b>009</b>	Replace Floor Tile		1460	4 units	23,004	40,860	40,860	40,860	ongoing	
	Trash Chute Repairs/Upgrade		1460		5,849	5,849	5,849	5,849	completed	
	Asbestos Abatement		1460	4 units	49,713	78,151	78,151	78,151	ongoing	
	Replace Riser Shut Off Valves		1460		114,099	114,099	114,099	114,099	underway	
	Replace Motors/Valves-Heating System		1460	N/A	5,504	5,504	5,504	5,504	underway	
					<b>212,169</b>	<b>244,463</b>	<b>244,463</b>	<b>244,463</b>		
<b>Carroll Tower</b>	Fencing		1450		1,200	1,200	1,200	1,200	underway	
<b>011</b>	Exterior Security Lighting		1450		10,651	10,651	10,651	10,651	completed	
	Asbestos Abatement		1460		11,543	11,543	11,543	11,543	ongoing	

**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: 2005			
		Capital Fund Program Grant No: RI 43 P001 50105							
		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		
<b>Carroll Tower</b>	Replace Floor Tiles	1460		4,502	4,502	4,502	4,502		
<b>(continued)</b>				<b>27,896</b>	<b>27,896</b>	<b>27,896</b>	<b>27,896</b>		
<b>Kilmartin Plaza</b>	Exterior Security Lighting	1450		19,908	19,908	19,908	19,908	completed	
<b>012</b>	Repair PVI Hot Water Tank	1460		6,158	6,158	6,158	6,158	completed	
				<b>26,066</b>	<b>26,066</b>	<b>26,066</b>	<b>26,066</b>		
<b>Parenti Villa</b>	Exterior Security Lighting	1450		21,273	21,273	21,273	21,273	completed	
<b>013</b>	Replace Floor Tile	1460	2 units	2,272	5,072	5,072	5,072	ongoing	
	Asbestos Abatement	1460	2 units	1,770	5,311	5,311	5,311	ongoing	
	Kitchens/Cabinets/Countertops	1460		1,026	1,026	1,026	1,026	ongoing	
				<b>26,341</b>	<b>32,682</b>	<b>32,682</b>	<b>32,682</b>		
<b>Dexter Manor II</b>	Upgrade Kitchens	1460	4 kitchens	1,604	1,604	1,604	1,604	ongoing	
<b>014</b>				<b>1,604</b>	<b>1,604</b>	<b>1,604</b>	<b>1,604</b>		
<b>Scattered Sites</b>	Fencing	1450		25,300	25,300	25,300	25,300	completed	
<b>017</b>	Upgrade Site Parking & Drainage	1450		0	4,250	4,250	4,250		
	<i>Building Repairs (1-17)</i>	1460	N/A	580,860	570,902	570,902	570,902	ongoing	
	Paint Buildings, Rebuild Porches								
	Replace Domestic Hot Water Tanks								
	Repair/Seal Foundation Cracks								
	Install Carbon Monoxide Detectors								
	Replace Windows, Deferred Painting								
	Install Vinyl Siding, Install Vinyl Flooring			<b>606,160</b>	<b>600,452</b>	<b>600,452</b>	<b>600,452</b>		
<b>Scattered Sites</b>	<i>Building Repairs (1-21)</i>	1460	N/A	0	0	0	0		
<b>021</b>	Paint Buildings, Rebuild Porches								
	Replace Domestic Hot Water Tanks								

**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: 2005			
		Capital Fund Program Grant No: RI 43 P001 50105							
		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		
<b>Scattered Sites</b>	Repair/Seal Foundation Cracks								
<b>021</b>	Install Carbon Monoxide Detectors								
<b>(continued)</b>	Replace Windows, Deferred Painting								
	Install Vinyl Siding, Install Vinyl Flooring			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Scattered Sites</b>	<i>Building Repairs (All Projects)</i>	1460	N/A	0	0	0	0		
<b>15, 18, 28, 29, 30,</b>	Paint Buildings, Rebuild Porches								
<b>31, 32, 33, 34, 35,</b>	Replace Domestic Hot Water Tanks								
<b>36, 37, 38, 39, 40,</b>	Repair/Seal Foundation Cracks								
<b>41, 42, 43, 17, 21</b>	Install Carbon Monoxide Detectors								
	Deferred Painting			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Authority-Wide</b>	Operations	1406	N/A	835,349	835,349	835,349	835,349	completed	
	Computer System Software	1408	N/A	2,656	17,813	17,813	17,813	planned	
	Living Skills Coordinator	1408	N/A	50,582	50,582	50,582	50,582	ongoing	
	Police	1408	N/A	129,291	129,291	129,291	129,291	ongoing	
	Security Guards	1408	N/A	5,410	5,410	5,410	5,410	ongoing	
	CFP Administrative Costs	1410	N/A	417,674	417,674	417,674	417,674	ongoing	
	In-House Design	1410	N/A	155,166	155,166	155,166	155,166	ongoing	
	A&E Fees and Costs	1430	N/A	67,330	58,007	58,007	58,007	ongoing	
	Utility Surveys	1430	N/A	1,190	1,190	1,190	1,190	ongoing	
	LBP/Asbestos Testing	1430	N/A	24,600	16,270	16,270	16,270	ongoing	
	MOD Inspection Costs	1430	N/A	145,998	145,998	145,998	145,998	ongoing	
	Tree Pruning	1450	N/A	100,000	95,227	95,227	95,227	ongoing	
	Asbestos Abatement	1460	N/A	22,122	0	0	0	ongoing	
	Replace Floor Tiles	1460	N/A	36,258	0	0	0	ongoing	
	Computer Hardware	1475	N/A	44,584	49,742	49,742	49,742	ongoing	
	Maintenance Vehicles/Equipment	1475	N/A	71,157	71,157	71,157	71,157	ongoing	
				<b>2,109,367</b>	<b>2,048,876</b>	<b>2,048,876</b>	<b>2,048,876</b>		



**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 50106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/07     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	772,898	772,898	772,898	772,898
3	1408 Management Improvements Soft Costs	221,000	192,915	167,915	85,672
4	1410 Administration	496,873	436,169	447,586	122,184
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	220,000	195,657	138,510	72,753
8	1440 Site Acquisition				
9	1450 Site Improvement	123,173	124,673	20,643	15,870
10	1460 Dwelling Structures	1,583,601	1,694,097	670,611	314,368
11	1465.1 Dwelling Equipment—Nonexpendable	9,000	9,000	0	0
12	1470 Nondwelling Structures	27,500	28,636	1,136	1,136
13	1475 Nondwelling Equipment	100,000	100,000	49,048	49,048
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Expenses	424,619	424,619	424,619	424,619
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines: 2 to 20 )</b>	<b>3,978,664</b>	<b>3,978,664</b>	<b>2,692,966</b>	<b>1,858,548</b>
22	Amount of line 21 Related to LBP Activities	10,000	10,000	0	0
23	Amount of line 21 Related to Section 504 compliance	3,100	3,100	0	0
24	Amount of line 21 Related to Security –Soft Costs	140,000	140,000	140,000	0
25	Amount of Line 21 related to Security-- Hard Costs	18,000	18,000	0	0
26	Amount of line 21 Related to Energy Conservation Measures	99,000	74,000	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				Federal FY of Grant: 2006			
		Capital Fund Program Grant No: RI 43 P001 50106							
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
<b>Chad Brown</b>	Repair Steam Lines	1450	N/A	10,000	10,000	0	0	underway	
	Repair/Replace Gas Lines	1450	N/A	5,000	5,000	0	0	underway	
	Repoint/Seal Exterior Masonry	1460	3 bldgs	6,000	6,000	0	0	underway	
	Repair/Replace Gutters and Guards	1460	N/A	3,000	3,000	0	0	ongoing	
	Kitchens-Cabinets/Countertops	1460	10 units	11,000	11,000	2,429	2,429	ongoing	
	Replace Floor Tiles	1460		0	5,025	5,025	3,300	ongoing	
	Bathroom Renovations	1460	30 units	7,500	12,500	0	0	ongoing	
	Appliance Purchases	1465	10 units	4,500	4,500	0	0	ongoing	
				<b>47,000</b>	<b>57,025</b>	<b>7,454</b>	<b>5,729</b>		
<b>Admiral Terrace</b>	Repoint/Seal Exterior Masonry	1460	5 bldgs	10,000	10,000	0	0	underway	
	Repair/Replace Gutters/ add Guards	1460	N/A	3,000	3,000	0	0	ongoing	
	Kitchens-Cabinets/Countertops	1460	10 units	11,000	11,000	0	0	ongoing	
	Upgrade Electrical System	1460	N/A	8,000	8,000	0	0	planned	
	Heating System Upgrade	1460	N/A	5,000	5,000	0	0	underway	
	Bathroom Renovations	1460	30 units	7,500	12,500	0	0	ongoing	
	Appliance Purchases	1465	10 units	4,500	4,500	0	0	ongoing	
	Card Access/Cameras/Security System	1470	N/A	10,000	10,000	0	0	planned	
				<b>59,000</b>	<b>64,000</b>	<b>0</b>	<b>0</b>		
<b>Sunset Village</b>				0	0	0	0		
				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>AMP 01 Totals</b>				<b>106,000</b>	<b>121,025</b>	<b>7,454</b>	<b>5,729</b>		
<b>Roger Williams</b>	Common Hallway Security Lighting	1460	N/A	3,000	3,000	0	0	planned	
	Repair/Replace Exit Signs	1460	N/A	2,000	2,000	0	0	planned	
				<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>		

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI			Grant Type and Number				Federal FY of Grant: 2006		
			Capital Fund Program Grant No: RI 43 P001 50106						
			Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended		
<b>Codding Court</b>	Exterior Security Lighting	1450	N/A	5,000	5,000	0	0	planned	
	Replace Domestic Water Heaters	1460	N/A	10,000	10,000	0	0	planned	
				<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>		
<b>Scattered Sites</b>	Fencing and Landscaping	1450		18,173	18,173	0	0	planned	
<b>15, 17, 18, 21, 28,</b>	<i>Building Repairs (All Projects)</i>	1460	N/A	208,901	208,901	74,535	47,969	ongoing	
<b>29, 30, 31, 32, 33,</b>	Paint Buildings, Rebuild Porches								
<b>34, 35, 36, 37, 38,</b>	Replace Domestic Hot Water Tanks								
<b>39, 40, 41, 42, 43</b>	Repair/Seal Foundation Cracks								
	Install Carbon Monoxide Detectors								
	Replace Windows, Deferred Painting								
	Install Vinyl Siding, Vinyl Floor Tile			<b>227,074</b>	<b>227,074</b>	<b>74,535</b>	<b>47,969</b>		
<b>AMP 02 Totals</b>				<b>247,074</b>	<b>247,074</b>	<b>74,535</b>	<b>47,969</b>		
<b>Hartford Park</b>	Repair/Retile Playgrounds	1450	N/A	10,000	10,000	4,370	4,370	planned	
	Landscaping and Fencing	1450	N/A	10,000	11,500	11,500	11,500	underway	
	Exterior Building Repairs	1460	1 bldg	500,000	500,000	32,000	17,000	underway	
	Building Controls	1460		10,000	10,000	9,703	9,703	ongoing	
	Replace Entry Flooring	1460		0	10,000	0	0		
	Replace Exterior Doors	1460	5 doors	3,000	3,000	0	0	ongoing	
	Elevator Repairs	1460		0	5,920	5,920	5,920	ongoing	
	Replace Boilermates (Barry Road)	1460	6 units	5,000	5,000	0	0	underway	
	Bathroom Renovations	1460	25 units	10,000	20,000	0	0	planned	
	Heating/Domestic HW System Repairs	1460	N/A	20,000	20,000	0	0	planned	
	Upgrade/Repair FM Garage	1470	N/A	10,000	10,000	0	0	planned	
	Repair/Replace Fire Standpipes - Valves	1470	N/A	5,000	5,000	0	0	planned	
	Install Roof Vent - Admin Bldg	1470	1 vent	2,500	2,500	0	0	planned	
	Bond Repayment	1501	N/A	424,619	424,619	424,619	424,619	underway	
<b>AMP 03 Totals</b>				<b>1,010,119</b>	<b>1,037,539</b>	<b>488,112</b>	<b>473,112</b>		

<b>Annual Statement/Performance and Evaluation Report</b>										
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>										
<b>Part II: Supporting Pages</b>										
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI				Grant Type and Number			Federal FY of Grant: 2006			
Development Number				Capital Fund Program Grant No: RI 43 P001 50106			Total Actual Cost			Status of Work
				Replacement Housing Factor Grant No:						
Name/HA-Wide Activities		General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Obligated	Expended	
						Original	Revised			
<b>Manton Heights</b>		Install Window Vent/Fan Unit		1460	60 vents	3,000	3,000	0	0	planned
		Repair/Replace Roofs at Brick Bldgs		1460	N/A	50,000	50,000	900	900	underway
		Resurface Common Hallway Floors		1460	N/A	25,000	25,000	1,400	1,400	underway
<b>AMP 04 Totals</b>						<b>78,000</b>	<b>78,000</b>	<b>2,300</b>	<b>2,300</b>	
<b>Dexter Manor I &amp; II</b>		Replace Exterior Doors		1460	3 doors	2,000	2,000	0	0	planned
		Upgrade Kitchens		1460	4 kitchens	4,000	4,000	2,905	2,905	ongoing
		Replace Smoke Hatch		1460		0	1,402	1,402	1,402	ongoing
		Upgrade Handicapped Units		1460	1 unit	8,000	8,000	0	0	planned
		Repair/Replace Roof		1460	1 roof	80,000	110,087	8,510	510	ongoing
		Card Access/Cameras/Security		1470		0	1,136	1,136	1,136	underway
<b>AMP 05 Totals</b>						<b>94,000</b>	<b>126,625</b>	<b>13,953</b>	<b>5,953</b>	
<b>Dominica Manor</b>		Repair/Replace Balcony Railings, Drains		1460	N/A	20,000	2,500	2,500	2,500	planned
		Elevator Repairs		1460		0	1,290	1,290	1,290	ongoing
		Asbestos Abatement		1460		0	10,275	10,275	10,275	underway
		Replace Floor Tiles		1460		0	8,575	8,575	0	underway
		Replace Smoke Hatch		1460		0	1,402	1,402	1,402	underway
		Building Controls		1460		0	200	200	200	underway
		Replace Motors/Valves-Heating System		1460	N/A	3,000	0	0	0	underway
<b>AMP 06 Totals</b>						<b>23,000</b>	<b>24,242</b>	<b>24,242</b>	<b>15,667</b>	
<b>Carroll Tower</b>		Building Controls		1460		0	200	200	200	underway
		Fire Alarm Replacement		1460	N/A	350,000	403,940	403,940	191,118	design
<b>AMP 07 Totals</b>						<b>350,000</b>	<b>404,140</b>	<b>404,140</b>	<b>191,318</b>	
<b>Kilmartin Plaza</b>		Window Replacement		1460	N/A	3,000	3,000	0	0	planned
		Replace Smoke Hatch		1460		5,000	5,000	1,220	1,220	
<b>AMP 08 Totals</b>						<b>8,000</b>	<b>8,000</b>	<b>1,220</b>	<b>1,220</b>	

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI			Grant Type and Number				Federal FY of Grant: 2006		
			Capital Fund Program Grant No: RI 43 P001 50106						
			Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities					Original	Revised	Obligated	Expended	
<b>Parenti Villa</b>	Kitchens-Cabinets/Countertops		1460	1 unit	1,000	0	0	0	ongoing
	Asbestos Abatement		1460		0	1,725	1,725	1,725	underway
	Elevator Repairs		1460		0	11,000	11,000	11,000	underway
<b>AMP 09 Totals</b>					<b>1,000</b>	<b>12,725</b>	<b>12,725</b>	<b>12,725</b>	
<b>Authority-Wide</b>	Operations		1406	N/A	772,898	772,898	772,898	772,898	completed
	Computer System Software		1408	N/A	25,000	25,000	0	0	planned
	Living Skills Coordinator		1408	N/A	56,000	27,915	27,915	27,915	ongoing
	Police		1408	N/A	130,000	130,000	130,000	54,326	ongoing
	Security Guards		1408	N/A	10,000	10,000	10,000	3,431	ongoing
	CFP Administrative Costs		1410	N/A	386,449	386,449	397,866	72,464	ongoing
	In-House Design		1410	N/A	110,424	49,720	49,720	49,720	ongoing
	A&E Fees and Costs		1430	N/A	100,000	100,000	40,179	4,456	ongoing
	LBP/Asbestos Testing		1430	N/A	5,000	5,000	8,331	2,640	ongoing
	Utility Surveys		1430	N/A	10,000	10,000	0	0	ongoing
	MOD Inspection Costs		1430	N/A	90,000	65,657	90,000	65,657	ongoing
	Digitize Building Plans		1430	N/A	15,000	15,000	0	0	planned
	Tree Pruning		1450	N/A	60,000	60,000	4,773	0	ongoing
	Identification Signs		1450	N/A	5,000	5,000	0	0	planned
	Deferred Painting		1460	N/A	25,000	25,000	0	0	ongoing
	Asbestos Abatement		1460	N/A	59,100	47,100	47,100	0	ongoing
	Elevator Improvements/Repairs		1460	N/A	30,000	30,000	0	0	underway
	Replace Floor Tiles		1460	N/A	53,500	36,455	36,455	0	ongoing
	LBP Abatement		1460	N/A	5,000	5,000	0	0	ongoing
	Handicapped Unit Modifications		1460	N/A	13,100	13,100	0	0	underway
	Computer Hardware		1475	N/A	35,000	35,000	13,151	13,151	ongoing
	Radios/Telecommunications/Alarms		1475	N/A	5,000	5,000	0	0	ongoing
	Maintenance Vehicles/Equipment		1475	N/A	60,000	60,000	35,897	35,897	ongoing
<b>A-W Totals</b>					<b>2,061,471</b>	<b>1,919,294</b>	<b>1,664,285</b>	<b>1,102,555</b>	



## CAPITAL FUND PROGRAM TABLES

### 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: <b>Replacement Housing Factor Grant No: RI 43 R001 50107</b>	Federal FY of Grant: <b>2007</b>
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Original Annual Statement Reserve for Disasters/ Emergencies    
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/07    
  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	0			
2	1406 Operations	\$0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	\$0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	\$0			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	\$53,545			
19	1502 Contingency	0			
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>\$53,545</b>			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 compliance	0			
23	Amount of line 20 Related to Security –Soft Costs	0			
24	Amount of Line 20 related to Security-- Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	0			
26	Collateralization Expenses or Debt Service	0			



