

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

PHA Plans

Annual Plan for Fiscal Year 2004

(HUD FY 2004, PHA FY 2005)

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

**PHA Plan
Agency Identification**

PHA Name: The Housing Authority of the City of Providence

PHA Number: RI001

PHA Fiscal Year Beginning: 07/2004

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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Annual PHA Plan
PHA Fiscal Year 2004, HUD Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA** (*based on most recent PHAS score of 93 of 100 total points*)
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

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

Also included in the annual and five year planning processes are capital improvements that either currently underway or to be addressed in the following years that cover a wide range of improvements to PHA sites and dwelling structures as well as the construction of a new community center and facilities management building (now in use) at Hartford Park. Both annual and five-year capital fund statements are included in this document. The construction of the two new buildings at Hartford Park were made possible due to regulations that allow PHA's to borrow against future Capital Fund monies. We are using this capitalization mechanism to build a new community center and facilities management central office at the Hartford Park development. These new facilities replace existing facilities that are outdated and inadequate. These activities will total approximately five million dollars. The Facilities Management central office has been completed and occupied since the release of last year's plan. Further, the construction of the new Community Services building is well under way.

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

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

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

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

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

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

Elements of the Mission:

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

| | | |
|-------------------------------------|---|------------|
| <input checked="" type="checkbox"/> | Admissions Policy for De-concentration (attached) | 56 |
| <input checked="" type="checkbox"/> | FY 2004 Capital Fund Program Annual Statement | (ri001b01) |
| <input type="checkbox"/> | Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) | |
| <input checked="" type="checkbox"/> | Statement of Progress for the PHA's Five-Year Plan | (ri001a01) |
| <input checked="" type="checkbox"/> | Community Service Requirement Statement | 57 |
| <input checked="" type="checkbox"/> | Pet Policy Statement | 49 |
| <input checked="" type="checkbox"/> | Residents on the Resident Advisory Board | 59 |

☒ Residents on the Providence Housing Authority's Governing Board 59

Optional Attachments:

- ☒ PHA Management Organizational Chart (attached) 55
- ☒ FY 2000 Capital Fund Program 5-Year Action Plan (ri001c01)
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) 50
- ☒ Other (List below, providing each attachment name)
- ☒ Plans to Address Items from the Real Estate Assessment Center Customer Satisfaction Survey 60
- ☒ Capital Fund Annual Statement/Performance & Evaluation Reports
2. CF 50100 (ri001d01)
3. CF 50101 (ri001e01)
4. CF 50102 (ri001f01)
5. CF 50103 (ri001g01)

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|---|---|-------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Section 3 |
| X | Section 8 Administrative Plan | Annual Plan: Section 3 |
| 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</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Section 3 |

| List of Supporting Documents Available for Review | | |
|---|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| X | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| X | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Section 12 |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Section 12 |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Section 12 |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| X | Voluntary Conversion documentation | Section 10B |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

Race figures are separate from the Hispanic figure, which is considered ethnicity. Not included in the table, Hawaiian/Pacific Islander (64), "Some other race" (6,663), "Two or more races" (2,423).

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

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1995, 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (2000, 1990, 1993)
- ☐ American Housing Survey data
Indicate year:
- ☒ Other housing market study
Indicate year: Internal PHA studies 2003
- ☒ Other sources: (list and indicate year of information)

Providence Department of Planning and Development

Housing Database: RI Dept. of Administration, Division of Planning. July 2003.

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

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

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|---|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/sub jurisdiction: | | | |
| 12/31/2002 | # of families | % of total families | Annual Turnover |
| Waiting list total | 941 | | 1,370 (Based on applicants on waiting list) |
| Extremely low income <=30% AMI | 870 | 93% | |
| Very low income (>30% but <=50% AMI) | 57 | 6% | |
| Low income (>50% but <80% AMI) | 13 | 1% | |
| Families with children | 329 | 35% | |
| Elderly families | 111 | 12% | |
| Families with Disabilities | 406 | 43% | |
| White | 637 | 68% | |
| African American | 254 | 27% | |
| Hispanic (included among other racial classifications) | 482 | 51% | |
| Native American | 22 | 2% | |
| Asian | 28 | 3% | |
| Other | 0 | 0% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | 406 | 43% | 18% (Based on units turned over) |
| 1BR | 155 | 16% | 7% |
| 2 BR | 218 | 23% | 9% |
| 3 BR | 105 | 11% | 5% |
| 4 BR | 38 | 4% | 2% |
| 5 BR | 14 | 2% | 1% |
| 5+ BR | 5 | 1% | 0% |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Has been opened for pre-application process since 10/18/00. Previously the elderly/disabled and two bedroom waiting lists had been open. | | | |
| If yes: | | | |
| How long has it been closed? N/A | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/sub-jurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 452 (There are also 1,762 on a pre-application list) | | 15% |
| Extremely low income <=30% AMI | 339 (Not including pre-application list) | 75% | |
| Very low income (>30% but <=50% AMI) | 113 (Not including pre-application list) | 25% | |
| Low income (>50% but <80% AMI) | 0 (Not including pre-application list) | 0% | |
| Families with children | 403 (Not including pre-application list) | 89% | |
| Elderly families | 49 (Not including pre-application list) | 11% | |
| Families with Disabilities | 20 (Not including pre-application list) | 5% | |
| White | 316 | 70% | |
| African American | 121 | 27% | |
| Hispanic ¹ | 318 | 70% | |
| Native American | 6 | <1% | |
| Asian | 7 | 1% | |
| Unknown | 2 | <1% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | N/A | N/A | N/A |
| 2 BR | N/A | N/A | N/A |
| 3 BR | N/A | N/A | N/A |
| 4 BR | N/A | N/A | N/A |
| 5 BR | N/A | N/A | N/A |
| 5+ BR | N/A | N/A | N/A |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed? 62 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 | | | |

¹ Information concerning Hispanic applicants is counted as ethnicity and is thus separately from race data percentages. The Hispanic applicants fall entirely or almost entirely among either the White or African American racial categories.

C. Strategy for Addressing Needs

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

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

Those with **disabilities** will be served through efforts to modernize units based on the Section 504 needs assessment for public housing. These efforts have been built into our annual and five-year capital improvement plans. **Elderly** residents have been served through the designation two high-rise developments, Dominica Manor and Carroll Tower as elderly only. The result has been a significant increase in the average age of residents at those developments.

The PHA also plans to take advantage of additional resources that may become available such as new Section 8 vouchers and will strive to ensure that our policies result in consistently high Section 8 lease up rates. The PHA further plans to expand the supply of affordable housing units through the development of 50-75 new low-income housing units at the Roger Williams development site located in the South Providence neighborhood.

The PHA's housing strategies were selected with an understanding of the realities surrounding the low-income housing industry at this time. The PHA is aware that activities are necessarily constrained by funding levels and the availability of other resources. Further, the City has been fortunate to have thirteen Community Development Corporations and agencies such as the Department of Planning and Development and the Rhode Island Housing and Mortgage and Finance Corporation which also address the housing needs of our community.

The PHA developed its current strategies as part of a larger strategic planning process.

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly (Completed: Dominica Manor and Carroll Tower)
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

Other Housing Needs & Strategies: (list needs and strategies below)**(2) Reasons for Selecting Strategies**

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

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing

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

Separate comprehensive strategic planning process.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|------------------------------|--------------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2004 grants) | | |
| a) Public Housing Operating Fund | 7,025,003 ² | |
| b) Public Housing Capital Fund-CGP | 4,600,000 ³ | |
| c) HOPE VI Revitalization | - | |
| d) HOPE VI Demolition | - | |
| e) Annual Contributions: Section 8 Tenant-Based | 15,299,737 ⁴ | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self-Sufficiency Grants (3) | 334,000 84,000 120,000 | |
| h) Community Development Block Grant | - | |
| i) HOME | - | |
| Other Federal Grants (list below) | | |
| 2. Prior Year Federal Grants (un-obligated funds only) (list below) | | |
| Section 8 FSS Grant | 119,000 | Family Investment Center |
| Ross-RI00RSF 001P0084 | 167,000 | |
| 3. Public Housing Dwelling Rental Income | 6,286,836 | Operations |
| 4. Other income (list below) | | |
| Section 8 (Moderate and Substantial Rehabilitation) | 7,630,778 ⁵ | |
| Interest Income | 83,618 | Operations |
| Other Operating Receipts | 2,172,226 ³ | Operations |
| 5. Non-federal sources (list below) | | |
| Health PHASE | 25,000 | Health Promotion |
| | | |
| Total resources | 43,027,198 ^{3,6} | |

² "Public Housing Operating Fund" line item includes \$7,025,003 and there was no utility adjustment this year (Utility adjustments have been suspended by HUD).

³ \$920,000 will be transferred from the Capital Fund to the Operating Fund. This money is included both in the line items for the "Public Housing Capital Fund" and the "Other Operating Receipts", but only figures into the "Total resources" line once to avoid double counting.

⁴ Section 8 tenant based figure is based on FY 2003 Total Revenue line item of \$14,571,179 plus a 5% inflation factor.

⁵ Section 8 Moderate and Substantial Rehabilitation figure is based on FY 2003 Total Revenue line item of \$7,267,408 plus a 5% inflation factor.

⁶ The Public Housing Operating Funds line item is based on 100% funding under the Performance Funding System.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (within 6 months)
- ☐ Other: (describe)

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☒ One
 - ☐ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences**a. Income targeting:**

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

b. Transfer policies:

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

- ☒ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)
Ratio of 5:1 when occupancy is below 97% and 1:1 when it is above 97%

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- ☒ (2) Working families and those unable to work because of age or disability (4:1 ratio)
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction

- ☒ (2) Those enrolled currently in educational, training, or upward mobility programs
☒ (2) Households that contribute to meeting income goals (broad range of incomes)
☒ (2) Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

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

If yes, list these developments as follows:

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

- ☐ Criminal or drug-related activity
☒ Other (describe below)

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

(2) Waiting List Organization

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

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

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

- ☒ PHA main administrative office (when the list is open)
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit? (If yes, state circumstances below:)

2. New participants from the waiting list receive two 30-day extensions for a total of 120 days.
3. Current participants now receive two 30-day extensions for a total of 120 days when moving from one unit to another due to the current rental market.

4. A family that includes a disabled person receives one additional 30-day extension for a total of 150 days as a reasonable accommodation if requested and verification is provided.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- 1 ☒ Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- ☒ Through published notices
- ☒ Other (list below)

Direct mailings to participants and applicants

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (If yes to question 2, list these policies below)

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

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

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

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

Flat Rents

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

- ☒ For the earned income of a previously unemployed household member
☒ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.) (Not yet set)
- ☒ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- ☐ At or above 90% but below 100% of FMR
 - ☐ 100% of FMR
 - ☒ Above 100% but at or below 110% of FMR (110%)
 - ☐ Above 110% of FMR (if HUD approved; describe circumstances below)
2. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - ☐ The PHA has chosen to serve additional families by lowering the payment standard
 - ☐ Reflects market or submarket
 - ☐ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - ☒ Reflects market or submarket
 - ☒ To increase housing options for families
 - ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually (unless families begin to have difficulty locating units within appropriate range.
 - ☐ Other (list below)

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

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

Rent reasonableness standards.

(2) Minimum Rent

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

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. (Included as an attachment at the end of this report.)
☒ A brief description of the management structure and organization of the PHA follows:

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

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

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|---|
| Public Housing | 2,516 (units) | 422 + 86 transfers |
| Section 8 Vouchers | 2,015 (families) | 140 |
| Section 8 Certificates | 141 (families) | 12 |
| Section 8 Mod Rehab | 293 (families) | 150 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A | N/A |
| Public Housing Drug Elimination Program (PHDEP) | 374 | N/A |
| Other Federal Programs (list individually) | | |
| Elderly Service Coordinators | 1,093 | Open to all elderly and elderly/disabled development residents. |
| FSS | 201 | Multiyear program |
| GED/ESL | 81 | 90% |
| Office Skills | 22 | 100% |

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)**Facilities Management Operations Manual****Chapter 1: Introduction**

- | | | |
|-----------------|----------------------|-----------------------|
| 2. Introduction | 2. Mission Statement | 2. Function Statement |
|-----------------|----------------------|-----------------------|

Chapter 2: Facilities Management And Planning

- | | | |
|---------------------------------------|-------------------------------|---------------------------------|
| 2. Organizational Structure /Staffing | 2. PHAS Performance Standards | 2. Annual Goals Management Plan |
| 3. Annual Facilities Management Plan | | |

Chapter 3: Dispatch

- | | | |
|---|-----------|---------------------|
| 2. Dispatch | 2. Rovers | 2. Call Back Policy |
| 3. Building Control And Monitoring System | | |

Chapter 4: Work Orders

- | | | |
|--------------------------|---------------------------|--------------------|
| 2. The Work Order System | 2. Generating Work Orders | 2. Completing Work |
| 3. Assigning Work Orders | | |

Chapter 5: Inspection

- | | | |
|--|--------------------------------|-----------------------------|
| 2. Unit Preventative Maintenance Inspections | 2. Major Systems Inspections | 2. Snow Removal Inspections |
| 3. Building And Grounds Inspections | 3. Quality Control Inspections | 3. Vacant Unit Inspections |
| 4. Occupancy Inspections | | |

Chapter 6: Unit Turn-Around

- | | | |
|------------------------------|--------------|---------------------------|
| 2. Unit Turnaround | 2. Procedure | 2. Anticipating Vacancies |
| 3. Quality Control Standards | | |

Chapter 7: Inventory Control System

- | | | |
|--------------------------------|----------------|------------------------|
| 2. Inventory Control System | 2. Reports | 2. Tools And Equipment |
| 3. Maintenance Inventory Model | 3. Warehousing | |

Chapter 8: Vehicles

- | | | |
|---|------------------------|-------------------------------------|
| 2. Motor Vehicle Preventive Maintenance | 2. Gasoline Purchasing | 2. Motor Vehicle Replacement Policy |
| 3. Vehicle Inspections | 3. Procedure | 3. Vehicle Trip Log |
| 4. Accidents | | |

Chapter 9: Energy Management

- | | | |
|-------------------------------|--------------------------|---------------------------------|
| 2. Energy Management | 2. Annual Utility Review | 2. Energy Management Strategies |
| 3. Annual Energy Conservation | | |

Appendices

- | | | |
|-----------------------------|-----------------------------|--------------------------------|
| 2. A: Job Descriptions | 2. D: Landscape Plan | 2. G: Quality Control |
| 3. B: Goals Management Plan | 3. E: Development Inventory | 3. H: Planned Maint. Schedules |
| 4. C: Snow Removal Plan | 4. F: Tenant Charges | 4. I: Forms |

Inspection Forms

- | | | |
|--|--|---|
| 2. FM-Ins1 Annual Apt. Insp. Checklist (UPM Insp.) | 2. FM-Ins4 Major Systems Inspections | 2. FM-Ins7 Unit Turnaround: Final Apartment Insp. |
| 3. FM-Ins2 Building And Grounds Inspection | 3. FM-Ins5 Quality Control Inspection Report | 3. FM-Ins8 Unit Turnaround Update Form |
| 4. FM-Ins2aRoof Inspection | 4. FM-Ins6 Snow Removal Inspection | 4. FM-Ins9 Vacant Unit Inspection |
| 5. FM-Ins3 Life Safety Systems Log | | |

Vehicle Forms

- | | | |
|--|--|------------------------------|
| 2. FM-Veh1 In-Shop Vehicle Maintenance | 2. FM-Veh3 Motor Vehicle Accident Report (DMV) | 2. FM-Veh5 Vehicle Checklist |
| 3. FM-Veh2 Monthly Vehicle Fuel Log | 3. FM-Veh4 Vehicle Accident Report | 3. FM-Veh6 Vehicle Trip Log |

Inventory/Purchases Forms

- | | | |
|--|--|---|
| 2. FM-Inv1 Employee's Equipment Receipt/Agreement and Custody Form | 2. FM-Inv2 Request Slip for Supplies and Equipment | 2. FM-Inv3 Temporary Equipment Custody Form |
|--|--|---|

Logs

- | | | |
|--|------------------------------|--------------------|
| 2. FM-Log1 Call Back Log | 2. FM-Log3 Elevator Log | 2. FM-Log5 Key Log |
| 3. FM-Log2 Dispatch Office Radio Check-out Log | 3. FM-Log4 Employee Sick Log | 3. |

Appendix J: Employee Performance Evaluation Forms**Housing Management Administrative Handbook****Forward****Chapter 1: History/Organization**

- | | | |
|------------------------------|-------------------------------|-------------------------------|
| 2. History of Public Housing | 2. Dept of Housing Management | 2. Organization of Department |
| 3. Public Housing Occupancy | 3. General Responsibilities | 3. Function Statement |

Chapter 2: Introduction to Admissions & Continued Occupancy Plan

- | | | |
|-------------|------------------|--------------------|
| 2. Overview | 2. Communication | 2. Family Outreach |
|-------------|------------------|--------------------|

- | | | |
|-----------------------------|--|----------------------|
| 3. Fair Housing | 3. Questions to Ask In Granting Accommodation | 3. Right to Privacy |
| 4. Reasonable Accommodation | 4. Non-English Speaking Applicants and Residents | 4. Required Postings |

Chapter 3: Eligibility for Admission

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

Chapter 4: Application Processing

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| 2. Pre-Application | 2. Application | 2. Establishing Applicant File |
| 3. Processing of Pre-Application | 3. Processing of Application | 3. Applicant Updates |
| 4. Pre-Application Data Entry | 4. File Maintenance | 4. Quality Control Checks |

Chapter 5: Waiting List

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| 2. Establishing and Maintaining a Waiting List | 2. Overview | 2. Waiting List Preferences |
| 3. | 3. Opening/Closing Waiting List | 3. Updating the Waiting List |

Chapter 6: Verification Process

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| 2. Overview | 2. Verification of Family Composition and Income | 2. Home Visit |
| 3. Types of Verification | 3. Familial Identification | 3. Home Visit Form |
| 4. Third Party Verification | 4. Eligible Immigration Status | 4. Shelter or Other Trans. Housing |
| 5. Verbal Verification | 5. Dependent Information | 5. Medical Facilities |
| 6. Original Documents | 6. Family's Annual Income | 6. Living with Families |
| 7. Applicant Certification | 7. Adjusted Income | 7. Re-inspections |
| 8. Information Subject to Change | 8. Net Family Assets | 8. Interview |
| 9. Sources of Verification | 9. Verifying Non-Economic Selection Criteria | 9. Interview Forms |
| 10. Applicant Info. Release Waiver | 10. History of Criminal Activity | 10. Office Interview Form |
| 11. Verification Steps | 11. Landlord Verification | 11. Fraud |
| 12. Obtaining 3rd Party Verification | 12. Utility Service | 12. Verification Time Limits |

Chapter 7: Reviewing Verified Information

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

Chapter 8: Final Determination

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| 2. Overview | 2. Interview | 2. Application Activity Record |
| 3. Final Determination | 3. Participation in Preparation for Community Living | 3. Eligibility Determination |
| 4. Landlord Responses | 4. | 4. Preference Determination |
| 5. Criminal Activity | 5. Outstanding Balance on PHA Account | 5. Mandatory / Perm. Ineligibility |
| 6. Responses from Shelters | 6. | 6. Admission of Apps. w Disabilities |
| 7. Evictions | 7. Mitigating Circumstances | 7. Waiting Period |
| 8. Home Visits | 8. Misrepresentation and Fraud | 8. Record keeping |

Chapter 9: Income, Exclusions and Deductions

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

Chapter 10: Rent Calculation

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| 2. Family Choice in Rent | 2. Flat Rent | 2. Utility Allowance |
| 3. Formula Based Rent | 3. Rent for Families under the Non-citizen Rule | 3. Calculation of Total Tenant Payment |
| 4. Minimum Rent | 4. Rent Changes for Families Receiving Public Assistance | |

Chapter 11: Tenant Assignment

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| 2. Occupancy Standards | 2. Same Gender Adults | 2. De-concentration Incentives |
| 3. Development Type | 3. Live-in Aides | 3. Targeting |
| 4. Unit Type | 4. Accessible Units | 4. Limitation of Non-Very Low Income Families |
| 5. Single Pregnant Women | 5. Nondiscriminatory Interaction with Disabled Applicants | 5. Placement Procedures |
| 6. Foster Children, Foster Adults | 6. Local Preferences and Broad Range of Incomes | 6. Record keeping |

Chapter 12: Reporting**Chapter 13: Marketing**

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

Chapter 14: Leasing

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| 2. Overview | 2. MoveIn Inspection | 2. Rent and Security Deposit |
| 3. Receiving Units from Maint. | 3. MoveIn Orientation | 3. Keys |
| 4. Sending App. Folders to Devs. | 4. Lease Reading | 4. Processing Lease |
| 5. Showing Units | 5. Security Check List | 5. Follow Up |
| 6. Preparing for Leasing | 6. Lead-Based Paint Notification | |

Chapter 15: Rent Collection

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| 2. Importance of Rent Collection | 2. Rent Collection | 2. Grievance Procedure |
| 3. Resident Orientation | 3. Termination for Nonpayment of Rent | 3. Notice to Post Office for Eviction for Criminal Activity |
| 4. Role of Housing Manager | 4. Lease Termination Notice Requirements | 4. Escrow Deposit |
| 5. Lease Requirements for Rental Payments | 5. Other | |

Chapter 16: Re-examinations

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| 2. Overview | 2. Flat Rent | 2. Receipt/Processing Applications for Interim Rent Adjustments |
| 3. PHA Policies | 3. Formula Method | 3. Decrease in Income |
| 4. Annual Reexamination | 4. Conducting Annual Re-exams | 4. Increase in Income |
| 5. Interim Reexamination | 5. General | 5. Flat Rent |
| 6. Special Reexamination | 6. Missed Appointments | 6. Interim Reexamination of Adjusted Income |
| 7. Special Reexamination to Correct Error in Rent | 7. Reexamination Schedule | 7. Special Reexaminations |
| 8. No Income | 8. Application for Continued Occupancy | 8. Scheduled Special Reexaminations |
| 9. Eligibility Requirements for Continued Occupancy | 9. Processing of Applications for Continued Occupancy | 9. Conducting Special Reexaminations |
| 10. Rent Adjustments | 10. Community Services | 10. Procedure Applicable to Special Reexamination to Correct an Error |
| 11. Family Composition | 11. Income Changes Resulting from Welfare Program | 11. Forwarding Rent Calcs. to F&A |
| 12. Fraud | 12. Notification | 12. Reporting Requirements |
| 13. Choice in Rent | 13. Interim Re-certification | |

Chapter 17: Community Service Requirement

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| 2. General | 2. Implementation of Requirement |
| 3. Exemptions | 3. Notification of Noncompliance with Community Service Requirement |
| 4. Notification of Requirement | 4. Opportunity for Cure |
| 5. Volunteer Opportunities | |

Chapter 18: Transfers

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| 2. Overview | 2. PHA Required Transfers | 2. Transfer from Scattered Site Units |
| 3. Policies | 3. Changes in Family Composition | 3. Budgeting Issues |
| 4. Resident Requested Transfers | 4. Handicap Accessible Unit | 4. Restitution : Utility Shutoffs |
| 5. Other Transfers | 5. Emergency and Other Transfers | 5. Scheduling Transfers |
| 6. Reduction of Vacancies | 6. Approval/Disapproval of PHA Required Transfers | 6. Removal from FSS/Homeownership Program |
| 7. Intra-and Inter-Dev Transfers | 7. Notification to Residents | 7. Cost of Family's Move |
| 8. Transfer Priorities | 8. Resident Requested Transfers | 8. Tenants in Good Standing |
| 9. Transfer Form | 9. Approval/Disapproval | 9. Resident Selection Office Responsibilities |
| 10. Occupancy Standards | 10. Transfer to Scattered Sites | 10. |

Chapter 19: Adding Members to Lease

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| 2. Overview | 2. Screening | 2. Under-housed |
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Chapter 20: Inspections

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| 2. Overview | 2. Annual Inspections | 2. Emergency/Spot Inspections |
| 3. Notification Requirements | 3. Conducting Annual Inspections | 3. Conducting Emer./Spot Inspections |
| 4. Equipment | 4. Reporting Requirements | 4. Reporting Requirements |
| 5. Returned Units | 5. HUD Physical Cond. Assess. | 5. Vacate Inspections |
| 6. Move-in Inspections | 6. Transfer Inspections | 6. Conducting Inspections |
| 7. Conducting Move-in Inspections | 7. Conducting Transfer Inspections | 7. Reporting Requirements |
| 8. Reporting Requirements | 8. Reporting Requirements | 8. Assessing Vacate Charges |

Chapter 21: Grounds Inspection and Maintenance

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| 2. Overview | 2. Conducting Grounds Inspections |
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Chapter 22: Lease Enforcement

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| 2. Handling Complaints | 2. Log Book | 2. Daycare Fraud |
| 3. Boarders and Lodgers | 3. Pets | 3. Welfare Income Charts |
| 4. Housekeeping | 4. Eviction Policy for Pets | 4. Restitution Agreements |
| 5. Vehicles | 5. Fraud | |
| 6. Towing Policy | 6. Unreported Employment | |

Chapter 23: Termination for Cause

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|--------------------------|--|---|
| 2. Overview | 2. Termination of Illegal Drug Users and Alcohol Abusers | 2. State Law |
| 3. Termination by Tenant | 3. Mandatory and Permanent Termination | 3. PHA Policy |
| 4. Termination by PHA | 4. Laws and Regulations | 4. Termination of Lease for Reasons other than Nonpayment of Rent |
| 5. Criminal Activity | 5. Federal Law and Regulations | 5. Issuance of Legal Notices to Residents |

Chapter 24: Vacating Units

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| 2. Overview | 2. Vacate without Notice | 2. Return of Security Deposit |
| 3. Vacate with Notice | | |

Chapter 25: Grievance Procedure

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| 2. Overview | 2. Notification, document review | 2. Availability |
| 3. Applicability | 3. Conducting a Hearing | 3. Grievance Secretary |
| 4. Grievance | 4. Private Hearing | 4. Miscellaneous |
| 5. Filing a Grievance | 5. Conducting a Hearing | 5. Escrow |
| 6. Grievance Process | 6. Panel Decision | 6. Other |
| 7. Response | 7. Effect of Panel Decision | 7. Failure to Request Hearing |
| 8. Review | 8. Issues of Rent | |
| 9. Postponements | 9. Grievance Panel | |

Chapter 26: File Maintenance and Data Entry

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| 2. Overview | 2. Vacated Residents | 2. Audits of Files |
| 3. File Organization | | |

Chapter 27: Quality Control and Audits

- | | |
|---------|----------------|
| 2. Logs | 2. Inspections |
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Chapter 28: Reporting**Appendices**

- | | | |
|------------------------------|----------------------------|----------------------|
| 2. A: Glossary | 2. C: Reexamination Packet | 2. E: Lease |
| 3. B: Schedule of Flat Rents | 3. D: Grievance Procedure | 3. F: Re-exam Packet |

Other Manuals

- | | |
|--|--|
| 2. Pest and Rodent Control Policy | 2. Inventory Control Standard Operating Procedures |
| 3. Office Policy and Procedures Manual | 3. Security Plan |
| 4. Emergency Operations Manual | 4. Equipment and Vehicle Replacement Plan |
| 5. Security Officers Standard Operating Procedures | 5. Office Policy and Procedures Manual |

(2) Section 8 Management: (list below)

Rental Housing (Section 8) Administrative Plan

- | | |
|--|---------------------------------------|
| 2. Section 1 Waiting List | 2. Section 11 Contract Terminations |
| 3. Section 2 Eligibility for Admission | 3. Section 12 Claims |
| 4. Section 3 Rent Calculation | 4. Section 13 Fraud and Program Abuse |
| 5. Section 4 Briefing/Issuance of Certificates, Vouchers | 5. Section 14 Other Programs |

- | | |
|--|--|
| 6. Section 5 Inspections | 6. Index |
| 7. Section 6 Leasing Policies | 7. Glossary of Terms |
| 8. Section 7 Owner's Requirements and Responsibilities | 8. Appendix 1 Rental Housing Process Flow Charts |
| 9. Section 8 Re-certifications and Continued Eligibility | 9. Appendix 2 Rent Reasonableness, Utility Allowances |
| 10. Section 9 Moves | 10. Appendix 3 Rental Housing Forms |
| 11. Section 10 Portability | 11. Appendix 4 Housing Quality Standards Inspection Form |

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

Grievance Procedures

Overview

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

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

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

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

Applicability

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

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

Definitions

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

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

Filing a Grievance

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

A grievance is filed when the Grievance Request is completed, signed, and dated (top portion). In compliance with 24 CFR 966.55, the Grievance Request shall specify the reasons for the grievance and the action or relief sought. Adequate forms shall be provided by the PHA and available in each Management Office and at the PHA's central offices.

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

Grievance Process

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

Review

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

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

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

Postponements

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

Notification and Document Review

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

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

Conducting a Hearing

Private Hearing

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

Conducting a Hearing

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

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

Panel Decision

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

Effect of Panel Decision

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

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

A decision of the panel in favor of the PHA, in whole or part, will neither constitute a waiver of, nor affect in any manner, any rights the grievant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter. The decision shall be binding on the resident, however, insofar as any future grievance is concerned, on the same facts, by the same grievant.

Issues of Rent

Where a resident is current in rent and initiates a grievance, the resident must remain current through the date of the request for the hearing at which point the resident may pay rent into the PHA's grievance escrow account in lieu of paying rent to the PHA. In cases involving escrow accounts, the decision of the panel shall address itself to the

question of disbursement of such account, in whole or in part, with condition or a timetable attached to such disbursements.

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

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

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

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

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

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

Grievance Panel

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

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

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

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

The neutral pool shall consist of third parties who have no employment, financial, or other conflicting interest in the PHA, and, therefore, serve as neutral arbitrators. This member of the pool shall be the chairperson. The parties to this action shall jointly solicit members for this pool by contacting, in writing, the following agencies⁶ and community groups and requesting that each agency or group designate one employee or member to serve:

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

⁶ The Agencies included in this list were compiled as a part of a larger legal document. Some of the agencies are no longer in existence.

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

Availability

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

Grievance Secretary

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

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

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

Miscellaneous***Escrow***

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

Other

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

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

Failure to Request Hearing

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

B. Section 8 Tenant-Based Assistance

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

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

If yes, list additions to federal requirements below:

Please see the grievance procedures included under Public Housing.

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

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

Capital Fund Program Annual Statement/P&E Report Parts I-III (**ri001b01**)

-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 (state name: **ri001c01**)

-or-

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

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

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

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- The PHA will utilize tax credits to develop units at the remaining cleared land at the Roger Williams development site.
- ☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: Hartford Park |
| 1b. Development (project) number: RI 43P001004 |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> (Planned demolition of vacant units pending change in status of Court decision.) |
| 2. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> NA, <u>Plan has yet to be prepared.</u> |
| 5. Number of units affected: 32 |
| 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: Fall 2004 b. Projected end date of activity: Fall 2004 |

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

| Demolition/Disposition Activity Description | |
|--|--|
| 1a. Development name: Scattered Sites | |
| 1b. Development (project) number: RI 43P001028 | |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> | |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> | |
| 2. Date application approved, submitted, or planned for submission: (DD/MM/YY) Spring 04 | |
| 5. Number of units affected: 4 | |
| 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: Spring 2004 b. Projected end date of activity: Summer 2004 | |

The PHA is in the process of preparing a disposition application for four scattered site units located near the Admiral Terrace development. These four units are located in two duplex buildings. The disposition plan is being submitted to assist in the expansion of the neighboring Times Square Academy. The buildings will be moved but not demolished. The Times Square Academy will pay for the cost to move these homes and will provide the replacement sites for relocation.

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| Designation of Public Housing Activity Description |
|---|
| 1a. Development name: Dominica Manor and Carroll Tower |
| 1b. Development (project) number: RI 43 P009 (Dominica Manor), RI 43 P0011 (Carroll Tower) |
| 2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: (February 1995) (Approved 90 days after PHA submission of Allocation Plan) This was re-approved in 2000 and again on July 9 th 2002. |
| 5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan (NA, previously approved) <input type="checkbox"/> Revision of a previously-approved Designation Plan? (NA, plan has been approved) |
| 6. Number of units affected: 398 |
| 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

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

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

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

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

| Development Name | Number of Units |
|------------------|-----------------|
| None | N/A |

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

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|---|
| 1a. Development name: Scattered Sites 1b. Development (project) number: RI 43-POO1 040, RI 43-POO1 039, RI 43-POO1-017, RI 43-POO1 043, RI 43-POO1 036, RI 43- POO1 040 RI 43-POO1-030 |
| 2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/27/1994) <u>Date of Implementing Agreement letter.</u> |
| 5. Number of units affected: 10 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

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

(PHA may conduct a feasibility study of this option)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
(*We have MOU but didn't get vouchers*)
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|--|---------------------|--|--|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| FSS | 150 | Specific criteria | Employment Support Center (ESC) | Both |
| GED 30 hour program | 40 per year | Specific criteria | Employment Support Center (ESC) | Both |
| ESL 30 hour program | 40 per year | Specific criteria | Employment Support Center (ESC) | Both |
| Office skills | 25 per year | Specific criteria | Employment Support Center (ESC) | Both |
| Academic Assistance 6-12 Teens | Available to 50-100 | Self-select strongly encouraged Mandated if below C average | Community Centers (Chad Brown, Hartford Park, Manton Heights) | PHA resident youth ages 6 – 17 enrolled in the PHA <i>Youth Program</i> (PH) |
| Computer Resource Centers Drop in Labs | Available to 75 | Participants self select | Community Centers (Chad Brown, Hartford Park, Manton Heights) | PHA resident youth ages 6 – 17 enrolled in the PHA <i>Youth Program</i> (PH) |
| Computer Resource Centers Computer Club | | Participants self select | Community Centers (Chad Brown, Hartford Park, Manton Heights) | PHA resident youth ages 6 – 17 enrolled in the PHA <i>Youth Program</i> (PH) |
| Enrichment Classes (art, music, dance, yoga, etc.) Some transportation provided | Available to 50-100 | Participants self select | Community Centers (Chad Brown, Hartford Park, Manton Heights) | PHA resident youth ages 6 – 17 enrolled in the PHA <i>Youth Program</i> (PH) |
| Youth Service Council | 6 per month | Selected by PHA staff on merit | | PHA program participants 13-17 (PH) |
| Computer Resource Center Adult Beginning Computer | 25 | Self/Staff Referral | Community Centers (CB, HP, MH) | |
| Adult Health & Wellness | 3374 (units) | Self/Staff Referral | All sites | |
| Counseling, Crisis intervention (Family Services) | 15 per month | Self/Staff Referral | Community Centers (CB, HP, MH) | Adults in Family Developments |
| Congregate Nutrition Lunch Program | 110 per year | Self / Staff Referral | RI Meals on Wheels operates at 2 high-rises | All residents (PH) |

| | | | | |
|--|----------------|---|---|--|
| | | Reservations Required | | |
| Certified Resident Services Coordinators | 1,093 per year | Self / Staff Referral Drop-in visits | On-site office at 7 developments | All residents (PH) |
| Housekeeping Assistance Supportive Services for Frail Residents | 150 | RSC referral, FM Scheduled visits | In-home services at 7 developments | All frail residents as determined by physical and cognitive assessments (PH) |
| Preparation for Community Living: Living Skills | 350 | Mandatory pre-occupancy | Classroom based comprehensive program supporting successful tenancy. | |
| Transportation Services Door to door round-trip transportation to medical appointments. | 140 | Self / Staff / <i>Housing Helps</i> referral Reservations Required | Taxi vouchers via RSC | All elderly high-rise residents (PH) |
| Social Trips | 175 per year | Self / staff referral Reservations Recommended | City of Providence Recreation Department – Senior Division Provides transportation to all 7 developments | All residents (PH) |
| Various On-site Recreation Activities | 500 per year | Self / staff referral Drop-in Visits | Local churches, volunteers, community centers, provide weekly or monthly activities at 6 developments | All residents (PH) |

Resident Participation Funds

At the beginning of each Fiscal Year and upon the Providence Housing Authority's receipt of Resident Service funds from the Department of Housing & Urban Development, that the Providence Housing Authority enters into a Memorandum of Agreement with each certified Resident Association for the dispersal of the Resident Association portion of these funds. Resident Associations and the Providence Housing Authority follow the provisions of the Memorandum of agreement and funds are expended according to the regulations specified by the Department of Housing & Urban Development and by Congress.

In the event that a development does not have a certified Resident Association, the Housing Authority will expend funding eligible to that development to promote activities within the scope specified by HUD regulations. This provision exists to ensure that residents of developments without a certified Resident Association receive the benefits of resident activity funding and to allow for the promotion of multi-developmental activities designed to serve PHA residents.

The PHA and the RAB will continue to meet regarding budgetary and funding issues as warranted.

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|--|--|
| Program | Required Number of Participants (Start of FY 2004 Estimate) | Actual Number of Participants (As of: 01/01/04) |
| Public Housing | 0 | 137 |
| Section 8 | 0 (Note: Section 8 min. program size was originally 27.) There have been well over that many positive completions, plus 25 active contracts. | 24 |

- 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: (NA)

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)

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

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

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

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

Resident Training Programs

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

All Providence Housing Authority Developments

C. Coordination between PHA and the police

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

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

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

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

All Providence Housing Authority Developments

D. Additional information as required by PHDEP/PHDEP Plan

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

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☒ No: This PHDEP Plan is an Attachment.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attached Pet Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation,

modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

- ☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- ☐ Attached at Attachment (File name)
☐ Provided below (RAB comments are included with PHA responses below.)

Resident Advisory Board Comments and Responses:

At the March 4th Meeting the RAB voted to approve the PHA's Annual Plan.

Resolution:

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

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

Whereas, the Resident Advisory Board has received the PHA's plan for 2004 in draft form as well as briefings from PHA staff and additional materials as they became available;

May it hereby be resolved that the Providence Housing Authority's Resident Advisory Board approved the PHA's 2004 Annual Plan as amended on March 4th 2004.

Signed: RAB Chair and members in attendance

Public Meeting Comments and Responses

Public Meeting: March 24th 2004

Other than PHA staff, only one person attended the public meeting, a member of RI Legal Services. An informal discussion ensued in which participants discussed issues such as the Community Service rule, heating issues at Manton Heights, Homeownership programs and the public housing and Section 8 waiting lists. It was agreed that should any formal comments be deemed necessary that they would be put in writing and submitted to the PHA during the first week in April, and that the PHA would be contacted in advance if such comments should be anticipated.

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☒ Other (list)
Any resident in "good standing" (not on eviction status).

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

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

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

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

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

D. Other Information Required by HUD

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

Definition of "Substantial Deviation" or Significant Amendment".

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

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

Attachments

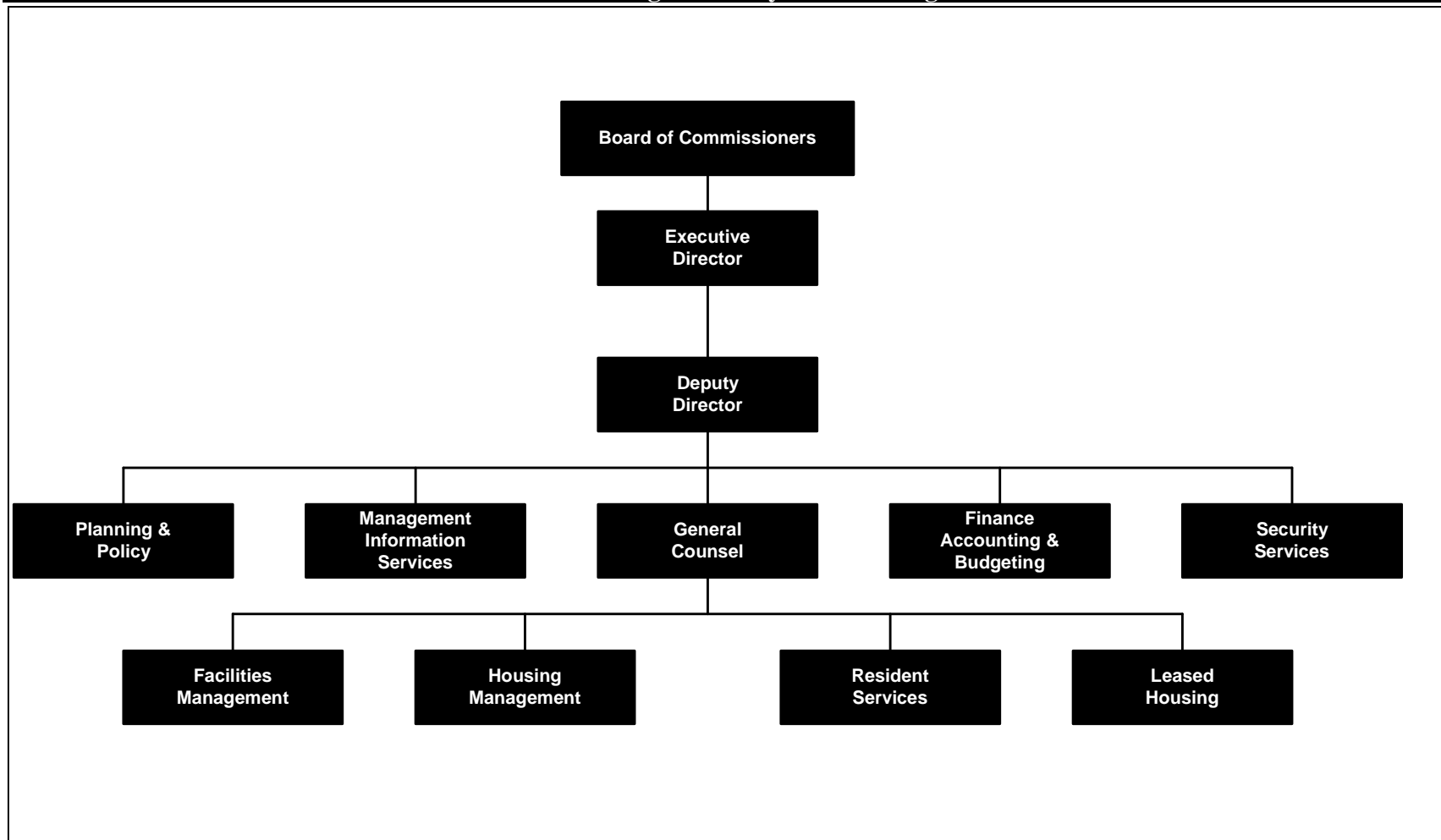
Attachments Included Below

2. PHA Management Organizational Chart
3. De-Concentration Policy
4. Community Service Requirement Policy Statement
5. Pet Policy
6. Residents on the PHA Governing Board
7. Residents on the PHA Resident Advisory Board
8. Plans to address issues from the PHAS resident survey
9. Comments from the Public Meeting and PHA Response (If any)

Separate Attachments

2. PHA Certifications
 3. PHA Plans Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
 4. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
 5. Capital Fund Program Certifications
 6. Form HUD-52835
 7. Form HUD-50070
 8. Form HUD-50071
 9. Standard Form LLL
10. Progress on Five Year Plan (**ri001a01**)
11. Capital Fund Program Annual Statement/P&E Report Parts I-III (**ri001b01**)
12. FY 2000 Capital Fund Program Five Year Statements (**ri001c01**)
13. Capital Fund Performance & Evaluation Report: CF 50100 (**ri001d01**)
14. Capital Fund Performance & Evaluation Report: CF 50101 (**ri001e01**)
15. Capital Fund Performance & Evaluation Report: CF 50102 (**ri001f01**)
16. Capital Fund Performance & Evaluation Report: CF 50103 (**ri001g01**)

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Providence Housing Authority Table of Organization

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

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

11.12 De-concentration Policy

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

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

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

11.13 DE-CONCENTRATION INCENTIVES

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

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

Board Resolution 4059

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

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

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

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

Community Services Rule

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

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

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

NOTICE TO RESIDENTS

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

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

- **Purpose:**

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

- **Background:**

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

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

- **Applicability:**

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

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

- Age 62 years or older.
- Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of the disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:
 - Unsubsidized employment;
 - Subsidized private-sector employment;
 - Subsidized public-sector employment;
 - Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - On-the-job-training;
 - Job-search and job-readiness assistance;
 - Community service programs;
 - Vocational educational training (not to exceed 12 months with respect to any individual);
 - Job-skills training directly related to employment;

- Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
- The provision of childcare services to an individual who is participating in a community service program.

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

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

- **Noncompliance Requirements:**

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

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

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

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

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

Pet Policy

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

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

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

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

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

Residents on PHA Governing Board

Current Resident Commissioners:

Dorothy Watters Coddington Court
Delores Cascella Dominica Manor

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

Residents on PHA Resident Advisory Board

| | |
|----------------------|---|
| Ms. Wanda Rivera | Chad Brown, Admiral Terrace, Sunset Village |
| Mr. William Taylor | Manton Heights |
| Ms. Diane Tutt | Roger Williams |
| Ms. Maria Morales | Dexter Manor |
| Mr. Sherman Johnson | Kilmartin Plaza |
| Ms. Cheryl Medeiros | Parenti Villa |
| Ms. Diane Holland | Carroll Tower |
| Ms. Gilberta Taylor | Hartford Park |
| Ms. Joanne Logan | Section 8 |
| Ms. Delores Cascella | Dominica Manor |
| Ms. Dorothy Waters | Coddington Court |

For more details please see section 18 B of this plan

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

During the May and June of 2003, the Department of Housing and Urban Development's Real Estate Assessment Center conducted a survey of public housing residents in Providence. The Survey was divided into five separate sections each of which received a score from 0-100 with 100 being very satisfied and 0 being very dissatisfied. Of the five sections the PHA received the following scores, all increases over the previous year:

- Maintenance and Repair 90.3
- Communication 76.1
- Safety 71.3
- Services 94.0
- Neighborhood Appearance 68.9

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

Safety

This section focused on the level of safety that resident feel exists in their development, the factors that contribute to safety issues, and the crime prevention programs currently in place regarding safety. The section also covers evictions for residents who break the lease. The PHA scored 71.3% on this section.

It should be noted that this score is an improvement over the previous year's score of 62.7. This particular section deals with an issue that can be affected dramatically by a single incident. In October 2002 a highly publicized shooting involving a young victim at one of the PHA's largest developments received a significant amount of publicity. At the same time, the implementation of a new comprehensive security system installed at six PHA high-rise buildings received significantly less attention.

SECURITY

ENHANCE SECURITY AT ALL PHA DEVELOPMENTS

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

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

GOAL ADDRESS CRIME IN PUBLIC HOUSING

- Objective 1: Conduct criminal background checks of all prospective PHA applicants daily for Resident Selection Office
- Objective 2: Identify type and location of crime in the elderly/disabled developments annually commencing July 2000
- Objective 3: Identify type and location of crimes involving youths in the development by July 1, 2000
- Objective 4: Identify type and location of crime in the family developments annually commencing July 2000
- Objective 5: Research and produce a PHA Security Operations Plan for all developments by July 2000

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

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

TIMELY INFORMATION SENT TO DECISION MAKERS**GOAL PROVIDE INFORMATION ABOUT CRIMINAL ACTIVITY TO KEY DECISION MAKERS**

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

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

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

Improve Image of Security Personnel**GOAL IMPROVE COMMUNITY RELATIONS**

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

CRIME PREVENTION INFORMATION**GOAL INFORM RESIDENTS AND STAFF ON CRIME PREVENTION**

- Objective 1: Conduct two crime prevention workshops annually for site staff by July 2000
Objective 2: Conduct one crime prevention workshop for administrative staff annually beginning November 2000
Objective 3: Conduct at least one crime prevention workshop annually at each high-rise development with PHA security personnel
Objective 4: Conduct two crime prevention workshops annually at each high-rise development with third-party Law Enforcement Agencies
Objective 5: Research, develop and produce a security brochure for distribution to all PHA residents by July 2001
Objective 6: Conduct a crime prevention presentation at each Preparation for Community Living class for prospective residents
Objective 7: Write a security-related article for the PHA resident newsletter at least twice a year

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

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

GOAL ENSURE THE HEALTH AND SAFTY OF STAFF AND RESIDENTS

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

Facilities Management**GOAL ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES.**

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

The PHA has competed and fully implemented a new \$700,000 security access system in our elderly and elderly/disabled high-rise buildings. This system secures buildings with new security doors, alarms and locks that are activated with non-duplicating proximity cards. These cards include a photograph of the resident and serve both as the residents' key and as an identification card that can be checked by security personnel. Lost or stolen cards are deactivated from the system and are inoperable. New intercom panels with cameras were installed in several buildings. Visitors are now able call the resident from a phone at the main entrance of the building. The resident then is able to confirm the identity of the visitor either by recognizing their voice on the telephone or visually through their television. The resident then is able to open the door for their guest using a remote feature through their phone. Video cameras monitor all exterior doors as well as parking areas and elevators and information regarding the card used to open doors as well as visual documentation is stored electronically. This system drastically improves security at these buildings. Security monitors operate the system 24 hours a day six days per week and 20 hours on Sundays (Facilities Management dispatchers monitor the system for the other four hours on Sundays).

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

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

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

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

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

Neighborhood Appearance

This section covered issues dealing with the appearance of public housing developments and various factors that would contribute to problems in this area such as graffiti, noise, broken glass and vacant units. The PHA scored 68.9% on this category.

Housing Management

GOAL CONDUCT INSPECTIONS OF ALL PHA PROPERTY ANNUALLY

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

GOAL ENSURE HIGH LEVELS OF CUSTOMER SERVICE AT ALL DEVELOPMENTS

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

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

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

Facilities Management

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

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

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

- Objective 3: Create a stand alone database to track information related to bidding and contracts in conjunction with Capital Fund expenditures August 2000
Objective 4: Complete the conversion of work order, and inventory control systems to the AS400 system by December 2000
Objective 5: Create one central ACCESS database which contains physical needs data, capital projects information, major systems inventory and warranty information by April 2001

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

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

GOAL ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES.

- Objective 1: Conduct a comprehensive exterior lighting survey of each Elderly/Handicapped Building and recommend lighting improvements to enhance security by August 2000

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

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

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

The PHA continues to implement site improvements including landscaping and walkways. During the past several years all of the community rooms and the common spaces on the first floor of our high rise buildings have been modernized. Work on the community rooms included adding air conditioning. New fencing at the Dominica Manor and Dexter Manor developments has also improved the appearance of these buildings. The development of a new community center and facilities management building at the Hartford Park development will also improve the quality of life for residents at that development.

Finally, continued implementation of an aggressive planned preventative maintenance strategy will be continued. In FY 2003 the Department of Facilities Management conducted a total of 81,018 work orders at the PHA's developments. Included in this figure were 29,529 scheduled work orders and 29,532 Resident Service work orders. Additional work orders fell under several different categories. The FM Department completed resident requested routine work orders within an average time of one day, significantly below the industry standard of three days. Further, emergency and urgent work orders were also completed as soon as possible, usually the same day. Every development has its own maintenance crew.

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

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

- Chad/Ad - Decorative fencing: Planned for outer year
- Chad/Ad - Site Work / Parking and Drainage: Planned for outer year
- Chad/Ad - New kitchens: Ongoing for next several years as units are vacated. 195 completed to date of 267
- Chad/Ad/Sun - Repoint and seal exterior masonry: Repointing completed
- Dexter Manor I - New GFI's and bathroom lights: Completed
- Dexter Manor I - Replace heating system – Will be done in the next two years
- Dominica Manor - Entire first floor has been remodeled and Air Conditioning added: completed
- Hartford Park - Construction of new Community Center: Scheduled to be completed in the summer of 2004
- Chad Brown - New individual heating systems planned for all building beginning in 2004 and phased over several years at a cost of more than \$2 million
- High Rise Buildings - Replace floor tile at unit-turn-around underway: Underway
- 335 Hartford Exterior Repairs: Repairs planned for 2004r
- Roger Williams - Exterior renovations scheduled in the next two years: Planned for next year
- Roger Williams - Additional concrete work and landscaping: planned over the next three years
- Sunset Village – Repoint and seal exterior masonry: Repointing completed
- Dexter, Dominica, Parenti Villa - New Fire Alarm systems: completed
- Carroll Tower and Parenti Villa – new roofs: underway
- Carroll Tower and Parenti Villa – new generators: underway

- Dominica & Carroll Tower - Hand rails in the hallways: Planned for late 2004
- Scattered Sites - Painting or new vinyl siding on older scattered sites: Some done every year
- Scattered Sites - Porch replacement ongoing

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

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

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

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

Goals Management Status Summary Table

| DEPARTMENT | Time Bound | | | | | | | Ongoing | | Obsolete | Resolved | On target | Problem | Obsolete Resolved¹ |
|-----------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|---------|----------|----------|---------------|-----------|--------------------|
| | On Target | | | Problem | | | On Target | Problem | | | | | | |
| | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | Barrier | | | | | |
| Executive Office | 90 | 4 | 16 | 0 | 0 | 0 | 5 | 0 | 0 | 1 | 1 | 115 (100%) | 0 (0%) | 2 |
| MIS | 31 | 0 | 1 | 0 | 0 | 0 | 8 | 0 | 0 | 4 | 0 | 40 (100%) | 0 (0%) | 4 |
| Security | 20 | 1 | 7 | 0 | 0 | 0 | 11 | 0 | 0 | 0 | 0 | 39 (100%) | 0 (0%) | 0 |
| Legal | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 6 (100%) | 0 (0%) | 0 |
| Finance & Accounting | 17 | 0 | 2 | 0 | 1 | 0 | 7 | 0 | 0 | 1 | 0 | 26 (96%) | 1 (4%) | 1 |
| Housing Management | 21 | 0 | 3 | 1 | 0 | 0 | 25 | 0 | 0 | 4 | 0 | 49 (98%) | 1 (2%) | 4 |
| Leased Housing | 18 | 1 | 1 | 1 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | 32 (97%) | 1 (3%) | 0 |
| Resident Services | 11 | 1 | 4 | 0 | 0 | 0 | 32 | 0 | 4 | 3 | 0 | 48 (92%) | 4 (8%) | 3 |
| Facilities Management | 28 | 0 | 1 | 0 | 0 | 0 | 7 | 2 | 0 | 2 | 1 | 36 (95%) | 2 (5%) | 3 |
| Total | 236 | 7 | 35 | 2 | 1 | 0 | 113 | 2 | 4 | 15 | 2 | 391 (98%) | 9 (2%) | 17 |

¹ Note: Obsolete or Resolved objectives do not count towards percentage calculations.

| OFFICE OF THE EXECUTIVE DIRECTOR | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
|----------------------------------|---|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|--|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | | | | | | | | | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL 1: | IMPROVE THE CAPACITY AND CAPABILITY OF THE BOARD OF COMMISSIONERS TO BETTER FULFILL THEIR ROLE AS COMMISSIONERS | | | | | | | | | | | | | | |
| OBJ.1 | Develop a formal procedure for developing board agenda by July 2000 | 7/00 | 7/00 | X | | | | | | | | | | | Procedure developed with Executive Committee of Board. (memo) |
| OBJ.2 | Develop and schedule a monthly presentation to the board on PHA operations by July 2000 | 7/00 | 7/00 | X | | | | | | | | | | | Schedule of presentations prepared subject to new developments |
| OBJ.3 | Redesign board-meeting minutes July 2000 | 7/00 | 7/00 | X | | | | | | | | | | | It was determined that the existing design was adequate with the board members |
| OBJ.4 | Review board policies, procedures and by-laws annually by July 2001 | 7/01 | 0/02 | X | | | | | | | | | | | Board review proposed changes at April retreat and approved amendments at the 16 May 2002 board meeting. |
| OBJ.5 | Develop board committee Work Plans and schedules by December 2000 | 12/00 | 10/01 | X | | | | | | | | | | | Initial work plans for all committees scheduled |
| OBJ.6 | Create a database on board attendance July 2000 | 7/00 | 7/00 | X | | | | | | | | | | | Recorded by Executive Director's Special Assistant |
| OBJ.7 | Create an informational database on board resolutions July 2000 | 7/00 | 7/00 | X | | | | | | | | | | | Recorded by Executive Director's Special Assistant at Executive Offices |
| OBJ.8 | Update Board orientation package by September 2000 | 9/00 | 7/01 | X | | | | | | | | | | | Updates completed. New orientation package prepared for new members. |
| OBJ.9 | Develop board Fund-raising Plan by November 2000 | 11/00 | 6/03 | | | X | | | | | | | | | Executive Director held discussions with board and determined preliminary fundraising goal. Events not scheduled. |
| OBJ.10 | Conduct annual board self-assessment by April of each year | Annually April | 4/02 | X | | | | | | | | | | | McKinsey Capacity Assessments completed for July '03. No weaknesses identified. |
| OBJ.11 | Develop annual board training plan by July of each year | Annually July | 7/00 | X | | | | | | | | | | | Presented and approved by board. |
| OBJ.12 | Plan and conduct annual board development training sessions by March or April of each year | Annually March | 3/01 | X | | | | | | | | | | | Board training retreat held on first weekend in April, attended by all but one board member. 04' training will be conducted 04/23-25 |
| OBJ.13 | Develop annual assessment/performance evaluation of Executive Director March of each year | Annually March | 4/01 | X | | | | | | | | | | | Board conducted evaluation in May '04.. |
| Page Totals | | | | 12 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| OFFICE OF THE EXECUTIVE DIRECTOR | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | | Obsolete | Resolved | <div>Comments</div> <div>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</div> |
|----------------------------------|---|-------------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|---------|----------|----------|---|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | Barrier | | | |
| | | | | | | | | | | | | | | | |
| GOAL 2: | INCREASE RESIDENT PARTICIPATION IN PHA AFFAIRS: | | | | | | | | | | | | | | |
| OBJ.1 | Create a Resident Advisory Board (RAB) by 02/00 | 02/00 | Summer 2000 | X | | | | | | | | | | | RAB meetings for the Annual & Five-Year Plan in addition to other matters. |
| OBJ.2 | Conduct briefings for the RAB quarterly (J/A/J/O) | Quarterly | Ongoing | | | | | | | X | | | | | Meetings in J/F/M 03 leadership training 6/11/03, Additional meetings in J/F/M '04. |
| OBJ.3 | Increase the number of certified resident associations by 50% by 12/00 | 12/00 | 12/01 | X | | | | | | | | | | | Kilmartin Plaza (late 2001) increased numbers by 50% from two to three |
| OBJ.4 | Ensure there are certified resident associations at all developments by 12/01 | 12/01 | 12/02 If possible | | | X | | | | | | | | | Elections held at all but Dom. Follow up activities to be completed at MH, CC, RW. |
| OBJ.5 | Sponsor informational briefings and/or social events to encourage resident participation in a certified resident association every other month starting 07/00 | bi-monthly | Ongoing | | | | | | | X | | | | | See Obj. 2, also contact between RA Liaison and RAs on a regular basis. RAB comprised of RA presidents. |
| OBJ.6 | Conduct an annual resident association development program by 06/01 | 06/01 | As needed | | | X | | | | | | | | | See Obj. 2 and 5. |
| OBJ.7 | Conduct training sessions for resident associations quarterly (or when requested) | Quarterly (or when requested) | Ongoing | | | | | | | X | | | | | See Obj. 2 and 5. |
| OBJ.8 | Establish a database to track the number of meetings and issues raised by residents at monthly Resident/Management meetings by 07/00 | 07/00 | 07/01 | X | | | | | | | | | | | Database was determined not feasible. Policy Memo sent to H/M concerning tracking by meeting minutes |
| OBJ.9 | Conduct semi-annual Resident/Senior staff meetings at all high-rise developments starting 07/00 | Semi-Annually | 09/02 | | X | | | | | | | | | | Have determined that these meetings will be conducted at annual "hot-dog" roasts for residents in high-rises. |
| Page Totals | | | | 3 | 1 | 2 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | |

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

| OFFICE OF THE EXECUTIVE DIRECTOR | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
|--|--|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|
| | | | | On Target | | Problem | | | | On Target | Problem | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | Barrier | | |
| GOAL 3: (CONTINUED) DEVELOP AND IMPROVE THE GENERAL PERSONNEL FUNCTION AT THE PHA | | | | | | | | | | | | | | |
| OBJ.13 | Improve reporting time (within 24-hours) of Workers Compensation and other accidents by 11/00 | 11/00 | 11/01 | X | | | | | | | | | | Process in place - policy available in human resource office |
| OBJ.14 | Research, create and conduct pre-employment skills assessment and testing for identified positions by 03/01 | 03/01 | 06/01 | X | | | | | | | | | | Testing being conducted for all promotions and new hiring |
| OBJ.15 | Establish and/or redesign Employee Recognition Programs by 06/01 | 06/01 | 07/01 | X | | | | | | | | | | Determined current Employee of Quarter and Year, plus Service Recognition lunches are currently sufficient |
| OBJ.16 | Create a new Employee Manual by 05/01 | 05/01 | 7/01 | X | | | | | | | | | | 2003-2004 manual completed and back from printers. Will distribute January '04. |
| OBJ.17 | Update Human Resources Manual by 01/01 | 01/01 | 01/01 | X | | | | | | | | | | HR Manual updated in accordance with union contracts as well as new/changed policies and procedures. Updated 12/03. |
| OBJ.18 | Develop new policies to reduce sick leave abuse by 04/01 | 04/01 | 04/01 | X | | | | | | | | | | Changes in Emergency sick leave policy have been made to union contract |
| OBJ.19 | Determine feasibility of instituting non-traditional work hours (part-time, home work, job sharing, "flex" time) for employees 09/00 | 07/00 | 07/01 | X | | | | | | | | | | Developed 9-day workweek. Gathering material on job sharing and home work. |
| OBJ.20 | Develop a database of all grievances and arbitrations by 05/00 | 05/00 | 05/01 | X | | | | | | | | | | Monthly report prepared and available |
| OBJ.21 | Conduct an annual Survey of Organizational Excellence by August 2000 | 08/00 | 08/01 | X | | | | | | | | | | Annual survey conducted. Survey for 2003 will take place in March '04. |
| GOAL 4: PROVIDE A COMPETITIVE WAGE AND SALARY PACKAGE TO MAINTAIN QUALITY PERSONNEL | | | | | | | | | | | | | | |
| OBJ.1 | Research and develop options to implement a merit pay plan by 06/01 | 06/01 | 08/02 | X | | | | | | | | | | Implementing performance bonus program for site-based personnel. |
| OBJ.2 | Research feasibility of "team" bonuses for outstanding performance by 06/01 | 06/01 | 08/02 | X | | | | | | | | | | See above |
| OBJ.3 | Study cost savings/feasibility of changing pay period from each to every other week 01/01 | 01/01 | 01/01 | X | | | | | | | | | | Not feasible at this time. Union objection. |
| Page Totals | | | | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

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|---|---|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|
| | | | | On Target | | | Problem | | | On Target | Problem | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | Barrier | | |
| GOAL 5: PROVIDE THE MOST ATTRACTIVE BUT AFFORDABLE BENEFIT PACKAGE TO MAINTAIN QUALITY EMPLOYEES | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a study to determine the feasibility of offering a "cafeteria-style" health plan for the PHA by 04/01 | 04/01 | | X | | | | | | | | | | Vendor selected and presently enrolling employees for pre-tax contributions |
| OBJ.2 | Study the feasibility of a "flexible" healthcare plan by 06/01 | 06/01 | 10/01 | X | | | | | | | | | | Plan is in place with AFLAC Inc. |
| OBJ.3 | Conduct an employee healthcare satisfaction survey every two years starting in 06/00 | 06/00 | 06/01 | X | | | | | | | | | | Survey conducted every other year. |
| OBJ.4 | Provide employees with an annual statement/summary of their compensation package | Annually | 04/04 | | | X | | | | | | | | Currently gathering employee compensation data. |
| GOAL 6: ENSURE THAT EMPLOYEE'S LONG-TERM RETIREMENT NEEDS ARE ADEQUATE | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a review of our current pension and retirement system by 11/00 | 11/00 | 11/00 | X | | | | | | | | | | Completed. Current retirement system very competitive and generous |
| OBJ.2 | Conduct a review to determine if there are (is) better retirement options for PHA employees by 12/00 | 12/00 | 01/01 | X | | | | | | | | | | Reviewed other plans. Current plan is very viable and highly competitive. |
| GOAL 7: ENSURE THAT EMPLOYEES ARE PROVIDED ADEQUATE TIME FOR REST AND RECREATION AT LEVELS AT LEAST EQUAL TO THE GENERAL WORKFORCE | | | | | | | | | | | | | | |
| OBJ.1 | Review existing vacation and holiday policy at PHA by 06/00 | 06/00 | 07/00 | X | | | | | | | | | | Reviewed. No changes anticipated. Very generous and competitive. |
| OBJ.2 | Establish an employee advisory committee to review and determine whether there are better holiday and vacation options to offer to employees by 04/01 | 04/01 | 07/01 | X | | | | | | | | | | Review of present benefits very generous unable to offer more |
| GOAL 8: IMPROVE AND DEVELOP BETTER MANAGEMENT/UNION RELATIONS | | | | | | | | | | | | | | |
| OBJ.1 | Conduct monthly meetings with union stewards representing PHA employees | Monthly | Ongoing | X | | | | | | | | | | Quarterly meetings held with union stewards and business agents. |
| OBJ.2 | Conduct quarterly with union business agents representing PHA employees | Quarterly | Ongoing | X | | | | | | | | | | Meetings were conducted in January '04 |
| OBJ.3 | Produce an annual report on salaries and benefits to provide to unions representing the PHA employees | Annually | Ongoing | X | | | | | | | | | | Developing material for April 2004 |
| Page Totals | | | | 10 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| OFFICE OF THE EXECUTIVE DIRECTOR | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
|----------------------------------|---|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|---------|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| | | | | | | | | | | | | | | | |
| GOAL 9: | MAINTAIN OR LOWER INSURANCE PREMIUMS BY MAKING THE PHA A SAFER PLACE TO LIVE AND WORK | | | | | | | | | | | | | | |
| OBJ.1 | Reorganize the existing PHA Safety Committee by 12/00 | 12/00 | 01/01 | X | | | | | | | | | | Completed at December meeting. | |
| OBJ.2 | Develop an annual meeting agenda and meeting work plan for the Safety Committee by 06/00 | 06/00 | 07/00 | X | | | | | | | | | | Developed annually | |
| OBJ.3 | Create a PHA Safety Plan 05/01 | 05/01 | 07/01 | X | | | | | | | | | | Draft submitted to Executive Director. | |
| OBJ.4 | Review all insurance policies for adequacy by May annually | Annually | Ongoing | X | | | | | | | | | | Reviewed annually | |
| OBJ.5 | Establish a formal "back-to-work" policy by 06/00 | 06/00 | 09/00 | X | | | | | | | | | | Back To Work policy implemented. | |
| OBJ.6 | Produce a quarterly Workers Compensation and Liability Report (J/A/J/O) | Quarterly | Ongoing | X | | | | | | | | | | Reports submitted quarterly to Executive & Deputy Director. | |
| GOAL10: | ASSESS THE NEEDS OF AND ESTABLISH, ARRANGE AND CONDUCT TRAINING PROGRAMS TO IMPROVE PHA OPERATIONS AND CAREER DEVELOPMENT FOR EMPLOYEES | | | | | | | | | | | | | | |
| OBJ.1 | Conduct an annual Training Needs Assessment in April | Annually (April) | ongoing | X | | | | | | | | | | Analysis of assessment completed in July – Report available in Executive Office. | |
| OBJ.2 | Create an Annual Training Plan by July of each year | Annually (July) | ongoing | X | | | | | | | | | | Annual Training Plan completed 7/03 | |
| OBJ.3 | Create a Computer-based Training (CBT) program by 06/00 | 06/00 | 06/00 | X | | | | | | | | | | CBT was initiated in '00. New on-line CBT training added in February 2002 | |
| OBJ.4 | Redesign the layout & features of the PHA Training Room by8/00 | 08/00 | 06/03 | x | | | | | | | | | | Work completed. PHA's formal training room moved to new FM facility 1/04. | |
| OBJ.5 | Revamp method of employee evaluation of training by 06/00 | 06/00 | 6/02 | X | | | | | | | | | | New performance forms developed and now in use. | |
| OBJ.6 | Continuously track (by database) employee-training hours | Ongoing | Ongoing | X | | | | | | | | | | Tracked as completed. Quarterly reports are available in Executive Office. | |
| OBJ.7 | Conduct an annual training cost-effectiveness analysis by 08/00 | 08/00 | | X | | | | | | | | | | Conducted with PHA Annual Report | |
| OBJ.8 | Schedule and utilize HTVN in the training program annually | Annually | | X | | | | | | | | | | Program schedule is received and reviewed quarterly. Staff are assigned | |
| OBJ.9 | Revamp and offer the PHA Management Course annually | Annually | | X | | | | | | | | | | Course is underway (January-March 2002) | |
| OBJ.10 | Develop and offer to employees a Home-based Training (Self-help/Self-based) Program by 12/01 | 12/01 | | X | | | | | | | | | | Currently computer-based training available. Hope to expand to other areas. | |
| OBJ.11 | Determine type, then create and offer certification programs for employees by 12/01 | 12/01 | 4/04 | | X | | | | | | | | | HR Officer will assume responsibility. Will report in April. | |
| Page Totals | | | | 16 | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |

| OFFICE OF THE EXECUTIVE DIRECTOR | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
|----------------------------------|---|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|---------|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| | | | | | | | | | | | | | | | |
| GOAL11: | ESTABLISH METHODS, TECHNIQUES AND INSTRUMENTS TO INCREASE STAKEHOLDER AWARENESS OF PHA OPERATIONS AND ACTIVITIES (OBJECTIVES 1-5 INTERNAL) | | | | | | | | | | | | | | |
| OBJ.1 | Produce an employee newsletter (quarterly-J/A/J/O) | Quarterly | Ongoing | X | | | | | | | | | | Summer and fall issues produced. | |
| OBJ.2 | Update new employee orientation program by 04/00 | 04/00 | 03/02 | X | | | | | | | | | | New Employee Orientation slide show has been completed. | |
| OBJ.3 | Conduct an "Employee Information Day" event annually | Annually | 05/03 | X | | | | | | | | | | Conducted 10 September 2003 and will be held in September annually | |
| OBJ.4 | Redesign PHA Bulletin Boards at all locations by 07/00 | 07/00 | Design complete 05/00 | X | | | | | | | | | | Section 8 and Public Housing Boards at Dexter Completed and serve as a model. | |
| OBJ.5 | Determine the appropriateness of establishing an E-mail "message of the day" by 07/00 | 07/00 | 07/00 | X | | | | | | | | | | Determined not necessary, but will issue occasional messages to staff via E-mail. | |
| GOAL11: | ESTABLISH METHODS, TECHNIQUES AND INSTRUMENTS TO INCREASE STAKEHOLDER AWARENESS OF PHA OPERATIONS AND ACTIVITIES (OBJECTIVES 6-11 EXTERNAL) | | | | | | | | | | | | | | |
| OBJ.6 | Schedule a minimum of three public relations appearances to improve image of PHA annually | Annually | ongoing | | | X | | | | | | | | Appeared on several cable programs and once on Ch-12. Appeared for an hour on Arlene violet's radio program to discuss affordable housing in ¼. | |
| OBJ.7 | Issue press releases for PHA events monthly | Monthly | Ongoing | | | | | | | X | | | | ProJo has published several favorable press releases. Most recent has been community awards. | |
| OBJ.8 | Develop a Semi Annual Newsletter for Key (non-resident) Stakeholders by 7/00 | Semi Annually | 9/02 | | | X | | | | | | | | Met with communications consultant at board request to discuss PR to business community. Plan is currently being developed. | |
| OBJ.9 | Develop Three Informational Brochures Concerning PHA Operations by 9/00 | 09/00 | 09/01 | X | | | | | | | | | | Several promo pieces completed, also posters created. | |
| OBJ.10 | Update and add new features to the PHA website semi-annually | Semi-Annually | Semi Annually | X | | | | | | | | | | Redesign completed with several new features, including job and bid postings. | |
| OBJ.11 | Develop educational materials to distribute to Congressional delegation and other elected officials annually by March | Annually (March) | Annually (March) | X | | | | | | | | | | Distributed at NAHRO Legislative Conference in March 2000, did not participate in 2001 to 2003 | |
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| GOAL12: | REVIEW ORGANIZATIONAL STRUCTURE TO ASSESS, DETERMINE AND DEVELOP MOST EFFICIENT STRUCTURE TO ACCOMPLISH THE PHA'S MISSION IN THE NEXT DECADE | | | | | | | | | | | | | | |
| OBJ.1 | Review existing organizational structure to determine if further department consolidation is practical by 07/01 | 07/01 | 06/01 | X | | | | | | | | | | | Effective July '01 the Community Services and Special Projects Departments will be merged. Switched to line and staff type of organizational structure. Changes in FM undertaken in March 03.. |
| OBJ.2 | Review all existing personnel positions to determine need by July 2001 | 07/01 | | X | | | | | | | | | | | Conducted annually during budget process |
| OBJ.3 | Determine feasibility of reducing the number of job classifications to enhance position flexibility by 07/01 | 07/01 | | | | | | | | | | | | X | Not feasible at this time, but will be considered and rescheduled in next long-range plan. |
| GOAL13: | ENSURE THAT ADEQUATE RESOURCES ARE AVAILABLE TO CONDUCT PHA BUSINESS TO FULFILL ITS ORGANIZATIONAL MISSION | | | | | | | | | | | | | | |
| OBJ.1 | Develop an up-to-date database of appropriate foundations and philanthropies by 08/00 | 08/00 | 8/01 | X | | | | | | | | | | | System developed, will improve coordination with Resident Services Department, has not been updated and is more of a Resident Services function since that department was restructured. |
| OBJ.2 | Create an electronic method of distributing grant information to appropriate PHA departments by 07/00 | 07/00 | As needed | X | | | | | | | | | | | Currently PHDEP (when funded) and Capital Plan Grants |
| OBJ.3 | Conduct a daily review of HUD's website for new Request for Proposals, regulations and HUD Notices and distribute to appropriate PHA personnel by 07/01/00 | 07/00 | Ongoing | X | | | | | | | | | | | Done regularly, PIH noticed are in the PHA library |
| OBJ.4 | Establish a system to handle requests for research projects from other PHA departments by 07/00 | 07/00 | Complete 3/01 | X | | | | | | | | | | | Form developed and distributed via e-mail to all PHA Departments. |
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| GOAL14: ENSURE THAT AFFORDABLE HOUSING OPPORTUNITIES ARE PURSUED | | | | | | | | | | | | | | |
| OBJ.1 | Develop at least 50 units of affordable housing at the Roger Williams site by 12/01 | 12/01 | 05/04 | | | X | | | | | | | | Formed partnership with Winn Development Co to develop 65-units of LIHTC units on site, which will be renamed Williams-Woods Place. LIHTC submittal to RI Housing. Staff has recommended approval. RI Housing board will determine in at their 02/04 meeting. Anticipate construction start in late summer or fall of '04. |
| OBJ.2 | Coordinate and seek through HUD any attractive foreclosure properties in the City of Providence (or elsewhere) | Ongoing | Ongoing | X | | | | | | | | | | PHA-with general partner Winn Development Co.- purchased Lockwood Plaza in September 2001 Looking into purchasing 26 units of Section 8 Mod-Rehab properties from RI Housing in Fox Point neighborhood. |
| GOAL15: CONDUCT COMPREHENSIVE STRATEGIC PLANNING OPERATIONS AND ESTABLISH AND MONITOR PHA GOALS AND OBJECTIVES | | | | | | | | | | | | | | |
| OBJ.1 | Develop a comprehensive strategic plan including analysis of the PHA's mandates, mission, internal and external environmental scanning, stakeholder analysis (including resident surveys and focus groups), strategic issue analysis and strategy development by 05/00. | 05/00 | Complete Fall 2000 | X | | | | | | | | | | Process will begin again this year. |
| OBJ.2 | Develop a Goals Management Plan and monitoring system for the implementation of strategies developed under the strategic plan by 4/00. | 04/00 | Complete Fall 2000 | X | | | | | | | | | | Process will begin again this year. |
| OBJ.3 | Produce a written goal management monitoring report semi-annually. (July, January) | Semi-Annually | Jan/July | | | | | | | X | | | | Previous report completed in Aug. 2003, Jan. 03 report presented to PHA Board in April. |
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| GOAL16: | ENSURE EFFECTIVE AND EFFICIENT OPERATIONS THROUGH PERFORMANCE MEASUREMENT ACTIVITIES | | | | | | | | | | | | | | |
| OBJ.1 | Develop a system of performance measures by 6/00 | 06/00 | 02/04 | | | X | | | | | | | | | Final draft of Performance Management Plan completed in December '03. Formatting currently underway (hard copy and on-line version) |
| OBJ.2 | Monitor Performance Measurements monthly and prepare a written report semiannually (March and September) | Semi-Annually | 07/01 | | | X | | | | | | | | | Newest PMS will have different reporting requirements for different performance measures. Some will be monthly, others quarterly and all annually. |
| GOAL17: | CONDUCT SURVEYS TO DETERMINE RESIDENT NEEDS AND MEASURE THE EFFECTIVENESS OF PHA OPERATIONS | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a needs assessment survey of family, elderly and elderly/disabled development heads of household and youth in the summers of 2001, 2003 and 2005. (Reports to be completed by December of each year). | 12/01,03,05 | 12/02 | | | X | | | | | | | | | Conducted for family developments summer 02. Elderly assessment conducted by Dept of Resident Services |
| OBJ.2 | Conduct a customer service survey of Section 8 residents and landlords in 2002 and 2004. (Reports to be completed by October of each year). | 11/02,04 | 11/02 | | | X | | | | | | | | | Surveys sent out in 2002, report produced. |
| OBJ.3 | Conduct a survey of scattered site residents and their neighbors in the summers of 2002 and 2004. (Reports to be completed by November of each year). | 11/02,04 | 11/02 | | | X | | | | | | | | | Sent needs assessment surveys in summer 2002 and customer service surveys in Feb. 03. |
| OBJ.4 | Develop a brief, annual resident survey instrument to measure the PHA's success in meeting outcome measures and implement annually starting in 01/01 | 01/01 | 01 /02 | X | | | | | | | | | | | PHA sent HUD survey in 2/03 to ALL PHA households, not just a sample. |
| GOAL18: | MEASURE THE EFFECTIVENESS OF PHA OPERATIONS THROUGH PROGRAM EVALUATIONS | | | | | | | | | | | | | | |
| OBJ.1 | Conduct an Evaluation of the PHA's Modernization Program by August 2001 | 08/01 | 8/02 | X | | | | | | | | | | | HUD conducts a review at least annually. Physical Needs Assessment document produced, will update semi-annually |
| OBJ.2 | Assist the Dept. of Community Services in developing a Comprehensive Program Evaluation Instrument by August 2002 | 08/02 | 8/02 | | | X | | | | | | | | | Developed BOTVIN Analysis. Reviewing FSS program. |
| OBJ.3 | Conduct one program evaluation concerning an aspect of the PHA's operations to be determined by the Executive Director each year, to be completed by December. | Annually | Annually | X | | | | | | | | | | | Accomplished this year through strategic plan and HUD plans |
| OBJ.4 | Monitor PHA overtime expenditures and prepare a report to the Executive Director annually by September. | Annually | 8/01 | X | | | | | | | | | | | Annual and five year reports in progress. |
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| GOAL19: | COMPLY WITH HUD REQUIREMENTS FOR HOUSING MANAGEMENT AND OTHER FUNCTIONS AND PREPARE A REPORT DETAILING OPTIONS AVAILABLE BY MAY 2001 | | | | | | | | | | | | | | | | | |
| OBJ.1 | Examine HUD policies concerning Housing Management and other functions and prepare a report detailing options available to the PHA by 05/01 | 05/01 | Ongoing | X | | | | | | | | | | | | | Pet Policy, done as needed, H-Man to address changes to community service rule (again). Will be in Annual Plan. | |
| OBJ.2 | Monitor changes in federal regulations governing public housing for possible policy choices. (Quarterly) | Quarterly | Ongoing | X | | | | | | | | | | | | | Conducted by Planner Policy Analyst as needed | |
| OBJ.3 | Prepare and monitor HUD Annual and Five Year Plans annually as required. (Annually) | Annually | Annually | X | | | | | | | | | | | | | Submitted to HUD in April and Approved in May, current report in progress. | |
| GOAL20: | ENSURE TIMELY REPORTING OF REPORTS DETAILING PHA OPERATIONS | | | | | | | | | | | | | | | | | |
| OBJ.1 | Compile and Format the PHA's Annual report by the end of September each year. | Annually | September | X | | | | | | | | | | | | | Completed 11/03 | |
| OBJ.2 | Update chart display in the PHA's conference room detailing key aspects of PHA operations by October 21 st annually. | Annually | October | X | | | | | | | | | | | | | Completed 10/03 | |
| OBJ.3 | Compile and print the PHA's Monthly Management Report four days prior to each monthly board of commissioners meeting. | Monthly | Ongoing | X | | | | | | | | | | | | | Completed each month and distributed, also in PHA library | |
| GOAL21: | CONDUCT RELEVANT PLANNING STUDIES TO ASSIST THE PHA IN MAXIMIZING RESOURCE UTILIZATION | | | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a space needs assessment for PHA administrative areas by 10/02. | 10/02 | 10/02 | X | | | | | | | | | | | | | Analysis completed. Determined new quarters needed to consolidate FM staff. New facility planned, finance secured and constructed. Move-in was late '03. New HPK community center currently under construction (est. completion 06/04). Second floor will house Resident Services. Long-range plan is to move PHA administrative offices and P/H and Section 8 selection offices to stand alone building within next three years. | |
| OBJ.2 | Conduct a housing design study by 09/01. | 09/01 | 09/02 | | X | | | | | | | | | | | | Started under employee who has since left the PHA, design for new housing conducted through Roger Williams Planning Activities | |
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| GOAL21: | CONDUCT RELEVANT PLANNING STUDIES TO ASSIST THE PHA IN MAXIMIZING RESOURCE UTILIZATION | | | | | | | | | | | | | | | |
| GOAL22: | IMPLEMENT EFFECTIVE RETENTION SYSTEM FOR PHYSICAL DOCUMENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Develop a database of existing records by department and determine proper date for disposal by 01/01 | 01/01 | 12/01 | | | X | | | | | | | Final draft was inadequate and needs. more work. Estimated completion before July '04. Will also need to revamp document room to make it more efficient. | | | |
| OBJ.2 | Track disposal dates and notify PHA departments of outdated materials on an annual basis each January | Annually | Annually | | | X | | | | | | | Conducted by Dept. Directors, FM documents recently removed. | | | |
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| MANAGEMENT INFORMATION SERVICES | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> | |
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| GOAL 1: | | ENSURE THAT ALL PHA COMPUTER HARDWARE IS UPDATED TO PROVIDE MAXIMUM UTILIZATION AND STAFF EFFICIENCY WITHIN BUDGETARY CONSTRAINTS | | | | | | | | | | | | | |
| OBJ.1 | Ensure that all PHA personal computers are Y2K compliant by 11/99 | 11/99 | | X | | | | | | | | | | All PC's tested Y2K Compliant with Norton 2000 utility software | |
| OBJ.2 | Upgrade selected personal computers by Jan. 2000 | 01/00 | | X | | | | | | | | | | Upgraded all hardware and software on selected PC's. | |
| OBJ.3 | Purchase additional computers to be used by Senior Staff and power users by 12/99 | 12/99 | | X | | | | | | | | | | Purchased and installed new Dell PC's for senior staff. | |
| OBJ.4 | Purchase new printers to replace existing printers at Development offices. Also, add printers to Foreman offices and the MIS office by July 2000 | 07/01 | 9/01 | X | | | | | | | | | | Purchased HP4100N printers for Forman Offices, will move existing printers to Mgmt. Offices. | |
| OBJ.5 | Upgrade the server located at Facilities Mgmt. And move it to the MIS Office by June 2000 | 06/00 | | X | | | | | | | | | | Server is now being used as a CD server for the network in the MIS Office. | |
| OBJ.6 | Order additional PCs to replace older PC's at the Administrative Office by August 2000 | 08/00 | | X | | | | | | | | | | Installed new PC's at administrative offices with Windows 2000 and relative licensed software | |
| OBJ.7 | Purchase 17" monitors to replace older 15" monitors by March 2000 | 03/00 | | X | | | | | | | | | | Purchased and replaced all 15" monitors with 17" ones. | |
| OBJ.8 | Upgrade PC's located at the Developments and Foremen Offices by 11/00 | 11/00 | | X | | | | | | | | | | Replaced Development PC's and Distributed upgraded PC's to foremen. | |
| OBJ.9 | Purchase LAN station for MIS office by September 2000 | 09/00 | | | | | | | | | | X | | No longer needed with the purchase of the rack servers. | |
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| GOAL 2: | ENSURE THAT ALL PHA COMPUTER SOFTWARE IS REPLACED AND/OR UPGRADED TO ENSURE MAXIMUM EFFICIENCY WITHIN ACCEPTABLE BUDGETARY CONSTRAINTS | | | | | | | | | | | | | | |
| OBJ.1 | Review all PHA software to ensure licensing is correct by 06/00 | 06/00 | | X | | | | | | | | | | | Reviewed software used at the workstations meet with Exec. Dir. and purchased licenses accordingly. |
| OBJ.2 | Purchase and Install Office 2000 site and Windows 2000 in all workstations by 04/00 | 04/00 | | X | | | | | | | | | | | Each PC has the correct software installed so that licensing is correct. |
| OBJ.3 | Obtain Cost to upgrade software on the "Server" in the MIS Office from Windows NT 4.0 to Server 2000 by May 2000 | 05/00 | | X | | | | | | | | | | | Software on the Server has been upgraded to Windows 2000, along with all the PC's |
| GOAL3: | INCREASE AND/OR UPDATE THE FUNCTIONS OF THE EXISTING NETWORK | | | | | | | | | | | | | | |
| OBJ.1 | Upgrade hardware on the server located in the MIS office and set up a service contract by Aug. 2000 | 08/00 | | X | | | | | | | | | | | Purchased new Compaq servers. Service contract setup with Compaq. |
| OBJ.2 | Install COX Cable Internet Access by 11/99 | 11/99 | | X | | | | | | | | | | | Installed and set up users for COX internet service. |
| OBJ.3 | Work with Advanced Telesystems Inc. to increase the current 56K frame relay data speeds at all family sites and Academy Ave to Point-to-Point T1's by 04/00 | 04/00 | | X | | | | | | | | | | | All Family Development and Academy Ave data lines are upgraded to Point-to-Point T1's. |
| OBJ.4 | Setup the server so select users have access to the network from home by 11/99 | 11/99 | | X | | | | | | | | | | | Complete, however dialup connection will be very slow for the users. |
| OBJ.5 | Configure the server so users have the ability to fax to/from their PC's by 08/00 | 08/00 | | X | | | | | | | | | | | Has been completed only a select group of users are currently setup with this service so it can be tested. |
| OBJ.6 | Research software on Server for tighter restrictions on Internet Access by 04/00 | 04/00 | | X | | | | | | | | | | | Set up and configured a FAX server using WinFAX. |
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| GOAL 3: INCREASE AND/OR UPDATE THE FUNCTIONS OF THE EXISTING NETWORK | | | | | | | | | | | | | | |
| OBJ.7 | Purchase U.P.S. (Utility Power Supply) for routers at remote sites by 04/00 | 04/00 | | X | | | | | | | | | | U.P.S. have been installed at all remote sites in case of power outages/surges. |
| OBJ.8 | Research adding switches to the network to increase speed by 07/00 | 07/00 | | X | | | | | | | | | | Has been completed, Cisco switches have been installed with the new Compaq server equipment. |
| OBJ.9 | Update Network Configuration Database by 7/00 | 07/00 | | X | | | | | | | | | | The network configuration database is updated as new equipment arrives; this is also done via the network. |
| OBJ.10 | Purchase data/media safe by 05/00 | 05/00 | | X | | | | | | | | | | Media safe has been purchased. |
| OBJ.11 | Reconfigure the PC's at the labs for COX Communications Internet Access by August 2000 | 08/00 | | X | | | | | | | | | | Has been completed, all labs now have Internet Access. |
| OBJ.12 | Move services from Academy Ave. server to the upgraded server in the MIS office by 8/00 | 08/00 | | X | | | | | | | | | | Unable to run software over the LAN, server was moved back to Academy Ave., and an expanded storage unit has been installed with larger hard drives. |
| OBJ.13 | Test Data Lines for Speed and Connectivity Problems by December 2000 | 12/00 | | X | | | | | | | | | | Data lines successfully tested. |
| GOAL 4: SUBMIT AND/OR PRODUCE REQUIRED COMPUTER-PRODUCED REPORTS IN A TIMELY MANNER | | | | | | | | | | | | | | |
| OBJ.1 | Submit M.T.C.S. (resident socioeconomic data) forms to HUD for both Rental Housing and Public Housing to be completed monthly | Monthly | Ongoing | | | | | | | | | X | | No longer a MIS Goal, submitted monthly by Rental Housing and Housing Management Directors |
| OBJ.2 | Submit 1099 forms to individuals and/or firms, as well as IRS annually | Annually | Ongoing | | | | | | | | | X | | No longer MIS Goal, beginning 2001 Finance will be submitting these files. |
| OBJ.3 | Submit electronically transferred data to RI Department of Health monthly to cross-reference Section 8 addresses to the list of child elevated blood levels by 6/00 | Monthly | Ongoing | | | | | | | X | | | | Completed monthly, data downloaded from the AS/400 and sent to the RIDOH via the Internet. |
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| GOAL 5: | | | | CREATE A SYSTEM/PROCEDURES WHERE STAFF CAN SWIFTLY RECEIVE COMPUTER-RELATED ASSISTANCE | | | | | | | | | | | | |
| OBJ.1 | Set up a PHA Helpdesk system to track troubleshooting calls by 4/00 | 04/00 | Ongoing | | | | | | | | X | | | | | Using the Track-It software package, calls recorded by all MIS staff members |
| GOAL 6: | | | | CONDUCT RESEARCH AND RECOMMEND COMPUTER-BASED PRODUCTS THAT WILL ASSIST PHA STAFF IN COMPLETING THEIR DUTIES/RESPONSIBILITIES MORE EFFICIENTLY | | | | | | | | | | | | |
| OBJ.1 | Conduct product research and testing to determine the most practical, handheld Inspection Units for use by the Facilities Management and Rental Housing Departments to conduct HQS inspections by 09/00 | 09/00 | | X | | | | | | | | | | | | Casio E-125 Handheld Inspection units are being used recommended by Data Processing Solutions. |
| OBJ.2 | Setup an AS/400 Print Server by 08/00 | 08/00 | | | | | | | | | | | X | | | Printing problems resolved Print Server no longer needed. |
| OBJ.3 | With the assistance of MST or DPS, setup Direct Deposit for Rental Housing Landlords and Account Payable Vendors by 01/01 | 01/01 | 2/04 | | | X | | | | | | | | | | Rental Housing is scheduled to begin direct deposit February 1 st . No start date scheduled for Accounts Payable. |
| OBJ.4 | Research cost effectiveness and feasibility to setup Document Scanning on the AS/400 by 04/01 | 04/01 | 6/04 | | | | | | | | X | | | | | Document Scanning in place, Housing Mgmt to begin February 2004 |
| OBJ.5 | Research and determine cost of installing a barcode system for the Inventory module by 07/01. | 07/00 | 07/01 | X | | | | | | | | | | | | Facilities Mgmt Associate Director of Administration has gathered information regarding this project. Barcode System should be installed by 1/2. |
| GOAL 6: | | | | CONDUCT RESEARCH AND RECOMMEND COMPUTER-BASED PRODUCTS THAT WILL ASSIST PHA STAFF IN COMPLETING THEIR DUTIES/RESPONSIBILITIES MORE EFFICIENTLY (CONTINUED) | | | | | | | | | | | | |
| OBJ.6 | Research the cost of and the practicability of self-sealing Rent Mailers by Jan. 2001 | 01/01 | 12/01 | X | | | | | | | | | | | | Rent Statements have been developed and will begin using the new statements with the February mailers. |
| OBJ.7 | Create the ability to electronically submit W2s and 1099's by Jan. 2002 | 01/01 | 2/02 | X | | | | | | | | | | | | Staff in the Finance department was successful in submitting this years tax information electronically via the Internet. |
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| GOAL 7: ENSURE THAT EACH STAFF MEMBER IS SUFFICIENTLY KNOWLEDGEABLE ABOUT PHA COMPUTER EQUIPMENT AND SOFTWARE APPLICATIONS | | | | | | | | | | | | | | |
| Obj.1 | Determine need and establish annual training review with Data Processing Solutions (DPS) by September 2000 | 09/00 | Ongoing | | | | | | | X | | | | Will conduct survey of training needs and based on that setup a training session with DPS. Will be annually in the fall. |
| Obj.2 | Have the MIS staff trained regularly on new software by October 2000 | 10/00 | Ongoing | | | | | | | X | | | | Always researching additional software that is available that will benefit the staff of the PHA. |
| Obj.3 | Create a course of instruction and conduct computer training for Facilities Management foreman by 03/00 | 03/00 | | X | | | | | | | | | | Setup and conducted hands-on training for Foremen. Upon completion demonstrated knowledge of Windows Operating Systems. |
| Obj.4 | Conduct specific group computer training as determined by training needs assessment survey and PHA Training Plan and Helpdesk system by Nov. 2000 | 11/00 | Ongoing | | | | | | | X | | | | Ongoing, trainings sessions are conducted as requested/needed by the users and/or their superiors. |
| Obj.5 | Upgrade the training room computer-based training (CBT's) computers with current software to be completed quarterly | Quarterly | Ongoing | | | | | | | X | | | | CBT software upgraded following new Microsoft installations |
| Obj.6 | Create a computer literacy "test-out" test to certify that staff can meet the minimum requirements | Ongoing | Ongoing | X | | | | | | | | | | CBT test waiver created for users who request to demonstrate knowledge of the required applications without training attendance. |
| Page Totals | | | | 2 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 |

| MANAGEMENT INFORMATION SERVICES | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolate | Resolved | <u>Comments</u> (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
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| GOAL 8: | ENSURE THAT ALL PHA COMPUTER APPLICATIONS REMAIN VIRUS-FREE | | | | | | | | | | | | | | | | |
| Obj.1 | Update virus software on all PHA PC's to be completed monthly or as needed | Monthly | Ongoing | | | | | | | | X | | | | | Virus Definitions are updated on workstations on a monthly basis or as necessary. | |
| GOAL 9: | ENSURE WORK SPACE IS CONDUCIVE TO COMPUTER OPERATIONS | | | | | | | | | | | | | | | | |
| Obj.1 | Redesign MIS office by 11/00 | 11/00 | | X | | | | | | | | | | | | Completed and the S/36 has been removed. | |
| Page Totals | | | | | | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | |
| Section Totals | | | | | | 31 | 0 | 1 | 0 | 0 | 0 | 8 | 0 | 0 | 4 | 0 | |

| SECURITY | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| GOAL 1: ASSESS MANPOWER REQUIREMENTS FOR THE PHU/PHA SECURITY FORCE | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct manpower assessment review by 07/01/00 | 07/00 | 07/00 | X | | | | | | | | | | | Assessment made and schedule adjusted to meet the need. Periodic assessments and adjustments are made as needed. Assignment of police personnel replacements is dependant on PPD Administration. |
| OBJ.2 | Review and determine the feasibility of having the PPD increase the number of patrolmen assigned to the Public Housing Unit by 12/00 | 12/00 | 6/03 | X | | | | | | | | | | | Under new PPD redistricting plan 2 officers have been added to the PHU with another to be assigned. Total of 8 PHU officers now in the unit |
| OBJ.3 | Seek additional funding to increase (3 hours) the daily tour of PHU officers | 07/01 | 11/02 | | | X | | | | | | | | | Weed & Seed funding for additional coverage for MHT obtained 11/02 |
| OBJ.4 | Seek additional funding to extend the hours (2 additional hours) of PHA Security Officers (high-rise) | 06/00 | | | | X | | | | | | | | | Hours of security have been extended in identified problem high-rises. In addition 4 security monitors have been hired to monitor a new security system 24 hours per day 7 days per week. |
| OBJ.5 | Increase the number of foot patrols at both family and elderly/disabled developments by 05/00 | 05/00 | | X | | | | | | | | | | | Problem developments/high-rises identified and foot posts scheduled. Modified as situations change |
| GOAL 2: ADDRESS CRIME IN PUBLIC HOUSING | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct criminal background checks of all prospective PHA applicants daily for Resident Selection Office | Ongoing | Ongoing | | | | | | | | X | | | | Current daily practice. In addition effective 6/01 during preliminary check any applicant with an FBI record must be fingerprinted by the PHU and the prints submitted to the FBI for review. After review the applicants' criminal record, if any found, will be forwarded to the PHA. |
| Page Totals | | | | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | |

| SECURITY | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | <u>Comments</u> <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| Completed | Not Yet Begun | In Progress | Not Yet Begun | | | In Progress | Barrier | Ongoing | Ongoing | Barrier | | | | | | |
| GOAL 2: ADDRESS CRIME IN PUBLIC HOUSING | | | | | | | | | | | | | | | | |
| OBJ.2 | Identify type and location of crime in the elderly/disabled developments annually commencing 07/00 | 07/00 | | X | | | | | | | | | | | | Types of crimes and locations identified and information contained in FY-2000 Annual Security Report and future FY Reports. Periodic database searches conducted by the PHU to identify problem locations and the specific types of problems that need to be addressed. |
| OBJ.3 | Identify type and location of crimes involving youths in the development by 07/01/00 | 07/00 | | X | | | | | | | | | | | | Crimes committed by juveniles identified and information contained in FY-2000 Annual Security Report. Information will also be contained in all future FY Reports. Also separate report on Juvenile Crime completed and submitted to Executive Director. |
| OBJ.4 | Identify type and location of crime in the family developments annually commencing 07/00 | 07/00 | | X | | | | | | | | | | | | Types of crimes and locations identified and information contained in FY-2000 Annual Security Report and all future FY Reports. In addition periodic database searches conducted to determine problem locations and the specific types of problems to be addressed. |
| Page Totals | | | | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |

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

| SECURITY | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> | |
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| | | | | | | | | | | | | | | | | | |
| GOAL 4: | PROVIDE INFORMATION ABOUT CRIMINAL ACTIVITY TO KEY DECISION MAKERS | | | | | | | | | | | | | | | | |
| OBJ.4 | Review and determine the best method for Housing Management and Facilities Management personnel to provide information about crime-related activities to the PHU by 07/00 | 07/00 | | X | | | | | | | | | | | | Weekly PHU activity report delivered to HM and FM and E-Mail complaints forwarded to PHU. This is a PHU/Security Standard Operating Procedure. | |
| OBJ.5 | E-mail arrests at PHA developments to site managers daily by 05/00 | 05/00 | | | | | | | | | X | | | | | Current practice and a PHU/Security Standard Operating Procedure. | |
| GOAL 5: | CONDUCT OR COMMISSION TIMELY REPORTS/STUDIES TO ASSIST IN ASSESSING CRIME AND PERFORMANCE | | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct security/victimization survey of residents in relation to security issues annually by 11/00 | 11/00 | | X | | | | | | | | | | | | Information gathered and contained in the 2000 Strategic Plan | |
| OBJ.2 | Produce a weekly police/security activity report effective immediately | Weekly | Ongoing | | | | | | | | X | | | | | Current practice and PHU/Security Standard Operating Procedure. | |
| OBJ.3 | Produce a monthly police/security activity report effective immediately | Monthly | Ongoing | | | | | | | | X | | | | | Current practice and PHU/Security Standard Operating Procedure. | |
| OBJ.4 | Produce an annual Security Operations Report (both calendar and fiscal years) effective immediately | Annually | | X | | | | | | | | | | | | Annual Security Report FY-2003 completed and Annual Security Report Calendar Year 2003 completed | |
| OBJ.5 | Seek HUD technical assistance funds to contract with a professional security analyst to a security assessment of all developments by 09/01 | 09/01 | | | | X | | | | | | | | | | Chad/Ad/Sun completed Other sites will be undertaken by in-house staff. | |
| Page Totals | | | | 3 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | | | |

| SECURITY | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| GOAL 5: | CONDUCT OR COMMISSION TIMELY REPORTS/STUDIES TO ASSIST IN ASSESSING CRIME AND PERFORMANCE | | | | | | | | | | | | | |
| Obj.6 | Conduct an annual Equipment Needs Assessment annually | Annually | | X | | | | | | | | | | Assessment made for office equipment and submitted to the Executive Director for review. |
| Obj.7 | Conduct a Vehicle Needs Assessment annually | Annually | | X | | | | | | | | | | A Ford Explorer PHU vehicle has been ordered and was delivered 7/01. |
| Obj.8 | Conduct a security analysis including crime prevention through environmental design by 2002 | 03/02 | | | X | | | | | | | | | DETAP Consultants conducted assessment at Chad/Ad/Sun in 2001 |
| Obj.9 | Identify Primary and Repeat Offenders by 07/00 | 07/00 | Ongoing | X | | | | | | | | | | Current practice utilizing PHU Arrest Database information |
| Obj.10 | Identify and map crime locations in PHA family developments by 07/00 | 07/00 | | X | | | | | | | | | | Information gathered and maps contained in the Security Plan |
| GOAL 6: | IMPROVE COMMUNITY RELATIONS | | | | | | | | | | | | | |
| Obj.1 | Sponsor Hot Dog Roast at all family developments annually beginning June 2000 | Annually | | X | | | | | | | | | | Scheduled events for 00, 01 & 02 held at all fam. devs. 2003 events scheduled for July 03 were held. |
| Obj.2 | Sponsor Turkey baskets for residents annually | Annually | | X | | | | | | | | | | Total of 50 distributed 2003 |
| Obj.3 | Sponsor a Toy Drive for the children of the developments annually | Annually | | X | | | | | | | | | | 200 toys distributed 2003 |
| Obj.4 | Sponsor a law enforcement careers workshop for PHA residents by 06/01 | 06/01 | 4/03 | | | X | | | | | | | | Career Day held 4/03. Youths assigned to PHU for the day for job shadowing. 7/03 PPD and PHU presentation for youth in MHT held. |
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| SECURITY | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
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| GOAL 7: | INFORM RESIDENTS AND STAFF ON CRIME PREVENTION | | | | | | | | | | | | | | |
| OBJ.1 | Conduct two crime prevention workshops annually for site staff by 07/00 | 07/00 | 10/02 | | | X | | | | | | | | | 9/02 Child Abduction Prevention training given to Community center Staff |
| OBJ.2 | Conduct one crime prevention workshop for administrative staff annually beginning 11/00 | 11/00 | 4/03 | | | X | | | | | | | | | The Personal Safety and Security Manual for the PHA Employee is being updated and revised. A Powerpoint Training Presentation is in the process of being produced |
| OBJ.3 | Conduct at least one crime prevention workshop annually at each high-rise development with PHA security personnel | Annually | See Comment Section | | X | | | | | | | | | | The RI DEA is planning to formalize the training required for all high-rise security officers. The PHA is taking the lead in this project and a revised manual and security training program will result. A crime prevention workshop could then be developed from this and be used universally across the state. |
| Page Totals | | | | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| SECURITY | | | | Original Completion Date | | Current Estimated Completion Date | | Time Bound | | | | | | Ongoing | | | | Comments | | |
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| | | | | | | | | | | | | | | | | | | <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> | | |
| GOAL 7: | INFORM RESIDENTS AND STAFF ON CRIME PREVENTION | | | | | | | | | | | | | | | | | | | |
| OBJ.4 | Conduct two crime prevention workshops annually at each high-rise development with third-party Law Enforcement Agencies | Annually | Ongoing | X | | | | | | | | | | | | | Officer Sarrisin of the Police Commissioners Office has visited all PHA high-rises and conducted a crime prevention information sessions in 2000-2001 and 2002. | | | |
| OBJ.5 | Research, develop and produce a security brochure for distribution to all PHA residents by 07/01 | 07/01 | | X | | | | | | | | | | | | | Information circulated through PHA Resident Newsletters both for High-Rises and Family Developments. These include alerts on the most common crimes occurring in the developments. | | | |
| OBJ.6 | Conduct a crime prevention presentation at each Preparation for Community Living class for prospective residents | As classes occur | Ongoing | | | | | | | | X | | | | | | Current practice and PHU Standard Operating Procedure | | | |
| OBJ.7 | Write a security-related article for the PHA resident newsletter at least twice a year | Semi-Annually | | | | | | | | | X | | | | | | Current practice (monthly) | | | |
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| Section Totals | | | | 20 | 1 | 7 | 0 | 0 | 0 | 11 | 0 | 0 | 0 | 0 | | | | | | |

| LEGAL SERVICES | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | <u>Comments</u> (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 1: | ESTABLISH AND MAINTAIN SYSTEM FOR PROCUREMENT OF LEGAL SERVICES IN COMPLIANCE OF APPLICABLE LAW | | | | | | | | | | | | | | | |
| OBJ.1 | Select Competent Providers of legal services in open, fair, and competitive manner biannually | Bi-Annually | Ongoing | | | | | | | X | | | | | Solicited RFPs; awarded new two year contracts to legal service providers effective 1/1/04 for Civil/Litigation, Employment/ Labor and Landlord/Tenant matters. | |
| OBJ.2 | Create case management strategies for outstanding matters. | Monthly | Ongoing | | | | | | | X | | | | | Assured compliance with court rules and procedures and reported changes in status and dismissal of inactive case. | |
| GOAL 2: | ADMINISTER GRIEVANCE SYSTEM FOR FAIRLY RESOLVING CLAIMS AND DISPUTES BY TENANTS AND APPLICANTS. | | | | | | | | | | | | | | | |
| OBJ.1 | Afford applicants and tenants due process of all claims and disputes with the PHA not in violation of PHA policy. (as needed) | Monthly | Ongoing | | | | | | | X | | | | | Facilitated 12; 2 matters continued to allow Grievant additional time; 11 decided in favor of PHA. | |
| GOAL 3: | ENSURE PHA POLICIES AND PRACTICES COMPLY WITH CURRENT LEGAL REQUIREMENTS AND APPLICABLE LAW | | | | | | | | | | | | | | | |
| OBJ.1 | Assure contract compliance and avoid or minimize contract disputes | Ongoing | Ongoing | | | | | | | X | | | | | Reviewed and/or drafted various service contracts and provided advice and assistance to staff. | |
| OBJ.2 | Promote continuing legal education and training | Ongoing | Ongoing | | | | | | | X | | | | | Attended Bar Association Annual Conference and continued to review publications and recent court decisions. | |
| OBJ.3 | Assure policies and procedures comply with Federal, State, and local laws and regulations | Ongoing | Ongoing | | | | | | | X | | | | | Continue to review Bar Association publications and recent court decisions via Casemaker Service. | |
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| Section Totals | | | | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | | |

| FINANCE & ACCOUNTING | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| GOAL 1: IMPLEMENT GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) | | | | | | | | | | | | | | |
| OBJ.1 | Research and gather information pertaining to GAAP by October 2000 | 10/00 | 01/01 | X | | | | | | | | | | Documentation compiled |
| OBJ.2 | Convert general ledger to conform to GAAP reporting by September 2000 | 09/00 | 01/02 | X | | | | | | | | | | Software modified, chart of accounts restructured. All reports now GAAP compliant. |
| OBJ.3 | Implement supplies inventory system in accordance with GAAP by July 2000 | 07/00 | 01/02 | X | | | | | | | | | | Inventory conversion completed, system now operative. |
| GOAL 2: MAXIMIZE CASH RESERVE | | | | | | | | | | | | | | |
| OBJ.1 | Minimize collection period for monthly rents (ongoing) | Monthly | Ongoing | | | | | | | X | | | | |
| OBJ.2 | Maximize alternative sources of fee and rental income on an ongoing basis | Ongoing | Ongoing | | | | | | | X | | | | |
| OBJ.3 | Review and monitor expenditures on an ongoing basis | Ongoing | Ongoing | | | | | | | X | | | | |
| OBJ.4 | Utilize Section 8 funding on a more efficient basis | Ongoing | Ongoing | | | | | | | X | | | | |
| GOAL 3: ESTABLISH AND MONITOR A STRATEGIC PLAN FOR THE DEPARTMENT | | | | | | | | | | | | | | |
| OBJ.1 | Establish a departmental strategic plan by May 2000 | 05/00 | 09/02 | | | | | | | | | | X | Designated obsolete by the Executive Director because it's covered under the agency-wide strategic planning process. |
| OBJ.2 | Update and Revise goals and objectives on an ongoing basis. | Ongoing | Ongoing | | | | | | | X | | | | |
| GOAL 4: INCREASE EXPERTISE AND EFFICIENCY ON AS400 SYSTEM. | | | | | | | | | | | | | | |
| OBJ.1 | Determine responsibilities between departments concerning information input and updates by September 2000 | 09/00 | Ongoing | | | | | | | X | | | | Meet with departments to review inter-department responsibilities with various software modules. |
| OBJ.2 | Establish backup personnel for AS400 financial functions by September 2000 | 09/00 | 01/01 | X | | | | | | | | | | Staff cross trained |
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| FINANCE & ACCOUNTING | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 5: IMPROVE ACCOUNTING PROCEDURES FOR FIXED ASSETS | | | | | | | | | | | | | | |
| OBJ.1 | Develop and Establish fixed asset reporting on new AS400 system by Dec. 2000 | 12/00 | 04/02 | X | | | | | | | | | | Final report received from consultant. Procedures manual completed, system operational. |
| OBJ.2 | Revise physical inventory procedures for developments by September 2000 | 09/00 | 04/02 | X | | | | | | | | | | Completed, employees trained, system operational |
| OBJ.3 | Develop on-going plan for equipment and furniture tracking by June 2000 | 06/00 | 04/02 | X | | | | | | | | | | Completed, employees trained, system operational. |
| GOAL 6: MERGE CERTIFICATE AND VOUCHER PROGRAMS INTO ONE VOUCHER PROGRAM | | | | | | | | | | | | | | |
| OBJ.1 | Revise HUD financial reports to reflect the gradual merger of certificate and voucher programs by September 2001 | 09/01 | 09/01 | X | | | | | | | | | | G/L merged successfully. All Sec.8 transactions running thru voucher program. However HUD still requires separate report of 50 units under the old certificate program. These will expire in 2003. |
| OBJ.2 | Transfer expiring certificate holders into voucher program on an incremental basis until September 2001 | 09/01 | 09/01 | X | | | | | | | | | | Completed on 7/01/01 two months ahead of schedule |
| GOAL 7: IMPROVE AND STREAMLINE PORTABILITY BILLING AND PAYMENT SYSTEM | | | | | | | | | | | | | | |
| OBJ.1 | Convert portability billing to AS400 system by December 2000 | 12/00 | 06/02 | X | | | | | | | | | | Goal unattainable due to software restrictions. Excel spreadsheet developed in-lieu of AS400 billing. |
| OBJ.2 | Convert portability payments to AS400 system by December 2000 | 12/00 | 09/01 | X | | | | | | | | | | Completed June 2001, checks processed utilizing DP Solutions software. Also completed ahead of revised completion date. |
| OBJ.3 | Apply increased administrative fee rate to portability billings by August 2000 | 08/00 | 01/01 | X | | | | | | | | | | July 2000 billing rate increased to \$42.50 for all recipients |
| OBJ.4 | Improve monitoring system for past due portability receivables (ongoing) | Ongoing | Ongoing | | | | | | | X | | | | |
| Page Totals | | | | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

| FINANCE & ACCOUNTING | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 8: IMPROVE AND STREAMLINE THE PURCHASING SYSTEM AND PROCEDURES | | | | | | | | | | | | | | |
| OBJ.1 | Develop Blanket Purchase Order for Plumbing supplies by August 2000 | 08/00 | 04/01 | X | | | | | | | | | | List developed, vendor selected |
| OBJ.2 | Develop Blanket Purchase Order for Electrical Supplies by October 2000 | 10/00 | 09/01 | X | | | | | | | | | | List developed, vendor selected |
| OBJ.3 | Develop Blanket Purchase Order for Carpentry Supplies by December 2000 | 12/00 | 05/04 | | | | | X | | | | | | Annual contract for fabrication of counter tops issued 1/6/03. A list of frequently used carpentry items: lumber, doors, fasteners, etc. developed. Lead Carpenters will review list for accuracy in specs and suggestions for additions / deletions. Request for bid to be issued in 4/04. |
| OBJ.4 | Develop Blanket Purchase Order for heating supplies by February 2001 | 02/01 | 08/03 | X | | | | | | | | | | List developed, vendor selected |
| OBJ.5 | Streamline procurement and distribution of Office Supplies by May 2001 | 05/01 | 07/01 | X | | | | | | | | | | Blanket purchase order issued to WB Mason. Ordering forms located on S drive Procedure submitted to all employees. |
| OBJ.6 | Develop Access Database for Blanket Purchase Orders & Contracts by 1/01 | 01/01 | 07/01 | X | | | | | | | | | | Database complete and online |
| GOAL 9: IMPROVE THE VENDOR PAYMENT PROCESS | | | | | | | | | | | | | | |
| OBJ.1 | Research the possibilities of direct deposit payments to vendors by September 2001 | 09/01 | 09/02 | | | X | | | | | | | | Reviewing whether cost effective to modify software for less than 100% participation (estimated cost \$15,000). Two-year time frame to recover cost if vendor and landlord participation less than 100%. Savings in manpower and postage will more than offset direct deposit charges by bank. |
| OBJ.2 | Improve the filing system for vender invoices and payments by November 2001 | 11/01 | 07/03 | | | X | | | | | | | | In the process of implementing "paperless office filing system". Testing began 3/03 full implementation will occur 7/03. |
| Page Totals | | | | 5 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | |
| Section Totals | | | | 17 | 0 | 2 | 0 | 1 | 0 | 7 | 0 | 0 | 1 | 0 |

| HOUSING MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 1: DETERMINE THE FEASIBILITY OF MAINTAINING AN "OPEN" WAITING LIST | | | | | | | | | | | | | | |
| OBJ.1 | Examine and determine the mechanics and feasibility of keeping the waiting list constantly open through a pre-application process by 06/00. | 06/00 | 08/00 | X | | | | | | | | | | We currently have a steady flow of pre-applications. The Pre-application waiting list opened October 18, 2000. As of 12/31/03 there are 3908 families on the pre-application waiting list |
| GOAL 2: ENSURE THAT ALL APPLICANTS TO PUBLIC HOUSING ARE PROPERLY SCREENED FOR QUALIFICATIONS AND ACCEPTABILITY | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a criminal background check on all applicants to public housing prior to office appointment | Ongoing | Ongoing | | | | | | | X | | | | BCI checks are done on every applicant 18 years of age and older as the first step in the screening process. They are updated yearly for those applicants that remain on the list over one year. As of 12/31/03, over 803 BCI checks were conducted. |
| OBJ.2 | Conduct a "home visit" of each prospective resident to family public housing | Ongoing | Ongoing | | | | | | | X | | | | Home visits are conducted within six months of being offered a unit for every applicant applying for family housing. 213 home visits were conducted as of 12/31/03. |
| OBJ.3 | Examine the feasibility and/or need of conducting home visits for prospective residents of Elderly/disabled and elderly-only housing developments by September 2000 | 09/00 | 12/01 | X | | | | | | | | | | Data collected, compiled and sent to Director of Housing Management and Executive Director in January 02. It is recommended not to begin mandatory home visits inspections for Elderly/disabled applicants. |
| OBJ.4 | Conduct at least two landlord references for every prospective resident to public housing | Ongoing | Ongoing | | | | | | | X | | | | Landlord references are sent to all past and current landlords within a five-year time frame. As of 12/31/03, 31 applicants were denied due to poor rental references. |
| Page Totals | | | | 2 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |

| HOUSING MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| GOAL 3: ENSURE THAT EACH APPLICANT THAT IS DENIED ADMISSION TO PUBLIC HOUSING FOR CAUSE HAS AN OPPORTUNITY TO APPEAL THE DECISION | | | | | | | | | | | | | | |
| OBJ.1 | Conduct "informal" conferences for applicants that are denied admission within 30 days of request for a hearing | Ongoing | Ongoing | | | | | | | X | | | | Informal conferences are held monthly. 65 informal conferences were held during the past 6 months. 5 of these were over turned in the applicant's favor. |
| OBJ.2 | Conduct a "formal" hearing for each applicant denied admission after the informal conference within 30 days of denial | Ongoing | Ongoing | | | | | | | X | | | | The grievance secretary schedules formal grievances hearings. 6 hearings were held as of 12/31/03. |
| OBJ.3 | Attend and present reasons for denying applicants admission at each formal hearing | Ongoing | Ongoing | | | | | | | X | | | | Evidence and supporting documents for denial are compiled and presented at each hearing. 5 of the 6 grievance hearings were upheld in the PHA's favor. |
| OBJ.4 | Create a database of persons denied admission due to non-economic reasons by July 2000 | 07/00 | 07/00 | X | | | | | | | | | | We currently track denials monthly by reason. |
| GOAL 4: PROVIDE IMPROVED CUSTOMER SERVICE BY MAINTAINING NON-TRADITIONAL HOURS FOR THE RESIDENT SELECTION OFFICE | | | | | | | | | | | | | | |
| OBJ.1 | Research and determine if non-traditional hours should be scheduled to better serve the families on the public housing waiting list by June 2000 | 06/00 | 08/00 | X | | | | | | | | | | We began offering non-traditional hours in May 2000. Currently Resident Selection is open two nights per month. 262 applicants were offered night appointments during the past 6 months. 48% kept their appointment. There continues to be no unscheduled activity during these extended hours. |
| OBJ.2 | Conduct an outreach campaign to inform applicants of appointments during non-traditional hours. | 05/00 | 05/00 | X | | | | | | | | | | Appointments are offered to applicants to accommodate their schedules. Flyers are posted in the lobby. |
| Page Totals | | | | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |

| HOUSING MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 5: MAINTAIN HUD BUDGET-APPROVED OCCUPANCY LEVELS | | | | | | | | | | | | | | |
| Obj.1 | Maintain an adjusted occupancy level of at least 97% each month | Ongoing | Ongoing | | | | | | | X | | | | Housing Management's average occupancy level for the past 6 months is 97.7% occupied after adjustments. An increase of .1% over the last reporting period. |
| Obj.2 | Maintain a two-to-one applicant folder-to-unit ratio for each vacancy at each development by July 2000 | Ongoing | Ongoing | | | | | | | X | | | | We continue to work on increasing the folder to vacant unit ratio. On site management color codes vacancies by need to ensure that every available unit has a ready to lease folder. |
| Obj.3 | Review and evaluate the impact of the PHA's Transfer Policy on turnover rates by December 2000 | 12/00 | 6/01 | X | | | | | | | | | | Executive Director has reviewed the transfer policy. Recently he requested we slow our transfer rate. |
| GOAL 6: MARKET PHA PROPERTIES TO THE ELIGIBLE PUBLIC | | | | | | | | | | | | | | |
| Obj.1 | Review and update the Marketing Plan semi-annually (April/October) | Semi-Annually | Jan./Jul. | | | | | | | X | | | | The plan was reviewed in July. Promotional brochures, advertisements and events are updated in Jan./Jul. |
| Obj.2 | Attend third-party functions to market PHA properties at least once per quarter. | Quarterly | Ongoing | | | | | | | X | | | | In September, we participated in <i>Mayor's Day in the Park</i> and plan to attend the Senior Expo in the spring. |
| Obj.3 | Update marketing contact list semi-annually (January/July) | Semi-Annually | Jan./Jul. | | | | | | | X | | | | This item is completed and on schedule. |
| Obj.4 | Prepare and distribute a promotional brochure at least once per year and distribute according to the Marketing Plan | Annually | 7/02 | X | | | | | | | | | | In October 2003, we mailed informational/promotional packets to local social service providers. |
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| HOUSING MANAGEMENT | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 7: | ACHIEVE ESTABLISHED COLLECTION OBJECTIVES FOR ALL RESIDENT CHARGES | | | | | | | | | | | | | | | |
| OBJ.1 | Collect at least 92% of resident charged rent each month at each family developments | Monthly | Ongoing | | | | | | | | X | | | | | During the past 6 months an average of 92.7% collections has been achieved in our family developments This is a decrease of 2.9 % under the previous 6 months. |
| OBJ.2 | Collect at least 94% of resident charged rent each month at each elderly/disabled and development | Monthly | Ongoing | | | | | | | | X | | | | | In our elderly developments over the past 6 months an average of 96.1% collections has been achieved. This is .4% below the previous 6 months collection rate. |
| OBJ.3 | Achieve an overall resident-charged rent collection rate of 93% per month for all developments | Monthly | Ongoing | | | | | | | | X | | | | | Our total collections for family and elderly developments over the past 6 months are 93.7% collected, a 2.2 % decrease under the previous 6 months. |
| OBJ.4 | Achieve or exceed the Public Housing Assessment System cumulative receivable rate each year | Annually | Ongoing | | | | | | | | | | | X | | PHAS no longer requires this certification. |
| OBJ.5 | Appoint department team to identify obstacles to achieving high levels of rent collection by July 2000 | 7/00 | 12/01 | X | | | | | | | | | | | | Changes have been made. Collections have improved. Management will continue to look for ways for improvement. |
| OBJ.6 | Explore the feasibility of installing Electronic Benefit Transfer (EBT) terminals at each development to assist residents in paying their rent by August 2000 | 8/00 | 12/01 | X | | | | | | | | | | | | A new rent collection system has been implemented, with savings to the PHA. New Mailers are being used and tenants are encouraged to come into their management office to make payments. |
| GOAL 8: | CONDUCT INSPECTIONS OF ALL PHA PROPERTY ANNUALLY | | | | | | | | | | | | | | | |
| -OBJ.1 | Conduct a Housing Quality Inspection of each unit annually | Annually | Obsolete | | | | | | | | | | | X | | PHA policy has changed. Facilities Management is now responsible to schedule and conduct HQS inspections. |
| OBJ.2 | Prepare a unit inspection schedule for each unit at each development by July of each year | Annually | Obsolete | | | | | | | | | | | X | | Facilities Management is doing HQS Inspections, which are now called UPCS. |
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| HOUSING MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL 9: ENSURE HIGH LEVELS OF CUSTOMER SERVICE AT ALL DEVELOPMENTS | | | | | | | | | | | | | | |
| Obj.1 | Revise Resident Complaint Forms by 07/00 | 07/00 | 4/02 | X | | | | | | | | | | A new resident complaint form has been completed. |
| Obj.2 | Develop an Access database at each development to track customer complaints by 7/00 | 07/00 | 12/02 | | | X | | | | | | | | The AS 400 is no longer an option to track complaints. It may be necessary to develop a database in Access. The Executive Director did approve a new complaint policy. |
| Obj.3 | Respond to customer complaints within 48 hours of receipt of the complaint | Ongoing | Ongoing | | | | | | | X | | | | Tracking complaints will be part of the new database. |
| Obj.4 | Conduct resident-management meetings each month at each development | Monthly | Ongoing | | | | | | | X | | | | In our developments meetings have been held every month. |
| Obj.5 | Prepare resident-management meeting minutes and forward to the Executive Director for review within three days of meeting | Monthly | Ongoing | | | | | | | X | | | | Some management offices continue to not meet the 3-day submission requirement. Managers are forwarding the meeting minutes to the Executive Director for review. |
| GOAL10: SHARE INFORMATION AND COMMON CONCERNS | | | | | | | | | | | | | | |
| Obj.1 | Conduct a staff meeting with key Housing Management Department personnel bi-monthly | Bi-Monthly | Ongoing | | | | | | | X | | | | Meetings with managers are being held the day after the Executive Director holds his Staff Meetings. |
| Obj.2 | Prepare minutes of staff meeting and forward to Executive Director for review within three days of meeting | Bi-Monthly | Ongoing | | | | | | | X | | | | Currently Manager's Meeting minutes are prepared and forwarded as soon as possible to the Executive Director. |
| GOAL11: DETECT RESIDENT FRAUD THAT AFFECTS RENTAL INCOME | | | | | | | | | | | | | | |
| Obj.1 | Determine the need to hire a fraud investigator by July 2000 | 07/00 | 07/00 | X | | | | | | | | | | Investigator has been hired. |
| Obj.2 | Cross-reference HUD-provided data with resident data monthly | Monthly | Ongoing | | | | | | | X | | | | Resident data is cross-referenced in the PHAS, MTCS and PIC systems. |
| Page Totals | | | | 2 | 0 | 1 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 |

| HOUSING MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | | |
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| GOAL12: IMPROVE ADMINISTRATIVE FUNCTION FOR THE DEPARTMENT | | | | | | | | | | | | | | | | | |
| OBJ.1 | Update Administrative Plan semi-annually (July/January) | Semi-Annually | Ongoing | | | | | | | | X | | | | | Policy changes have been made, and more changes are being reviewed. | |
| OBJ.2 | Research the legality and practicality of maintaining electronic resident files by July 2001 | 07/01 | 09/01 | X | | | | | | | | | | | | Resident files are maintained on our AS400 System. Individual Resident Family files (hard copy) are maintained as well. | |
| GOAL13: CREATE A MONITORING AND QUALITY CONTROL PROCESS FOR THE DEPARTMENT | | | | | | | | | | | | | | | | | |
| OBJ.1 | Revise existing "spot-check" audit of developments by July 2000 | 07/00 | 07/00 | X | | | | | | | | | | | | The form has been revised, and is currently being used for "spot-checks". | |
| OBJ.2 | Create a comprehensive auditing procedure manual by December 2000 | 12/00 | 8/02 | X | | | | | | | | | | | | The Executive Director has approved the Comprehensive Audit Procedure. | |
| OBJ.3 | Conduct "spot-check" audits at each development twice annually | Semi Annually | Ongoing | | | | | | | | X | | | | | Audits are being conducted. The Director of Housing Management reviews his findings with staff. The schedule has been changed to once a year. | |
| OBJ.4 | Conduct one comprehensive audit at each development annually commencing January 2001 | Annually | 11/02 | | | | | | | | X | | | | | The Director of Housing Management is on schedule with our 2004 Comprehensive Audit Schedule. | |
| GOAL14: ENSURE ADEQUATE ORGANIZATIONAL DEVELOPMENT FOR STAFF | | | | | | | | | | | | | | | | | |
| OBJ.1 | Ensure that all senior and mid-management housing management staff are Public Housing Manager certified by an accredited professional organization within 12 months of assuming management role | As needed | Ongoing | X | | | | | | | | | | | | All senior Housing Management staff members have attended PHM. | |
| OBJ.2 | Conduct an in-house training session for all management staff that solely relates to the department's functions at least semi-annually | Semi-Annually | Ongoing | | | | | | | | X | | | | | In-house training is conducted covering federal regulation changes and general/housing management issues at Manager's Meetings. | |
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| HOUSING MANAGEMENT | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
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| GOAL15: | EXAMINE AND REVISE, WHEN APPROPRIATE, POLICIES CONCERNING THE DEPARTMENT'S VARIOUS RESPONSIBILITIES AND ADVISE/RECOMMEND TO EXECUTIVE DIRECTOR FOR CONSIDERATION/ACTION(AT LEAST SEMI-ANNUALLY) | | | | | | | | | | | | | | | |
| OBJ.1 | Review and improve the PHA's pet policy by July 2000 | 07/00 | 7/01 | X | | | | | | | | | | | | Recommendations completed and forwarded to the Executive Director October 25, 2000 |
| OBJ.2 | Research income exclusion policies implemented at other housing authorities for impact and applicability at the PHA by December 2000 | 12/00 | 12/01 | X | | | | | | | | | | | | We are in compliance with federally mandated income exclusions. We have reviewed optional income exclusions and none have been authorized at this time. |
| GOAL16: | ENSURE THE HEALTH AND SAFETY OF STAFF AND RESIDENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Determine improved method of communication (two-way voice) for office personnel conducting inspections at their developments by September 2000 | 09/00 | 09/01 | | | | | | | | | | X | | | Management is no longer responsible to complete HQS inspections, which was a large quantity of management inspections. Staff does carry a two-way radio on inspections |
| OBJ.2 | Working with the PHA's Safety Liaison and safety Committee, review and recommend methods to improve site office security by April 2001 | 04/01 | 4/02 | X | | | | | | | | | | | | The committee made recommendations to improve office safety. |
| GOAL17: | CREATE NEW METHODS OF TRACKING DAILY UNIT STATUS | | | | | | | | | | | | | | | |
| OBJ.1 | Install "Unit Status Boards" at each management office by July 2001 | 07/01 | 08/01 | X | | | | | | | | | | | | Management has determined "Status Boards" would be a duplication of work. The AS400 system has unit status. Managers complete a bi-monthly unit status report. |
| GOAL18: | PREPARE DEPARTMENT FOR LOSS OF PERSONNEL THROUGH RETIREMENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Examine existing staff allocations to determine future organizational structure of the department by July 2000 | 07/00 | 10/01 | X | | | | | | | | | | | | The Executive Director and Director of Housing Management have completed this task. |
| Page Totals | | | | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | |

| HOUSING MANAGEMENT | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | | | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
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| | | | | | | | | | | | | | Obsolete | Resolved | | |
| GOAL19: | PROMOTE THE "SELF-MANAGEMENT" OF SCATTERED-SITE UNITS BY RESIDENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Create a "self-help" guide for scattered site residents by July 2001 | 07/01 | 07/03 | | | X | | | | | | | | | | Management will create an Orientation/Tenant Handbook package for Scattered Site residents. |
| OBJ.2 | Create and produce "How to be a Good Neighbor" brochure for distribution to scattered-site families by December 2000 | 12/00 | 07/03 | | | X | | | | | | | | | | This objective will be combined with objective 1, which will include “ How to be a Good Neighbor”. |
| GOAL20: | IMPROVE OVERSIGHT MANAGEMENT OF SCATTERED-SITE DEVELOPMENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct outreach to scattered-site non-public housing neighbors annually | Annually | 7/02 | | | | | | | X | | | | | | The Scattered Site Manager does outreach to Scattered Site neighbors monthly. She meets with them and they share information. The PHA Planning Department does a formal Needs Assessment every 3 years. |
| OBJ.2 | Create a "windshield" inspection checklist for scattered site developments by July 2000 | 07/00 | 07/01 | X | | | | | | | | | | | | Manager completed checklist on 03/15/01, and is currently using it to inspect the Scattered Sites development. |
| OBJ.3 | Create and distribute a scattered-site newsletter for distribution semi-annually | Semi-Annually | Jan./Jul. | | | | X | | | | | | | | | The Scattered Site Manager has not developed a newsletter; other priorities continue to delay this process. |
| Page Totals | | | | 1 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | |
| Section Totals | | | | 21 | 0 | 3 | 1 | 0 | 0 | 25 | 0 | 0 | 4 | 0 | | |

| LEASED HOUSING | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments | |
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| GOAL1: REVIEW ALL PLANS AND MANUALS | | | | | | | | | | | | | | | | |
| OBJ.1 | Review and update administrative plans annually (January). | Annually | | X | | | | | | | | | | | | Updatefor 2003 completed. |
| GOAL2: REVIEW EXISTING STAFFING PLAN TO DETERMINE IF ADDITIONAL STAFF OR A STAFF REORGANIZATION IS NECESSARY. | | | | | | | | | | | | | | | | |
| OBJ.1 | Review existing staff plan to determine if additional staff is required to accomplish the department's responsibilities by November 2000 | 11/00 | | X | | | | | | | | | | | | Full time inspector hired 1/01 Interviewer hired 6/03, Program Rep hired 10/03, Admin/Tech Mgr. hired 12/03 |
| OBJ.2 | Review existing job responsibilities and workflow to determine if a re-organization is necessary for the department to accomplish its responsibilities by December 2000 | 12/00 | | X | | | | | | | | | | | | Revised Transfer process 11/01 Reviewed again February 2003 resulting in the new positions listed above. |
| GOAL3: MAINTAIN A HIGH ADJUSTED LEASE RATE TO MAXIMIZE PROGRAM IMPACT AND TO EARN MAXIMUM ADMINISTRATIVE FEES | | | | | | | | | | | | | | | | |
| OBJ.1 | Maintain a lease rate of 97% or higher each month | MONTHLY | Ongoing | | | | | | | | X | | | | | Data reported in MMR-currently100% |
| OBJ.2 | Track the number of days needed to locate a unit quarterly | ONGOING | Ongoing | | | | | | | | X | | | | | 54 days as of 12/31/03 |
| OBJ.3 | Prepare direct marketing campaign to property owners by 03/01. | 03/01 | 10/02 | X | | | | | | | | | | | | Landlord handbook has been updated and distributed. A second revision is scheduled for February 2004. |
| GOAL4: PROVIDE TIMELY COMPLETION OF ANNUAL RECERTIFICATIONS | | | | | | | | | | | | | | | | |
| OBJ.1 | Initiate 100% of re-certifications 120 days prior to lease expiration and complete process no later than 30 days prior to lease expiration | ONGOING | Ongoing | | | | | | | | X | | | | | Report run monthly |
| OBJ.2 | Revise procedures to conduct the re-certifications and transfer to the Housing Choice Voucher Program by October 2000. | 10/00 | | X | | | | | | | | | | | | As of 9/30/01 all families have been converted to the new program. |
| GOAL5: PROVIDE TIMELY RE-INSPECTIONS OF RENTAL PROPERTIES. | | | | | | | | | | | | | | | | |
| OBJ.1 | Perform Housing Quality Standards (HQS) Inspection within 20 days of request | ONGOING | Ongoing | | | | | | | | X | | | | | In compliance. Dates noted on booklets |
| OBJ.2 | Conduct landlord request for re-inspections within 3 days of request. | ONGOING | Ongoing | | | | | | | | X | | | | | In compliance. Dates noted on booklets |
| OBJ.3 | Establish Computerized system for re-inspections/tracking by September 2001 | 09/01 | 11/02 | | | | | | | | X | | | | | Handhelds will be on line January 2004. Until then, data is input into the AS400. Reports can be produced as needed. |
| Page Totals | | | | 5 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | | |

| LEASED HOUSING | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i> |
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| | | | | On Target | | | Problem | | | On Target | Problem | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | |
| GOAL6: | ESTABLISH QUALITY CONTROL PROCEDURES TO MONITOR LEASING, RECERTIFICATIONS, AND (RE) INSPECTIONS | | | | | | | | | | | | | |
| Obj.1 | Review 10% monthly of all leasing, and re-certifications, and 5% of inspections to ensure satisfactory compliance with administrative procedures. | ONGOING | Ongoing | | | | | | | X | | | | Log completed-6/30/02 noting high accuracy in files |
| GOAL7: | MAXIMIZE INCOME TO THE PHA THROUGH ACCEPTABLE ADMINISTRATIVE PROCEDURES | | | | | | | | | | | | | |
| Obj.1 | Submit a report to HUD seeking fees for "Hard-to-House" families annually. | Annually | | X | | | | | | | | | | 306 names submitted in July 2003 earning \$22,950 in additional fees. |
| GOAL8: | LESSEN THE ADMINISTRATIVE BURDEN DUE TO PORTABILITY | | | | | | | | | | | | | |
| Obj.1 | Identify any participants that can be swapped/absorbed (to alleviate billing) with other housing authorities quarterly | QUARTERLY | Ongoing | | | | | | | X | | | | Files reviewed 12/03 |
| GOAL9: | STREAMLINE ADMINISTRATIVE PROCEDURE FOR "SPECIAL" SECTION 8 PROGRAMS | | | | | | | | | | | | | |
| Obj.1 | Review existing procedures in order to streamline "special" Section 8 programs such as the Project-based by May 2001. | 05/01 | 11/01 | X | | | | | | | | | | All data has been input and the process for the development |
| GOAL10: | REDUCE THE HIGH MOBILITY RATES OF SECTION 8 RESIDENTS. | | | | | | | | | | | | | |
| Obj.1 | Track the location of all Section 8 recipients in the city of Providence monthly | MONTHLY | Ongoing | | | | | | | X | | | | Data reported in MMR by census tract & neighborhood |
| Obj.2 | Determine mobility patterns of Section 8 recipients | ONGOING | Ongoing | | | | | | | X | | | | Forwarded weekly |
| GOAL11: | MEASURE THE IMPACT OF THE SECTION 8 PROGRAM ON THE CITY'S HOUSING MARKET | | | | | | | | | | | | | |
| Obj.1 | Conduct an economic and rental impact analysis of the Section 8 Program by July 2002. | 07/02 | 2/03 | | | X | | | | | | | | Assistance needed from OPP. |
| GOAL12: | ASSURE THAT ALL CONTRACTED RENTS MEET RENT REASONABLE STANDARD. | | | | | | | | | | | | | |
| Obj.1 | Conduct an annual rental survey of non-assisted rental units in the city of Providence | ANNUALLY | | X | | | | | | | | | | Due to market conditions, the survey is conducted quarterly by OPP (10/01/03) |
| Obj.2 | Ensure that rent reasonableness standard is utilized for all leasings | ONGOING | Ongoing | | | | | | | X | | | | 100% checked when signing lease |
| GOAL13: | DETERMINE REASONS FOR SELECTING TYPE OF NEIGHBORHOOD AND HOME OF SECTION 8 RECIPIENTS | | | | | | | | | | | | | |
| Obj.1 | Conduct a longitudinal study of Section 8 locational choices by December 2002. | ANNUALLY | | | | | | | | X | | | | Surveys are distributed. Data is tracked on software. Occasional reports issued (last report 12/02). |
| Page Totals | | | | 3 | 0 | 1 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 |

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

| LEASED HOUSING | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | <u>Comments</u> (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
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| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL18: | DEVELOP A DECONCENTRATION PROGRAM POLICY | | | | | | | | | | | | | | |
| OBJ.1 | Review new regulations concerning de-concentration and develop a local policy by 06/00. | 06/00 | 01/02 | X | | | | | | | | | | Policy written and included in Admin. Plan July 2000. | |
| GOAL19: | DEVELOP AN INNOVATIVE METHOD TO REOPEN THE WAITING LIST | | | | | | | | | | | | | | |
| OBJ.1 | Determine a method to reopen waiting list without requiring long lines and special events by March 2003 | 03/03 | | | X | | | | | | | | | Since 1,700 families remain on the pre-application/application list, there is no need to reopen the list in the next year or two. | |
| Page Totals | | | | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Section Totals | | | | 18 | 1 | 1 | 1 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | |

| DEPARTMENT OF RESIDENT SERVICES | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
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| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL 1: | ENSURE A CUSTOMER FOCUS AND FISCAL RESPONSIBILITY IN PROGRAM ADMINISTRATION | | | | | | | | | | | | | | |
| OBJ.1 | Design and administer customer satisfaction survey to 80% of participants in each programmatic element annually. | Annually | | | | | | | | | X | | | | 2003 surveying was completed in the Spring |
| OBJ.2 | Identify and secure funding sufficient to meet specific program goals and objectives annually. | Annually | | | | | | | | | | X | | | Outcomes in the Youth Program have been adjusted to reflect 50%+ funding reduction. Program is now on operating budget |
| OBJ.3 | Maintain monthly draw down of funds and timely submittal of all required program and fiscal reports. | Ongoing Monthly | | | | | | | | | X | | | | In compliance with all active contracts |
| GOAL 2: | BUILD AND MAINTAIN SEAMLESS NETWORK OF RESIDENT SERVICES THROUGH INTER-DIVISION COORDINATION | | | | | | | | | | | | | | |
| OBJ.1 | Establish schedule of monthly inter-division team meetings to address and track individual client issues that cross division lines. | Ongoing Monthly | | X | | | | | | | | | | | At recommendation of involved staff, have moved to six meetings per year. 2003 schedule distributed. Minutes are reviewed at director/management level for required approvals of field staff level initiatives |
| OBJ.2 | Establish a schedule of inter-division cross training activities for division staff to be conducted quarterly. | Ongoing Quarterly | | X | | | | | | | | | | | Initial cross training cycle completed in December. Year two schedule developed by Associate Director. |
| OBJ.3 | Research and develop plan to assess computer system requirements necessary to facilitate gathering of data for program measures by January 2002. | January 2002 | | X | | | | | | | | | | | Division level data bases have been developed |
| GOAL 3: | ENSURE CONTINUED PROFESSIONAL DEVELOPMENT OF DEPARTMENTAL STAFF | | | | | | | | | | | | | | |
| OBJ.1 | Develop and implement plan to provide specific skills training needed for division staff by June 2002. | June 2002 | | | | | | | | | X | | | | Training program is ongoing. Staff in all divisions received program content training. Director/Assoc Dir/Mgrs received administrative training |
| OBJ.2 | Develop and implement training schedule for division staff to meet required level of computer skills competence. | Ongoing Quarterly | | | | | | | | | X | | | | All front line staff are working towards meeting CBT standards for positions |
| Page Totals | | | | 3 | | | | | | | 4 | | 1 | | |

| DEPARTMENT OF RESIDENT SERVICES | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolate | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | | |
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| | | | | On Target | | | Problem | | | On Target | Problem | | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier | |
| GOAL 4: ALLEVIATE BARRIERS TO RESIDENT ACCESS OF DEPARTMENT PROGRAMS AND SERVICES | | | | | | | | | | | | | | | | |
| OBJ.1 | Develop a department transportation plan by June 2002 | June 2002 | | X | | | | | | | | | | | Current utilization protocols are clear. Need to consider how/if vehicles will be replaced | |
| OBJ.2 | Develop a department plan to address renovation, repair and/or replacement of existing facilities as well as the addition of new facilities by June 2002. | June 2002 | | | | | | | | | | | X | | Some objectives identified are advancing elsewhere in the agency and may not belong in the Resident Services Goals Management Plan – specifically the development of new social service program space and organization of tenant associations. | |
| OBJ.3 | Develop departmental plan to provide full-day, on-site childcare services at one family development for residents returning to school and/or work by September 2002. | September 2002 | | | | | | | | | | X | | | Attempted to integrate w/ new HP facility, but is not being included for cost reasons. Existing community centers don't have available DCYF approvable space | |
| GOAL 5: CREATE AN ENVIRONMENT CONDUCIVE TO EFFECTIVE SELF-SUFFICIENCY PROGRAM ADMINISTRATION BY ADDRESSING PARTICIPANT SAFETY AND SOCIAL SERVICE SUPPORT NEEDS | | | | | | | | | | | | | | | | |
| OBJ.1 | Create case management strategies for FSS clients with low level, persistent substance abuse issues. Assessment and/or action plans in FSS contracts by April 2002 | June 2002 | | | | | | | | X | | | | | Part of interdivision training program – Supportive Services and Education and Training | |
| OBJ.2 | Establish effective communication system with Providence Police and follow up protocols specific to domestic violence by September 2002. | September 2002 | | X | | | | | | | | | | | Training complete; however, staff turnover may necessitate a 2nd session with police. Also, FSS and Adult Ed staff have been trained by Sojourner House | |
| OBJ.3 | Establish program to assist FSS participants to deal with problem children by September 2002 | September 2002 | | X | | | | | | | | | | | We are receiving onsite services from the Parent Support Network and have instituted a summer program for teens at Academy | |
| GOAL 6: ADMINISTER PROGRAMS LEADING TO PERMANENT ECONOMIC GAINS AND QUALITY OF LIFE IMPROVEMENTS FOR RESIDENTS WHO ENTER TO PROGRAMS UNEMPLOYED | | | | | | | | | | | | | | | | |
| OBJ.1 | Serve a minimum of 150 unemployed adults per year in FSS, education and training work experience programs. | Ongoing | | | | | | | | X | | | | | FY 06/03 – 368 served in E/T division | |
| OBJ.2 | Ensure that all ABE/GED/ESL students in 20-hour programs who attend at least 75% meet performance standards adopted by RIDE. | Ongoing | | | | | | | | X | | | | | Have moved to RIDE-recommended CASAS pre and post testing | |
| OBJ.3 | Ensure that 100% of all enrolled participants have written “work readiness” skills development plan and a personal goal plan. | Ongoing | | | | | | | | X | | | | | Purchase of Real Life/Real Skills program is an additional resource | |
| Page Totals | | | | 3 | | | | | | 4 | | 1 | 1 | | | |

| DEPARTMENT OF RESIDENT SERVICES | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| DEPARTMENT OF RESIDENT SERVICES | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | | | Comments | | | |
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| | | | | On Target | | | Problem | | | On Target | Problem | | | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier | | |
| | | | | | | | | | | | | | | | Obsolete | Resolved | |
| | | | | | | | | | | | | | | | (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | | |
| GOALS 8: | ADMINISTER USDOL WELFARE TO WORK PROGRAM IN ACCORDANCE WITH CONTRACT BENCHMARKS | | | | | | | | | | | | | | | | |
| OBJ.1 | Outreach to 345 public housing and Section 8 residents by June 2002 | Jan. 2002 | | X | | | | | | | | | | | Contract is complete. Achieved over 100% of deliverable; outreached to over 800 individuals via direct mail | | |
| OBJ.2 | Incorporate WtW program into FIP plans of 175 residents by 2002 | June 2002 | | X | | | | | | | | | | | Enrolled 215 by close of contract | | |
| OBJ.3 | Provide and monitor work activity for 100 participants through 2002 | June 2002 | | X | | | | | | | | | | | Provided work activity for 65 in first year (of three) of contract; funder modified program design to deemphasize unpaid work experience. Provided work activity to another 28 before contract ended | | |
| OBJ. 4 | Provide small group/tutorial ESL services to WtW participants by 6/02 | June 2002 | | X | | | | | | | | | | | Provided educational services to 103 participants | | |
| GOAL 9: | MAINTAIN AN EFFECTIVE YOUTH PROGRAM THAT SERVES PUBLIC HOUSING YOUTH AT FOUR COMMUNITY CENTERS | | | | | | | | | | | | | | | | |
| OBJ.1 | Register twice annually (September and June) minimum of 200 resident youth, authority wide, in the after-school and summer Youth Program | Bi-annually | | | | | | | | | X | | | | 374 served FY 03 | | |
| OBJ.2 | Maintain an average Youth Program attendance of 75% annually | Annually | | | | | | | | | X | | | | Standard achieved FY 2003 | | |
| OBJ.3 | Maintain a variety of educational, sports, and arts programs to offer to youth enrolled in the program | Ongoing | | | | | | | | | X | | | | Offerings too extensive to list. Refer to annual report. | | |
| Page Totals | | | | 4 | | | | | | | 3 | | | | | | |

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| | | | | On Target | | | Problem | | | On Target | Problem | | | |
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| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | |
| GOAL 10: | | INCREASE SELF AND RESPONSIBILITY AMONG PUBLIC HOUSING YOUTH | | | | | | | | | | | | |
| OBJ.1 | Conduct 24, weekly, age-appropriate, life skills training workshops for registered Youth Program participants annually, beginning in October and concluding in May. | May 2002 | | | | | | | | X | | | | Conducted every Monday; age specific |
| OBJ.2 | Enroll 75% of registered Youth Program participants in at least one organized sport and/or enrichment activity annually. | Annually | | | | | | | | X | | | | Annual verification complete |
| OBJ.3 | Sponsor, through the Youth Service Council, a minimum of two community service projects per semester, annually. | Annually | | | | | | | | X | | | | FY 03 YSC organized Thanksgiving dinner, cooking classes, festival in the park and Earth Day activities |
| OBJ.4 | Develop and conduct once monthly (October-May), in collaboration with the Division of Education and Training, a Career Exploration seminar, for all teens registered in the Youth Program | May 2002 | | | | | | | | X | | | | February is career month, plus Job Shadowing Day at the PHA in April |
| GOAL 11: | | PROVIDE A SUPPORTIVE ENVIRONMENT THAT ENCOURAGES ACADEMIC ACHIEVEMENT AND PERSONAL DEVELOPMENT AMONG PUBLIC HOUSING YOUTH | | | | | | | | | | | | |
| OBJ.1 | Monitor and report monthly, progress in developing social, academic, motor, cognitive and self-management skills for 100% of program participants | Ongoing | | | | | | | | X | | | | Completing these quarterly; monthly was not useful. Now it coincides with school report cards |
| OBJ.2 | Offer academic assistance sessions (Homework Help) to youth enrolled in after school Youth Program three times a week at four community center sites. | Ongoing | | | | | | | | X | | | | Monthly program data reports summarize attendance and hours |
| OBJ.3 | Achieve an 80% graduation rate among high school seniors registered in the Youth Program | Annually | | | | | | | | | | X | | All four program HS seniors graduated. Need to wait until June to see about this year. However, we don't attract/retain enough students this age |
| OBJ.4 | Research and develop a College Access Program that would serve 30% if teens enrolled in the Youth Program | Annually | | | X | | | | | | | | | All four from last year went on to post secondary |
| Page Totals | | | | | 1 | | | | | 6 | | 1 | | |

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| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL 12: | OFFER ORIENTATION PROGRAMS THAT EQUIP NEW RESIDENTS TO MAINTAIN THEIR OCCUPANCY IN PUBLIC HOUSING AND MAKE FULL USE OF PHA SERVICES | | | | | | | | | | | | | | |
| OBJ. 1 | Provide monthly pre-occupancy classroom based training to prospective residents of the family developments as an overview of life in public housing and ongoing eviction prevention support | Ongoing | | | | | | | | X | | | | | Monthly attendance reported |
| OBJ. 2 | By July 2002, develop revised curricula, method and schedule for new resident orientation that will ensure 100% participation of new residents in both the elderly/disabled and family developments, and retention of 70% of the material presented. | July 2002 | Jan 03 | | | X | | | | | | | | | Curriculum has been revised. New program began Fall 2003 |
| OBJ. 3 | Coordinate and implement revised orientation programs for all new residents of the elderly/disabled buildings and of the family developments by October 2003. | October 2003 | | | | X | | | | | | | | | Highrise living skills has started; however, attendance is weak |
| OBJ. 4 | By June 2004, provide continuing education sessions for residents that will reinforce and develop basic skills, such as budgeting, that help maintain tenancy and reduce the number of evictions for unsanitary conditions, non-payment of rent and property damage by 5% annually. | June 2004 | | | | | | | | | | X | | | Staff person works one on one with tenants on eviction with somewhat limited results. Mental health issues often come into play. Cannot compel voluntary attendance with other tenants. |
| GOAL 13: | IMPROVE THE HEALTH STATUS OF RESIDENTS THROUGH THE DIRECT PROVISION OF AND REMOVAL OF BARRIERS TO HEALTH SERVICES AND PROGRAMS. | | | | | | | | | | | | | | |
| OBJ.1 | Meet 100% of identified medical transportation needs by October 2002 | Oct. 2002 | | | | | | | | X | | | | | Addressed through taxi vouchers, now funded by the Rhode Island foundation |
| OBJ.2 | Ensure that 100% if the identified nutritional needs are met by October 2002 | Oct. 2002 | | | | | | | | X | | | | | To the degree that database records, minimal needs met. This is not all nutritional needs |
| OBJ.3 | By October 2003, ensure that 80% of residents in the elderly/disabled buildings who have no medical insurance are enrolled in an insurance program or a free-care program at an area healthcare provider, and a program that at least partially pays for prescription drugs. | Ongoing | | | | | | | | X | | | | | 90% + have coverage. 50% of the uninsured are addressed to some degree. Remainder is a resource problem |
| OBJ.4 | By June 2005, ensure that 80% of the residents in the elderly/disabled buildings have a primary medical care provider. | June 2005 | | | | | | | | X | | | | | 90% + have a primary provider |
| OBJ.5 | By June 2005, 35% of all PHA residents will have participated in at least one PHA Health Program sponsored activity a year. | June 2005 | | X | | | | | | | | | | | This is interdivision tracking issue we have not taken on yet |
| Page Totals | | | | | 1 | 2 | | | | 5 | | 1 | | | |

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| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| | | | | | | | | | | | | | | | |
| GOAL 14: ENSURE THAT RESIDENTS HAVE ACCESS TO THE FULL RANGE OF SUPPORTIVE SOCIAL SERVICES NECESSARY TO MAINTAIN THEIR TENANCY IN PUBLIC HOUSING AND THAT PROMOTES THEIR GREATER INDEPENDENCE. | | | | | | | | | | | | | | | |
| OBJ.1 | Each year, PHA staff will complete an assessment of social needs of 100% of the residents in the elderly/disabled buildings. | Annually | | | | | | | | X | | | | | Slightly off target due to uncovered staff medical leaves |
| OBJ.2 | Each year, PHA staff will develop service plans for 100% of completed assessments of the residents in the elderly/disabled buildings. | Annually | | | | | | | | X | | | | | Coupled with the assessments |
| OBJ.3 | Each year, 800 individuals will meet or exceed goals set forth in their service plans. | Annually starting 06/03 | | | | X | | | | | | | | | Strong alignment between needs identified and services provided, with the exception of ESL and employment needs. The first is a resource problem, the second is a gap between skills and the needs of employers |
| OBJ.4 | Each year, 50% of the residents in the elderly/disabled buildings will participate in at least one activity offered by the Supportive Services Division. | Annually | | | | | | | | X | | | | | FY 2003 unduplicated count of residents served is 1,429, of which 1,093 are RSC involved and 119 got housekeeping assistance |
| Page Totals | | | | | | 1 | | | | 3 | | | | | |

| DEPARTMENT OF RESIDENT SERVICES | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | <div>Comments</div> <div><i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective)</i></div> | |
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| | | | On Target | | | Problem | | | On Target | Problem | | | | | | | |
| | | | Completed | | | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | Barrier | | | | |
| GOAL 14: | ENSURE THAT RESIDENTS HAVE ACCESS TO THE FULL RANGE OF SUPPORTIVE SOCIAL SERVICES NECESSARY TO MAINTAIN THEIR TENANCY IN PUBLIC HOUSING AND THAT PROMOTES THEIR GREATER INDEPENDENCE. | | | | | | | | | | | | | | | | |
| Obj.5 | By October 2002, all completed assessments will be stored in a digital database | | | | Oct. 2002 | Jan 03 | X | | | | | | | | | Have an entry backlog and need some data entry assistance | |
| Obj.6 | Meet the annual objectives identified in the Family Support Program grant. | | | | June 30 th annually | | | | | | | X | | | | Grant entails partial coverage of our contract with Family Services. Grant identifies three outcomes: reduce risk for neglect, reduce psycho-social stress and enroll 90% of uninsured children in RiteCare. Monthly tracking by funder and peer review process indicates achievement of outcomes | |
| Page Totals | | | | | | | 1 | | | | | | 1 | | | | |
| Section Totals | | | | | | | 11 | 1 | 4 | | | | 32 | | 4 | 3 | |

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

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|-----------------------|---|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|---------|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| | | | | | | | | | | | | | | | |
| GOAL3: | REVIEW AND REVISE MAINTENANCE POLICIES AND PROCEDURES AND DEVELOP WRITTEN PROTOCOLS SPECIFIC TO EACH SITE, FOR BOTH THE OPERATION & MAINTENANCE OF PHA PROPERTY AND EQUIPMENT | | | | | | | | | | | | | | |
| OBJ.1 | Identify the major building systems and equipment, which should be inspected and/or maintained by contract by August 2000 | 08/00 | | X | | | | | | | | | | List of potential maintenance contracts has been created. | |
| OBJ.2 | Develop detailed maintenance protocol for grounds by July 2000 | 07/00 | 03/02 | X | | | | | | | | | | Landscaping protocol complete. Individual grounds maintenance sheets have been completed. | |
| OBJ.3 | Develop detailed maintenance protocol for all Authority equipment by November 2000 | 11/00 | 08/02 | X | | | | | | | | | | Equipment PM protocol completed. Work order system must be amended to include WO's for timely maintenance. | |
| OBJ.4 | Develop detailed maintenance protocol for all building envelopes by February 2000 | 02/01 | 04/02 | X | | | | | | | | | | Maintenance checklist has been developed. Condition surveys will be done periodically on roofs and brick. | |
| OBJ.5 | Develop detailed maintenance protocol for all major building systems by July 2000 | 07/01 | 9/03 | X | | | | | | | | | | Protocols developed for development's HVAC systems. | |
| OBJ.6 | Develop detailed maintenance protocol for major custodial duties by July 2001 | 07/01 | 08/03 | X | | | | | | | | | | Completed. Maintenance protocol developed for major custodial tasks. | |
| OBJ.7 | Develop detailed maintenance protocol for Housing Quality Standards and frequently used tenant service work orders by August 2001 | 08/01 | 08/03 | X | | | | | | | | | | Completed. Maintenance protocols developed for the ten most frequent tenant service work orders. | |
| GOAL4: | DEVELOP AN ATMOSPHERE WITHIN THE DEPARTMENT THAT INSURES EACH EMPLOYEE WORKS AT PEAK EFFICIENCY AND EFFECTIVENESS | | | | | | | | | | | | | | |
| OBJ.1 | Develop aptitude and general education standards, which all new FM employees must meet by August 2000 | 08/00 | | X | | | | | | | | | | TABE locator test used to measure grade level in reading and math for promotions from temp to permanent status at PHA. | |
| OBJ.2 | Review job requirements for all non-skilled staff and develop a list of competencies for each position by November 2000 | 11/00 | 04/02 | X | | | | | | | | | | List of competencies has been developed. for the Custodians and Laborers. | |
| OBJ.3 | Develop recurring employee training programs that address competency shortcomings, increase needed skills and improve productivity by January 2001 | 01/01 | 08/03 | X | | | | | | | | | | Training needs identified. Classes offered by HTVN and vendors being identified for 2004. | |
| Page Totals | | | | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |

| FACILITIES MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
|-----------------------|--|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|---------|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | | | | | | | | | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL5: | INSTITUTE POLICIES AND PROCEDURE TO REDUCE STAFFING SHORTFALLS CAUSED BY EXCESSIVE ABSENTEEISM, VACATIONS, AND A SHORTAGE OF PERMANENT 2 ND AND 3 RD SHIFT EMPLOYEES | | | | | | | | | | | | | | |
| OBJ.1 | Prepare a comprehensive analysis of the department's seasonal workload and an evaluation of which of these tasks might be more efficiently and effectively accomplished by contracting out by September 2000 | 09/00 | | X | | | | | | | | | | Seasonal workload reviewed. Potential service contracts noted. Contracting out underway including Fire Alarm inspections. | |
| OBJ.2 | Develop a new staffing model for covering Dispatch and the 2 nd and 3 rd shifts within the FM Department by October 2000 | 10/00 | | X | | | | | | | | | | Laborer/Dispatcher has been hired for each shift. | |
| OBJ.3 | Develop and implement written staff scheduling protocols, which address vacations, emergency absences and seniority issues by October 2000 | 10/00 | 07/02 | X | | | | | | | | | | Scheduling procedures developed to address vacations and absences. | |
| OBJ.4 | Reduce the number of individuals with excessive absenteeism by 25% by June 2001 and 50% by June 2002. | Annual Targets | Ongoing | | | | | | X | | | | | Sick time usage still excessive. Supervisors are meeting with employees with excessive absences to enforce the Sick Leave Guidelines. | |
| GOAL6: | DEVELOP AND IMPLEMENT A COMPREHENSIVE SAFETY PROGRAM FOR EMPLOYEES, WHICH ADDRESS ALL CURRENT REGULATORY REQUIREMENTS. | | | | | | | | | | | | | | |
| OBJ.1 | Develop a Bloodborne Pathogens Program by July 2000 | 07/00 | | X | | | | | | | | | | Material, training, & equipment in place. | |
| OBJ.2 | Develop and implement a Fire Extinguisher Safety Program by May 2000 | 05/00 | | X | | | | | | | | | | Program developed. Blanket purchase agreements for equipment in place. | |
| OBJ.3 | Develop and implement a Respirator Protection Program by June 2000 | 06/00 | | X | | | | | | | | | | Material, training, & equipment in place. | |
| OBJ.4 | Develop and implement a Hazard Communications Program by August 2000 | 08/00 | | X | | | | | | | | | | Plan published. | |
| OBJ.5 | Develop and implement a Lock Out, Tag Out Program by November 2000 | 11/00 | | X | | | | | | | | | | LO/TO Plan draft completed. Staff trained. | |
| OBJ.6 | Conduct an annual inspection of FM work centers modeled after the 1999 DOL inspection, by January 2001 | Annual Targets | Ongoing | X | | | | | | | | | | FY2003 inspection completed. | |
| Page Totals | | | | 9 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | |

| FACILITIES MANAGEMENT | | | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) |
|-----------------------|---|---------------|---------------|--------------------------|-----------------------------------|-------------|---------|---------|---------|---------|---|---------|---|----------|----------|--|
| On Target | | | Problem | | | On Target | Problem | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Completed | Not Yet Begun | In Progress | Not Yet Begun | | | In Progress | Barrier | Ongoing | Ongoing | Barrier | | | | | | |
| GOAL7: | ENSURE THAT SAFETY SYSTEMS REQUIRED IN ALL PHA FACILITIES ARE STATE OF THE ART, AND IN COMPLIANCE WITH ALL REGULATORY REQUIREMENTS | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct all appropriate testing and inspections on the PHA's natural gas master meter systems at Chad Brown, Admiral Terrace, Manton and Hartford Park Housing Developments with the process beginning by June 2000 | 06/00 | Ongoing | | | | | | | X | | | | | | Semi-annual leak detection test completed 11/03. We expect the N.E. Gas Co.'s to take over the system at Chad/Ad in 2004. |
| OBJ.2 | Develop a protocol to insure that elevator inspections are conducted on time and in accordance with all applicable Federal, State and local requirements by September 2000 | 09/00 | Ongoing | | | | | | | X | | | | | | PHA has maint. contract with 3 rd party contractor. Staff monitors inspection compliance thorough use of Excel matrix. Last Elevator tests completed in fall of 03. |
| OBJ.3 | Upgrade all building fire alarm systems to current fire code standards by December 2005 | 12/05 | Ongoing | | | | | | | X | | | | | | New system completed for Dexter I/II in 2002 and 90% completed for Parenti at the end of 2003. |
| GOAL8: | ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES | | | | | | | | | | | | | | | |
| OBJ.1 | Conduct a comprehensive exterior lighting survey of each Elderly/Handicapped Building and recommend lighting improvements to enhance security by August 2000 | 08/00 | | X | | | | | | | | | | | | Completed. Surveys done. Some lights installed. Lights added as needed by PHA electricians. |
| OBJ.2 | Install intercom systems from apartment to entrance doors at Sr. Dominica Manor and Dexter Manor by February 2001 | 02/01 | 04/02 | X | | | | | | | | | | | | Completed in June 2002. Done as part of Card Access /Security project. |
| OBJ.3 | Install card access systems in all PHA high-rise buildings by April 2001 | 04/01 | 04/02 | X | | | | | | | | | | | | Installation completed and system is operational. |
| OBJ.4 | Install video systems in PHA high rise buildings which would allow residents to monitor visitors seeking entry into the building using the intercom system by January 2001 | 01/01 | 10/04 | | | X | | | | | | | | | | Camera installation completed. Master antenna work completed at CT & PV. Funds budgeted in CFP to completed Hartford Park in 2004. |
| GOAL9: | IMPROVE FACILITIES MANAGEMENT UNIT TURNAROUND TIMES | | | | | | | | | | | | | | | |
| OBJ.1 | Reduce unit turn around times for modernization units to 75 days or less by June 2001 | Ongoing 06/01 | Ongoing | | | | | | | | X | | | | | Mod UTA's averaged 133 days during this period. High numbers reflect French & Cahill and three units at Manton with roof leaks. |
| OBJ.2 | Reduce unit turn around times for non-modernization units to twenty-five days or less by June 2001 | Ongoing 06/01 | Ongoing | | | | | | | | X | | | | | UTA's averaged 25.75 days during this period. Shortage of carpenters during the last several months adds to time. |
| Page Totals | | | | 3 | 0 | 1 | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 0 | | |

| FACILITIES MANAGEMENT | | Original Completion Date | Current Estimated Completion Date | Time Bound | | | | | | Ongoing | | Obsolete | Resolved | Comments (Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective) | |
|-----------------------|--|--------------------------|-----------------------------------|------------|---------------|-------------|---------------|-------------|---------|-----------|---------|----------|----------|--|--|
| | | | | On Target | | | Problem | | | On Target | Problem | | | | |
| | | | | Completed | Not Yet Begun | In Progress | Not Yet Begun | In Progress | Barrier | Ongoing | Ongoing | | | | Barrier |
| GOAL10: | DEVELOP POLICIES AND PROGRAMS TO EXPAND RESIDENT AWARENESS OF MAINTENANCE REQUIREMENTS AND IDENTIFY AREAS WHERE RESIDENT’S WOULD PARTICIPATE IN COMMON AREA MAINTENANCE. | | | | | | | | | | | | | | |
| OBJ.1 | Create a mechanism to periodically inform residents of maintenance issues and update them on site specific problems needing their attention by December 2000 | 12/00 | | | | | | | | | | | X | | FM using Community Services Adult and Family newsletter. |
| OBJ.2 | Develop a plan with the Management Department to involve residents in the maintenance of common spaces in their buildings by August 2001 | 08/01 | Ongoing | | | | | | | X | | | | | A program was implemented at Codding & Manton to clean halls. Tenant participation is poor. |
| GOAL11: | INSURE THAT ALL MODERNIZATION REPORTS ARE SUBMITTED WITHIN THE TIME FRAMES ESTABLISHED BY HUD | | | | | | | | | | | | | | |
| OBJ.1 | Prepare the Annual Capital Plan and submit it to HUD no later than May 2001 | Annual Targets | Ongoing | | | | | | | X | | | | | Annual Capital Fund Plan submitted to HUD in April 2003. New plan will be submitted in April, 2004. |
| OBJ.2 | Prepare the Annual Performance & Evaluation Report and submit it to HUD with the Annual Plan due in April. | Annual Targets | Ongoing | | | | | | | X | | | | | Performance and Evaluation Reports submitted to HUD in April 2003. New P&E Reports will be submitted in April, 2004. |
| Page Totals | | | | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 0 | |
| Section Totals | | | | 28 | 0 | 1 | 0 | 0 | 0 | 7 | 2 | 0 | 2 | 1 | |

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|--|--|------------------------------|
| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50104 Replacement Housing Factor Grant No: | Federal FY of Grant: 2004 |
|--|--|------------------------------|

☐ Original Annual Statement Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

| Line No | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 908,212 | | | |
| 3 | 1408 Management Improvements Soft Costs | 266,000 | | | |
| 4 | 1410 Administration | 608,106 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 285,000 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 56,000 | | | |
| 10 | 1460 Dwelling Structures | 1,839,773 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 9,000 | | | |
| 12 | 1470 Nondwelling Structures | 50,000 | | | |
| 13 | 1475 Nondwelling Equipment | 90,000 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization Expenses or Debt Expenses | 428,969 | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines: 2 to 20) | 4,541,060 | | | |
| 22 | Amount of line 22 Related to LBP Activities | 5,000 | | | |
| 23 | Amount of line 22 Related to Section 504 compliance | 21,000 | | | |
| 24 | Amount of line 22 Related to Security –Soft Costs | 150,000 | | | |
| 25 | Amount of Line 22 related to Security-- Hard Costs | 53,000 | | | |
| 26 | Amount of line 22 Related to Energy Conservation Measures | 610,000 | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2004 | | |
|---|--|---|---------------|----------|----------------------|---------|---------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50104 | | | | | | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Chad Brown | Kitchens-Cabinets/Countertops | | 1460 | 11 units | 11,000 | | | | |
| 001 | Heating System Upgrade | | 1460 | 11 bldgs | 577,000 | | | | |
| | Appliance Purchases | | 1465 | 11 units | 4,500 | | | | |
| | | | | | 592,500 | | | | |
| | | | | | | | | | |
| Admiral Terrace | Site Improvements/Concrete Sidewalks | | 1450 | N/A | 4,000 | | | | |
| 001A | Kitchens-Cabinets/Countertops | | 1460 | 7 units | 7,700 | | | | |
| | Appliance Purchases | | 1465 | 7 units | 4,500 | | | | |
| | | | | | 16,200 | | | | |
| | | | | | | | | | |
| Roger Williams | Replace Floor Tile | | 1460 | 4 units | 5,000 | | | | |
| 002 | Common Hallway Security Lighting | | 1460 | N/A | 3,000 | | | | |
| | Repair/Replace Exit Signs | | 1460 | N/A | 3,000 | | | | |
| | Asbestos Abatement (tile) | | 1460 | 4 units | 5,000 | | | | |
| | Install Backflow Valves | | 1460 | 1 valve | 1,500 | | | | |
| | Bathroom Renovations | | 1460 | 2 units | 3,000 | | | | |
| | Card Access/Cameras/Security System | | 1470 | N/A | 10,000 | | | | |
| | | | | | 30,500 | | | | |
| | | | | | | | | | |
| Codding Court | Card Access/Cameras/Security System | | 1470 | N/A | 10,000 | | | | |
| 003 | | | | | 10,000 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Hartford Park | Seal/Repair Building Exterior | | 1460 | 1 bldg | 600,000 | | | | |
| 004/006/019 | Replace Screens | | 1460 | N/A | 8,000 | | | | |
| | Replace Exterior Doors | | 1460 | 8 doors | 4,000 | | | | |
| | Trash Chute Cleaning & Repairs | | 1460 | 1 chute | 8,000 | | | | |
| | Master Antenna/Video System | | 1460 | 1 system | 50,000 | | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50104 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2004 | | |
|---|--|--|---------------|----------|--|--|---|--|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Hartford Park | Install Security Cameras/Card Readers | | 1470 | N/A | 20,000 | | | | |
| (continued) | Bond Repayment | | 1501 | N/A | <u>428,969</u> | | | | |
| | | | | | 1,118,969 | | | | |
| | | | | | | | | | |
| Manton Heights | Replace/Repair Gas Lines | | 1450 | 1 system | 30,000 | | | | |
| 005 | Landscaping | | 1450 | N/A | 4,000 | | | | |
| | New Roofs on Wood Buildings | | 1460 | 2 bldgs | 16,000 | | | | |
| | Penthouse and Roof Repairs | | 1460 | N/A | 10,000 | | | | |
| | Replace Screens | | 1460 | N/A | 5,000 | | | | |
| | Replace Panic Devices | | 1460 | 6 doors | 2,000 | | | | |
| | Combustion Air System for Boilers | | 1460 | 1 system | 30,000 | | | | |
| | Card Access/Cameras/Security System | | 1470 | N/A | <u>10,000</u> | | | | |
| | | | | | 107,000 | | | | |
| | | | | | | | | | |
| Dexter Manor I | Replace Screens | | 1460 | N/A | 5,000 | | | | |
| 008 | Building Exterior Doors | | 1460 | 6 doors | 3,000 | | | | |
| | Upgrade Kitchens | | 1460 | 5 units | 5,000 | | | | |
| | Replace Floor Tile | | 1460 | 6 units | 5,000 | | | | |
| | Trash Chute Cleaning & Repairs | | 1460 | 1 system | 5,000 | | | | |
| | Install Backflow Valves | | 1460 | 4 valves | <u>6,000</u> | | | | |
| | | | | | 29,000 | | | | |
| | | | | | | | | | |
| Dominica Manor | Trash Chute Cleaning & Upgrade | | 1460 | 1 system | 4,000 | | | | |
| 009 | Install Backflow Valves | | 1460 | 5 valves | 7,000 | | | | |
| | Repair Heat Valves | | 1460 | N/A | <u>3,000</u> | | | | |
| | | | | | 14,000 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2004 | | |
|---|--|---|---------------|------------|----------------------|---------|---------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50104 | | | | | | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Carroll Tower | Trash Chute Cleaning & Repairs | | 1460 | 1 system | 4,000 | | | | |
| 011 | Install Backflow Valves | | 1460 | 3 valves | 4,000 | | | | |
| | | | | | 8,000 | | | | |
| | | | | | | | | | |
| Kilmartin Plaza | Replace Floor Tile | | 1460 | 8 units | 6,000 | | | | |
| 012 | Trash Chute Cleaning & Repairs | | 1460 | 1 system | 4,000 | | | | |
| | Install Backflow Valves | | 1460 | 3 valves | 4,000 | | | | |
| | | | | | 14,000 | | | | |
| | | | | | | | | | |
| Parenti Villa | Trash Chute Cleaning & Repairs | | 1460 | 1 system | 4,000 | | | | |
| 013 | Install Backflow Valves | | 1460 | 4 valves | 4,573 | | | | |
| | | | | | 8,573 | | | | |
| | | | | | | | | | |
| Dexter Manor II | Upgrade Handicapped Units | | 1460 | N/A | 8,000 | | | | |
| 014 | Deferred Painting | | 1460 | 5 units | 4,000 | | | | |
| | | | | | 12,000 | | | | |
| | | | | | | | | | |
| Scattered Sites | Fencing | | 1450 | N/A | 8,000 | | | | |
| 017/021 | Install Vinyl Siding on Duplexes | | 1460 | 4 duplexes | 80,000 | | | | |
| | Paint Buildings (1-17) | | 1460 | 5 duplexes | 25,000 | | | | |
| | Paint Buildings (1-21) | | 1460 | 3 duplexes | 15,000 | | | | |
| | Replacement Windows (1-17) | | 1460 | 60 windows | 20,000 | | | | |
| | Rebuild Porches (1-17) | | 1460 | 15 bldgs | 150,000 | | | | |
| | Rebuild Porches (1-21) | | 1460 | 5 bldgs | 50,000 | | | | |
| | Install Vinyl Flooring (1-17) | | 1460 | 10 units | 4,000 | | | | |
| | Repair/Seal Foundation Cracks | | 1460 | 3 units | 3,000 | | | | |
| | Install Carbon Monoxide Detectors | | 1460 | N/A | 2,000 | | | | |
| | Replace Dom. Hot Water Tanks (1-17) | | 1460 | N/A | 5,000 | | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50104 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2004 | | |
|---|---|--|---------------------|----------|----------------------|---------|---------------------------|----------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| Scattered Sites | Replace Dom. Hot Water Tanks (1-21) | | 1460 | N/A | 3,000 | | | | |
| (continued) | Deferred Painting | | 1460 | N/A | <u>10,000</u> | | | | |
| | | | | | 375,000 | | | | |
| Authority-Wide | Operations | | 1406 | N/A | 908,212 | | | | |
| | Computer System Software | | 1408 | N/A | 25,000 | | | | |
| | Economic Development | | 1408 | N/A | 20,000 | | | | |
| | Living Skills Coordinator | | 1408 | N/A | 56,000 | | | | |
| | Police | | 1408 | N/A | 130,000 | | | | |
| | Security Guards | | 1408 | N/A | 15,000 | | | | |
| | Pest Control Program | | 1408 | N/A | 20,000 | | | | |
| | CGP Administrative Costs | | 1410 | N/A | 454,106 | | | | |
| | In-House Design | | 1410 | N/A | 154,000 | | | | |
| | Digitize Building Plans | | 1430 | N/A | 20,000 | | | | |
| | A&E Fees and Costs | | 1430 | N/A | 150,000 | | | | |
| | LBP/Asbestos Testing | | 1430 | N/A | 5,000 | | | | |
| | MOD Inspection Costs | | 1430 | N/A | 90,000 | | | | |
| | Utility Surveys | | 1430 | N/A | 20,000 | | | | |
| | Identification Signs | | 1450 | N/A | 5,000 | | | | |
| | Handicapped Site Improvements | | 1450 | N/A | 5,000 | | | | |
| | Asbestos Abatement | | 1460 | N/A | 10,000 | | | | |
| | Elevator Improvements/Repairs | | 1460 | N/A | 15,000 | | | | |
| | Handicapped Unit Modifications | | 1460 | N/A | 8,000 | | | | |
| | LBP Abatement | | 1460 | N/A | 5,000 | | | | |
| | Computer Hardware | | 1475 | N/A | 25,000 | | | | |
| | Radios/Wireless alarms | | 1475 | N/A | 5,000 | | | | |
| | Maintenance Vehicles/Equipment | | 1475 | N/A | <u>60,000</u> | | | | |
| | | | | | 2,205,318 | | | | |

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

[illegible]

| | | | | | | |
|--|---|--|---|--|---|---|
| Five-Year Action Plan Part I: Summary Comprehensive Grant Program (CGP) | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| HA Name: PROVIDENCE HOUSING AUTHORITY | | Locality: (City/County & State) PROVIDENCE, RI | | | <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No: _____ | |
| A. | Development Number/Name | Work Stmt. for Year 1 FFY: 2004 | Work Statement for Year 2 FFY: 2005 | Work Statement for Year 3 FFY: 2006 | Work Statement for Year 4 FFY: 2007 | Work Statement for Year 5 FFY: 2008 |
| | RI 43 P001 001 – Chad Brown | | 34,700 | 17,000 | 185,250 | 60,000 |
| | RI 43 P001 01A – Admiral Terrace | | 912,200 | 12,000 | 63,000 | 325,000 |
| | RI 43 P001 002 – Roger Williams | See | 10,000 | 411,200 | 25,000 | 0 |
| | RI 43 P001 003 – Coddington Court | Annual | 20,000 | 3,000 | 0 | 0 |
| | RI 43 P001 004/6/19 – Hartford Park | Statement | 956,563 | 656,619 | 581,392 | 504,119 |
| | RI 43 P001 005 – Manton Heights | | 0 | 61,000 | 279,000 | 180,000 |
| | RI 43 P001 007 – Sunset Village | | 0 | 0 | 0 | 0 |
| | B. Physical Improvements Subtotal | | 2,401,463 | 2,419,442 | 2,409,642 | 2,411,742 |
| | C. Management Improvements | | 253,279 | 260,300 | 268,100 | 281,000 |
| | D. HA-Wide Nondwelling Structures & Equipment | | 85,000 | 98,000 | 100,000 | 85,000 |
| | E. Administration | | 608,106 | 608,106 | 608,106 | 608,106 |
| | F. Other | | 285,000 | 247,000 | 247,000 | 247,000 |
| | G. Operations | | 908,212 | 908,212 | 908,212 | 908,212 |
| | H. Demolition | | | | | |
| | I. Replacement Reserve | | | | | |
| | J. Mod Used for Development | | | | | |
| | K. Total CGP Funds | | 4,541,060 | 4,541,060 | 4,541,060 | 4,541,060 |
| | L. Total Non-CGP Funds | | 0 | 0 | 0 | 0 |
| | M. Grand Total | | 4,541,060 | 4,541,060 | 4,541,060 | 4,541,060 |
| Signature of Executive Director | | | Date: | Signature of Public Housing Director/Office of Native American Program Administrator | | Date: |

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| Five-Year Action Plan Part I: Summary (Continuation) Comprehensive Grant Program (CGP) | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| HA Name: PROVIDENCE HOUSING AUTHORITY | | Locality: (City/County & State) PROVIDENCE, RI | | | <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:1 |
| A. Development Number/Name | Work Stmt. for Year 1 FFY: 2004 | Work Statement for Year 2 FFY: <u>2005</u> | Work Statement for Year 3 FFY: <u>2006</u> | Work Statement for Year 4 FFY: <u>2007</u> | Work Statement for Year 5 FFY: <u>2008</u> |
| RI 43 P001 008 – Dexter Manor I | See Annual Statement | 320,000 | 100,000 | 50,000 | 373,123 |
| RI 43 P001 009 – Dominica Manor | | 50,000 | 485,000 | 5,000 | 7,500 |
| RI 43 P001 011 – Carroll Tower | | 0 | 385,000 | 313,000 | 11,500 |
| RI 43 P001 012 – Kilmartin Plaza | | 0 | 45,000 | 230,000 | 295,000 |
| RI 43 P001 013 – Parenti Villa | | 0 | 8,000 | 25,000 | 345,000 |
| RI 43 P001 014 – Dexter Manor II | | 45,000 | 125,000 | 79,000 | 41,500 |
| RI 43 P001 017/021 – Scattered Sites | | 30,000 | 67,000 | 224,000 | 179,000 |
| *Authority Wide | | 23,000 | 43,623 | 250,000 | 90,000 |
| *Excludes 1470 and 1475 which are included on Line "D" | | | | | |

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|--|---|--|---|---|-----------------------|--|
| Five-Year Action Part II: Supporting Pages Physical Needs Work Statement(s) Comprehensive Grant Program (CGP) | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | | OMB Approval No. 2577--0157 (exp. 7/31/98) | | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>2</u> FFY: <u>2005</u> | | Work Statement for Year <u>3</u> FFY: <u>2006</u> | | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | <u>RI 43 P001 001</u> CHAD BROWN Landscaping Kitchens - Cabinets/Countertops Replace Floor Tiles Deferred Painting Appliance Purchase | N/A 14 units 5 units 6 units 14 units | 5,000 15,400 5,000 5,000 4,300 34,700 | <u>RI 43 P001 001</u> CHAD BROWN Exterior Security Lighting Repair/Replace Gutters & Add Guards Repair/Replace Exterior Doors | N/A N/A 8 doors | 5,000 8,000 4,000 17,000 |
| | <u>RI 43 P001 01A</u> ADMIRAL TERRACE Fence/Pavement/Furniture Landscaping Kitchens - Cabinets/Countertops Heating System Upgrade Appliance Purchase Card/Access/Cameras/Security System Install New Heating & Hot Water system | N/A N/A 7 units 16 bldgs 7 units N/A 1 bldg | 5,000 5,000 7,700 800,000 4,500 10,000 80,000 912,200 | <u>RI 43 P001 01A</u> ADMIRAL TERRACE Repair/Replace Gutters & Add Guards Repair/Replace Exterior Doors | N/A 8 doors | 8,000 4,000 12,000 |
| Total of Estimated Cost | | | 946,900 | Subtotal of Estimated Cost | | 29,000 |

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

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

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

| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>2</u> FFY: <u>2005</u> | Quantity | Estimated Cost | Work Statement for Year <u>3</u> FFY: <u>2006</u> | Quantity | Estimated Cost |
|--|--|--------------|----------------|---|----------|------------------|
| Development Number/Name/General Description of Major Work Categories | | | | Development Number/Name/General Description of Major Work Categories | | |
| See Annual Statement | <u>RI 43 P001 002</u> ROGER WILLIAMS | | | <u>RI 43 P001 002</u> ROGER WILLIAMS | | |
| | Landscaping | N/A | 5,000 | Site Improve./Fence/Walks/Pavement | N/A | 50,000 |
| | Exterior Security Lighting | 10 fixtures | <u>5,000</u> | Paving/Seal Coat Parking Lot | 1 lot | 50,000 |
| | | | 10,000 | Renovate Building Exterior | 2 bldgs | 300,000 |
| | | | | Upgrade Cellar Doors (4) | 4 doors | 3,200 |
| | | | | Replace Interior Doors | 16 doors | 3,000 |
| | | | | Deferred Painting | 5 units | <u>5,000</u> |
| | | | | | | 411,200 |
| | <u>RI 43 P001 003</u> CODDING COURT | | | <u>RI 43 P001 003</u> CODDING COURT | | |
| | Install Backflow Valves | 7 valves | 10,000 | | | |
| | Card/Access/Cameras/Security System | N/A | <u>10,000</u> | | N/A | <u>3,000</u> |
| | | | 20,000 | Landscaping | | 3,000 |
| | <u>RI 43 P001 004, 006, 019</u> HARTFORD PARK | | | <u>RI 43 P001 004, 006, 019</u> HARTFORD PARK | | |
| | Barry Road Site Improvements | 4 bldgs | 500,000 | | N/A | 100,000 |
| | Repair/Retile Playgrounds | 7 playgr'nds | 20,000 | | 11 bldgs | 132,000 |
| | Exterior Lighting Replacement | 10 fixtures | 3,500 | | N/A | <u>424,619</u> |
| | Exterior Lighting Security Shields | 10 shields | 3,500 | | | 656,619 |
| | Bond Repayment | N/A | <u>429,563</u> | | | |
| | | | 956,563 | | | |
| | <u>RI 43 P001 005</u> MANTON HEIGHTS | | | <u>RI 43 P001 005</u> MANTON HEIGHTS | | |
| | | | | | N/A | 3,000 |
| | | | | Landscaping | 4 bldgs | 53,000 |
| | | | | New Roofs on Wood Buildings | N/A | <u>5,000</u> |
| | | | | Install Prototype Vent Fan Unit | | 61,000 |
| | Subtotal of Estimated Cost | | 986,563 | Subtotal of Estimated Cost | | 1,131,819 |

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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 | | OMB Approval No. 2577--0157 (exp. 7/31/98) | | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>2</u> FFY: <u>2005</u> | | Work Statement for Year <u>3</u> FFY: <u>2006</u> | | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity Estimated Cost | |
| See Annual Statement | RI 43 P001 007 SUNSET VILLAGE | | | RI 43 P001 007 SUNSET VILLAGE | | |
| | RI 43 P001 008 DEXTER MANOR I | | | RI 43 P001 008 DEXTER MANOR I | | |
| | Concrete Sidewalks Deferred Painting Asbestos Abatement Renovate Heating System (New) | N/A 7 units 5 units 1 system | 10,000 5,000 5,000 <u>300,000</u> 320,000 | Replace Floor Tile Asbestos Abatement Reconfigure Handicapped Units Deferred Painting Repair/Replace Unit Heaters/Fan Coils | 6 units 5 units 2 units 7 units 2 units | 5,000 5,000 80,000 5,000 <u>5,000</u> 100,000 |
| | RI 43 P001 009 DOMINICA MANOR | | | RI 43 P001 009 DOMINICA MANOR | | |
| | Automatic Door Openers/Entrance | N/A | <u>50,000</u> 50,000 | Seal/Repair Building Exterior Replace Floor Tile Reconfigure Handicapped Units | 1 bldg. 6 units N/A | 400,000 5,000 <u>80,000</u> 485,000 |
| RI 43 P001 011 CARROLL TOWER | | | RI 43 P001 011 CARROLL TOWER | | | |
| | | | | Install Railings in Halls Install Energy Efficient Lighting Fire Alarm system Upgrade | N/A N/A 1 system | 30,000 5,000 <u>350,000</u> 385,000 |
| Subtotal of Estimated Cost | | | 370,000 | Subtotal of Estimated Cost | | 970,000 |

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

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

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

| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>2</u> FFY: <u>2005</u> | | | Work Statement for Year <u>3</u> FFY: <u>2006</u> | | |
|--|---|---------------|-----------------------------------|---|--------------|-------------------------|
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | RI 43 P001 012 KILMARTIN PLAZA | | | RI 43 P001 012 KILMARTIN PLAZA | | |
| | | | | Pave/Seal Coat Parking Lot | N/A | <u>45,000</u> 45,000 |
| | — | | | RI 43 P001 013 PARENTI VILLA | | |
| | RI 43 P001 013 PARENTI VILLA | | | Repair/Replace PVI Hot Water Tank | 1 tank | <u>8,000</u> 8,000 |
| | — | | | RI 43 P001 014 DEXTER MANOR II | | |
| | RI 43 P001 014 DEXTER MANOR II | 5 units | 5,000 | Replace/Repair Roof | 1 roof | 120,000 |
| | Upgrade Kitchen | 1 system | <u>40,000</u> | Replace Floor Covering | 5 units | <u>5,000</u> |
| | Upgrade Domestic HW | | 45,000 | | | 125,000 |
| | — | | | RI 43 P001 017, 021 SCATTERED SITES | | |
| | RI 43 P001 017, 021 SCATTERED SITES | 4 duplexes | 20,000 | Paint Buildings (1-17) | 5 duplexes | 25,000 |
| Paint Buildings (1-17) | 2 duplexes | <u>10,000</u> | Paint Buildings (1-21) | 4 duplexes | 20,000 | |
| Paint Buildings (1-21) | | 30,000 | Replace Floor Tile (1-17) | 4 units | 5,000 | |
| | | | Replace Floor Tile (1-21) | 4 units | 5,000 | |
| | | | Install Vinyl Flooring (1-17) | 19 units | 5,000 | |
| | | | Repair/Seal Foundation Cracks | 5 units | 5,000 | |
| | | | Install Carbon Monoxide Detectors | 20 units | <u>2,000</u> | |
| | | | | | 67,000 | |
| Subtotal of Estimated Cost | | | 75,000 | Subtotal of Estimated Cost | | |
| | | | | 245,000 | | |

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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 | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>2</u> FFY: <u>2005</u> | | | Work Statement for Year <u>3</u> FFY: <u>2006</u> | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | AUTHORITY WIDE PHYSICAL IMPROVEMENTS & NON-DWELLING STRUCTURES/EQUIPMENT | | | AUTHORITY WIDE PHYSICAL IMPROVEMENTS & NON-DWELLING STRUCTURES/EQUIPMENT | | |
| | Handicapped Site Improvements | N/A | 5,000 | Asbestos Abatement | N/A | 10,000 |
| | Asbestos Abatement | N/A | 10,000 | Handicapped Common Space Renovations | N/A | 10,000 |
| | Stairwell Door Closers | N/A | 3,000 | Install Security Cameras/Card Readers | N/A | <u>23,623</u> |
| | Replace Security Screens | N/A | <u>5,000</u> | | | 43,623 |
| | | | 23,000 | | | |
| | Maintenance Vehicles & Equipment (1475) | N/A | 60,000 | Maintenance Vehicles & Equipment (1475) | N/A | 60,000 |
| | Computer Hardware (1475) | N/A | 25,000 | Fire Hoses & Extinguishers (1475) | N/A | 5,000 |
| | | | | Computer Hardware (1475) | N/A | 25,000 |
| | | | | Office Furnishings (1475) | N/A | 8,000 |
| | | | Relocation (1495) | N/A | 2,000 | |
| *Total includes 1475 line items which are separately totaled on Part I Summary, Line "D" | | | *Total includes 1475 line items which are separately totaled on Part I Summary, Line "D" | | | |
| Subtotal of Estimated Cost | | | 108,000 | Subtotal of Estimated Cost | | |
| | | | | 143,623 | | |

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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 | | OMB Approval No. 2577—0157 (exp. 7/31/98) | | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity Estimated Cost | |
| See Annual Statement | <u>RI 43 P001 001</u> CHAD BROWN Decorative Fencing Upgrade Site Parking/Drainage/Walkways <hr/> | N/A N/A <hr/> | 35,250 <u>250,000</u> 285,250 <hr/> | <u>RI 43 P001 001</u> CHAD BROWN Upgrade Site Parking/Drainage/Walkways Replace Floor Tile Deferred Painting <hr/> | N/A 4 units 5 units <hr/> | 50,000 5,000 <u>5,000</u> 60,000 <hr/> |
| | <u>RI 43 P001 01A</u> ADMIRAL TERRACE Decorative Fencing Baseboard Upgrade in Bathroom Install Energy Efficient Lighting <hr/> | N/A 25 units N/A <hr/> | 48,000 10,000 <u>5,000</u> 63,000 <hr/> | <u>RI 43 P001 01A</u> ADMIRAL TERRACE Upgrade Site Parking/Drainage/Walkways Install Backflow Valves Retile Non-Dwelling Space <hr/> | N/A 7 valves N/A <hr/> | 300,000 10,000 <u>15,000</u> 325,000 <hr/> |
| | <u>RI 43 P001 002</u> ROGER WILLIAMS Replace Floor Tile Asbestos Abatement (Tile) Bathroom Renovations <hr/> | 7 units 6 units 3 units <hr/> | 10,000 10,000 <u>5,000</u> 25,000 <hr/> | <u>RI 43 P001 002</u> ROGER WILLIAMS <hr/> | | |
| | Subtotal of Estimated Cost | | | 373,250 | Subtotal of Estimated Cost | |

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

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

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

| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | |
|---|--|----------|----------------|---|----------|----------------|
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | RI 43 P001 003 CODDING COURT | | | RI 43 P001 003 CODDING COURT | | |
| | <u>RI 43 P001 004, 006, 019</u> HARTFORD PARK | | | <u>RI 43 P001 004, 006, 019</u> HARTFORD PARK | | |
| | Fence/Walks/Paving/Site Furniture | N/A | 20,000 | Install Backflow Valves | N/A | 36,000 |
| | Heating System Upgrade | N/A | 106,986 | Appliance Replacement | 50 units | 40,000 |
| | Appliance Replacement | 25 units | 20,000 | Bond Repayment | N/A | <u>428,119</u> |
| | Bond Repayment | N/A | <u>434,406</u> | | | 504,119 |
| | | | 581,392 | | | |
| | <u>RI 43 P001 005</u> MANTON HEIGHTS | | | <u>RI 43 P001 005</u> MANTON HEIGHTS | | |
| | Construct New Stairs/Railings | N/A | 25,000 | Replace Roofs on Brick Buildings | 2 bldgs | 120,000 |
| | Repair/Replace Basement Access Doors | 20 doors | 10,000 | Penthouse & Roof Repairs | 10 bldgs | 50,000 |
| | Replace Roofs on Brick Buildings | 2 bldgs | 120,000 | Install Backflow Valves | N/A | <u>10,000</u> |
| | Seal Exterior Masonry | 15 bldgs | 50,000 | | | 180,000 |
| | Repair Stair Tower Foundation | 1 bldg | 35,000 | | | |
| | Building Controls | N/A | 4,000 | | | |
| | Upgrade Heating System | N/A | 10,000 | | | |
| | Deferred Painting | 6 units | 5,000 | | | |
| | Admin/Community Center Bldg. Renovation | N/A | <u>20,000</u> | | | |
| | | | 279,000 | | | |
| | Subtotal of Estimated Cost | | 860,392 | Subtotal of Estimated Cost | | 684,119 |

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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 | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | |
| See Annual Statement | RI 43 P001 007 SUNSET VILLAGE | | | RI 43 P001 007 SUNSET VILLAGE | | | |
| | RI 43 P001 008 DEXTER MANOR I | | | RI 43 P001 008 DEXTER MANOR I | | | |
| | Repair Pavilion Area Kitchens-Cabinets/Countertops Deferred Painting Asbestos Abatement | 1 pavilion N/A 7 units N/A | 35,000 5,000 5,000 5,000 50,000 | Landscaping Repave Parking Lot Seal/Repair Building Exterior Install Railings in Halls Replace Kitchen Faucets Purchase Trash Compactor Upgrade Baths on Turnaround | N/A 1 lot 1 bldg N/A N/A 1 compactor 4 baths | 4,000 40,000 264,123 40,000 5,000 15,000 5,000 373,123 | |
| | RI 43 P001 009 DOMINICA MANOR | | | RI 43 P001 009 DOMINICA MANOR | | | |
| | Seal Coat Parking Lot | 1 lot | 5,000 5,000 | Unit Locks | 204 units | 7,500 7,500 | |
| RI 43 P001 011 CARROLL TOWER | | | RI 43 P001 011 CARROLL TOWER | | | | |
| | Seal / Repair Building Exterior Asbestos Abatement (Tile) Repair PVI Hot Water Tank | 1 bldg 5 units 1 tank | 300,000 5,000 8,000 313,000 | Landscaping Unit Locks | N/A 194 units | 4,000 7,500 11,500 | |
| Subtotal of Estimated Cost | | | 368,000 | Subtotal of Estimated Cost | | | 392,123 |

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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 | | OMB Approval No. 2577—0157 (exp. 7/31/98) | | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | <u>RI 43 P001 012</u> KILMARTIN PLAZA Magnetic Latches Fire Alarm System Upgrade Asbestos Abatement Repair PVI Hot Water Tank | 16 doors 1 system 5 units 1 tank | 20,000 200,000 5,000 5,000 230,000 | <u>RI 43 P001 012</u> KILMARTIN PLAZA Replace/Repair Patio Roof Seal/Repair Building Exterior Replace/Upgrade Generator Reconfigure Handicapped Units | 1 roof 1 bldg 1 generator 2 units | 5,000 150,000 70,000 70,000 295,000 |
| | <u>RI 43 P001 013</u> PARENTI VILLA Landscaping Replace Floor Tile Install Energy Efficient Lighting Asbestos Abatement Deferred Painting | N/A 5 units N/A 5 units 7 units | 5,000 5,000 5,000 5,000 5,000 25,000 | <u>RI 43 P001 013</u> PARENTI VILLA Seal/Repair Building Exterior Install Railings in Halls Replace Floor Tile | 1 bldg N/A 5 units | 300,000 40,000 5,000 345,000 |
| | <u>RI 43 P001 014</u> DEXTER MANOR II Replace Floor Covering Upgrade Kitchen Retube/Upgrade Boilers Repair/Replace Unit Heaters/Fan Coils Replace Motorized Dampers Deferred Painting | 5 units 3 units 2 boilers N/A 40 units 7 units | 5,000 4,000 25,000 20,000 20,000 5,000 79,000 | <u>RI 43 P001 014</u> DEXTER MANOR II Repave Parking Lot Replace Floor Covering Upgrade Kitchen Install Backflow Valves Deferred Painting | 1 lot 5 units 3 units 2 valves 7 units | 25,000 5,000 4,000 2,500 5,000 41,500 |
| Subtotal of Estimated Cost | | | 334,000 | Subtotal of Estimated Cost | | |
| | | | | 681,500 | | |

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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 | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | <u>RI 43 P001 017, 021</u> SCATTERED SITES Fencing Install Vinyl Siding on Duplexes Paint Buildings (1-17) Paint Buildings (1-21) Replace Floor Tile (1-17) Replace Floor Tile (1-21) Install Vinyl Flooring (1-17) Repair/Seal Foundation Cracks Install Carbon Monoxide Detectors Replace Heating Systems (1-12) Replace Domestic Hot Water Systems (1-17) Replace Domestic Hot Water Tanks (1-21) Install Backflow Valves | N/A 5 duplexes 5 bldgs 4 bldgs 4 units 4 units 19 units 5 units 20 units 12 units 16 units 8 units N/A | 10,000 100,000 25,000 20,000 5,000 5,000 5,000 5,000 2,000 30,000 8,000 4,000 5,000 | <u>RI 43 P001 017, 021</u> SCATTERED SITES Install Vinyl Siding on Duplexes Painting Buildings (1-17) Painting Buildings (1-21) Replace Floor Tile (1-17) Replace Floor Tile (1-21) Install Vinyl Flooring (1-17) Repair/Seal Foundation Cracks Install Carbon Monoxide Detectors Replace Domestic Hot Water Tanks (1-17) Replace Domestic Hot Water Tanks (1-21) | 5 duplexes 5 bldgs 4 bldgs 4 units 4 units 19 units 5 units 20 units 16 units 8 units | 100,000 25,000 20,000 5,000 5,000 5,000 5,000 2,000 8,000 4,000 |
| | Subtotal of Estimated Cost | | 224,000 | Subtotal of Estimated Cost | | 179,000 |

| | | | | | | |
|---|--|----------|--|--|--|----------------|
| Five-Year Action Plan Part II: Supporting Pages Physical Needs Work Statement(s) Comprehensive Grant Program (CGP) | | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | | OMB Approval No. 2577--0157 (exp. 7/31/98) | |
| Work Statement For Year 1 FFY: <u>2004</u> | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | |
| | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name/General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | <u>AUTHORITY WIDE</u> PHYSICAL IMPROVEMENTS & NON-DWELLING STRUCTURES/EQUIPMENT | | | <u>AUTHORITY WIDE</u> PHYSICAL IMPROVEMENTS & NON-DWELLING STRUCTURES/EQUIPMENT | | |
| | Tree Pruning | N/A | 40,000 | Asbestos Abatement | N/A | 10,000 |
| | Handicapped Site Improvements | N/A | 15,000 | Intercom Replacement/Repair | N/A | 10,000 |
| | Install Backflow Valves | N/A | 25,000 | Electric & Water Meter Replacement | N/A | 30,000 |
| | Asbestos Abatement | N/A | 10,000 | LBP Abatement | N/A | 5,000 |
| | Elevator Improvements/Repairs | N/A | 100,000 | Handicapped Site Improvements | N/A | 5,000 |
| | Handicapped Unit Modifications | N/A | 20,000 | Appliance Purchase | 36 units | <u>30,000</u> |
| | LBP Abatement | N/A | 10,000 | | | 90,000 |
| | Appliance Purchase | 36 units | <u>30,000</u> | | | |
| | | | 250,000 | | | |
| Maintenance Vehicles & Equipment (1475) | N/A | 60,000 | Maintenance Vehicles & Equipment (1475) | N/A | 60,000 | |
| Computer Hardware (1475) | N/A | 25,000 | Computer Hardware (1475) | N/A | 25,000 | |
| Radios/Wireless Alarms (1475) | N/A | 15,000 | Relocation (1495) | N/A | 2,000 | |
| Relocation (1495) | N/A | 2,000 | | | | |
| *Total includes 1470 and 1475 line items which are separately totaled on Part I Summary, Line "D" | | | *Total includes 1475 line items which are separately totaled on Part I Summary, Line "D" | | | |
| Subtotal of Estimated Cost | | | 352,000 | Subtotal of Estimated Cost | | |
| | | | | 177,000 | | |

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

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

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

| Work Statement | Work Statement for Year <u>2</u> FFY: <u>2005</u> | | | Work Statement for Year <u>3</u> FFY: <u>2006</u> | | | |
|-------------------------------------|--|------------|----------------|--|------------|----------------|-----------|
| for Year 1 FFY: <u>2004</u> | General Description of Major Work Categories | Quantity | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost | |
| See Annual Statement | Operations | N/A | 908,212 | Operations | N/A | 908,212 | |
| | Computer Software | N/A | 20,779 | Computer Software | N/A | 20,000 | |
| | Living Skills Coordinator | 1 Position | 57,500 | Living Skills Coordinator | 1 Position | 59,300 | |
| | Economic Development | N/A | 20,000 | Economic Development | N/A | 20,000 | |
| | Police | N/A | 140,000 | Police | N/A | 145,000 | |
| | Security Guards | N/A | 15,000 | Security Guards | N/A | 16,000 | |
| Subtotal of Estimated Cost | | | 1,161,491 | Subtotal of Estimated Cost | | | 1,168,512 |

| | | | | | | | |
|--|--|------------|------------------|--|------------|---|------------------|
| Five-Year Action Plan Part III: Supporting Pages Management Needs Work Statement(s) Comprehensive Grant Program (CGP) | | | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | | OMB Approval No. 2577--0157 (exp. 7/31/98) 6/21/02 | |
| Work Statement | Work Statement for Year <u>4</u> FFY: <u>2007</u> | | | Work Statement for Year <u>5</u> FFY: <u>2008</u> | | | |
| for Year 1 FFY: <u>2004</u> | General Description of Major Work Categories | Quantity | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost | |
| See Annual Statement | Operations | N/A | 908,212 | Operations | N/A | 908,212 | |
| | Computer Software | N/A | 20,000 | Computer Software | N/A | 20,000 | |
| | Living Skills Coordinator | 1 Position | 61,100 | Living Skills Coordinator | 1 Position | 63,000 | |
| | Economic Development | N/A | 20,000 | Economic Development | N/A | 20,000 | |
| | Police | N/A | 150,000 | Police | N/A | 160,000 | |
| | Security Guards | N/A | 17,000 | Security Guards | N/A | 18,000 | |
| Subtotal of Estimated Cost | | | 1,176,312 | Subtotal of Estimated Cost | | | 1,189,212 |

CAPITAL FUND PROGRAM TABLES START HERE

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
|---|---|--|---|-------------------|---------------------------|
| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2000 |
| Original Annual Statement Reserve for Disasters/ Emergencies x Performance and Evaluation Report for Period Ending: 12/31/03 | | | Revised Annual Statement (revision no:) Final Performance and Evaluation Report | | |
| Line No | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 900,000 | 900,000 | 900,000 | 900,000 |
| 3 | 1408 Management Improvements Soft Costs | 270,869 | 270,869 | 270,869 | 270,869 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 631,719 | 631,719 | 631,719 | 631,719 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 704,721 | 731,930 | 731,930 | 695,346 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 616,335 | 580,375 | 580,375 | 521,258 |
| 10 | 1460 Dwelling Structures | 1,398,863 | 1,399,879 | 1,399,879 | 1,381,820 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 13,440 | 13,440 | 13,440 | 13,440 |
| 12 | 1470 Nondwelling Structures | 19,257 | 19,257 | 19,257 | 19,257 |
| 13 | 1475 Nondwelling Equipment | 192,458 | 200,193 | 200,193 | 198,911 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization Expenses or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 to 20) | 4,747,662 | 4,747,662 | 4,747,662 | 4,632,620 |
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |
| 23 | Amount of line 21 Related to Section 504 compliance | 0 | 0 | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | 189,409 | 189,409 | | |
| 25 | Amount of Line 21 related to Security -- Hard Costs | 535,232 | 535,232 | | |
| 26 | Amount of line 21 Related to Energy Conservation | 32,852 | 32,852 | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2000 For Period Ending: 31 December 2003 | | |
|--|--|--|---------------------|----------|----------------------|----------------|--|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| Chad Brown | Site Improve.-Fence/Walks/Paving | | 1450 | N/A | 9,951 | 9,951 | 9,951 | 9,951 | completed |
| 001 | Repair /Replace Gas Lines | | 1450 | 1 system | 60,758 | 46,087 | 46,087 | 10,758 | underway |
| | Repair Steam Lines | | 1450 | N/A | 1,320 | 1,320 | 1,320 | 1,320 | completed |
| | Upgrade Handicapped Units | | 1460 | 2 units | 10,064 | 8,575 | 8,575 | 8,575 | completed |
| | Kitchens-Cabinets/Countertops | | 1460 | 24 units | 28,206 | 28,440 | 28,440 | 28,440 | completed |
| | Areaway Covers | | 1460 | 5 covers | 25,412 | 25,411 | 25,411 | 25,411 | completed |
| | Appliance Purchases | | 1465 | 24 units | <u>13,440</u> | <u>13,440</u> | <u>13,440</u> | <u>13,440</u> | completed |
| | | | | | 149,151 | 133,224 | 133,224 | 97,895 | |
| | | | | | | | | | |
| Admiral Terrace | Site Improvements/Concrete Sidewalks | | 1450 | N/A | 160,415 | 160,415 | 160,415 | 160,415 | completed |
| 001A | Repair/Replace Gas Lines | | 1450 | N/A | 50,000 | 20,000 | 20,000 | 0 | underway |
| (PIC 010) | Improve Drainage | | 1450 | N/A | 448 | 448 | 448 | 448 | completed |
| | Areaway Covers | | 1460 | 7 covers | <u>35,401</u> | <u>35,401</u> | <u>35,401</u> | <u>35,401</u> | completed |
| | | | | | 246,264 | 216,264 | 216,264 | 196,264 | |
| | | | | | | | | | |
| Roger Williams | Site Improvements/Fence/Walks/Paving | | 1450 | N/A | 4,250 | 4,250 | 4,250 | 4,250 | completed |
| 002 | Exterior Lights | | 1450 | N/A | 1,254 | 1,254 | 1,254 | 1,254 | completed |
| | Replace Boiler | | 1450 | 2 bldgs | 2,940 | 2,940 | 2,940 | 2,940 | in 50101 |
| | Replace Floor Tile | | 1460 | 15 units | 20,916 | 20,916 | 20,916 | 20,916 | completed |
| | Asbestos Abatement | | 1460 | N/A | 300 | 300 | 300 | 300 | completed |
| | Kitchens-Cabinets/Countertops | | 1460 | 15 units | 172,982 | 163,224 | 163,224 | 163,224 | ongoing |
| | Install Mortise Locks | | 1460 | 40 locks | 7,753 | 7,752 | 7,752 | 7,752 | completed |
| | Replace Interior Doors | | 1460 | 10 doors | 1,578 | 4,868 | 4,868 | 4,868 | completed |
| | Bathroom Renovations | | 1460 | 8 units | <u>3,072</u> | <u>3,072</u> | <u>3,072</u> | <u>3,072</u> | completed |
| | | | | | 215,045 | 208,576 | 208,576 | 208,576 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2000 For Period Ending: 31 December 2003 | | |
|--|--|--|---------------------|-------------|----------------------|----------------|--|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| Hartford Park | Design New Community Center | | 1430 | N/A | 221,055 | 253,534 | 253,534 | 224,090 | completed |
| 004/006/019 | Site Improvements | | 1450 | N/A | 15,440 | 15,260 | 15,260 | 15,260 | completed |
| | Replace Underground Oil Tanks | | 1450 | 2 tanks | 189,195 | 189,195 | 189,195 | 189,195 | completed |
| | Repair/Retile Playgrounds | | 1450 | 1 playgrnd | 34,095 | 34,095 | 34,095 | 34,095 | completed |
| | Replace Exterior Lighting | | 1450 | 25 fixtures | 9,253 | 9,252 | 9,252 | 9,252 | completed |
| | Card Access/Intercom | | 1460 | 1 bldg | 96,318 | 95,450 | 95,450 | 94,379 | underway |
| | Upgrade Heating System | | 1460 | N/A | 36,140 | 31,916 | 31,916 | 25,631 | underway |
| | Asbestos Abatement | | 1460 | N/A | 600 | 600 | 600 | 600 | completed |
| | Upgrade Façade FM Garage | | 1460 | 1 garage | 353 | 353 | 353 | 353 | moved to 50101 |
| | Building Controls | | 1460 | N/A | 15,937 | 15,937 | 15,937 | 15,937 | completed |
| | Renovate/Replace Comm. Center | | 1470 | N/A | 2,722 | 2,722 | 2,722 | 2,722 | completed |
| | Community Room Furnishings | | 1475 | N/A | 3,858 | 4,995 | 4,995 | 4,995 | completed |
| | | | | | 624,966 | 653,309 | 653,309 | 616,509 | |
| | | | | | | | | | |
| Manton Heights | Replace Floor Tiles | | 1460 | N/A | 666 | 666 | 666 | 666 | completed |
| 005 | Replace Exit Signs/Emerg Lighting | | 1460 | N/A | 1,395 | 1,395 | 1,395 | 1,395 | completed |
| | Install Prototype Vent Fan Unit-Bath | | 1460 | N/A | 1,451 | 1,451 | 1,451 | 1,451 | completed |
| | Admin Bldg/Comm Ctr Renovation | | 1470 | N/A | 15,323 | 15,323 | 15,323 | 15,323 | completed |
| | | | | | 18,835 | 18,835 | 18,835 | 18,835 | |
| | | | | | | | | | |
| Dexter Manor I | Landscaping | | 1450 | N/A | 1,522 | 1,522 | 1,522 | 1,522 | completed |
| 008 | Building Exterior Doors | | 1460 | 10 doors | 12,411 | 12,411 | 12,411 | 12,411 | completed |
| | Replace Resilient Floor Tile | | 1460 | 18 units | 12,137 | 12,137 | 12,137 | 12,137 | ongoing |
| | Building Controls | | 1460 | N/A | 2,033 | 2,033 | 2,033 | 2,033 | completed |
| | Fire Alarm System Upgrade | | 1460 | 1 system | 176,801 | 181,025 | 181,025 | 176,751 | underway |
| | Deferred Painting | | 1460 | 20 units | 5,775 | 6,591 | 6,591 | 6,591 | ongoing |
| | Card Access/Intercom | | 1460 | 1 system | 56,601 | 56,601 | 56,601 | 55,529 | underway |
| | Community Room Furnishings | | 1475 | N/A | 0 | 1,706 | 1,706 | 1,706 | completed |
| | | | | | 267,280 | 274,026 | 274,026 | 268,680 | |
| | | | | | | | | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2000 For Period Ending: 31 December 2003 | | | |
|--|--|--|---------------------|-------------|----------------------|--|-------------------|----------------|--------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| Dominica Manor | Fence Walks Paving Site Furniture | | 1450 | N/A | 29,264 | 29,264 | 29,264 | 29,264 | completed |
| 009 | Underground Sprinkler System | | 1450 | 1 system | 911 | 911 | 911 | 911 | moved to 50101 |
| | Replace Floor Tile | | 1460 | 15 units | 11,474 | 13,525 | 13,525 | 13,525 | completed |
| | Deferred Painting | | 1460 | 8 units | 3,641 | 5,171 | 5,171 | 5,171 | ongoing |
| | Asbestos Abatement | | 1460 | 12 units | 10,395 | 10,395 | 10,395 | 10,395 | ongoing |
| | Card Access/Intercom | | 1460 | 1 system | 85,431 | 84,906 | 84,906 | 83,834 | underway |
| | Refurbish Entrance & Lobby | | 1460 | N/A | 230,551 | 230,491 | 230,491 | 230,491 | completed |
| | Community Room Furnishings | | 1475 | N/A | 2,369 | 2,369 | 2,369 | 2,369 | completed |
| | | | | | 374,036 | 377,032 | 377,032 | 375,960 | |
| | | | | | | | | | |
| Carroll Tower | Building Controls | | 1460 | N/A | 14,147 | 14,147 | 14,147 | 14,147 | completed |
| 011 | Deferred Painting | | 1460 | 14 units | 7,001 | 8,753 | 8,753 | 8,753 | ongoing |
| | Asbestos Abatement (Tile) | | 1460 | 5 units | 3,223 | 3,223 | 3,223 | 3,223 | ongoing |
| | Card Access/Intercom | | 1460 | 1 system | 79,480 | 77,902 | 77,902 | 76,831 | substantially comp |
| | Replace Floor Tiles | | 1460 | N/A | 68 | 68 | 68 | 68 | moved to 50102 |
| | Replace Generator | | 1460 | 1 generator | 3,109 | 3,109 | 3,109 | 3,109 | moved to 50102 |
| | Community Room Furnishings | | 1475 | N/A | 8,530 | 9,857 | 9,857 | 9,857 | completed |
| | | | | | 115,558 | 117,059 | 117,059 | 115,988 | |
| | | | | | | | | | |
| Kilmartin Plaza | Fence/Walks/Paving/Site Improvements | | 1450 | N/A | 450 | 450 | 450 | 450 | completed |
| 012 | Elevator Controller Upgrades | | 1460 | 2 elevators | 1,100 | 2,200 | 2,200 | 2,200 | completed |
| | Upgrade Generator | | 1460 | 1 generator | 970 | 970 | 970 | 970 | Moved to out year |
| | Deferred Painting | | 1460 | 9 units | 3,925 | 6,565 | 6,565 | 6,565 | ongoing |
| | Asbestos Abatement | | 1460 | 8 units | 4,986 | 4,986 | 4,986 | 4,986 | ongoing |
| | Card Access/Intercom | | 1460 | 1 system | 64,173 | 63,273 | 63,273 | 62,202 | substantially comp |
| | Replace Floor Tile | | 1460 | 12 units | 8,212 | 11,213 | 11,213 | 11,213 | ongoing |
| | Community Room Furnishings | | 1475 | N/A | 0 | 1,137 | 1,137 | 1,137 | completed |
| | | | | | 83,816 | 90,794 | 90,794 | 89,723 | |
| | | | | | | | | | |

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

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

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CAPITAL FUND PROGRAM TABLES START HERE

| Annual Statement/Performance and Evaluation Report | | | | | |
|--|---|---|-----------|-------------------|----------------------------------|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2001 |
| Original Annual Statement Reserve for Disasters/ Emergencies | | Revised Annual Statement (revision no:) | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03 | | Final Performance and Evaluation Report | | | |
| Line No | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 968,000 | 968,000 | 968,000 | 968,000 |
| 3 | 1408 Management Improvements Soft Costs | 266,300 | 233,214 | 233,214 | 233,214 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 645,167 | 645,167 | 645,167 | 645,167 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 448,500 | 386,245 | 386,245 | 360,858 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 256,446 | 185,708 | 185,708 | 185,708 |
| 10 | 1460 Dwelling Structures | 1,916,696 | 2,016,741 | 2,016,741 | 1,858,480 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 15,750 | 5,880 | 5,880 | 3,920 |
| 12 | 1470 Nondwelling Structures | 156,073 | 110,237 | 110,237 | 110,237 |
| 13 | 1475 Nondwelling Equipment | 170,000 | 292,740 | 292,740 | 292,740 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | 1,000 | 0 | 0 | 0 |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization Expenses or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2-20) | 4,843,932 | 4,843,932 | 4,843,932 | 4,658,324 |
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |
| 23 | Amount of line 21 Related to Section 504 compliance | 41,227 | 299,738 | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | 165,000 | 154,162 | | |
| 25 | Amount of Line 21 related to Security-- Hard Costs | 11,148 | 8,227 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | 94,660 | 91,380 | | |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | | |
|--|---|--|---------------------|------------|--|--|---|----------------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Chad Brown | Site Improve.-Fence/Walks/Paving | | 1450 | N/A | 1,200 | 1,200 | 1,200 | 1,200 | completed |
| 001 | Landscaping | | 1450 | N/A | 5,000 | 0 | 0 | 0 | in 50102 |
| | Repair Steam Lines | | 1450 | N/A | 10,000 | 0 | 0 | 0 | in 50103 |
| | Repoint/Seal Exterior Masonry | | 1460 | 3 bldgs | 10,000 | 70,151 | 70,151 | 70,151 | completed |
| | Replace Interior Doors | | 1460 | 15 doors | 1,500 | 0 | 0 | 0 | in future year |
| | Kitchens-Cabinets/Countertops | | 1460 | 23 Units | 27,600 | 32,927 | 32,927 | 32,648 | underway |
| | Bathroom Renovations | | 1460 | 6 units | 2,000 | 0 | 0 | 0 | cancelled |
| | Appliance Purchases | | 1465 | 23 units | 10,350 | 5,880 | 5,880 | 3,920 | underway |
| | | | | | 67,650 | 110,158 | 110,158 | 107,919 | |
| Admiral Terrace | Design New Heating System | | 1430 | N/A | 100,000 | 0 | 0 | 0 | in Auth-Wide A&E |
| 001A | Site Improve.-Concrete Sidewalks | | 1450 | N/A | 5,000 | 0 | 0 | 0 | done in 50100 |
| | Fence/Pavement/Furniture | | 1450 | N/A | 4,000 | 1,061 | 1,061 | 1,061 | completed |
| | Landscaping | | 1450 | N/A | 15,000 | 990 | 990 | 990 | in 50102 |
| | Repair Steam Lines | | 1450 | N/A | 25,000 | 0 | 0 | 0 | in 50103 |
| | Repoint/Seal Exterior Masonry | | 1460 | 4 bldgs | 18,000 | 49,594 | 49,594 | 49,594 | completed |
| | Replace Interior Doors | | 1460 | 15 doors | 1,500 | 0 | 0 | 0 | cancelled |
| | Kitchens-Cabinets/Countertops | | 1460 | 12 Units | 15,000 | 0 | 0 | 0 | in 50102 |
| | Circulating Pump/Condensate Tank | | 1460 | 1 tank | 1,081 | 1,081 | 1,081 | 1,081 | completed |
| | Building Controls | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50102 |
| | Appliance Purchases | | 1465 | 12 units | 5,400 | 0 | 0 | 0 | in 50102 |
| | Retube Boiler | | 1470 | 1 boiler | 0 | 9,995 | 9,995 | 9,995 | completed |
| | | | | | 194,981 | 62,721 | 62,721 | 62,721 | |
| Roger Williams | Exterior Lights | | 1450 | 5 fixtures | 2,000 | 0 | 0 | 0 | in 50100 |
| 002 | Renovate Building Exterior | | 1460 | 2 bldgs | 219,031 | 0 | 0 | 0 | in 50106 |
| | Replace Interior Doors | | 1460 | 10 doors | 1,000 | 0 | 0 | 0 | in 50100 |
| | Common Hallway Lighting | | 1460 | 2 bldgs | 3,000 | 0 | 0 | 0 | done by PHA staff |
| | Replace Boilers | | 1460 | 2 Boilers | 100,000 | 0 | 0 | 0 | in 50102 |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | |
|--|---|--|---------------------|------------|---|---------|--|---------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Roger Williams | Asbestos Abatement (Tile) | | 1460 | 3 units | 3,000 | 0 | 0 | 0 | in 50104 |
| 002 | Deferred Painting | | 1460 | N/A | 948 | 948 | 948 | 948 | in out year |
| (continued) | Replace Basement Stairs | | 1460 | N/A | 0 | 28,935 | 28,935 | 28,935 | completed |
| | | | | | 328,979 | 29,883 | 29,883 | 29,883 | |
| | | | | | | | | | |
| Codding Court | Landscaping/Site Work | | 1450 | N/A | 950 | 950 | 950 | 950 | completed |
| 003 | Repair Underground Sprinkler | | 1450 | 1 system | 4,000 | 2,826 | 2,826 | 2,826 | completed |
| | | | | | 4,950 | 3,776 | 3,776 | 3,776 | |
| | | | | | | | | | |
| Hartford Park | Design New Community Center | | 1430 | N/A | 79,000 | 53,549 | 53,549 | 47,719 | underway |
| 004/006/019 | Exterior Lighting Replacement | | 1450 | 10 lights | 3,000 | 0 | 0 | 0 | in 50100 |
| | Exterior Lighting Shields | | 1450 | 10 shields | 3,648 | 3,099 | 3,099 | 3,099 | completed |
| | Replace Underground Oil Tanks | | 1450 | 2 tanks | 6,480 | 6,480 | 6,480 | 6,480 | completed |
| | Repair/Replace Gas Lines | | 1450 | N/A | 3,000 | 1,676 | 1,676 | 1,676 | completed |
| | Replace Exterior Doors | | 1460 | 40 doors | 24,204 | 24,203 | 24,203 | 24,203 | completed |
| | Heating System Upgrade | | 1460 | N/A | 780 | 970 | 970 | 970 | in 50100 |
| | Building Controls | | 1460 | N/A | 4,500 | 4,160 | 4,160 | 596 | underway |
| | Upgrade Handicap Showers | | 1460 | 1 shower | 0 | 1,431 | 1,431 | 1,431 | completed |
| | Upgrade Façade FM Garage | | 1470 | 1 garage | 37,000 | 0 | 0 | 0 | in 50102 |
| | Furnishings for FM Bldg. & Comm. Ctr. | | 1475 | N/A | 0 | 79,850 | 79,850 | 79,850 | also in 50103 |
| | | | | | 161,612 | 175,418 | 175,418 | 166,024 | |
| | | | | | | | | | |
| Manton Heights | New Roofs on Wood Buildings | | 1460 | 7 bldgs | 81,000 | 0 | 0 | 0 | in 50103 |
| 005 | Penthouse and Roof Repairs | | 1460 | 13 bldgs | 50,000 | 0 | 0 | 0 | moved to out year |
| | Replace Panic Devices | | 1460 | 15 doors | 5,000 | 0 | 0 | 0 | in 50104 |
| | Building Controls | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in out year |
| | Install Prototype Vent or Fan Units | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in out year |
| | Upgrade Domestic HW | | 1460 | 1 system | 75,000 | 0 | 0 | 0 | in 50102 |
| | Upgrade Heating System | | 1460 | 1 system | 81,000 | 81,603 | 81,603 | 81,603 | completed |
| | | | | | 302,000 | 81,603 | 81,603 | 81,603 | |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | |
|--|---|--|---------------------|-------------|---|---------|--|---------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Sunset Village | Repoint/Seal Exterior Masonry | | 1460 | 1 bldg | 30,000 | 44,026 | 44,026 | 44,026 | completed |
| 007 | | | | | 30,000 | 44,026 | 44,026 | 44,026 | |
| | | | | | | | | | |
| Dexter Manor I | Concrete Sidewalks | | 1450 | N/A | 10,000 | 0 | 0 | 0 | in 50105 |
| 008 | Exterior Security Lighting | | 1450 | 6 fixtures | 3,000 | 968 | 968 | 968 | in 50103 |
| | Repair Pavilion Area | | 1450 | 1 pavilion | 30,000 | 0 | 0 | 0 | moved to out year |
| | Underground Sprinkler System | | 1450 | N/A | 26,880 | 27,592 | 27,592 | 27,592 | completed |
| | Building Exterior Doors | | 1460 | 3 doors | 2,000 | 0 | 0 | 0 | in 50100 |
| | Upgrade Kitchens | | 1460 | 5 units | 0 | 7,812 | 7,812 | 7,812 | ongoing |
| | Replace Resilient Floor Tile | | 1460 | 5 units | 12,000 | 4,781 | 4,781 | 4,781 | ongoing |
| | Install GFI's in Kitchens and Baths | | 1460 | 200 units | 10,800 | 12,712 | 12,712 | 12,712 | completed |
| | Building Controls | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50100 |
| | Upgrade DHW | | 1460 | 1 boiler | 6,595 | 6,595 | 6,595 | 6,595 | completed |
| | Asbestos Abatement | | 1460 | 6 units | 15,748 | 7,023 | 7,023 | 7,023 | ongoing |
| | Clean Ventilation System | | 1460 | 1 system | 14,354 | 14,354 | 14,354 | 14,354 | completed |
| | Deferred Painting | | 1460 | N/A | 0 | 14,480 | 14,480 | 14,480 | ongoing |
| | Community Room Furnishings | | 1475 | N/A | 5,000 | 0 | 0 | 0 | in 50100 |
| | Purchase Trash Compactor | | 1475 | 1 compctor | 15,000 | 0 | 0 | 0 | moved to out year |
| | | | | | 156,377 | 96,317 | 96,317 | 96,317 | |
| | | | | | | | | | |
| Dominica Manor | Underground Sprinkler System | | 1450 | 1 system | 24,180 | 24,892 | 24,892 | 24,892 | completed |
| 009 | Install Hand Railings | | 1460 | N/A | 30,000 | 0 | 0 | 0 | in 50102 |
| | Asbestos Abatement | | 1460 | 12 units | 25,175 | 15,868 | 15,868 | 15,868 | ongoing |
| | Replace Floor Tile | | 1460 | 4 units | 5,504 | 3,491 | 3,491 | 3,491 | ongoing |
| | Building Controls | | 1460 | N/A | 4,000 | 117 | 117 | 117 | done with Lobby |
| | Trash Chute Repairs | | 1460 | 1 chute | 2,500 | 0 | 0 | 0 | in 50104 |
| | Deferred Painting | | 1460 | 13 units | 5,000 | 4,367 | 4,367 | 4,017 | ongoing |
| | Refurbish Entrance & Lobby | | 1460 | N/A | 191,043 | 190,743 | 190,743 | 190,743 | completed |
| | Replace Generator | | 1460 | 1 generator | 4,230 | 4,230 | 4,230 | 4,230 | completed |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | | |
|--|---|--|---------------------|-------------|--|--|---|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Dominica Manor | Clean Ventilation System | | 1460 | 1 system | 0 | 13,200 | 13,200 | 13,200 | completed |
| 009 | Construct Storage Shed | | 1470 | 1 shed | <u>22,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | design |
| (continued) | | | | | 313,632 | 256,908 | 256,908 | 256,558 | |
| | | | | | | | | | |
| Carroll Tower | Fence/Walks/Paving/Site Furniture | | 1450 | N/A | 660 | 660 | 660 | 660 | completed |
| 011 | Landscaping | | 1450 | N/A | 1,000 | 0 | 0 | 0 | in out year |
| | Underground Irrigation System | | 1450 | 1 system | 23,860 | 24,572 | 24,572 | 24,572 | completed |
| | Repair/Repave Parking Lot | | 1450 | 1 lot | 0 | 18,625 | 18,625 | 18,625 | completed |
| | Install Railings in Halls | | 1460 | N/A | 28,556 | 0 | 0 | 0 | in out year |
| | Asbestos Abatement (Tile) | | 1460 | 6 units | 11,275 | 7,332 | 7,332 | 7,332 | ongoing |
| | Clean Ventilation System | | 1460 | 1 system | 4,179 | 12,079 | 12,079 | 12,079 | completed |
| | Replace Generator | | 1460 | 1 generator | 11,444 | 11,444 | 11,444 | 11,444 | in 50102 |
| | Roof Replacement | | 1460 | 1 roof | 0 | 210,363 | 210,363 | 157,049 | underway |
| | Community Room Furnishings | | 1475 | N/A | <u>5,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | in 50100 |
| | | | | | 85,974 | 285,075 | 285,075 | 231,761 | |
| | | | | | | | | | |
| Kilmartin Plaza | Magnetic Latches | | 1460 | N/A | 16,000 | 0 | 0 | 0 | in out year |
| 012 | Replace Floor Tiles | | 1460 | 10 units | 10,000 | 0 | 0 | 0 | in 50100 |
| | Asbestos Abatement | | 1460 | 40 units | 40,500 | 36,255 | 36,255 | 36,255 | completed |
| | Clean Ventilation System | | 1460 | 1 system | <u>0</u> | <u>4,900</u> | <u>4,900</u> | <u>4,900</u> | completed |
| | | | | | 66,500 | 41,155 | 41,155 | 41,155 | |
| | | | | | | | | | |
| Parenti Villa | Landscaping | | 1450 | N/A | 5,000 | 0 | 0 | 0 | cancelled |
| 013 | Underground Irrigation system | | 1450 | 1 system | 22,240 | 22,952 | 22,952 | 22,952 | completed |
| | Repave/Seal Coat Parking Lot | | 1450 | 1 lot | 0 | 47,165 | 47,165 | 47,165 | completed |
| | Upgrade Exterior Lighting | | 1450 | N/A | 5,000 | 0 | 0 | 0 | in 50103 |
| | Roof Replacement | | 1460 | 1 roof | 0 | 186,115 | 186,115 | 168,300 | underway |
| | Install Energy Efficient Lighting | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in out year |
| | Upgrade Fire Alarm System | | 1460 | 1 system | 338,000 | 324,518 | 324,518 | 259,245 | underway |
| | Upgrade FirePumps | | 1460 | 1 pump | 5,000 | 0 | 0 | 0 | in 50103 |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | | |
|--|---|--|---------------------|-----------|--|--|---|----------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Parenti Villa | Asbestos Abatement | | 1460 | 6 units | 10,800 | 7,675 | 7,675 | 7,675 | ongoing |
| 013 | Install GFI's | | 1460 | 194 untis | 10,771 | 11,071 | 11,071 | 11,071 | completed |
| (continued) | Clean Ventilation System | | 1460 | 1 system | 4,179 | 12,079 | 12,079 | 12,079 | completed |
| | Deferred Painting | | 1460 | N/A | 0 | 4,417 | 4,417 | 4,417 | ongoing |
| | Community Room Furnishings | | 1475 | N/A | 5,000 | 0 | 0 | 0 | in 50100 |
| | | | | | 410,990 | 615,992 | 615,992 | 532,904 | |
| Dexter Manor II | Building Controls | | 1460 | N/A | 4,000 | 0 | 0 | 0 | cancelled |
| 014 | Upgrade Domestic HotWater | | 1460 | 1 system | 30,000 | 0 | 0 | 0 | in out year |
| | Clean Ventilation System | | 1460 | 1 system | 8,513 | 8,513 | 8,513 | 8,513 | completed |
| | Replace Motorized Dampers | | 1460 | 40 units | 15,000 | 0 | 0 | 0 | in out year |
| | Upgrade HVAC-Admin | | 1460 | N/A | 9,660 | 9,660 | 9,660 | 9,660 | completed |
| | Upgrade Handicap Units | | 1460 | 1 unit | 0 | 4,813 | 4,813 | 4,813 | ongoing |
| | Install GFI's | | 1460 | 91 units | 0 | 3,500 | 3,500 | 3,500 | completed |
| | Repair/Caulk Chimney | | 1460 | 1 chimney | 0 | 15,800 | 15,800 | 15,800 | completed |
| | Upgrade Admin Restrooms | | 1470 | 4 rooms | 0 | 6,415 | 6,415 | 6,415 | completed |
| | Replace Acoustic Ceilings | | 1470 | N/A | 53,200 | 51,149 | 51,149 | 51,149 | completed |
| | Replace Floor Covering | | 1470 | N/A | <u>35,873</u> | <u>42,678</u> | <u>42,678</u> | <u>42,678</u> | completed |
| | | | | | 156,246 | 142,528 | 142,528 | 142,528 | |
| Scattered Sites | Fencing (1-17) | | 1450 | N/A | 7,847 | 0 | 0 | 0 | in 50103 |
| 017/021 | Landscaping (1-21) | | 1450 | N/A | 3,000 | 0 | 0 | 0 | cancelled |
| | Paint Buildings (1-17) | | 1460 | 8 units | 40,000 | 39,145 | 39,145 | 39,145 | completed |
| | Paint Buildings (1-21) | | 1460 | 10 units | 30,000 | 49,265 | 49,265 | 46,715 | underway |
| | Renovate Handicapped Units (1-17) | | 1460 | 2 units | 36,227 | 294,175 | 294,175 | 279,059 | underway |
| | Install Vinyl Siding (1-17) | | 1460 | 10 units | 80,000 | 71,756 | 71,756 | 71,756 | completed |
| | Floor Tile (1-17) | | 1460 | 10 units | 20,000 | 14,402 | 14,402 | 14,402 | ongoing |
| | Floor Tile (1-21) | | 1460 | 10 units | 10,000 | 0 | 0 | 0 | in 50103 |
| | Install Vinyl Flooring (1-17) | | 1460 | 6 units | <u>3,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | in 50104 |
| | | | | | 230,074 | 468,743 | 468,743 | 451,077 | |

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2001 For Period Ending: 31 December 2004 | | |
|--|---|--|---------------------|----------|--|-----------|--|-----------|-----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Authority-Wide | Operating Costs | | 1406 | N/A | 968,000 | 968,000 | 968,000 | 968,000 | completed |
| | Computer System Software | | 1408 | N/A | 60,000 | 31,820 | 31,820 | 31,820 | completed |
| | Economic Development | | 1408 | N/A | 10,000 | 10,000 | 10,000 | 10,000 | completed |
| | Living Skills Coordinator | | 1408 | N/A | 51,300 | 51,300 | 51,300 | 51,300 | completed |
| | Police | | 1408 | N/A | 125,000 | 125,000 | 125,000 | 125,000 | completed |
| | Security Guards | | 1408 | N/A | 20,000 | 15,094 | 15,094 | 15,094 | completed |
| | CGP Administrative Costs | | 1410 | N/A | 484,393 | 484,393 | 484,393 | 484,393 | completed |
| | In-House Design | | 1410 | N/A | 160,774 | 160,774 | 160,774 | 160,774 | completed |
| | A&E Fees and Costs | | 1430 | N/A | 170,000 | 213,585 | 213,585 | 195,963 | underway |
| | LBP/Asbestos Testing | | 1430 | N/A | 25,000 | 35,763 | 35,763 | 33,828 | underway |
| | MOD Inspection Costs | | 1430 | N/A | 82,500 | 82,500 | 82,500 | 82,500 | completed |
| | Utility Surveys | | 1430 | N/A | 1,000 | 848 | 848 | 848 | in future years |
| | Handicapped Site Improvements | | 1450 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| | Asbestos Abatement | | 1460 | N/A | 10,000 | 1,200 | 1,200 | 1,200 | ongoing |
| | Elevator Improvements | | 1460 | N/A | 5,000 | 1,900 | 1,900 | 1,900 | completed |
| | Handicapped Unit Modifications | | 1460 | N/A | 5,000 | 750 | 750 | 750 | ongoing |
| | LBP Abatement | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50103 |
| | Replace Floor Tiles | | 1460 | 30 units | 0 | 33,812 | 33,812 | 33,812 | ongoing |
| | Handicapped Common Space Renov. | | 1470 | N/A | 5,000 | 0 | 0 | 0 | in out year |
| | Maintenance Vehicles/Equipment | | 1475 | N/A | 55,000 | 96,134 | 96,134 | 96,134 | completed |
| | Computer Hardware | | 1475 | N/A | 55,000 | 99,060 | 99,060 | 99,060 | completed |
| | Office Furnishings | | 1475 | N/A | 10,000 | 3,628 | 3,628 | 3,628 | completed |
| | Radios/Wireless Alarms | | 1475 | N/A | 20,000 | 14,068 | 14,068 | 14,068 | completed |
| | Relocation | | 1495 | N/A | 1,000 | 0 | 0 | 0 | in 50103 |
| | | | | | 2,333,967 | 2,429,629 | 2,429,629 | 2,410,072 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

CAPITAL FUND PROGRAM TABLES START HERE

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

| | | |
|--|--|------------------------------|
| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | Federal FY of Grant: 2002 |
|--|--|------------------------------|

| | |
|---|---|
| <input type="checkbox"/> Original Annual Statement Reserve for Disasters/ Emergencies | <input type="checkbox"/> Revised Annual Statement (revision no:) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03 | <input type="checkbox"/> Final Performance and Evaluation Report |

| Line No | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---------|---|----------------------|-----------|-------------------|-----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 920,396 | 920,396 | 920,396 | 920,396 |
| 3 | 1408 Management Improvements Soft Costs | 262,900 | 296,218 | 217,985 | 252,427 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 607,571 | 649,696 | 607,571 | 469,897 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 320,000 | 268,483 | 131,037 | 113,228 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 5,000 | 69,585 | 62,785 | 60,654 |
| 10 | 1460 Dwelling Structures | 2,181,150 | 1,544,514 | 1,254,524 | 431,546 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 14,400 | 9,000 | 3,920 | 3,920 |
| 12 | 1470 Nondwelling Structures | 62,864 | 322,370 | 2,370 | 1,960 |
| 13 | 1475 Nondwelling Equipment | 97,700 | 101,000 | 23,537 | 12,362 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization Expenses or Debt Service | 130,000 | 420,719 | 420,719 | 420,719 |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2-20) | 4,601,981 | 4,601,981 | 3,644,844 | 2,687,109 |
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |
| 23 | Amount of line 21 Related to Section 504 compliance | 175,000 | 13,600 | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | 135,000 | 295,198 | | |
| 25 | Amount of Line 21 related to Security-- Hard Costs | 0 | 50,000 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | 562,000 | 626,382 | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 For Period Ending: 31 December 2003 | | |
|---|--|--|---------------|-------------|--|----------------|--|---------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Chad Brown | Refurbish Basketball Court Area | | 1450 | N/A | 0 | 22,339 | 22,339 | 22,339 | completed |
| 001 | Repair Steam Lines | | 1450 | N/A | 0 | 14,376 | 14,376 | 14,376 | completed |
| | Repoint/Seal Exterior Masonry | | 1460 | 10 bldgs. | 36,000 | 0 | 0 | 0 | moved to 5010 |
| | Kitchens-Cabinets/Countertops | | 1460 | 15 units | 15,750 | 11,000 | 0 | 0 | ongoing |
| | Heating System Upgrade | | 1460 | 12 bldgs | 600,000 | 0 | 0 | 0 | moved to 50203 |
| | Deferred Painting | | 1460 | 6 units | 4,000 | 0 | 0 | 0 | in 50103 |
| | Appliance Purchases | | 1465 | 15 Units | 5,400 | 4,500 | 3,920 | 3,920 | ongoing |
| | | | | | 661,150 | 52,215 | 40,635 | 40,635 | |
| Admiral Terrace | Landscaping | | 1450 | N/A | 0 | 26,070 | 26,070 | 23,939 | underway |
| 001A | Retube Boilers | | 1460 | 1 boiler | 22,000 | 0 | 0 | 0 | in 50101 |
| | Repoint/Seal Exterior Masonry | | 1460 | N/A | 44,500 | 0 | 0 | 0 | in 50103 |
| | Replace Screens | | 1460 | 250 screens | 4,000 | 0 | 0 | 0 | in 50103 |
| | Kitchens-Cabinets/Countertops | | 1460 | 7 Units | 21,000 | 7,700 | 0 | 0 | ongoing |
| | Building Controls | | 1460 | N/A | 0 | 5,500 | 0 | 0 | planned |
| | Appliance Purchases | | 1465 | 7 Units | 9,000 | 4,500 | 0 | 0 | planned |
| | Replace Windows in Admin Bldg | | 1470 | 80 windows | 35,000 | 35,000 | 0 | 0 | planned |
| | Repair Boiler Smoke Stack | | 1470 | 1 stack | 5,000 | 15,000 | 0 | 0 | planned |
| | | | | | 140,500 | 93,770 | 26,070 | 23,939 | |
| Roger Williams | Deferred Painting | | 1460 | N/A | 1,350 | 0 | 0 | 0 | in out year |
| 002 | Install Backflow Valves | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| | Replace Boilers | | 1460 | N/A | 0 | 240,000 | 228,216 | 35,820 | underway |
| | Replace Floor Tiles | | 1460 | 5 units | 5,000 | 0 | 0 | 0 | ongoing |
| | | | | | 11,350 | 240,000 | 228,216 | 35,820 | |
| Codding Court | Landscaping/Site Work | | 1450 | N/A | 2,000 | 0 | 0 | 0 | in out year |
| 003 | Building Controls | | 1460 | N/A | 0 | 7,500 | | | |
| | | | | | 2,000 | 7,500 | 0 | 0 | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 For Period Ending: 31 December 2003 | | |
|---|--|--|---------------|-----------|--|---------|--|---------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Hartford Park | Upgrade Handicapped Showers | | 1460 | 2 showers | 2,000 | 0 | 0 | 0 | in 50103 |
| 004/006/019 | Reshingle/Repair Entrance Shed Roofs | | 1460 | 50 roofs | 10,000 | 0 | 0 | 0 | in 50103 |
| | Replace Screens | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| | Replace Floor Tile | | 1460 | 6 units | 5,000 | 0 | 0 | 0 | cancelled |
| | Trash Chute Cleaning & Repairs | | 1460 | 1 chute | 8,000 | 0 | 0 | 0 | in 50104 |
| | Master Antenna/Video System | | 1460 | 1 system | 40,000 | 0 | 0 | 0 | in 50104 |
| | Upgrade Heating System | | 1460 | N/A | 100,000 | 5,000 | 4,224 | 0 | underway |
| | Deferred Painting | | 1460 | 6 units | 5,000 | 0 | 0 | 0 | cancelled |
| | Paint Exteriors of Phase III Buildings | | 1460 | 11 bldgs | 0 | 42,500 | 0 | 0 | planned |
| | Retube Boilers | | 1460 | N/A | 0 | 17,995 | 17,995 | 0 | underway |
| | Building Controls | | 1460 | N/A | 0 | 3,500 | 0 | 0 | planned |
| | Repair Boiler Smoke Stack | | 1470 | 1 stack | 5,000 | 15,000 | 0 | 0 | planned |
| | Upgrade façade FM Garage | | 1470 | N/A | 0 | 50,000 | 0 | 0 | planned |
| | Repair Boiler Room Floor Slab | | 1470 | 1 floor | 0 | 50,000 | 0 | 0 | design |
| | Bond Repayment-FM Bldg/Com Ctr | | 1501 | N/A | 130,000 | 420,719 | 420,719 | 420,719 | payment made |
| | | | | | 310,000 | 604,714 | 442,938 | 420,719 | |
| Manton Heights | Landscaping | | 1450 | N/A | 3,000 | 0 | 0 | 0 | in 50104 |
| 005 | Upgrade Domestic Hot Water | | 1460 | 1 system | 0 | 160,000 | 143,600 | 0 | underway |
| | Repair Boiler Smoke Stack | | 1470 | N/A | 5,000 | 15,000 | 0 | 0 | planned |
| | | | | | 8,000 | 175,000 | 143,600 | 0 | |
| Sunset Village | Building Controls | | 1460 | N/A | 3,000 | 1,500 | 0 | 0 | planned |
| 007 | | | | | 3,000 | 1,500 | 0 | 0 | |
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Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 For Period Ending: 31 December 2003 | | |
|---|--|--|---------------|------------|--|----------------|--|--------------|------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Dexter Manor I | Replace Screens | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| 008 | Replace Floor Tile | | 1460 | 3 units | 8,000 | 3,000 | 0 | 0 | ongoing |
| | Trash Chute Cleaning & Repairs | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| | Building Controls | | 1460 | N/A | 0 | 3,000 | 0 | 0 | planned |
| | Renovate Heating System | | 1460 | 1 system | 300,000 | 0 | 0 | 0 | in 50105 |
| | Asbestos Abatement | | 1460 | 3 units | 10,000 | 3,000 | 0 | 0 | ongoing |
| | Deferred Painting | | 1460 | 4 units | 0 | 3,000 | 1,530 | 1,530 | ongoing |
| | Construct Storage Shed | | 1470 | 1 shed | 0 | 30,000 | 0 | 0 | design |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | | | | | 328,000 | 52,000 | 1,530 | 1,530 | |
| Dominica Manor | Investigation of Building Exterior | | 1430 | 1 survey | 30,000 | 0 | 0 | 0 | in Auth Wide A&E |
| 009 | Refurbish Elevator Lobbies | | 1460 | 15 lobbies | 19,200 | 20,000 | 0 | 0 | bid preparation |
| | Trash Chute Cleaning & Upgrade | | 1460 | 1 chute | 5,000 | 0 | 0 | 0 | in 50104 |
| | Replace Floor Tile | | 1460 | 14 units | 8,000 | 3,000 | 0 | 0 | ongoing |
| | Asbestos Abatement | | 1460 | 14 units | 18,000 | 5,000 | 0 | 0 | ongoing |
| | Install Hand Railings (in Halls) | | 1460 | N/A | 0 | 30,000 | 0 | 0 | planned |
| | Deferred Painting | | 1460 | N/A | 0 | 2,000 | 340 | 340 | ongoing |
| | Building Controls | | 1460 | N/A | 0 | 387 | 387 | 387 | completed |
| | Clean Ventilation System | | 1460 | 1 system | 25,000 | 0 | 0 | 0 | in 50101 |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | Construct Storage Shed | | 1470 | 1shed | 0 | 30,000 | 0 | 0 | planned |
| | | | | | 105,200 | 100,387 | 727 | 727 | |
| Carroll Tower | Investigation of Building Exterior | | 1430 | 1 survey | 30,000 | 0 | 0 | 0 | in Auth Wide A&E |
| 011 | Trash Chute Cleaning & Repairs | | 1460 | 1 chute | 5,000 | 0 | 0 | 0 | in 50104 |
| | Install Energy Efficient Lighting | | 1460 | N/A | 4,000 | 0 | 0 | 0 | in out year |
| | Deferred Painting | | 1460 | 8 units | 5,000 | 2,000 | 0 | 0 | ongoing |
| | Repair PVI Hot Water Tank | | 1460 | 1 tank | 0 | 3,000 | 0 | 0 | design |
| | Install Backflow Valves | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 For Period Ending: 31 December 2003 | | |
|---|--|--|---------------|-------------|--|----------------|--|---------------|------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Carroll Tower | Upgrade Fire Pumps | | 1460 | 1 pump | 5,000 | 5,000 | 0 | 0 | design |
| 11 | Replace Generator | | 1460 | 1 generator | 93,000 | 108,775 | 108,775 | 90,000 | underway |
| (continued) | Replace Floor Tile | | 1460 | 10 units | 6,000 | 3,000 | 0 | 0 | ongoing |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | | | | | 153,000 | 131,775 | 108,775 | 90,000 | |
| Kilmartin Plaza | Trash Chute Cleaning & Repairs | | 1460 | 1 chute | 5,000 | 0 | 0 | 0 | in 50104 |
| 012 | Deferred Painting | | 1460 | 8 units | 5,000 | 3,000 | 0 | 0 | ongoing |
| | Replace Floor Tile | | 1460 | 10 units | 6,000 | 2,000 | 0 | 0 | ongoing |
| | Building Controls | | 1460 | N/A | 0 | 2,000 | 0 | 0 | planned |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | Community Room Furnishings | | 1475 | N/A | 2,700 | 0 | 0 | 0 | in 50100 |
| | | | | | 18,700 | 17,000 | 0 | 0 | |
| Parenti Villa | Investigation of Building Exterior | | 1430 | 1 survey | 30,000 | 0 | 0 | 0 | in Auth Wide A&E |
| 013 | Handicapped Site Improvements | | 1450 | N/A | 0 | 6,800 | 0 | 0 | planned |
| | Trash Chute Cleaning & Repairs | | 1460 | 1 chute | 5,000 | 0 | 0 | 0 | in 50104 |
| | Replace Floor Tile | | 1460 | 6 units | 5,000 | 0 | 0 | 0 | in 50103 |
| | Replace Generator | | 1460 | 1 generator | 90,000 | 107,225 | 107,225 | 90,405 | underway |
| | Repair/Replace Ventilation System | | 1460 | N/A | 220,000 | 150,000 | 119,000 | 0 | underway |
| | Repair/Replace PVI Hot Water Tank | | 1460 | N/A | 0 | 3,000 | 0 | 0 | design |
| | Asbestos Abatement | | 1460 | 5 units | 0 | 5,000 | 0 | 0 | ongoing |
| | Upgrade Handicap Units | | 1460 | N/A | 0 | 6,800 | 6,800 | 6,800 | completed |
| | Upgrade Fire Alarm System | | 1460 | 1 system | 0 | 70,800 | 70,100 | 0 | underway |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | | | | | 350,000 | 359,625 | 303,125 | 97,205 | |
| | | | | | | | | | |
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Part II: Supporting Pages

Final Draft February 2004

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

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 For Period Ending: 31 December 2003 | | |
|---|--|--|---------------|----------|--|------------------|--|------------------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost Original Revised | | Total Actual Cost Obligated Expended | | Status of Work |
| Authority-Wide | Operations | | 1406 | N/A | 920,396 | 920,396 | 920,396 | 920,396 | completed |
| | Computer System Software | | 1408 | N/A | 20,000 | 20,000 | 15,085 | 12,028 | underway |
| | Economic Development | | 1408 | N/A | 15,000 | 28,120 | 15,000 | 25,561 | underway |
| | Living Skills Coordinator | | 1408 | N/A | 52,900 | 52,900 | 52,900 | 33,351 | underway |
| | Police | | 1408 | N/A | 125,000 | 175,847 | 125,000 | 162,136 | underway |
| | Security Guards | | 1408 | N/A | 10,000 | 19,351 | 10,000 | 19,351 | underway |
| | Pest Control Program | | 1408 | N/A | 14,250 | 0 | 0 | 0 | planned |
| | CGP Administrative Costs | | 1410 | N/A | 460,198 | 460,198 | 460,198 | 296,304 | underway |
| | In-House Design | | 1410 | N/A | 147,373 | 189,498 | 147,373 | 173,593 | underway |
| | Digitize Building Plans* | | 1430* | N/A | 15,000 | 0 | 0 | 0 | in 50104 |
| | A&E Fees and Costs | | 1430 | N/A | 130,000 | 155,966 | 42,479 | 13,679 | planned |
| | LBP/Asbestos Testing | | 1430 | N/A | 5,000 | 5,000 | 3,558 | 3,558 | planned |
| | MOD Inspection Costs | | 1430 | N/A | 85,000 | 107,517 | 85,000 | 95,991 | underway |
| | Utility Surveys | | 1430 | N/A | 10,000 | 0 | 0 | 0 | in 50104 |
| | Asbestos Abatement | | 1460 | N/A | 8,000 | 75,263 | 75,263 | 19,275 | underway |
| | Replace Floor Tiles | | 1460 | N/A | 0 | 98,256 | 98,256 | 37,686 | underway |
| | Deferred Painting | | 1460 | N/A | 0 | 85,000 | 85,000 | 0 | underway |
| | Elevator Improvements/Repairs | | 1460 | N/A | 0 | 5,000 | 0 | 0 | planned |
| | Install Fall Protection-Boiler Rm OSHA | | 1470 | 4 rooms | 0 | 30,000 | 0 | 0 | design |
| | Radios/Wireless Alarms | | 1475 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | Computer Hardware | | 1475 | N/A | 25,000 | 25,000 | 19,628 | 11,779 | underway |
| | Office Furnishings | | 1475 | N/A | 10,000 | 6,000 | 3,909 | 583 | underway |
| | Maintenance Vehicles/Equipment | | 1475 | N/A | 60,000 | 60,000 | 0 | 0 | planned |
| | | | | | 2,113,117 | 2,529,312 | 2,159,045 | 1,825,271 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

* Previously misclassified as 1408

In several work items, the expended figures exceed the obligations. This was an oversight that was corrected after the numbers had been called into the LOCCS system

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

PHA Name: THE HOUSING AUTHORITY
OF THE CITY OF PROVIDENCE, RI

| |
|--|
| Grant Type and Number Capital Fund Program No: RI 43 P001 50102 Replacement Housing Factor No: |
|--|

Federal FY of Grant: 2002
For Period Ending: 31 December 2003

[illegible]

CAPITAL FUND PROGRAM TABLES START HERE

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

| | | |
|--|--|------------------------------|
| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50103 Replacement Housing Factor Grant No: | Federal FY of Grant: 2003 |
|--|--|------------------------------|

| | | |
|---|--------------------------|--|
| II Original Annual Statement Reserve for Disasters/ Emergencies | <input type="checkbox"/> | Revised Annual Statement (revision no:) |
| IXI Performance and Evaluation Report for Period Ending: 12/31/03 | <input type="checkbox"/> | Final Performance and Evaluation Report |

| Line No | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---------|---|----------------------|-----------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 757,287 | 757,287 | 757,287 | 757,287 |
| 3 | 1408 Management Improvements Soft Costs | 234,500 | 246,500 | 214,500 | 0 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 499,643 | 499,643 | 499,643 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 211,500 | 211,500 | 86,500 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 120,000 | 116,000 | 0 | 0 |
| 10 | 1460 Dwelling Structures | 778,485 | 725,901 | 0 | 0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 15,750 | 9,000 | 0 | 0 |
| 12 | 1470 Nondwelling Structures | 475,000 | 505,000 | 0 | 0 |
| 13 | 1475 Nondwelling Equipment | 270,000 | 280,500 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | 2,000 | 2,000 | 0 | 0 |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization Expenses or Debt Expenses | 422,272 | 433,106 | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2-20) | 3,786,437 | 3,786,437 | 1,557,930 | 757,287 |
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |
| 23 | Amount of line 21 Related to Section 504 compliance | 0 | 0 | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | 145,000 | 145,000 | | |
| 25 | Amount of Line 21 related to Security-- Hard Costs | 52,000 | 77,000 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | 202,485 | 203,485 | | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2003 | | |
|--|---|---|---------------------|-----------|----------------------|---------------|-------------------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50103 | | | | | For Period Ending: 31 December 2004 | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Chad Brown | Repair Steam Lines | | 1450 | N/A | 10,000 | 10,000 | 0 | 0 | planned |
| 001 | Repoint/Seal Exterior Masonry | | 1460 | 20 bldgs | 47,000 | 40,000 | 0 | 0 | ongoing |
| | Replace Screens | | 1460 | N/A | 4,000 | 4,000 | 0 | 0 | planned |
| | Kitchens-Cabinets/Countertops | | 1460 | 10 units | 12,600 | 11,000 | 0 | 0 | ongoing |
| | Deferred Painting | | 1460 | N/A | 4,000 | 4,000 | 0 | 0 | ongoing |
| | Appliance Purchases | | 1465 | 10 units | 6,750 | 4,500 | 0 | 0 | ongoing |
| | | | | | 84,350 | 73,500 | 0 | 0 | |
| | | | | | | | | | |
| Admiral Terrace | Repair Steam Lines | | 1450 | N/A | 10,000 | 10,000 | 0 | 0 | planned |
| 001A | Repoint/Seal Exterior Masonry | | 1460 | 18 bldgs | 25,000 | 36,000 | 0 | 0 | ongoing |
| | Replace Screens | | 1460 | N/A | 0 | 4,000 | 0 | 0 | planned |
| | Kitchens-Cabinets/Countertops | | 1460 | 7 units | 21,000 | 7,700 | 0 | 0 | ongoing |
| | Replace Floor Tile | | 1460 | N/A | 4,000 | 3,000 | 0 | 0 | ongoing |
| | Deferred Painting | | 1460 | N/A | 5,000 | 5,000 | 0 | 0 | ongoing |
| | Bathroom Renovations | | 1460 | N/A | 2,000 | 0 | 0 | 0 | cancelled |
| | Card Access/Cameras/Security Sys | | 1460 | N/A | 10,000 | 10,000 | 0 | 0 | planned |
| | Appliance Purchases | | 1465 | 7 units | 9,000 | 4,500 | 0 | 0 | ongoing |
| | | | | | 86,000 | 80,200 | 0 | 0 | |
| | | | | | | | | | |
| Roger Williams | Repair/Replace Smoke Hatches | | 1460 | 4 hatches | 7,500 | 6,000 | 0 | 0 | planned |
| 002 | Replace Basement Stairs | | 1460 | 2 stairs | 14,000 | 0 | 0 | 0 | in 50101 |
| | | | | | 21,500 | 6,000 | 0 | 0 | |
| | | | | | | | | | |
| Codding Court | Building Controls | | 1460 | N/A | 4,000 | 0 | 0 | 0 | planned |
| 003 | Install Backflow Valves | | 1460 | 7 valves | 4,000 | 0 | 0 | 0 | planned |
| | | | | | 8,000 | 0 | 0 | 0 | |
| | | | | | | | | | |
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Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2003 | | |
|--|---|---|---------------------|------------|----------------------|------------------|-------------------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50103 | | | | | For Period Ending: 31 December 2004 | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Hartford Park | Install Underground Conduit | | 1450 | N/A | 40,000 | 40,000 | 0 | 0 | planned |
| 004/006/019 | Seal/Repair Building Exterior | | 1460 | 1 bldg | 250,000 | 250,000 | 0 | 0 | planned |
| | Reshingle/Repair Entrance Shed Roofs | | 1460 | N/A | 0 | 10,000 | 0 | 0 | planned |
| | Install Handrails to Meet Code | | 1460 | N/A | 2,000 | 2,000 | 0 | 0 | planned |
| | Upgrade Handicapped Showers | | 1460 | 4 showers | 3,000 | 3,000 | 0 | 0 | planned |
| | Heating System Upgrade | | 1460 | 1 system | 50,000 | 50,000 | 0 | 0 | planned |
| | Repair Boiler Room Floor Slab | | 1470 | N/A | 25,000 | 0 | 0 | 0 | in 50102 |
| | Renovate/Replace Comm. Center | | 1470 | N/A | 400,000 | 400,000 | 0 | 0 | planned |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 10,000 | 10,000 | 0 | 0 | planned |
| | Furniture for FM Bldg/Comm.Center | | 1475 | N/A | 200,000 | 200,000 | 0 | 0 | planned |
| | Bond Repayment | | 1501 | N/A | 422,272 | 433,106 | 0 | 0 | payment made |
| | | | | | 1,402,272 | 1,398,106 | 0 | 0 | |
| | | | | | | | | | |
| Manton Heights | Replace/Repair Gas Lines | | 1450 | N/A | 35,000 | 0 | 0 | 0 | in 50104 |
| 005 | Replace Floor Tiles | | 1460 | N/A | 3,000 | 2,000 | 0 | 0 | ongoing |
| | Deferred Painting | | 1460 | N/A | 3,000 | 3,000 | 0 | 0 | ongoing |
| | Combustion Air System for Boilers | | 1460 | 1 system | 30,000 | 0 | 0 | 0 | in 50104 |
| | New Roofs on Wood Buildings | | 1460 | 1 bldg | 0 | 12,000 | | | planned |
| | Card Access/Cameras/Security Sys | | 1470 | N/A | 10,000 | 10,000 | 0 | 0 | planned |
| | | | | | 81,000 | 27,000 | 0 | 0 | |
| | | | | | | | | | |
| Sunset Village | Upgrade Domestic HW | | 1460 | 1 tank | 15,000 | 15,000 | 0 | 0 | planned |
| 007 | | | | | 15,000 | 15,000 | 0 | 0 | |
| | | | | | | | | | |
| Dexter Manor I | Exterior Security Lighting | | 1450 | 6 fixtures | 0 | 3,000 | 0 | 0 | planned |
| 008 | Construct Storage Shed | | 1470 | 1 shed | 20,000 | 0 | 0 | 0 | planned |
| | Install Security Cameras/Card Readers | | 1470 | N/A | 10,000 | 0 | 0 | 0 | in 50102 |
| | Community Room furnishings | | 1475 | N/A | 0 | 1,500 | 0 | 0 | planned |
| | | | | | 30,000 | 4,500 | 0 | 0 | |

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2003 | | |
|--|---|---|---------------------|------------|----------------------|---------|-------------------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50103 | | | | | For Period Ending: 31 December 2004 | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Dominica Manor | Exterior Security Lighting | | 1450 | N/A | 2,000 | 2,000 | 0 | 0 | planned |
| 009 | Refinish/Replace Balcony Railings | | 1460 | N/A | 9,100 | 9,100 | 0 | 0 | planned |
| | | | | | 11,100 | 11,100 | 0 | 0 | |
| | | | | | | | | | |
| Carroll Tower | Repair/Repave Parking Lot | | 1450 | 1 lot | 15,000 | 4,000 | 0 | 0 | planned |
| 011 | Exterior Security Lighting | | 1460 | 9 fixtures | 2,000 | 15,000 | 0 | 0 | planned |
| | Clean Ventilation System | | 1460 | 1 system | 20,000 | 0 | 0 | 0 | in 50101 |
| | Repair/Replace Ventilation System | | 1460 | N/A | 129,485 | 129,485 | 0 | 0 | planned |
| | Construct Storage Shed | | 1470 | 1 shed | 0 | 30,000 | 0 | 0 | planned |
| | | | | | 166,485 | 178,485 | 0 | 0 | |
| | | | | | | | | | |
| Kilmartin Plaza | Exterior Lighting | | 1450 | N/A | 3,000 | 13,000 | 0 | 0 | planned |
| 012 | Window Replacement | | 1460 | N/A | 4,000 | 4,000 | 0 | 0 | planned |
| | Replace Screens | | 1460 | N/A | 4,000 | 4,000 | 0 | 0 | planned |
| | Deferred Painting | | 1460 | N/A | 3,000 | 3,000 | 0 | 0 | ongoing |
| | Construct Storage Shed | | 1470 | 1 shed | 0 | 25,000 | 0 | 0 | planned |
| | | | | | 14,000 | 49,000 | 0 | 0 | |
| | | | | | | | | | |
| Parenti Villa | Exterior Security Lighting | | 1450 | 9 fixtures | 3,000 | 15,000 | 0 | 0 | planned |
| 013 | Repave/Seal Coat Parking Lot | | 1450 | 1 lot | 0 | 4,000 | 0 | 0 | planned |
| | Replace Floor Tile | | 1460 | N/A | 5,000 | 5,000 | 0 | 0 | ongoing |
| | Upgrade Fire Pumps | | 1460 | 1 pump | 0 | 5,000 | 0 | 0 | planned |
| | Building Controls | | 1460 | N/A | 0 | 5,000 | 0 | 0 | planned |
| | Asbestos Abatement | | 1460 | N/A | 5,000 | 5,000 | 0 | 0 | ongoing |
| | Deferred Painting | | 1460 | N/A | 5,000 | 5,000 | 0 | 0 | ongoing |
| | Install Backflow Valves | | 1460 | N/A | 5,000 | 0 | 0 | 0 | in 50104 |
| | Construct Storage Shed | | 1470 | 1 shed | 0 | 30,000 | 0 | 0 | planned |
| | | | | | 23,000 | 74,000 | 0 | 0 | |
| | | | | | | | | | |

Part II: Supporting Pages

Final Draft February 2004

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

| PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI | | Grant Type and Number | | | | | Federal FY of Grant: 2003 | | |
|--|---|---|---------------------|----------|----------------------|-----------|-------------------------------------|----------|----------------|
| | | Capital Fund Program Grant No: RI 43 P001 50103 | | | | | For Period Ending: 31 December 2004 | | |
| | | Replacement Housing Factor Grant No: | | | | | | | |
| Development Number | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| Name/HA-Wide Activities | | | | | Original | Revised | Obligated | Expended | |
| Authority-Wide | Operations | | 1406 | N/A | 757,287 | 757,287 | 757,287 | 757,287 | completed |
| | Computer System Software | | 1408 | N/A | 20,000 | 27,000 | 0 | 0 | planned |
| | Economic Development | | 1408 | N/A | 15,000 | 20,000 | 15,000 | 0 | underway |
| | Living Skills Coordinator | | 1408 | N/A | 54,500 | 54,500 | 54,500 | 0 | underway |
| | Police | | 1408 | N/A | 130,000 | 130,000 | 130,000 | 0 | underway |
| | Security Guards | | 1408 | N/A | 15,000 | 15,000 | 15,000 | 0 | underway |
| | CGP Administrative Costs | | 1410 | N/A | 378,643 | 378,643 | 378,643 | 0 | underway |
| | In-House Design | | 1410 | N/A | 121,000 | 121,000 | 121,000 | 0 | underway |
| | A&E Fees and Costs | | 1430 | N/A | 120,000 | 120,000 | 0 | 0 | planned |
| | LBP/Asbestos Testing | | 1430 | N/A | 5,000 | 5,000 | 0 | 0 | planned |
| | MOD Inspection Costs | | 1430 | N/A | 86,500 | 86,500 | 86,500 | 0 | underway |
| | Tree Pruning | | 1450 | N/A | 0 | 5,000 | 0 | 0 | planned |
| | Install Backflow Valves | | 1460 | N/A | 10,000 | 0 | 0 | 0 | in out year |
| | Asbestos Abatement | | 1460 | N/A | 10,000 | 0 | 0 | 0 | in 50104 |
| | LBP Abatement | | 1460 | N/A | 5,000 | 5,000 | 0 | 0 | planned |
| | Computer Hardware | | 1475 | N/A | 25,000 | 25,000 | 0 | 0 | planned |
| | Office Furnishings | | 1475 | N/A | 5,000 | 4,000 | 0 | 0 | planned |
| | Maintenance Vehicles/Equipment | | 1475 | N/A | 40,000 | 50,000 | 0 | 0 | planned |
| | Relocation | | 1495 | N/A | 2,000 | 2,000 | 0 | 0 | planned |
| | | | | | 1,799,930 | 1,805,930 | 1,557,930 | 757,287 | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

