

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

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

Agency Identification

PHA Name: The Housing Authority of the City of Woonsocket, Rhode Island

PHA Number: RI003

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2003 Capital Fund Program Annual Statement (Attachment B, C, D)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attachment E)
- FY 2003 Capital Fund Program 5 Year Action Plan (Attachment F, G, H, I, J, K,L)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Section 8 Based Project Based (Attachment M)
 - Pet Policy (Attachment N)
 - Community Service Requirement (Attachment O)
 - Voluntary Conversion Analysis (Attachment P)
 - Progress on 5-Year Plan (Attachment Q)
 - Resident Advisory Board Members (Attachment R)
 - Resident Membership on Board of Commissioners (Attachment S)
 - Performance and Evaluation Reports (Attachment T,U,W)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair	5 Year and Annual Plans

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
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 Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
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
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	28%	5	3	4	3	3	5
Income >30% but <=50% of AMI	20%	5	3	4	3	3	5
Income >50% but <80% of AMI	23%	3	3	4	3	3	3
Elderly	30%	5	3	2	2	2	2
Families with Disabilities	15%	5	3	2	2	2	3
Race/Ethnicity	10%	5	3	4	3	3	5
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1147		9%
Extremely low income <=30% AMI	895	78%	
Very low income (>30% but <=50% AMI)	202	18%	
Low income (>50% but <80% AMI)	50	4%	
Families with children	875	77%	
Elderly families	218	19%	
Families with Disabilities	54	4%	
Race/ethnicity	White: 356	31%	
Race/ethnicity	Black: 214	18%	
Race/ethnicity	Asian: 16	1%	
Race/ethnicity	Hispanic: 561	50%	
Characteristics by Bedroom Size	N/A	N/A	N/A

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	680		15%
Extremely low income <=30% AMI	524	77%	
Very low income (>30% but <=50% AMI)	129	19%	
Low income	27	4%	

Housing Needs of Families on the Waiting List

(>50% but <80% AMI)			
Families with children	422	62%	
Elderly families	135	20%	
Families with Disabilities	123	18%	
Race/ethnicity	White: 305	45%	
Race/ethnicity	Black: 93	14%	
Race/ethnicity	Asian: 9	1%	
Race/ethnicity	Hispanic: 270 Other: 3	40%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	246	36%	
2 BR	217	32%	
3 BR	189	28%	
4 BR	25	4%	
5 BR	3	0%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	*\$2,905,309	
b) Public Housing Capital Fund	*\$2,844,380	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization	--	
d) HOPE VI Demolition	--	
e) Annual Contributions for Section 8 Tenant-Based Assistance	*\$3,455,652	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	--	
g) Resident Opportunity and Self-Sufficiency Grants	--	
h) Community Development Block Grant	--	
i) HOME	--	
Other Federal Grants (list below)		
FY 2002 FSS Funding	*20,000	Public Housing Supportive Services (Low rent add-on)
* = Based on 2002 Budget		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP – FY 2001	\$80,000	Public Housing Safety/Security
CFP – FY 2001	\$486,000	Public Housing Capital Improvement
3. Public Housing Dwelling Rental Income	*\$3,640,000	Public Housing Operations
4. Other income (list below)		
Interest & Misc. (Laundry/Antenna)	*112,690.00	Public Housing Operations
4. Non-federal sources (list below)		
RI Dept. Of Elderly Affairs	\$34,000	Public Housing Safety/Security
Total resources	\$13,578,031	

*= Based on FY 2002 Budget

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: when all the information is received and file is reviewed and either approved or denied.
- Other: At initial application stage due to short waiting list.

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: Credit Check, character references, home visits.

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

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **4**

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? **4**

3. Yes No: May families be on more than one list simultaneously yes
If yes, how many lists? **4**

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:
Two offers (of 3 sites) in CV Program and three offers (of 4 sites) in CVE Program

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and **Disabled in the line of duty during an armed conflict*
- 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) *Police Officers*
Severe Medical Emergency

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.

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families (who served during an armed conflict)
- 2 Residents who live and/or work in the jurisdiction
- 2 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
- 2 Other preference(s) *Police Officers*
Severe Medical Emergency

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 (*tenant handbook*)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: **N/A (See Attachment A)**

Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: **N/A (See Attachment A)**

Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

While not required under the final rule the PHA has previously adopted admissions policies to promote deconcentration of poverty as selected.

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

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

Other (list policies and developments targeted below)
Adopted optional earned income disregards

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
 - Veterans Memorial* *RI 3-2*
 - Morin Heights* *RI 3-1*

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug-related activity
 Other: *Most recent landlord's name and address.*

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below: *As long as applicant has been actively searching for a unit.*

(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.

N/A Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

- 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 (See Attachment M)

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

A hardship exists in the following circumstances:

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

childcare, transportation, education, or similar items;
5. *When a death has occurred in the family.*

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

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

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

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)

Child support payments (court ordered; for any child not living in the household) up to a maximum of \$480 per year/per child (with proof of payment record).

Alimony payments (court ordered) up to a maximum of \$550 per year/per spouse (with proof of payment record).

Any portion of earned income that a household pays to obtain medical insurance.

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. (Ceiling rents ended 12/31/02).

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold \$150 / Month)
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

b.

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

2. A hardship exists in the following circumstances:

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached (*Shown as Attachment C*)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1276	15%
Section 8 Vouchers	631	9%
Section 8 Certificates	-	-
Section 8 Mod Rehab	-	-
Special Purpose Section 8 Certificates/Vouchers (list individually)	-	-
Public Housing Drug Elimination Program (PHDEP)	586	-
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

- Admissions and Occupancy Policy*
- Grievance Policy*
- Family and Elderly Handbooks*
- Pest Control Policy*
- Blood Borne Disease Policy*
- Ethics Policy*
- Personnel Policy*
- Pet Policy*

Community Service Requirements Policy

(2) Section 8 Management: (list below)
Section 8 Admin Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:
Applicants have a right to informal and formal grievances.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:
Applicants have a right to informal and formal grievances.

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 (Section 8 Office)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B, C, and D

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (*Capital Fund Program 5-Year Action Plan Attachment F, G, H, I, J, K and L*)

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

Morin Heights
Veterans Memorial

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Morin Heights 1b. Development (project) number: RI 3-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>(6/27/02)</u>
5. Number of units affected: 8 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: 8-2002 b. Projected end date of activity: 04-2003

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year

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:	Parkview Manor
1b. Development (project) number:	RI 3-3
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"/>
4. Date this designation approved, submitted, or planned for submission:	Approved 7/16/02
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	120
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development (80% of the non-wheelchair units) <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	Kennedy Manor
1b. Development (project) number:	RI 3-8
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"/>
4. Date this designation approved, submitted, or planned for submission:	Approved 7/16/02
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

6. Number of units affected: 198
7. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development (80% of the non-wheelchair units)
<input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Crepeau Court
1b. Development (project) number: RI 3-5A
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"/>
4. Date this designation approved, submitted, or planned for submission: Approved 7/16/02
5. If approved, will this designation constitute a (select one)
<input checked="" type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 153
7. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development (80% of the non-wheelchair units)
<input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: St. Germain
1b. Development (project) number: RI 3-5B
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"/>
4. Date this designation approved, submitted, or planned for submission: Approved 7/16/02
5. If approved, will this designation constitute a (select one)
<input checked="" type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously-approved Designation Plan?

6. Number of units affected: 153
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (80% of the non-wheelchair units) <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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)	

- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

1. Program Description:

Section 8 Homeownership

In accordance with 24 CFR Part M, The Woonsocket Housing Authority (WHA) offers families that receive Housing Choice Voucher Tenant-Based assistance homeownership options. The mission is to provide homeownership possibilities, self-sufficiency training and support, and facilitate community growth, while providing parameters which will attempt to minimize defaults which subsequently have a negative impact on both the family and neighborhood.

For the purpose of offering this option, the WHA has partnered with local and state governmental institutions and other agencies to assist in the implementation of this opportunity by providing services, support, and expertise in a multitude of areas. These partnerships will strengthen and effectively broaden the impact of homeownership opportunities within the WHA and throughout the City of Woonsocket.

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? 02/23/01

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other. Collaboration with TANF Agency for job opportunities for residents with DHS provides.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/ specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Resident Service Coordinator Program	622	Other	WHA High-rise Resident Services Department	Public housing residents
Better Health Collaborative – Preventive Health Promotion Programming- Nursing Clinics	215 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Better Health Collaborative – Preventive Health Promotion Programming-Chair Aerobics	77 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Better Health Collaborative – Preventive Health Promotion Programming- Health fair & Educational Workshop Series	131 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Better Health Collaborative – Preventive Health Promotion Programming- Transportation to medical appointments	25 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Better Health Collaborative – Preventive Health Promotion Programming- Personal Task Assistance program	40 residents	Other	WHA High-rise Resident Services Department -	Public housing residents
Telephone Reassurance Program – Once a day health and safety check	8 residents	Other	WHA Security Department	Public housing residents
Refrigerator Card Program	622	Other	WHA Security	Public housing residents &

			Department WPD, &WFD	community
Americorps*VISTA Program – Volunteer develops health programs, socialization and volunteer opportunities	100 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Computer Labs	50 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Meal-Site Program – Noon day meals served in the community room of each high-rise	15,000 meals served annually	Other	Woonsocket Senior Services	Public housing residents
Home delivered meal program – Noon day meals delivered to apartments	9000 meals served annually	Specific criteria	Woonsocket Retired Senior Volunteer Prgm.	Public housing residents
Transportation to local markets	50 residents per week	Other	WHA High-rise Resident Services Department	Public housing residents
Movie Nights	120 residents	Other	WHA High-rise Resident Services Department	Public housing residents
WHA Educational Series	100 residents	Other	WHA High-rise Resident Services	Public housing residents
Monthly Calendar	650 residents	Other	WHA High-rise Resident Department	Public housing residents
Quarterly newsletter	650 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Hearts & Hands– Group of resident volunteers make quilts for hospitalized children	10 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Pet Therapy	45 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Manicures	55 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Old Friends, New Friends- Intergenerational Activities	25 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Beautification Projects	20 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Monthly Educational Workshop & Programs	100 residents	Other	WHA High-rise Resident Services Department	Public housing residents
Positive Aging Project- Information, assessment and referral for mental health needs on site.	50 residents	Specific Criteria	WHA High-rise Resident Services Department and Landmark Medical Center	Public housing residents

Pharmaceutical Care Program- Provides pharmaceutical counseling services on site.	50 Residents	Other	WHA High-rise Resident Services Department, URI, and RIPAYE.	Public housing residents
Postman- On site postal services	622 residents	Other	US Postal Service	Public housing residents
Homebuyer education	80 residents	Other	WHA Main Office	Public housing residents & Section 8 participants
Campus of Learners Program-Case management and life skill classes	62 residents	Specific criteria	Campus of Learners Buildings At Veterans Memorial Dev.	Public housing residents
Project Opportunity Program-job training and skill building program	15 adults	Specific Criteria	Campus of Learners Buildings at Veterans Memorial Development	Both & Community
Monthly Calendar in English and Spanish	651 households monthly	Other	WHA Family Resident Services Department	Public housing residents
GED, ESL and Literacy Classes	50 adults	Other	Project RIRAL	Both & Community
Fairmount Branch Library	3000 items circulated	Other	A branch of the City's Woonsocket Harris Library	Both & Community
Women II Women Group	30 adults	Other	Campus of Learners Buildings At Veterans Memorial Development	Public Housing residents
Kids First Garden Nutrition Program	30 Children	Other	Kids First, Inc Share Our Strength	Public Housing residents
Learning Express- A Tutoring & Mentoring Program	10 students	Specific Criteria	WHA, Woonsocket Education Dept	Public Housing Residents
Health Adventures Program- Helping youngsters learn about careers in the health field	26 middle school students	Specific Criteria	Landmark Hospital Retired Senior Volunteer Program, WHA	Public Housing residents
Drug Education Classes	3 Adults and youth	Other	Family Resources	Public Housing residents
Safe Sitters Babysitting Academy	16 youths	Other	Women & Infants Hospital	Public Housing residents
Summer Youth Employment	4 youths	Specific Criteria	Family Resources	Public Housing residents
Athletic Scholarships	37 youths	Other	Cracovia Soccer League, Baseball	Public Housing residents
Woonsocket Head Start Therapeutic Summer Camp	12 youths	Specific Criteria	Woonsocket Head Start	Public Housing residents

Boy Scouts/Cub Scouts	20 boys	Other	Boy Scouts of America	Public Housing residents, Section 8 and Community
Girl Scouts	22 girls	Other	Girl Scouts of America	Public Housing residents, Section 8 and Community
Summer Camps	140 youths	Other	YMCA, Camp Costa, Boys and Girls Club	Public Housing residents, Section 8 and Community
Cyberbuilders Summer Computer Camps	10 adult residents	Other	WHA	Public Housing residents
Computer Labs at Family Developments	939.5 hrs of use	Other	WHA Family Resident Services Department	Public Housing residents
City Year After-School Generation Serve	30 elementary residents	Other	City Year of Rhode Island	Public Housing residents, Section 8 and Community
City Year School Vacation Camps	200 youths	Other	City Year of Rhode Island	Public Housing residents, Section 8 and Community
LEAP-after school homework club	180 youth	Other	WHA Family Resident Services Department	Public Housing Residents
Parenting Classes	30 Adults	Other	University of RI Cooperative Extension	Public Housing
Various Youth Activities	300 youth	Other	WHA Family Resident Services Department	Public Housing Residents
Teen Groups	40 youth	Other	WHA Family Resident Services Department	Public Housing Residents
Quarterly News Letter	651 Residents	Other	WHA Family Resident Services Department	Public Housing Residents
Even Start Program-Family Literacy Program	30 Adults	Specific Criteria	Even Start Program	Public Housing residents, Section 8 and Community
Even Start Day Care	15 children	Specific Criteria	Even Start Program	Public Housing residents, Section 8 and Community
Health Van	160 visits	Other	Women & Infants Hospital	Public Housing residents and community

Domestic Violence Workshops	70 adults and youth	Other	Sojourner House	Public Housing Residents
Cultural Programs	75 residents f	Other	WHA Family Resident Services Department	Public Housing
Job Link	33 Adults	Specific Criteria	Job Link Learning Center	Public Housing, Section 8 and community
Boys & Girls Club for middle school students	120 middle school residents	Other	Blackstone Valley Boys & Girls Club	Public Housing & Community
Expressive Art Therapy	8 Children	Other	Sojourner House	Public Housing Residents
Adult Tutoring	6 Adults	Specific Criteria	Project Learn	Public Housing & Community

(2) Family Self Sufficiency program/s*

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Not mandated -5	3 (08/01/02)
Section 8	Not mandated-55	48 (08/01/02)

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:

*The Woonsocket Housing Authority is not mandated to have a Family Self Sufficiency Program. Our program size is 60. With the inception of our Homeownership Program WHA will be increasing to 100 slots next year; 60 Section 8 and 40 Public Housing.

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Morin Heights *RI 3-1*
Veterans Memorial *RI 3-2*
Scattered Sites *RI 3-7*
 RI 3-8

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

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

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

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

Morin Heights RI 3-1, Veteran’s Memorial RI 3-2, Scattered Sites RI 3-7 & RI 3-8

C. Coordination between PHA and the police

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

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

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

Morin Heights RI 3-1, Veterans’ Memorial RI 3-2, Scattered Sites RI 3-7 and RI 3-8.

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment N

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment
 Provided below:

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

- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board (See Attachment S)

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

D. Other Information Required by HUD

In regard to what constitutes a substantial change in the Plan the Housing Authority will consider the following a substantial change:

1. *Any policy change that has an adverse financial impact on the residents.*
2. *Any change in admissions criteria including a change in preferences and/or ordering of the waiting list.*
3. *Any proposed demolition to units.*
4. *Any mixed financing for capital improvements.*

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/95)

HA Name Housing Authority of the City of Woonsocket	Locality: (City/County & State) Woonsocket, Rhode Island	<input type="checkbox"/> Original <input type="checkbox"/> Revision No.: __6____
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A. Development Number/Name	Work Statement for Year 1 FFY: 2003	Work Statement for Year 2 FFY: 2004	Work Statement for Year 3 FFY: 2005	Work Statement Year 4 FFY: 2006	Work Statement Year 5 FFY: 2007
RI 3-1 Morin Heights		600,000	600,000	300,000	553,314
RI 3-2 Veterans Memorial		471,619	353,000	300,000	553,314
RI 3-3 Parkview Manor		331,000	205,000	291,657	150,000
RI 3-4 Kennedy Manor		118,800	244,000	291,657	150,000
RI 3-5A Crepeau Court		92,500	160,000	291,657	150,000
RI 3-5B St. Germain Manor		92,709	144,628	291,657	150,000
RI 3-7 Scattered Sites		5,000	5,000	5,000	5,000
RI 3-8 Scattered Sites		5,000	5,000	5,000	5,000
B. Physical Improvements Subtotal		1,716,628	1,716,628	1,776,628	1,716,628
C. Management Improvements		363,500	307,500	275,000	275,000
D. HA-wide Non-dwelling Structures and Equipment		17,500	37,500	0	0
E. Administration		284,438	284,438	284,438	284,438
F. Other (1411, 1430 & 1502)		177,876	213,876	223,876	283,876
G. Operations		284,438	284,438	284,438	284,438
H. Demolition		0	0	0	0
I. Replacement Reserve		0	0	0	0
J. Modernization Used for Development		0	0	0	0
K. Total CGP Funds		2,844,380	2,844,380	2,844,380	2,844,380
L. Total Non-CGP Funds		0	0	0	0
J. Grand Total		2,844,380	2,844,380	2,844,380	2,844,380

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year ___2___ FFY: _2004_			Work Statement for Year ___3___ FFY: _2005_		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 3-1 Morin Heights			RI 3-1 Morin Heights		
	Unit Upgrade		500,000	Interior Upgrade		200,000
	Additional Parking/Landscaping		<u>100,000</u>	Exterior Upgrade		300,000
	Total:		600,000	Additional Parking/Landscaping		<u>100,000</u>
				Total:		600,000
	RI 3-2 Veterans Memorial			RI 3-2 Veteran's Memorial		
	Exterior Renovations		<u>471,619</u>	Interior Upgrade		300,000
	Total:		471,619	Additional Parking/Landscaping		<u>53,000</u>
				Total:		353,000
	RI 3-3 Parkview Manor			RI 3-3 Parkview Manor.		
Unit Conversion		241,000	Generator Upgrade		150,000	
Kitchen Upgrade		<u>90,000</u>	Bathroom Upgrade		45,000	
Total:		331,000	Electrical Work		<u>10,000</u>	
			Total:		205,000	
RI 3-4 Kennedy Manor			RI 3-4 Kennedy Manor			
Kitchen Upgrade		<u>118,800</u>	Generator Upgrade		175,000	
Total:		118,800	Bathroom Upgrade		59,000	
			Electrical Work		<u>10,000</u>	
RI 3-5A Crepeau Court			Total:		244,000	
Kitchen Upgrade		<u>92,500</u>	RI 3-5A Crepeau Court			
Total:		92,500	Generator Upgrade		150,000	
			Bathroom Upgrade		<u>10,000</u>	
			Total:		160,000	
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

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

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year ___2___ FFY: __2004__			Work Statement for Year ___3___ FFY: __2005__		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 3-5B St. Germain			RI 3-5B St. Germain		
	Kitchen Upgrade		82,709	Generator Upgrade		140,000
	Bathroom Upgrade		<u>10,000</u>	Electrical Work		<u>4,628</u>
	Total:		92,709	Total:		144,628
	RI 3-7 Scattered Sites			RI 3-7 Scattered Sites		
	Site Work/Parking		<u>5,000</u>	Site Work/Parking		<u>5,000</u>
	Total:		5,000	Total:		5,000
	RI 3-8 Scattered Sites			RI 3-8 Scattered Sites		
	Site Work/Parking		<u>5,000</u>	Site Work/Parking		<u>5,000</u>
	Total:		5,000	Total:		5,000
	Subtotal of Estimated Cost		1,716,628	Subtotal of Estimated Cost		1,716,628

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

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 3-1 Morin Heights			RI 3-1 Morin Heights		
	Interior Carpentry		100,000	Relocate Maintenance Department		478,314
	Exterior Carpentry		100,000	Site Improvements/parking		<u>75,000</u>
	Site Improvements/parking		<u>100,000</u>	Total:		553,314
	Total:		300,000			
	RI 3-2 Veterans Memorial			RI 3-2 Veterans Memorial		
	New Entrance Doors		<u>300,000</u>	Exterior Renovations		478,314
	Total:		300,000	Interior Plastering		<u>75,000</u>
				Total:		553,314
	RI 3-3 Parkview Manor.			RI 3-3 Parkview Manor.		
	Fire Alarm Upgrade		150,000	Chillers		<u>150,000</u>
	New Door Directory System		91,657	Total:		150,000
New Public Address System		<u>50,000</u>				
Total:		291,657	RI 3-4 Kennedy Manor			
			Chillers		<u>150,000</u>	
RI 3-4 Kennedy Manor			Total:		150,000	
Fire Alarm Upgrade		150,000				
New Door Directory System		91,657	RI 3-5A Crepeau Court			
New Public Address System		<u>50,000</u>	Chillers		<u>150,000</u>	
Total:		291,657	Total:		150,000	
RI 3-5A Crepeau Court						
Fire Alarm Upgrade		150,000				
New Door Director System		91,657				
New Public Address System		<u>50,000</u>				
Total:		291,657				
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

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

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 3-5B St. Germain			RI 3-5B St. Germain		
	Fire Alarm Upgrade		150,000	Chillers		<u>150,000</u>
	New Door Directory System		91,657	Total:		150,000
	New Public Address System		<u>50,000</u>	RI 3-7 Scattered Sites		
	Total:		291,657	Site Work/Parking		<u>5,000</u>
	RI 3-7 Scattered Sites			Total:		5,000
	Site work/Parking		<u>5,000</u>	RI 3-8 Scattered Sites		
	Total:		5,000	Site Work/Parking		<u>5,000</u>
	RI 3-8 Scattered Sites			Total:		5,000
	Site Work/Parking		<u>5,000</u>			
Total:		5,000				
	Subtotal of Estimated Cost		1,716,628	Subtotal of Estimated Cost		1,716,628

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

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year <u> 2 </u> FFY: <u> 2004 </u>			Work Statement for Year <u> 3 </u> FFY: <u> 2005 </u>		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PHA-Wide Management Improvements			PHA-Wide Management Improvements		
	Services Coordinators		100,000	Services Coordinators		100,000
	Campus of Learners Implementation		100,000	Campus of Learners Implementation		100,000
	Community Policing		50,000	Community Policing		50,000
	Computer Software Upgrade		9,000	Computer Software		15,000
	Computer Hardware Upgrade		17,500	Computer Hardware		37,500
	Grant Writing/Special Projects		38,500	HR Resource Management		5,000
	Human Resource Management		11,000			
	Public Relations		5,000			
	Records Management		25,000			
Innovative Programming (Assisted Living/High Rise Market)		25,000				
	Subtotal of Estimated Cost		381,000	Subtotal of Estimated Cost		307,500

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

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

Work Statement for Year 1 FFY: 2003	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Descriptions of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PHA-Wide Management Improvements			PHA-Wide Management Improvements		
	Services Coordinators		100,000	Community Policing		50,000
	Campus of Learners Implementation		100,000	Services Coordinators		100,000
	Admin Fringes & Salaries		284,438	Campus of Learners Implementation		100,000
	Community Policing		50,000	PNA/MNA Update		25,000
	PNA/MNA Update		25,000			
			275,000		Subtotal of Estimated Cost	275,000

Section 8 Project Based Assistance Program

During Agency Plan Year 2003, The WHA intends to initiate a Section 8 Project-Based Assistance (PBA) Program with the eventual goal of potentially allocating up to the full 20% of the baseline units in the WHA's voucher program. The WHA intends to operate this PBA Program in accordance with Section 232 of the FY 2001 VA-HUD Appropriations Act; HUD's Guidance Materials; and any waivers or exceptions thereto that may be required. At this time, the WHA has not identified any specific developments for utilizing its Section 8 PBA authority; however, preliminary discussion have been held with Rhode Island Housing and Mortgage Finance Corporation (RHODE ISLAND HOUSING) on various possibilities within the City of Woonsocket.

Prior to utilizing its Section 8 PBA authority, the WHA intends to develop policies and procedures for this program in the form of an Addendum to its existing Section 8 Administrative Plan. After these policies and procedures have been developed, the WHA may issue one or more RFPs identifying the criteria and requirements for selecting existing and or new developments to be awarded Section 8 PBA. All advertisements, criteria, and requirements for the use of Section 8 PBA will be developed in a fashion consistent with HUD's requirements.

Attachment "N"

PHA PLAN - Component 14

Pet Policy – Woonsocket Housing Authority

POLICY: *Effective January 1, 2001 the Housing Authority of the City of Woonsocket, Rhode Island will have in effect a PET POLICY. In order to accommodate residents fairly and equitably one policy will be enforced for all properties owned and managed by the WHA (family developments, high rise buildings and scattered sites). Residents who opt to house a dog or cat will be required to pay a security deposit of one month's rent (not to exceed \$ 300.00) for this privilege.*

'LEASH' BOARD: *A LEASH (LEASE ENFORCEMENT of ANIMAL SAFETY in HOUSING) Board of five (5) members shall be established to hear complaints, grievances, and appeals of pet owners. Two (2) 'LEASH ' members appointed by the Executive Director will be representatives of the WHA and two (2) representatives of the Resident Advisory Board (RAB) will also be members. Additionally one (1) other individual with an affiliation of pet ownership and care will also be requested to become a member of the 'LEASH' Board. LEASH will meet to discuss changes in the PET POLICY and on an as needed basis.*

ACCEPTABLE PETS: *Only common household pets will be allowed: cat, dog, bird, hamster, iguana, gerbil, guinea pig, rabbit, and fish. If the pet is a dog, the maximum weight cannot exceed 20 pounds at full maturity.*

UNACCEPTABLE PETS: *Any animal normally found in the wild (raccoons, skunks, squirrels etc). Also pigeons, ferrets, snakes, spiders, chickens, ducks, birds of prey (hawks, falcons, etc.)*

RULES and REGULATIONS: *Reflecting the laws of the State of Rhode Island, and further mirroring an enhancing the laws of the City of Woonsocket, dogs are not allowed to roam freely at any time and must be properly licensed and immunized. Cats will not be allowed to roam freely and must be properly immunized. Dogs and cats are required to be spayed or neutered at the proper age, with proof of all aforementioned given to the WHA. Pet owners must prevent their pet from nuisances such as excessive barking, chirping, howling, meowing, whining or any other unruly behavior that would disturb the health, safety, comfort or quiet enjoyment of their neighbors at all times. Animals found loose will be brought to an animal shelter at no expense to the WHA.*

INTERIOR OF UNIT: *In order to assure the safety of WHA personnel, dogs must be contained in secure metal cages whenever an employee is expected at the unit, or whenever the head of the household is not at home. Resident pet owners are prohibited from altering their unit to accommodate a pet. Resident pet owners will prevent the animal from causing damage to the interior of the unit. Pet owners must keep their units clean, sanitary and free of pet odors and infestation of insects. Animal waste must be properly bagged and disposed of in the dumpster.*

EXTERIOR OF UNIT: *No dogs can be tied at either the front or rear stairs or in the front or rear yards. No dog coops, cages, pens, or hutches are permitted on the property. Resident pet owners will prevent the animal from causing damage to all exterior yard areas including landscaping. Pet owners must keep their yards clean, sanitary and free of pet odors and infestation of insects. Animal waste must be cleaned immediately by the pet owner, properly bagged and disposed of in the dumpster.*

SPONSORS: *In the event a resident pet owner has neglected, abused, or abandoned their pet, or another emergency situation exists the pet owner must provide the WHA the names, addresses and telephone numbers of two (2) adult individuals who will take immediate full responsibility of the pet. If these individuals are unavailable at the time a situation becomes known, the WHA will remove the pet or cause to have the pet removed to an animal care facility at the cost of the resident pet owner.*

INSURANCE: *Although not required, it is strongly recommended that pet owners obtain insurance for their own protection. The WHA requires pet owners to sign documentation indemnifying the Authority against pet related litigation, attorney's fees, and any and all personal injury claims.*

FEES: *In addition to fines imposed by the City of Woonsocket regarding pets, the WHA reserves the right to impose fees to resident pet owners who lack responsibility and show little regard to the rules and regulations of the WHA pet policy.*

Attachment O:

Woonsocket Housing Authority's Community Service Requirement

The Implementation of Public Housing Community Service Requirement will begin at the Woonsocket Housing Authority January 1, 2001. The program consists of several elements as described below, which fulfill HUD's requirements for the program.

A change in the lease is scheduled to take place. The new lease will address a mandatory community service requirement. The lease will specify that it will be renewed automatically for all purposes unless the family fails to comply with service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination during the course of the twelve-month lease term. Residents who qualify for the requirement will begin participation on the first annual renewal date of their lease after January 1, 2001. All residents will be reviewed for eligibility annually at least thirty days prior to end of the twelve month lease term.

All residents will be notified in writing via the housing managers by October 1, 2000 regarding the mandatory community service requirement. Additionally, the managers will hold meetings with the residents at each of the developments to further explain the program and answer questions. These meetings will take place by December 1, 2000. Residents will be notified of their eligibility or exempt status on January 1, 2001.

Residents exempted from the program are adults who are:

1. 62 years or older.
2. Disabled as defined by the Social Security Act or as certified by a licensed health professional that the individual is unable, due to their disability, of engaging in gainful employment; or the primary care taker of a person with a disability.
3. Engaged in work activity.
4. Enrolled in an educational program, welfare to work program.
5. A member of family receiving benefits from a state funded program such as the Department of Human Services that has not been sanctioned.

All residents are responsible for informing the Housing Authority of a change in their exemption status for this program. A Memorandum of Understanding is being developed with the Department of Human Services to establish a way of verifying resident's status in receiving assistance from state funded programs.

It is the obligation of all adult residents who live within Woonsocket Housing who are not exempted to perform community service, participate in an economic self-sufficiency program, or a combination of either for at least 8 hours per month.

Community service is voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents self-sufficiency or increase residents self sufficiency in the community. In implementing the service requirement, WHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by WHA employees, or replace any job at any location where residents perform activities to satisfy the requirement.

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

At least thirty days before end of the twelve-month term of a lease, eligible residents are required to produce documentation of their service. Verification will consist of a signed letter from the person who sponsored the service, that states the place at which the service occurred, the start date of service, the total number of hours of

service, and the contact persons name, phone number, and address. The housing authority reserves the right to verify the information being presented by contacting the contact person.

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

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

If a resident has violated the service requirement, WHA may not renew the lease upon expiration of the terms unless a written agreement to cure such non-compliance is established and all other family members who are subject to mandatory service are compliant or non-complaint family members resident no longer resides in the unit.

Attachment P:

Woonsocket Housing Authority Component 10 (B) Voluntary Conversion Initial Assessment

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

There are four (4) ACCs subject to the Voluntary Conversion Analysis. These are:

Morin Heights (RI 3-1)
Veteran's Memorial (RI 3-2)
Scattered Site (RI 3-7)
Scattered Site (RI 3-8)

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

There are four (4) ACCs not subject to the Voluntary Conversion Analysis as Elderly/Disabled developments. These are:

Parkview Manor (RI 3-3)
Kennedy Manor (RI 3-4)
Crepeau Court (RI 3-5A)
St. Germain (RI 3-5B)

- c) How many Assessments were conducted for the PHA's covered developments?

All four covered developments have had an initial assessment. This initial assessment relied on existing data including a Physical Needs Assessment (PNA) from 1997, a basic allocation of operating costs by unit and recent Section 8 rent reasonableness data.

The analysis was prepared using the Appendix A to the Proposed Rule on Voluntary Conversion, which was published July 23, 1999.

The Authority is in the process of updating the PNA and will be working on development of different operating cost assumptions for its elderly/disabled high-rises and family Townhouse developments. The Authority will also review its cost per Section 8 unit using the new FMR under the Final Rule due for publication during the Fall of 2001.

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

At the current time, the Housing Authority has not identified any developments suitable for conversion.

Development Name	Number of Units

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

This information must be provided as a required attachment to the PHA Plan template.

Attachment: Q

10/15/02

The Following represents WHA Progress in meeting the Five Year Plan Mission and Goals (*Progress is indicated in bold after corresponding objective*)

The following represent the Woonsocket Housing Authority Goals:

Goal 1—Provide quality, affordable, equal-opportunity housing consistent with applicant and resident needs

1. Maintain high performance status with HUD: (PHAS score). High Performer Status FY 2001.
2. Improve voucher management: (SEMAP score)
*** Received 92% SEMAP score.**
3. Develop marketing and outreach strategy and improve specific management functions to achieve and maintain 100% occupancy in public housing.
*** Occupancy levels at 99%.**
4. Develop marketing and outreach strategy and improve specific management functions to achieve and maintain 100% in Section 8.
*** Improved Section 8 lease levels to 100% FY 2001**
5. Implement Service Center to enhance customer satisfaction.
*** Service Center fully implemented 02/2001.**
6. Evaluate and implement site-based waiting list.
7. Implement Redevelopment Master Plan at Veteran's Memorial.
8. Implement Redevelopment Master Plan at Morin Heights.
***Phase I Morin Heights Redevelopment in construction.**
9. Renovate efficiency apartments at Parkview elderly high-rise to better meet space needs of residents (combine 0-bedrooms).
***16 0-bedrooms have been converted to 8 1-bedrooms.**
10. Address unit size and configuration at Crepeau Court and St. Germain Manor elderly high-rises.
11. Update leasing materials and resident handbooks and create related video presentation.
*** In process.**
12. Provide one for one replacement of public housing and/or replacement vouchers as existing living units decline through redevelopment and conversions, except for the conversion of forty-four zero bedroom units at Parkview Manor, the twelve dwelling units already converted at Veterans Memorial with HUD approval, and the two dwelling units already converted at Morin Heights with HUD approval
13. Provide voucher mobility counseling and landlord outreach.
14. Establish 15% of available Section 8 vouchers as project based.
*** Consultant hired to review policies and implement.**
15. Apply for additional Section 8 vouchers funding, as it becomes available.

- * **The Housing Authority received 248 units from opt-out and has applied for 40 more in opt-outs.**

Goal 2—Ensure a safe, drug-free environment within our community

1. Maintain, refine and monitor MOUs and Contracts with Woonsocket Police Department for Community Policing, Detail Officers and Operation Safe Home.

- * **The Authority continues to maintain, refine and monitor MOU's with the Police Department.**

2. Increase participation in resident patrols.

- * **Participation in resident patrols has increased by 10**

3. Increase participation in drug prevention activities especially among the 16-to-21 age group.

4. Establish a central location for monitoring of surveillance equipment and access control.

- * **A central location for monitoring surveillance equipment is complete**

5. Upgrade direct access control for all high-rise buildings and associated apartments.

6. Refine emergency egress and evacuation plans for high-rises buildings and communicate the plans to the residents.

Through Woonsocket Fire & Rescue and the WHA security department, information has been communicated to residents regarding emergency egress plans. Four presentations were made to high-rise residents regarding fire safety and emergency response. Additionally, an article focused on fire safety was published in the newsletter that goes to all residents.

7. Increase participation of PH residents in sponsored domestic violence, elder abuse and substance abuse programs:

- * **In the last year the Housing Authority has worked with several organizations to provide residents with essential information regarding domestic violence, elder abuse and substance abuse programs and prevention including:**

- **A presentation made by Tammy Bayard from Home Front Health Care on Medication Management.**
- **A presentation on the local radio station on the topic of medication management provided by members of the Woonsocket Task Force on Substance Abuse that included Lisa Raftery.**
- **Newsletter articles were distributed to the 650-high-rise units entitled, “The Scoop on Generics”, “Medication Management”, “Residents Rights in Home Health Care” & “Security Update”. Many of these articles were a result of the partnership WHA has with the Woonsocket Task Force on Substance Abuse’s Elderly committee.**
- **An on-site health fair sponsored by WHA and the Better Health Collaborative was held at which representatives from the Woonsocket Task Force on Substance Abuse, the Department of Elderly Affairs, Northern Rhode Island Community Services, Sojourner House, Family Resources, and Landmark Hospital were present. All of the**

organizations deal with one or all of the above issues either through direct services or consumer education.

- **An educational presentation board that was put together by the Woonsocket Task Force on Substance Abuse on the issue of substance abuse was displayed through the four high-rises, the senior center, and local library.**

Participation of PHA residents and sponsored domestic violence programs has increased by 55.

8. Establish and implement fraud prevention and investigation.
This year the Attorney General Office made a presentation to the highrise residents regarding fraud abuse prevention.

Goal 3-Develop a continuum of housing options consistent with community needs

1. Develop home ownership opportunities.
*** WHA has implemented a Housing Choice Voucher Home Ownership Program.**
 2. Develop a housing and supportive service strategy to address integrated communities in high-rise buildings including evaluating needs and allocation development. **An allocation plan for the high-rise developments was submitted and accepted by HUD this year. Additional, HCV are being secured to make up for the potentially displaced residents.**
 3. Conduct needs assessment for frail assessment for frail high-rise residents to determine need and if feasible establish assisted living program.
A needs assessment of all high-rise residents is scheduled to be completed by October of 2002. The assessment will specifically look at the need for assisted living within Public Housing.
- * A designation plan is complete and approved.**

Goal 4-Advance self-sufficiency and quality of life for public-housing residents and Section 8 participants

1. Increase Campus of Learners participants.
*** Campus of Learners participants has increased by 62 participants.**
2. Increase participation in volunteer programs and the number of volunteer opportunities.
*** The number of volunteers has increased by 23 residents at the family developments.**
Last year over a hundred high-rise resident volunteers were recognized at a Volunteer Reception. Additionally, several new volunteers have been supporting Resident Services by writing for the newsletter, managing movie night, and offering basic office assistance. Also the Volunteer Center of Rhode Island uses WHA office space to provide on site services to residents.

3. Establish on-site health focus program in family developments.
* **An on site health program has been established in the family developments and won a NAHRO award of merit.**
4. Increase participation in computer training.
* **Participation in computer training was 50 this year.**
5. Expand and increase participation of financial management programming.
6. Increase day care slots for PH and Section 8 residents.
* **Day care slots by PH residents has increased by 15**
7. Promote day care training opportunities that include all family & elderly developments and Section 8 residents in which residents would be licensed home day care providers.
* **7 residents obtained day care jobs this year and 4 additional residents have been licensed as home day care providers in 2001. In 2002, 6 more residents found work in the day care field.**
8. Conduct needs assessment of residents and assessment of area job market pool.
* **A needs assessment of residents and an assessment of the job market pool are complete**
9. Provide vocational training to residents. A maintenance apprenticeship program began this year and 3 residents are taking part in on the job training.
10. Expand FSS slots for Section 8 Program; 60 slots currently.
11. Establish an adult day care program at one high-rise for use of all qualified residents.
12. Establish business opportunities to public housing residents to become self-sufficient by providing entrepreneurial business workshops. Currently, 7 residents attended workshops with a collaborating agency regarding business opportunities.

Goal 5—Manage assets in a fiscally responsible and accountable manner.

1. Update office computer equipment integrating modern technology.
* **Office computer equipment integrating modern technology is 80% complete**
2. Bring in-house 24-hour answering service function—now performed externally.
* **24-hour answering service is now complete.**
3. Expand general ledger control over property, equipment and inventory.
4. Obtain grants and donations from public and private sectors.
5. Expand bulk-purchasing process using vendor warehousing.
We continue to expand vendor warehouse purchasing for materials completed in; Plumbing, Heating, Hardware, Painting, Janitorial/Chemical.
6. Explore activities that would generate additional income to the Housing Authority.
7. Reduce telephone and other sundry costs.

Goal 6—Promote a positive environment that encourages staff development, participation, and well being

1. Evaluate Authority's staffing needs during annual budget process.
Staffing at the satellite offices for complex managers continues to be an issue equitable work load distribution for a manager and a data clerk with a part time resident helper. Family complexes have approximately 90 vacancies per year to lease up, 300 UPCS inspections per year, 450 rexames/redetermines per year, resident charging, numerous lease compliance/resident issue meetings each day, staff meetings, litigation with related form letters. The high-rise is even greater with 654 UPCS inspections per year, over 800 rexames/redeterms per year and many more resident issues/meetings because of the aged population. Intake with a staff of seven has 280 vacancies per year with 120 applications per month. Section 8 with a staff of four and a part timer has 61 rexams/redeterms per month 6-8 contracts per month, and 40 vouchers per month.
2. Provide ongoing staff computer, customer service, subsidized housing, real estate finance and professional development training opportunities, cross training where appropriate.
 - * **Staff training is on going**
B. C. Stewart & Associates recommendations for Data Clerk training was completed.
3. Diversify staff to reflect resident population.
 - * **HA continues to develop staff to reflect resident population, over 10% of the staff are now residents.**
4. Perform annual employee evaluations for all staff.
All high-rise Resident Service Staff have received Annual Performance Evaluations.
5. Implement team approach to decision making.
6. Develop enhanced staff communication.
 - * **Staff communications enhanced by establishment of internal e-mail system and internal Web pages**
7. Update personnel policy to include policy for part-timers and volunteers.
8. Conduct annual site visits of all properties with management and administrative staff, promoting cross-organization awareness.

Goal 7—Develop a positive working relation with the resident organizations of the Woonsocket Housing Authority.

1. To formalize the Resident Advisory Board (RAB) through supporting the creation of by-laws, process for membership to the RAB and a MOU with the Housing Authority.
 - * **A Letter of Agreement was developed and signed by the WRAB and the Executive Director of the Housing Authority. Additionally the WRAB created a set of by-laws to guide the Board in their duties.**
 - * **In the high-rise the Social Club Memorandums of Understanding were reviewed, updated and signed by the Social Clubs and the Executive Director of the Housing Authority.**

2. Review and update MOU with resident associations.
3. Work with resident organizations to establish a resident participation policy.
4. To evaluate the availability of additional financial resources for the Resident Advisory Board and other resident associates.

Attachment R:

Woonsocket Resident Advisory Board (WRAB) of the Woonsocket Housing Authority, Woonsocket, Rhode Island. Current officers and members.

Evelina Champagne, President 218 Pond Street, Woonsocket, RI	401 766-8673
Gail Michaud, Vice President 96 Arnold Street, Woonsocket, RI	401 765-0905
Simone Laplante, Secretary, 429 E. School St., Woonsocket, RI	401 766-4361
Janet Lavoie, Treasurer, 218 Pond Street, #314, Woonsocket, RI	401 766-7864
Doris Mercure, 429 School Street, Woonsocket, RI	401 766-2474
Yvette A. Poiré, 547 Clinton Street, Woonsocket, RI	401 766-6405
Michelle Giron, 48 Morin Heights, Woonsocket, RI	401 356-1123
Dora Wilson, 48 Olo Street, Woonsocket, RI	401 769-1719
Carrie Graphman, 25 Grand Street, Woonsocket, RI	401 766-5264
Elena Veguilla, 547 Clinton Street, Woonsocket, RI	401 769-3090

Attachment S:

Plan Attachment Resident Membership on the Board

There are two (2) members of the current Board of Commissioners who are residents.

Both were appointed by the Mayor as a result of a legislative change that increased our Board from 5 members to 7 members with 2 members being residents.

The members and their terms are:

Evelina Champagne – 6/18/2002 – 6/11/2004

Elena Veguilla – 6/18/2002 – 6/13/2003

**Annual Statement/Performance
and Evaluation Report**

Part I: Summary
Comprehensive Grant Program (CGP)

**U. S. DEPARTMENT OF HOUSING
and Urban Development
Office of Public and Indian Housing**

OMB Approved No. 2577-0157 (Exp. 07/31/95)

The Reporting Burden for this collection of information is estimated to average 75.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, -Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

PHA/IHA Name Woonsocket Housing Authority	Comprehensive Grant Number RI 43-P003-50101	FFY of Grant Approval 2001
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Annual Statement Reserve for Disasters/Emergencies ___ Revised Annual Statement/Revision Number ___ Performance and Evaluation Report for Program Year Ending 6/30/02 _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost *	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Subsidy	291,235		291,235	291,235
3	1408 Management Improvements 1/	370,000		275,182	61,644
4	1410 Administration 2/	150,000		150,000	94,100
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	112,613		80,236	80,236
8	1440 Site Acquisition				
9	1450 Site Improvement	270,000		148,333	48,333
10	1460 Dwelling Structures	1,735,454		1,546,896	229,120
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	25,000		18,106	7,850
13	1475 Nondwelling Equipment	65,000		8,844	8,844
14	1495.1 Relocation Costs				
15	1490 Replacement Reserve				
16	1502 Contingency (may not exceed 8% of line 17)				
17	Amount of Annual Grant (Sum of lines 2-16)	2,979,302		0	
18	Amount of line 17 Related to LBP Activities	300,000			
19	Amount of line 17 Related to Section 504 Compliance				
20	Amount of line 17 Related to Security	100,000			
21	Amount of line 17 Related to Energy Conservation Measures				

1/ Management Improvement cost may not exceed 20% of line 17.

2/ Administrative cost may not exceed 7% of line 17 (or 9% of line 17 for PHAs/IHAs having an unusually large geographic area).

*To be completed at the end of each program.

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

Parkview Manor	15	Unit Porch Door Replacement	1460	170,000		170,000	0	In Progress
	16	Unit Conversion	1460	179,016		29,903	29,903	In Progress
	17	HVAC Improvements (Roof Ducts)	1460	10,000		10,000	0	In Progress
	Subtotal				359,016			
RI 3-4 Kennedy Manor	18	Unit Porch Door Replacment	1460	200,000		200,000	0	In Progress
	19	HVAC Improvements (Roof Ducts)	1460	10,000		10,000	0	In Progress
	20	Retile Window Sills, Jambs, Aprons	1460	33,000		33,000	0	In Progress
	Subtotal				243,000			
RI 3-5A Crepeau Court	21	Bathroom Upgrade	1460	0		0	0	
	22	HVAC Improvements (Roof Ducts)	1460	10,000		10,000	0	In Progress
	Subtotal				10,000			
St. Germain Manor	23	HVAC Improvements (Roof Ducts)	1460	10,000		10,000	0	In Progress
	Subtotal				10,000			
RI 3-7 RI 3-8 Scattered Sites	24	Exterior Painting	1460	103,493		103,493	103493	Completed
Subtotal				103,493				
Grand Total				2,979,302		0	0	

**Annual Statement/Performance
and Evaluation Report**

Part III: Implementation Schedule
Comprehensive Grant Program (CGP)

**U. S. DEPARTMENT OF HOUSING
and Urban Development**

Office of Public and Indian Housing

**FYE 2001
RI 43-P003-50101**

Development Number / Name	All Funds Obligated/(Quarter Ending)			Funds Expended / (Quarter Ending)			Reasons for Revised Target Dates
	Original	Revised *	Actual *	Original	Revised *	Actual *	
PHA-Wide							
RI 3-1 Morin Heights	3/31/2003			9/30/2004			
RI 3-2 Veterans' Memorial	3/31/2003			9/30/2004			
RI 3-3 Parkview Manor	3/31/2003			9/30/2004			
RI 3-4 Kennedy Manor	3/31/2003			9/30/2004			
RI 3-5A Crepeau Court	3/31/2003			9/30/2004			
RI 3-6B St. Germain Manor	3/31/2003			9/30/2004			
RI 3-7 Scattered Sites	3/31/2003			9/30/2004			

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* To be completed at the end of the program year

form HUD-52837

Annual Statement/Performance and Evaluation Report		U. S. DEPARTMENT OF HOUSING and Urban Development Office of Public and Indian Housing			
Part I: Summary Comprehensive Grant Program (CGP)		OMB Approved No. 2577-0157 (Exp. 07/31/95)			
Public Reporting Burden for this collection of information is estimated to average 75.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addresses.					
PHA/IHA Name Woonsocket Housing Authority		Comprehensive Grant Number RI 43-P003-70899		FFY of Grant Approval 1999	
Original Annual Statement Reserve for Disasters/Emergencies ___ Revised Annual Statement/Revision Number ___7___ Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost *	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operating Subsidy				
3	1408 Management Improvements 1/	396,555		396,555	396,555
4	1410 Administration 2/	150,000		150,000	150,000
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	46,377		46,377	46,377
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	167,377		167,377	167,377
10	1460 Dwelling Structures	1,821,742		1,821,742	1,821,742
11	1465.1 Dwelling Equipment - Nonexpendable	68,125		68,125	68,125
12	1470 Nondwelling Structures	369,107		369,107	369,107
13	1475 Nondwelling Equipment	58,334		58,334	58,334
14	1495.1 Relocation Costs				
15	1490 Replacement Reserve				
16	1502 Contingency (may not exceed 8% of line 17)				
17	Amount of Annual Grant (Sum of lines 2-16)	3,077,617			
18	Amount of line 17 Related to LBP Activities				
19	Amount of line 17 Related to Section 504 Compliance				
20	Amount of line 17 Related to Security	100,000			
21	Amount of line 17 Related to Energy Conservation Measures				
1/ Management Improvement cost may not exceed 20% of line 17.					
2/ Administrative cost may not exceed 7% of line 17 (or 9% of line 17 for PHAs/IHAs having an unusually large geographic area). *To be completed at the end of each program.					
Signature of Executive Director and Date			Signature of Field Office Manager (or Regional Administrator in co-located office) and Date		

**Annual Statement/Performance
and Evaluation Report**
Part II: Supporting Pages
Comprehensive Grant Program (CGP)

**U. S. DEPARTMENT OF HOUSING
and Urban Development**
Office of Public and Indian Housing

**FYE 99
RI 43-P003-70899**

Development Number/ Name of PHA-Wide	General Description of Proposed Work Items	---	Estimated Cost			Funds Obligated *	Funds Expended *	Status of Proposed Work *
			Original	Revised *	Difference *			
PHA-Wide Management Improvements	1 Service Coordinators	1408	87,000			87,000	87,000	Completed
	2 Campus of Learners Implement	1408	107,352			107,352	107,352	Completed
	3 Grant Writing	1408	16,008			16,008	16,008	Completed
	6 Admin Salaries & Fringes	1410	150,000			150,000	150,000	Completed
	7 Purchase Computer Hardware	1475	58,334			58,334	58,334	Completed
	8 Purchas/Install New Software	1408	18,189			18,189	18,189	Completed
	9 Community Policing	1408	118,747			118,747	118,747	Completed
	10 PC/MIS Training	1408	4,259			4,259	4,259	Completed
	11 A & E Fees	1430	46,377			46,377	46,377	Completed
	38 PC/MIS Consultant	1408	45,000			45,000	45,000	Completed
	39 Update Occup Mgt Procecd Ph III	1408	0			0	0	Completed
	Subtotal		651,266					
RI 3-0 Main Office	12 Renovations Main Office	1470	369,107			369,107	369,107	Completed
	Subtotal		369,107					
RI 3-1 Morin Heights	13 Ceiling Repairs	1460	37,748			37,748	37,748	Completed
	14 Roof Replacement	1460	100,000			100,000	100,000	Completed
	15 Site Improvements/Parking	1450	10,000			10,000	10,000	Completed
	16 Refrigerators	1465	28,000			28,000	28,000	Completed
	Subtotal		175,748					
RI 3-2 Veteran's Memorial	17 Roof Replacement	1460	257,704			257,704	257,704	Completed
	18 Boiler Room Doors	1460	46,105			46,105	46,105	Completed
	37 Refrigerators	1465	40,125			40,125	40,125	Completed
	Subtotal		343,934					
RI 3-3 Parkview Manor	19 Door Lock Upgrade	1460	16,928			16,928	16,928	Completed
	20 Waterproof Exterior Buildings	1460	34,500			34,500	34,500	Completed
	21 Fire Protection Upgrade Phase II	1460	206,288			206,288	206,288	Completed
	22 Unit Upgrade	1460	264,726			264,726	264,726	Completed
	Subtotal		522,442					
RI 3-4 Kennedy Manor	23 Door Lock Upgrade	1460	28,016			28,016	28,016	Completed
	24 Waterproof Exterior Building	1460	34,500			34,500	34,500	Completed
	25 Fire Protection Upgrade Phase II	1460	206,288			206,288	206,288	Completed
	Subtotal		268,804					
RI 3-5A Crepeau Court	26 Waterproof Exterior Building	1460	34,500			34,500	34,500	Completed
	27 Fire Protection Upgrade Phase II	1460	206,288			206,288	206,288	Completed
	28 Insulation Upgrade	1460	36,753			36,753	36,753	Completed
	29 Site Improvements/Parking	1450	157,377			157,377	157,377	Completed
	30 Door Lock Upgrade	1460	16,928			16,928	16,928	Completed
	Subtotal		451,846					
RI 3-5A St. Germain Manor	31 Waterproof Exterior Building	1460	34,500			34,500	34,500	Completed
	32 Fire Protection Upgrade Phase II	1460	206,288			206,288	206,288	Completed
	33 Insulation Upgrade	1460	36,754			36,754	36,754	Completed
	34 Door Lock Upgrade	1460	16,928			16,928	16,928	Completed
	Subtotal		294,470		0			
RI 3-7 RI 3-8 Scattered Sites	35 Vinyl Siding (3-7)	1460	0			0	0	Completed
	36 Refrigerators (3-7)	1465	0			0	0	Completed
	Subtotal		0					
	Grand Total		3,077,617					

**Annual Statement/Performance
and Evaluation Report**
Part III: Implementation Schedule
Comprehensive Grant Program (CGP)

**U. S. DEPARTMENT OF HOUSING
and Urban Development**
Office of Public and Indian Housing

**FYE 99
RI 43-P003-70899**

Development Number / Name	Fiscal Year 2001			Fiscal Year 2002			Reasons for Revised Target Dates
	Start	End	Actual	Start	End	Actual	
PHA-Wide	3/31/2001			9/30/2002			
RI 3-1 Morin Heights	3/31/2001			9/30/2002			
RI 3-2 Veterans' Memorial	3/31/2001			9/30/2002			
RI 3-3 Parkview Manor	3/31/2001			9/30/2002			
RI 3-5A Crepeau Court	3/31/2001			9/30/2002			
RI 3-6B St. Germain Manor	3/31/2001			9/30/2002			
RI 3-7 Scattered Sites	3/31/2001			9/30/2002			

* To be completed at the end of the program year

Woonsocket Housing Authority

RI 43-P003-50100

2000

Original Annual Statement Reserve for Disasters/Emergencies ____ Revised Annual Statement/Revision Number ____ Performance and Evaluation Report for Program Year Ending 6/30/02 _____

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost *	
			Original	Revised	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operating Subsidy	290,000		290,000	290,000
3	1408	Management Improvements 1/	221,215		221,215	154,647
4	1410	Administration 2/	150,000		150,000	150,000
5	1411	Audit	0			
6	1415	Liquidated Damages	0			
7	1430	Fees and Costs	169,543		144,731	118,329
8	1440	Site Acquisition	0			
9	1450	Site Improvement	307,680		0	0
10	1460	Dwelling Structures	1,705,778		604,692	544,053
11	1465.1	Dwelling Equipment - Nonexpendable	0			
12	1470	Nondwelling Structures	53,851		53,851	53851
13	1475	Nondwelling Equipment	0		0	0
14	1495.1	Relocation Costs	15,000		15,000	15,000
15	1490	Replacement Reserve				
16	1502	Contingency (may not exceed 8% of line 17)				
17	Amount of Annual Grant (Sum of lines 2-16)		2,913,067			
18	Amount of line 17 Related to LBP Activities					
19	Amount of line 17 Related to Section 504 Compliance					
20	Amount of line 17 Related to Security		100,000			
21	Amount of line 17 Related to Energy Conservation Measures					

1/ Management Improvement cost may not exceed 20% of line 17.

2/ Administrative cost may not exceed 7% of line 17 (or 9% of line 17 for PHAs/IHAs having an unusually large geographic area).

*To be completed at the end of each program.

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

	Subtotal		159,100					
RI 3-3 Parkview Manor	19 Upper Hallway Carpeting	1460	57,574			57,574	557,574	Completed
	20 Unit Flooring Upgrade	1460	0			0	0	Completed
	21 Fire Protection Upgrade Phase III	1460	40,737			40,737	40,737	Completed
	Subtotal		98,311	0	0			
RI 3-4 Kennedy Manor	25 Fire Protection Upgrade Phase III	1460	7,586			7,586	7,586	Completed
	23 Upper Hallway Carpeting	1460	57,573			57,573	57,573	Completed
	34 Unit Flooring Upgrade	1460	403,141			0	0	Completed
	Subtotal		468,300	0	0			
RI 3-5A	26 Upper Hallway Carpeting	1460	57,574			57,574	57,574	Completed
	30 Fire Protection Upgrade Phase III	1460	8,037			8,037	8,037	Completed
	Subtotal		65,611					
RI 3-5A St. Germain Manor	31 Upper Hallway Carpeting	1460	57,574			57,574	57,574	Completed
	32 Fire Protection Upgrade Phase II	1460	8,037			8,037	8,037	Completed
	Subtotal		65,611	0	0			
RI 3-7 RI 3-8 Scattered Sites								
	No Work Scheduled							
	Subtotal		0	0	0			
	Grand Total		2,913,067					

**Annual Statement/Performance
and Evaluation Report**

Part III: Implementation Schedule
Comprehensive Grant Program (CGP)

**U. S. DEPARTMENT OF HOUSING
and Urban Development**

Office of Public and Indian Housing

**FYE 2000
RI 43-P003-70900**

Development Number / Name	All Funds Obligation/Disburse Budget			Funds Expended / Disburse Budget			Reasons for Revised Target Dates
	Original	Revised 1	Actual 1	Original	Revised 1	Actual 1	

PHA-Wide	6/30/2002	9/30/02		9/30/2003	Revised target dates With HUD Approval Due to the length of Time to get Demolition Approval
RI 3-1 Morin Heights	6/30/2002	9/30/02		9/30/2003	
RI 3-2 Veterans' Memorial	6/30/2002	9/30/02		9/30/2003	
RI 3-3 Parkview Manor	6/30/2002	9/30/02		9/30/2003	
RI 3-4 Kennedy Manor	6/30/2002	9/30/02		9/30/2003	
RI 3-5A Crepeau Court	6/30/2002	9/30/02		9/30/2003	
RI 3-6B St. Germain Manor	6/30/2002	9/30/02		9/30/2003	
RI 3-7 Scattered Sites	6/30/2002	9/30/02		9/30/2003	
RI 3-8 Scattered Sites	6/30/2002	9/30/02		9/30/2003	

* To be completed at the end of the program year

form HUD-52837