

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

**CRANSTON HOUSING AUTHORITY**  
**50 Birch Street**  
**Cranston, Rhode Island 02920**  
**401-944-7210**

**PHA Plan  
Agency Identification**

**PHA Name:** *Cranston Housing Authority*

**PHA Number:** *RI 006*

**PHA Fiscal Year Beginning:** *10/2004*

**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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

**A. Mission**

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

**B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments \*\*
  - Other (list below)
- \*\* We are still attempting to acquire land in order to apply for a 202 Grant or an 811 Grant to increase our supply of affordable housing units.**

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 100%
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: \*\*
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- \*\* Capital funds are being used expeditiously to modernize our housing, keeping in mind the most urgent needs such as fire alarm systems and code enforcement updates.**

**We have recently installed sprinkler systems in our hi-rise buildings to assure that our residents and buildings are fully protected.**

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords \*\*
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: \*\*
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**\*\* Section 8 staff continues to make every effort to encourage new landlords and satisfy current ones with good customer relations. We have advertised to increase awareness of our presence in the community.**

***Our Homeownership Program continues to provide the opportunity for first time home buyers in both our Public Housing and Section 8 programs. Currently, we are in the process of closing on an additional two (2) units.***

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**\*\* We have completed installation of sprinkler systems and related equipment to comply with fire code requirements. We will continue to upgrade our life protection systems, such as fire alarms, to comply with ever-changing code regulations. We are also substantially removing all asbestos materials, such as flooring tiles, on an ongoing basis.**

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. \*\*
- Other: (list below)

**\*\* Our family Self-Sufficiency (FSS) Program clients are still receiving support and encouragement to attain their goals through the services of our Resident Service Coordinator.**

***The Resident Services Delivery Model Program continues to provide needed support services, including weekend meals, to help us extend the tenancy of a number of at-risk tenants. Accommodation has also been given to the disabled population by adding support hours to insure their successful attempts at independent living. We are currently delivering meals to 21 residents; providing skilled nursing services to 8 residents; providing home health care to 20 residents, and providing homemaker services to 8 residents.***

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**\*\* The CHA ensures equal consideration to all applicants, residents and participants of all housing programs regardless of race, color, religion, national origin, sex, familial status and disability. At every resident meeting mention is made that tenants must respect the needs and rights of others. The CHA also continues to provide measures to ensure accessible housing through means such as request of reasonable accommodation and also through efforts to retrofit units.**

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan  
PHA Fiscal Year 2000**

**i. Annual Plan Type:**

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

*In FY 2004 we will continue to target the following areas of focus:*

- ❖ Addressing any areas of maintenance work that ensures the viability of our developments and performance of statutory regulations*
- ❖ Keeping our aging population in place by continuing to provide support programs through the Resident Service Deliver Model (ROSS).*
- ❖ Providing motivated families with the assistance they need to become economically independent.*
- ❖ Providing homeownership opportunities to public housing and Section 8 residents.*

*We are in the 4<sup>th</sup> year of providing services to our at-risk population through a ROSS Grant for a Resident Services Delivery Model. This grant enables the authority to provide necessary services to our at-risk population. Our efforts have been very successful in keeping our at-risk residents safe and in place. This effort will result in longer residency. (We have 21 residents between 90 and 100 years of age.)*

*We continue with efforts to make homeownership a reality for our public housing families and Section 8 families. It is our continued belief that our Homeownership participants will motivate other families towards independence through advancement in the work place. We are currently working with two (2) families who are in a position to purchase their unit. Once these closings take place we will have sold four (4) units to qualified residents.*

*Our Flat Rent option, which is based on Fair Market Rents for the City of Cranston, continues to provide our working families with the chance to retain more of their income, thus giving them a better quality of life.*

### **iii. Annual Plan Table of Contents**

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#### **Attachments**

##### Required Attachments:

- Admissions Policy for De-concentration (*ri006e01*)
- FY 2004 Capital Fund Program Annual Statement (*ri006a01*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

##### Optional Attachments:

- PHA Management Organizational Chart (*ri006i01*)
- FY 2004 Capital Fund Program 5 Year Action Plan (*ri006b01*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- X FY 2003 Capital Fund Program Performance & Evaluation Report (*ri006d01*)**
- X FY 2003 Capital Fund Program Performance & Evaluation Report (*ri006c01*)**
- X Pet Policy (*ri006f01*)**
- X Resident Membership on Governing Board (*ri006g01*)**
- X Resident Advisory Board members (*ri006h01*)**



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 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	Annual Plan: Capital

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	any active CIAP grant	Needs
<b>X</b>	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
<b>X</b>	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
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>NA/</b>	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
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>N/A</b>	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>N/A</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	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
<b>N/A</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<b>X</b>	PHA Management Organizational Chart	Annual Plan Operations and Management

# 1. Statement of Housing Needs

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi-bility	Size	Loca-tion
Income <= 30% of AMI	<b>2260</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>1</b>
Income >30% but <=50% of AMI	<b>2591</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>
Income >50% but <80% of AMI	<b>3115</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
Elderly	<b>2229</b>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Families with Disabilities	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Race/Ethnicity *							
Race/Ethnicity *							
Race/Ethnicity *							
Race/Ethnicity *							

*\*Information not available*

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000-2005**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	<b>879</b>		<b>155</b>
Extremely low income <=30% AMI	<b>706</b>	<b>80%</b>	
Very low income (>30% but <=50% AMI)	<b>143</b>	<b>16%</b>	
Low income (>50% but <80% AMI)	<b>30</b>	<b>3.4%</b>	
Families with children	<b>449</b>	<b>51%</b>	
Elderly families	<b>152</b>	<b>17%</b>	
Families with Disabilities	<b>208</b>	<b>24%</b>	
White	<b>376</b>	<b>43%</b>	
Black	<b>106</b>	<b>12%</b>	
American Indian	<b>13</b>	<b>1%</b>	
Asian	<b>2</b>	<b>0%</b>	
Hispanic	<b>382</b>	<b>43%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	<b>44</b>	<b>5%</b>	
1 BR	<b>248</b>	<b>28%</b>	
2 BR	<b>336</b>	<b>38%</b>	
3 BR	<b>205</b>	<b>23%</b>	
4 BR	<b>42</b>	<b>5%</b>	
5 BR	<b>4</b>	<b>0.4%</b>	

### Housing Needs of Families on the Waiting List

Is the waiting list closed?  No  Yes *The Section 8 Waiting List is closed; the Public Housing Elderly/Disabled Waiting list is open. The Homeownership Waiting List is closed.*

If yes:

How long has it been closed (# of months)? *The Section 8 Waiting List has been closed for 48 months. The Public Housing Homeownership Waiting List has been closed for 3 months.*

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

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

## C. Strategy for Addressing Needs

### (1) Strategies

#### **Need: Shortage of affordable housing for all eligible populations**

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

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

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance
- Other: *The CHA will apply for grants that will comply with the Consolidated Plan for the City of Cranston, RI.*

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

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

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

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

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

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

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

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

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

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

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

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

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

**(2) Reasons for Selecting Strategies**

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

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



## 2. Statement of Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	784,360	
b) Public Housing Capital Fund	894,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,559,385	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	22,396	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
ED Service Coordinator	37,500	
<b>2. Prior Year Federal Grants (un-obligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,935,470	
Excess utilities	17,040	
<b>4. Other income (list below)</b>		
Roof Antenna Rental	163,690	
Investment Income	94,500	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>5,508,611</b>	

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

#### **A. Public Housing**

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: ***Within one month***
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other ***Credit Reports***
- 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
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other ***Time and Date***
- 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? **0**
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

2. Which of the following admission preferences does the PHA plan to employ in the coming year?

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:

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

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

### 1 Date and Time

Former Federal preferences:

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

Other preferences

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?

- 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?

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

**(6) De-concentration and Income Mixing**

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

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

c. If the answer to b was yes, what changes were adopted?

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these changes?

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

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

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

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

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

## **B. Section 8**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA?

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

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

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

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

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

- Criminal or drug-related activity
- Other *Name & address of former landlord*

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: *when an applicant proves a hardship.*

**(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

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

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

**1** Date and Time

Former Federal preferences

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

Other preferences

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

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

- 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".

- 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:

- 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?

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

**A. Public Housing**

**(1) Income Based Rent Policies**

a. Use of discretionary policies:

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

---or---

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

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent?

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

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

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

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

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

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

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

- 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)

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

2. For which kinds of developments are ceiling rents in place?

- 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

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

f. Rent re-determinations:

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

- 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?

- 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**

**(1) Payment Standards**

a. What is the PHA's payment standard?

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)  
*Census data indicates that the gross median rent in Cranston, Rhode Island is 15.3% above that of the FMR area.*

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

- 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 sub-market
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or sub-market

- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy?

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

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

## **(2) Minimum Rent**

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

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

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

*In accordance with the CHA Section 8 Administrative Plan, Chapter 16.K "There are exceptions to the minimum rent requirements for hardship circumstances as follows: (1) the family has lost eligibility or is awaiting an eligibility determination for a Federal, State, or local assistance program; (2) the family would be evicted as a result of the imposition of the minimum rent requirements; (3) the income of the family has decreased because of changed circumstances, including loss of employment; (4) a death in the family has occurred".*

## **5. Operations and Management**

### **A. PHA Management Structure**

- An organization chart showing the PHA's management structure and organization is attached. *ri006i01*
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	626	87
Section 8 Vouchers	254	68
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

(1) Public Housing Maintenance and Management:

*Cranston Housing Authority Policy & Procedure Manual*  
*Cranston Housing Authority Maintenance Manual*

(2) Section 8 Management:

*Section 8 Administrative Plan*

**6. PHA Grievance Procedures**

**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)

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes?
- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

**A. Capital Fund Activities**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **ri006a01**

-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**

- 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 **ri006b01**

-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)

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant?  
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:

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

### **8. Demolition and Disposition**

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

#### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

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

2. Activity Description

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



<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input 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 type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

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

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

#### 2. Activity Description

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

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

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

## **11. Homeownership Programs Administered by the PHA**

### **A. Public Housing**

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b>	
1a. Development name: <b>Scattered Sites</b>	
1b. Development (project) number: <b>RI 6-7</b>	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status:	
<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: (DD/MM/YYYY) <b>05/23/2000</b>	
5. Number of units affected: <b>21</b>	
6. Coverage of action:	
<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

<b>Public Housing Homeownership Activity Description</b>	
1a. Development name: <b>Scattered Sites</b>	
1b. Development (project) number: <b>RI 6-8</b>	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status:	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<b>(DD/MM/YYYY) 05/23/2000</b>
7. Number of units affected: <b>20</b>	
8. Coverage of action:	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency:

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **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?

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents?

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)

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<b>0 Mandatory</b>	<b>2 Families</b>
Section 8		

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

**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**

*CHA Community Service Policy is available for viewing in the CHA Management Office at Arlington Manor, 50 Birch Street, Cranston, Rhode Island 02920. Also, SEE: Attachment ri006j01.*

**13. PHA Safety and Crime Prevention Measures**

**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:
  - 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:
  - 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)

***RI 6-5 Knightsville Manor. This property houses the majority of our residents = 188 units.***



**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:
- 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)

*Video cameras have been installed at the entrances of every CHA elderly/disabled property. A VCR is attached to each. If an incident occurs, the tapes are viewed for information. we have also increased exterior lighting at RI 6-5 Knightsville Manor and RI 6-4 Arlington Manor. We have also removed foliage from the two (2) properties. the exit door alarms, at all Manors, have been re-wired to be tamper-resistant.*

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

*RI 6-1 Hall Manor, RI 6-2 Budlong Manor, RI 6-3 Randall Manor, RI 6-4 Arlington Manor, RI 6-5 Knightsville Manor, and RI 6-6 Jennings Manor*

**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)

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

*RI 6-1 Hall Manor, RI 6-2 Budlong Manor, RI 6-3 Randall Manor, RI 6-4 Arlington Manor, RI 6-5 Knightsville Manor, and RI 6-6 Jennings Manor RI 6-7 Scattered Sites, and RI 6-8 Scattered Sites*

**D. Additional information as required by PHDEP/PHDEP Plan**

- 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. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

*CHA Pet Policy is posted in the CHA Management Office at Arlington Manor, 50 Birch Street, Cranston, RI 02920. Also, SEE: Attachment ri006f01*

## **15. Civil Rights Certifications**

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

## **16. Fiscal Audit**

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**

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?
  - 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**

### **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:

*As usual, the RAB comments included positive reinforcement of the maintenance of the properties and proposed improvements. Parking is still a major concern. We will be expanding the parking at RI 6-2 Budlong Manor. Eleven (11) more spaces will be available by the end of summer.*

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

*The expense for the addition of parking spaces is being addressed through the operating budget.*

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

*SEE: Attachment ri006h01 for Resident Advisory Board Membership.*

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

*SEE: Attachment ri006g01 for Resident Advisory Board Membership on governing Board.*

##### a. Nomination of candidates for place on the ballot:

- 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:

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

c. Eligible voters:

- 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**

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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)

*a. Encouraging Home-Ownership*

*b. Developing affordable assisted-living through the authority's non-profit: The Cranston Housing Foundation*

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

*Based on the needs identified through the consolidated planning process the City of Cranston will target resources for rental housing, rehabilitation programs, affordable housing initiatives and down payment assistance to low and moderate-income persons.*

**D. Other Information Required by HUD**

## **Attachments**

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

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P0065104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2004
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Original Annual Statement    Reserve for Disasters/Emergencies     Revised Annual Statement (revision number: )  
 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				
3	1408 Management Improvements	12,000			
4	1410 Administration	60,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	53,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	495,319			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	125,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2-20)	745,319			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director and Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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**Annual Statement/Performance and Evaluation Report**

*ri006a01*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: <b>Cranston Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No. RI43P0065104 Replacement Housing Factor Grant No.				Federal FY of Grant 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006001 Hall Manor	a. Install apartment intercom system with all related wiring and equipment	1460	100%	30,000				
	b. Replace building antenna system and all components	1460	100%	25,000				
	c. Remove asbestos flooring in apartments and replace with new flooring	1460	15%	35,000				
	d. Install fire alarm horn, per new code requirement, in all bedrooms	1460	100%	23,200				
	Subtotal			113,200				
RI43P006002 Budlong Manor	a. Replace building antenna system and all components	1460	100%	25,000				
	b. Remove asbestos flooring in apartments and replace with new flooring	1460	15%	30,000				
	c. Install fire alarm horn, per new code requirement, in all bedrooms	1460	100%	20,600				
	Subtotal			75,600				
RI43P006003 Randall Manor	a. Replace building antenna system and all components	1460	100%	30,000				
	b. Remove asbestos flooring in apartments and replace with new flooring	1460	15%	30,000				
	c. Install fire alarm horn, per new code requirement, in all bedrooms	1460	100%	23,200				
	Subtotal			83,200				
RI43P006004 Arlington Manor	a. Replace building antenna system and all components	1460	100%	30,000				
	b. Remove asbestos flooring in	1460	15%	36,000				
Signature of Executive Director & Date:					Signature of Public Housing Director/Office of Native American Programs Administrator & Date:			

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: <b>Cranston Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No. RI43P0065104 Replacement Housing Factor Grant No.				Federal FY of Grant 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006004 Arlington Manor (continued)	apartments and replace with new flooring	1460	100%	36,500				
	c. Install fire alarm horn, per new code requirement, in all bedrooms							
	Subtotal			102,500				
RIP006005 Knightsville Manor	a. Replace building antenna system and all components	1460	100%	35,000				
	b. Install fire alarm horn, per new code requirement, in all bedrooms	1460	100%	56,019				
	Subtotal			91,019				
RIP006006 Jennings Manor	a. Replace building antenna system and all components	1460	100%	15,000				
	b. Replace emergency generator	1475	100%	35,000				
	c. Install fire alarm horn, per new code requirement, in all bedrooms	1460	100%	14,800				
	Subtotal			64,800				
RIP006007 Scattered Sites	a. None			0				
RIP006008 Scattered Sites PHA-Wide	a. None			0				
	a. Nondwelling equipment							
	1. Computer equipment	1475		25,000				
	2. Replace 2 maintenance vehicles	1475		65,000				
	b. Administration							
	1. Administrative salaries	1410		60,000				
	c. Fees and costs							
	1. A & E fees	1430		53,000				
	d. Management needs							
	1. Software updates	1408		10,000				
	e. Contingency	1502		30,319				
	Subtotal			243,319				
Signature of Executive Director & Date:					Signature of Public Housing Director/Office of Native American Programs Administrator & Date:			



**Annual Statement/Performance and Evaluation Report**

*ri006a01*

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

**Part III: Implementation Schedule**

<b>PHA Name:</b> <b>Cranston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program No: RI43P0065104 Replacement Housing Factor No:					<b>Federal FY of Grant:</b>  2004	
<b>Development Number Name/HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reasons for Revised Target Dates</b>	
	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Actual</b>		
RI43P006001 Hall Manor	09/30/06			09/30/08				
RI43P006002 Budlong Manor	09/30/06			09/30/08				
RI43P006003 Randall Manor	09/30/06			09/30/08				
RI43P006004 Arlington Manor	09/30/06			09/30/08				
RI43P006005 Knightsville Manor	09/30/06			09/30/08				
RI43P006006 Jennings Manor	09/30/06			09/30/08				
RI43P006007 Scattered Sites	09/30/06			09/30/08				
RI43P006008 Scattered Sites	09/30/06			09/30/08				
PHA-Wide	09/30/06			09/30/08				
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

**Capital Fund Program Five-Year Action Plan**

*ri006b01*

**Part I: Summary**

<b>PHA Name</b> Cranston Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
RI43P006001	Annual Statement				
Hall Manor		25,000	45,000	145,000	142,000
RI43P006002					
Budlong Manor		25,000	25,000	18,000	112,000
RI43P006003					
Randall Manor		25,000	45,000	123,000	12,319
RI43P006004					
Arlington Manor		125,000	58,000	268,819	245,000
RI43P006005					
Knightsville Manor		371,819	435,319	20,000	15,000
RI43P006006					
Jennings Manor		40,000	0	30,000	75,000
RI43P006007					
Scattered Sites		0	0	0	0
RI43P006008					
Scattered Sites		0	0	0	0
PHA-Wide		133,500	137,000	140,500	144,000
CFP Funds Listed for 5-year planning		745,319	745,319	745,319	745,319
Replacement Housing Factor Funds					
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator & Date:		

**Capital Fund Program Five-Year Action Plan**

*ri006b01*

**Part II: Supporting Pages--Work Activities**

Activities for Year 1 2004	Activities for Year: 2 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	RI43P006001	a. Remove asbestos flooring in apartments and replace with new flooring	25,000	RI43P006001	a. Remove asbestos flooring in apartments and replace with new flooring	25,000
					b. New apartment stoves	20,000
					Subtotal	45,000
	RI43P006002	a. Remove asbestos flooring in apartments and replace with new flooring	25,000	RI43P006002	a. Remove asbestos flooring in apartments and replace with new flooring	25,000
	RI43P006003	a. Remove asbestos flooring in apartments and replace with new flooring	25,000	RI43P006003	a. Remove asbestos flooring in apartments and replace with new flooring	25,000
					b. New apartment stoves	20,000
					Subtotal	45,000
	RI43P006004	a. Apartment & common area painting	100,000	RI43P006004	a. Remove asbestos flooring in apartments and replace with new flooring	25,000
		b. Remove asbestos flooring in apartments and replace with new flooring	25,000		b. New apartment stoves	33,000
					Subtotal	58,000
		Subtotal	125,000			
	RI43P006005	a. Apartment bathroom renovations	221,819	RI43P006005	a. New apartment stoves	51,000
		b. Apartment & common area painting	150,000		b. Install kitchen wall cabinets & backsplash	384,319
					Subtotal	435,319
		Subtotal	371,819			
	RI43P006006	a. Apartment and common area painting	40,000	RI43P006006	a. None	0
		<b>Total CFP Estimated Cost</b>	<b>\$611,819</b>			<b>\$608,319</b>

**Part II: Supporting Pages--Work Activities**

Activities for Year 1 2004	Activities for Year: 2 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	RI43P006007	a. None Scattered Sites	0	RI43P006007	a. None Scattered Sites	0
	RI43P006008	a. None Scattered Sites	0	RI43P006008	a. None Scattered Sites	0
	PHA-Wide	a. Nondwelling equipment		PHA-Wide	a. Nondwelling equipment	
		1. Office equipment	5,000		1. Office equipment	5,000
		b. Administration			b. Administration	
		1. Administration salaries	62,500		1. Administration salaries	65,000
		c. Fee and costs			c. Fee and costs	
		1. A & E fees	54,000		1. A & E fees	55,000
		d. Management needs			d. Management needs	
		1. Software updates	10,000		1. Software updates	10,000
		2. Staff training	2,000		2. Staff training	2,000
		Subtotal	133,500		Subtotal	137,000
<b>Total CFP Estimated Cost</b>			\$133,500			\$137,000

**Capital Fund Program Five-Year Action Plan**

*ri006b01*

**Part II: Supporting Pages -- Work Activities**

Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			Activities For Year: 5 FFY Grant: 2008 PHA FY: 2008		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
RI43P006001	a. Remove and replace existing perimeter fencing	15,000	RI43P006001	a. Crack-fill and sealcoat all asphalt surfaces	12,000
Hall Manor			Hall Manor		
	b. Remove concrete facia system and replace with lightweight dryvit system	110,000		b. Roof replacement	130,000
				Subtotal	142,000
	c. Replace two (2) boiler burners	20,000			
	Subtotal	145,000			
RI43P006002	a. Prepare and stain apartment decks	8,000	RI43P006002	a. Crack-fill and sealcoat all asphalt surfaces	12,000
Budlong Manor	b. Remove all remaining abandoned steam piping and reinsulate where needed	10,000	Budlong Manor	b. Roof replacement	100,000
				Subtotal	112,000
	Subtotal	18,000			
RI43P006003	a. Prepare and stain apartment decks	8,000	RI43P006003	a. Crack-fill and sealcoat all asphalt surfaces	12,319
Randall Manor	b. Remove all remaining abandoned steam piping and reinsulate where needed	10,000	Randall Manor		
	c. Remove and replace fencing	15,000			
	d. Remove and replace common area drop ceiling grid, tiles, and necessary electrical work	90,000			
	Subtotal	123,000			
RI43P006004	a. Install kitchen wall cabinets and backsplash	258,819	RI43P006004	a. Crack-fill and sealcoat all asphalt surfaces	15,000
Arlington Manor			Arlington Manor		
	b. Remove all remaining abandoned steam piping and reinsulate where needed	10,000		b. Repair and refinish building exterior	100,000
				c. Roof replacement	130,000
	Subtotal	268,819		Subtotal	245,000
RI43P006005	a. Remove and replace fencing	20,000	RI43P006005	a. Crack-fill and sealcoat all asphalt surfaces	15,000
Knightsville Manor			Knightsville Manor		
<b>Total CFP Estimated Cost</b>		<b>\$574,819</b>			<b>\$526,319</b>

## Part II: Supporting Pages -- Work Activities

Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			Activities For Year: 5 FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
RI43P006006 Jennings Manor	a. Replace hot water tank	30,000	RI43P006006 Jennings Manor	a. Crack-fill and sealcoat all asphalt surfaces	10,000
				b. Repair and refinish building exterior	50,000
				c. Replace stoves	15,000
				Subtotal	75,000
RI43P006007 Scattered Sites	a. None	0	RI43P006007 Scattered Sites	a. None	0
RI43P006008 Scattered Sites	a. None	0	RI43P006008 Scattered Sites	a. None	0
PHA-Wide	a. Nondwelling equipment		PHA-Wide	a. Nondwelling equipment	
	1. Office equipment	5,000		1. Office equipment	5,000
	b. Administration			b. Administration	
	1. Administration salaries	67,500		1. Administration salaries	70,000
	c. Fees & costs			c. Fees & costs	
	1. A & E fees	56,000		1. A & E fees	57,000
	d. Management needs			d. Management needs	
	1. Software updates	10,000		1. Software updates	10,000
	2. Staff training	5,000		2. Staff training	2,000
	Subtotal	140,500		Subtotal	144,000
<b>Total CFP Estimated Cost</b>		\$220,500			\$219,000

**Annual Statement/Performance and Evaluation Report**

ri006c01

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

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P0065102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2002
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Original Annual Statement    Reserve for Disasters/Emergencies     Revised Annual Statement (revision number: )  
 Performance and Evaluation Report for Period Ending: 03/31/04     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non- CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	12,000	4,825	4,825	4,825
4	1410 Administration	55,000	55,000	55,000	55,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	51,000	53,000	52,467	44,369
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	810,000	819,630	755,900	649,288
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000	575	575	575
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2-20)	933,030	933,030	868,767	753,997
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director and Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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**Annual Statement/Performance and Evaluation Report**

*ri006c01*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No. RI43P0065102 Replacement Housing Factor Grant No.	<b>Federal FY of Grant</b>  2002
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006001 Hall Manor	a. Install fire sprinkler system in all apartments and common areas, all ceiling, electrical, and fire alarm related work	1460	100%	317,777	319,340	319,340	292,224	Completed
	b. Install new fire booster pump system and generator back-up	1460	100%	100,000	100,000	100,000	100,000	"
	c. Remove asbestos flooring in apartments and replace with new flooring		15%	40,000	33,393	33,393	19,063	"
	Subtotal			457,777	452,733	452,733	411,287	
RI43P006002 Budlong Manor	a. Remove asbestos flooring in apartments and replace with new flooring	1460	15%	40,000	33,392	33,392	19,063	"
RI43P006003 Randall Manor	a. Remove asbestos flooring in apartments and replace with new flooring	1460	15%	40,000	33,392	33,392	19,063	"

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:



**Annual Statement/Performance and Evaluation Report**

*ri006c01*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No. RI43P0065102 Replacement Housing Factor Grant No.	<b>Federal FY of Grant</b>  2002
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006004 Arlington Manor	a. Remove asbestos flooring in apartments and repalce with new flooring	1460	15%	40,000	33,393	33,393	19,063	Completed
RI43P006005 Knightsville Manor	a. Install fire protection sprinklers in all apartments and all associated ceiling, electrical and alarm work	1460	100%	232,253	202,990	202,990	190,752	Completed
	b Roof replacement 80% to be done in RI 43P00650203	1460	20%	0	63,730	0	0	Being designed
	Subtotal				266,720	236,383	209,815	
RI43P006006 Jennings Manor	a. None			0	0			
RI43P006007	a. None			0	0			
RI43P006008	a. None			0	0			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

**Annual Statement/Performance and Evaluation Report**

*ri006c01*

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No. RI43P0065102 Replacement Housing Factor Grant No.	<b>Federal FY of Grant</b>  2002
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	a. Nondwelling equipment 1. Office equipment	1475		5,000	575	0 575	0 575	Purchased
	b. Administration 1. Administrative salaries	1410		55,000	55,000	55,000	55,000	Expended
	c. Fees and costs 1. A & E fees	1430		51,000	53,000	52,467	44,369	Ongoing
	d. Management needs 1. Software updates 2. Staff training	1408		10,000 2,000	4,825 0	4,825 0	4,825 0	Completed
	e. Contingency	1502		0		0	0	
	Subtotal			123,000	113,400	112,867	104,769	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

**Annual Statement/Performance and Evaluation Report**

*ri006c01*

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

**Part III: Implementation Schedule**

<b>PHA Name:</b> <b>Cranston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program No: RI43P0065102 Replacement Housing Factor No:					<b>Federal FY of Grant:</b>  2002	
<b>Development Number Name/HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reasons for Revised Target Dates</b>	
	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Actual</b>		
RI43P006001 Hall Manor	09/30/04			09/30/06				
RI43P006002 Budlong Manor	09/30/04			09/30/06				
RI43P006003 Randall Manor	09/30/04			09/30/06				
RI43P006004 Arlington Manor	09/30/04			09/30/06				
RI43P006005 Knightsville Manor	09/30/04			09/30/06				
RI43P006006 Jennings Manor	09/30/04			09/30/06				
RI43P006007 Scattered Sites	09/30/04			09/30/06				
RI43P006008 Scattered Sites	09/30/04			09/30/06				
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

**Annual Statement/Performance and Evaluation Report**

*ri006d01*

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

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P0065103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2003
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Original Annual Statement    Reserve for Disasters/Emergencies     Revised Annual Statement (revision number: )  
 Performance and Evaluation Report for Period Ending: 03312004     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non- CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	10,000		2,241	2,241
4	1410 Administration	57,500		57,500	57,500
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	52,000		19,944	14,997
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	612,819		0	0
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	3,000		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	10,000		0	0
21	Amount of Annual Grant: (sum of lines 2-20)	745,319		79,685	74,738
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director and Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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**Annual Statement/Performance and Evaluation Report**

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: <b>Cranston Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No. RI43P0065103 Replacement Housing Factor Grant No.			Federal FY of Grant 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006001 Hall Manor	a. Apartment & common area painting	1460	100%	60,000		0	0	Out to bid
	b. Remove asbestos flooring in apartments & replace with new flooring	1460	10%	25,000		0	0	Has not started
	Subtotal			85,000		0	0	
RI43P006002 Budlong Manor	a. Apartment & common area painting	1460	100%	50,000		0	0	Out to bid
	b. Remove & replace common area dropped ceiling grid & tiles and necessary lighting work	1460	100%	60,000		0	0	"
	c. Remove and replace apartment dropped ceiling tiles only & paint grid	1460	100%	57,819		0	0	"
	d. Remove asbestos flooring in apartments & replace with new flooring	1460	10%	25,000		0	0	Has not started
	e. Remove & replace kitchen cabinets, countertops, backsplash and other related work	1460	100%	205,000		0	0	Out to bid
	f. Replace kitchen stoves	1460	100%	20,000		0	0	Not yet purchased
	Subtotal			417,819		0	0	
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

**Annual Statement/Performance and Evaluation Report**

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant		
<b>Cranston Housing Authority</b>		Capital Fund Program Grant No. RI43P0065103 Replacement Housing Factor Grant No.				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006003 Randall Manor	a. Apartment & common area painting	1460	100%	60,000		0	0	Out to bid
	b. Remove asbestos flooring in apartments & replace with new flooring	1460	10%	25,000		0	0	Not yet started
	Subtotal			85,000		0	0	Not yet started
RI43P006004 Arlington Manor	a. Remove asbestos flooring in apartments & replace with new new flooring	1460	10%	25,000		0	0	
RI43P006005 Knightsville Manor	a. None							
RI43P006006 Jennings Manor	a. None							
RI43P006007	a. None							
RI43P006008	a. None							
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

**Annual Statement/Performance and Evaluation Report**

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: <b>Cranston Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No. RI43P0065103 Replacement Housing Factor Grant No.			Federal FY of Grant 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	a. Nondwelling equipment 1. Office equipment a. Copy machine equipment	1475		3,000		0	0	Not yet purchased
	b. Administration 1. Administrative salaries	1410		57,500		57,500	57,500	Requisitioned
	c. Fees and costs 1. A & E fees	1430		52,000		19,944	14,997	Ongoing
	d. Management needs 1. Software updates	1408		10,000		2,241	2,241	Ongoing
	e. Contingency	1502		10,000		0	0	Not obligated
	Subtotal				132,500		79,685	74,738
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Implementation Schedule**

<b>PHA Name:</b> <b>Cranston Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program No: RI43P0065103 Replacement Housing Factor No:					<b>Federal FY of Grant:</b>  2003	
<b>Development Number Name/HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reasons for Revised Target Dates</b>	
	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Actual</b>		
RI43P006001 Hall Manor	09/30/05			09/30/07				
RI43P006002 Budlong Manor	09/30/05			09/30/07				
RI43P006003 Randall Manor	09/30/05			09/30/07				
RI43P006004 Arlington Manor	09/30/05			09/30/07				
RI43P006005 Knightsville Manor	09/30/05			09/30/07				
RI43P006006 Jennings Manor	09/30/05			09/30/07				
RI43P006007 Scattered Sites	09/30/05			09/30/07				
RI43P006008 Scattered Sites	09/30/05			09/30/07				
Signature of Executive Director & Date:				Signature of Public Housing Director/Office of Native American Programs Administrator & Date:				



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**CRANSTON HOUSING AUTHORITY  
50 BIRCH STREET  
CRANSTON, RHODE ISLAND 02920**

**RESOLUTION NO. 512**

***DECONCENTRATION POLICY***

***WHEREAS***, in accordance with the *Quality Housing and Work Responsibility Act of 1998, Section 513 Income Mixing*, the Cranston Housing Authority is committed to deconcentration of poverty levels in reaching new admissions goals.

***NOW, THEREFORE, BE IT RESOLVED***, by the Board of Commissioners of the Cranston Housing Authority, that any necessary changes that might be made to the Public Housing Admissions and Occupancy Policy and the Section 8 Administrative Plan will be made to address deconcentration, if needed.

**APPROVED:** \_\_\_\_\_

\_\_\_\_\_  
**Thomas D. Lonardo, Chairman**

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**CRANSTON HOUSING AUTHORITY PET POLICY**  
**ADDENDUM TO LEASE**

The Pet Policy is incorporated as Article IX., item (u) of the Lease between \_\_\_\_\_ and the Cranston Housing Authority.

Address \_\_\_\_\_ Pet Description \_\_\_\_\_

**ARTICLE I. CERTIFICATION AND APPROVAL**

1. Evidence of annual licensing by the City of Cranston, if applicable, will be provided to the Housing Authority prior to approval.
2. Certification that the pet has been neutered or spayed, and written evidence of such from the veterinarian, shall be provided prior to approval.
3. The pet will be approved, in writing, prior to its being brought onto the premises.
4. Evidence of annual veterinary care must be provided to the Cranston Housing Authority when requested; and where applicable, including immunizations such as Rabies and Distemper.

**ARTICLE II. DAMAGE DEPOSIT**

1. A pet damage deposit in the amount of \$150.00 shall be paid prior to bringing a dog, cat, or fish tank larger than five (5) gallons onto the premises. Said deposit will be used toward repair of damage caused by the pet, or cost of cleaning treatment in the event of flea, tick or other pet-related infestation. The pet damage deposit is refundable after the tenant and/or pet has vacated the premises if no damage has occurred as verified by the Housing Authority.

**ARTICLE III. LIMITATIONS**

1. The types of animals and number allowed are restricted to the following limitations:
  - a. One (1) dog – not exceeding twenty (20) pounds in weight or twelve (12) inches in height at maturity.
  - b. One (1) cat - must be de-clawed

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- c. Two (2) small birds – Canaries, Parakeets, Finches or similar.
- d. Aquariums - for the purpose of keeping fish or turtles. Aquariums will be no larger than twenty (20) gallons capacity, and sealed against leakage.
- e. No other types of animals will be kept as pets without prior written approval of the Cranston Housing Authority.
- f. Only one (1) type of pet per apartment is permitted.
- g. No birds of prey or other dangerous species potentially harmful to the health and safety of other tenants will be permitted.
- h. Pit Bull dogs or other dog species potentially harmful to the health and safety of other tenants will not be permitted.

**ARTICLE IV. CARE OF PETS**

- 1. The tenant understands and agrees that:
  - a. He/she will abide by all Cranston Housing Authority and City of Cranston animal regulations.
  - b. Cats and dogs will not be allowed to roam freely. They will be leashed whenever they leave the apartment.
  - c. Pets will not be permitted in common areas (Community Room, rest rooms, hallways, elevators, lobby, clinics, etc.) of the building, except for the purpose of passing to and from the outside. Exception: Seeing Eye Dogs.
  - d. Fecal droppings shall be picked up with a scooper or other sanitary item and disposed of within sealed plastic bags in rubbish disposal units.
  - e. Precautions shall be taken to prevent pet odor and to prevent pets from disturbing neighbors.
  - f. No alterations shall be made to the apartment, nor will structures be built on the premises, in order to create an enclosure for the pet.

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- g. Cat owners shall keep a litter box inside the apartment and shall provide clean litter at all times. Litter will be disposed of in sealed bags deposited in rubbish disposal units.
- h. Feeding stray animals shall constitute having a pet without Housing Authority approval and will be cause for eviction.
- i. If for any reason my pet is left unattended for 24 hours or more, the Housing Authority has the right to enter the apartment to remove the pet and transfer it to the proper authority; e. g. the Cranston Animal Control Officer and/or the Cranston Animal Shelter. I will hold harmless the Cranston Housing Authority and its employees in such circumstances, and I will assume liability for all financial obligations relating to such.
- j. If the pet is determined to be a nuisance or a threat to the health or safety of any person, the Housing Authority may request its immediate removal from the premises.
- k. Permission to keep a pet may be revoked by the Cranston Housing Authority if the pet is neglected or abused.
- l. Violation of the pet lease, or any provisions thereof or repeated substantiated complaints about the behavior of the pet, will subject the tenant to the following:
  - 1. Disposing of the pet within thirty (30) days of notice by the Housing Authority and/or
  - 2. Eviction
- m. Approval of the pet and subsequent renewal of the Lease Addendum (C. H. A. Pet Policy) shall be done annually at the time of Lease Renewal,
- n. All liability for the actions of the pet is the sole responsibility of the Tenant. The Cranston Housing Authority will be held harmless for injuries sustained by any persons, or for property damages caused by any pet allowed occupancy under this Lease Addendum.
- o. Existing R. I. State Laws, City of Cranston Laws, and registered veterinarian services will be adhered to in the disposal of pet remains. Burial of pets on the Cranston Housing Authority grounds is prohibited.

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- p. In the case of emergency, or my illness, the following person will be responsible for the care and feeding of my pet.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Responsible Person's Signature** \_\_\_\_\_

- q. The Authority will be entering your apartment within sixty (60) days or at all reasonable times thereafter after you have signed this Addendum to see that the pet and apartment are being cared for. Should we find any damages to your apartment resulting from the pet, you will be responsible for the damages.

\_\_\_\_\_  
**Tenant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**  
**Cranston Housing Authority**

\_\_\_\_\_  
**Date**

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**Resident Membership on Governing Board**

The following residents are current members of the Cranston Housing Authority Board of Commissioners:

Mary Ryan            Arlington Manor RI 6-4

Richard King        Knightsville Manor RI 6-5

Mary Metro           Arlington Manor RI 6-4

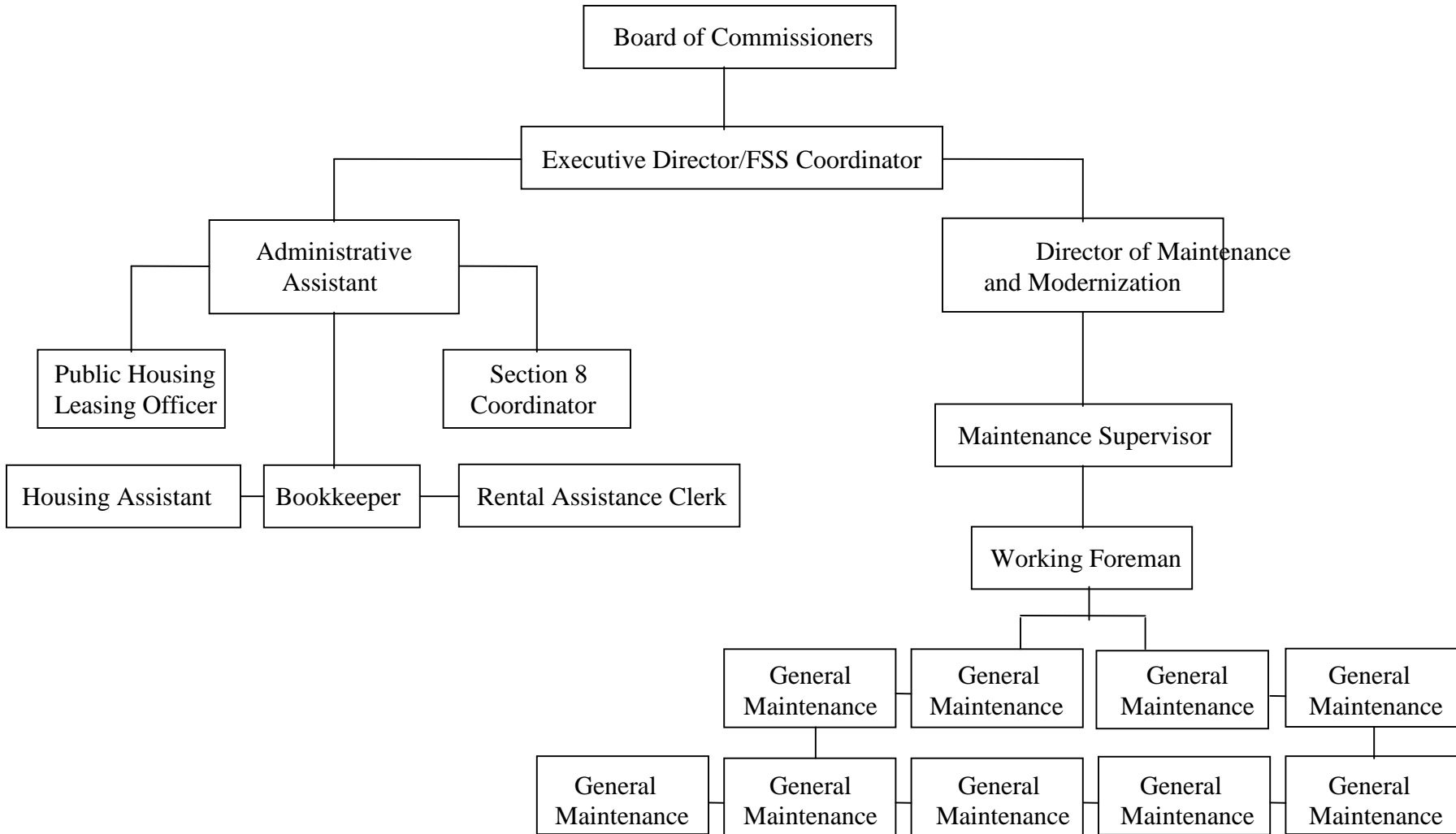
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**RESIDENT ADVISORY BOARD MEMBERS**

RI 6-1, 104	Joan Thibault
RI 6-1, 312	Dorothy Swanson
RI 6-2, 103	Barbara Cartwright
RI 6-3, C05	Madeline Attruia
RI 6-4, 1004	Tom Parrillo
RI 6-5, 909	Madeline Colella
RI 6-6, 314	Joe Golditch
RI 6-8	Carol Jetty 50 Maplewood Avenue Cranston, RI 02920
HCV Program	Susan Stewart 34 Villa Avenue Cranston, RI 02905

Revised 4/04

### Cranston Housing Authority Organizational Chart





#### 4-17. COMMUNITY SERVICE REQUIREMENTS

Every adult resident of public housing is required to perform eight hours of community service each month [24 CFR 960.600-609] or participate in a self-sufficiency program for at least eight hours every month. This requirement ***does not apply to elderly persons, disabled persons, persons already working, persons exempted from work requirements under the State Welfare-To-Work programs, or persons receiving assistance under a State program that have not been found to be in non-compliance with such a program. Also, if a resident has his TANF income reduced because of non-compliance with a State Welfare-To-Work program, his rent shall be reduced.***

- A. *Service requirement.* Except for any family member who is an exempt individual, each adult resident of public housing must:
- (1) Contribute 8 hours per month of community service (not including political activities); or
  - (2) Participate in an economic self-sufficiency program for 8 hours per month; or
  - (3) Perform 8 hours per month of combined activities as described in paragraphs (a) (1) and (a) (2) of this section

The CHA will determine compliance with the public housing community service requirements once a year, 30 days prior to the expiration of the resident's lease, in accordance with the principles of due process. A letter from a Community Service Agency/Company/Program is required to evidence compliance with the Community Service Requirement. Said letter must indicate where the resident has been performing the Community Service and the months and hours of service completed for the twelve months prior to the resident's Annual Re-Certification.

- B. *Family violation of service requirement.* The Cranston Housing Authority Residential Lease Agreement specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term but not for termination of tenancy during the course of the twelve-month lease term.

If the CHA determines that a tenant is not in compliance with the Community Service Requirement, the CHA will notify the resident of the determination; that the determination is subject to administrative grievance procedures (a court hearing is not precluded); and the resident's lease will not be renewed unless the resident enters into an agreement with the CHA to make up the missed hours by participating in a self-sufficiency program or contributing to community service.

**Annual Statement/Performance and Evaluation Report**

*ri006k01*

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

<b>PHA Name:</b>  <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P00650203 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2003
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Original Annual Statement      Reserve for Disasters/Emergencies       Revised Annual Statement (revision number: )  
 Performance and Evaluation Report for Period Ending: 03312004       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non- CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	149,642		0	0
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	149,642		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director and Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
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**Annual Statement/Performance and Evaluation Report**

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant		
Cranston Housing Authority		Capital Fund Program Grant No. RI43P00650203 Replacement Housing Factor Grant No.				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P006001 Hall Manor	a. None			0				Being designed
RI43P006002 Budlong Manor	a. None			0				
RI43P006003 Randall Manor	a. None			0				
RI43P006004 Arlington Manor	a. None			0				
RI43P006005 Knightsville Manor	a. Roof Replacement	1460	80%	149,642		0	0	
RI43P006006 Jennings Manor	a. None			0				
RI43P006007 Scattered Sites	a. None			0				
RI43P006008 Scattered Sites	a. None			0				
PHA-WIDE	a. None			0				
Signature of Executive Director & Date:					Signature of Public Housing Director/Office of Native American Programs Administrator & Date:			

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Implementation Schedule**

<b>PHA Name:</b> <b>Cranston Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program No:RI43P00650203 Replacement Housing Factor No:	<b>Federal FY of Grant:</b>  2003
---	---	---

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
RI43P006001 Hall Manor	02/13/06			02/13/08			
RI43P006002 Budlong Manor	02/13/06			02/13/08			
RI43P006003 Randall Manor	02/13/06			02/13/08			
RI43P006004 Arlington Manor	02/13/06			02/13/08			
RI43P006005 Knightsville Manor	02/13/06			02/13/08			
RI43P006006 Jennings Manor	02/13/06			02/13/08			
RI43P006007 Scattered Sited	02/13/06			02/13/08			
RI43P006008 Scattered Sites	02/13/06			02/13/08			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date: