

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2008

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

**PHA Plan  
Agency Identification**

**PHA Name:** Warwick Housing Authority

**PHA Number:** RI011

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2008

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- 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.
- The PHA's mission is: (state mission here)

The Warwick Housing Authority is committed to providing a safe and affordable living environment for our residents and the citizens that it serves.

The Warwick Housing Authority will continue to seek out opportunities to expand and improve the supply of affordable housing in the community in an effort to improve the economic and social well-being of our residents.

The Warwick Housing Authority will strive for excellence in its service to the public and our residents as a foundation for the attainment of self-sufficiency.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**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)

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- 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)

- 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)

The WHA will continue to explore the viability of homeownership programs.

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate 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)

**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)

**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)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Warwick Housing Authority's Annual Plan addresses the housing needs of the community that it serves and continues to illustrate that affordability and an adequate supply of housing severely impact housing needs of all income groups. The WHA will address these issues through the use of Capital Funds to develop additional assisted units, and, within available resources, strive to increase the number of families that we serve. The WHA will continue to explore opportunities to increase the number of affordable housing units through partnerships with private and non-profit agencies. The WHA will employ admissions preferences aimed at working families in both Public Housing and the Section 8 program in an effort to encourage self-sufficiency for the people that it serves.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- A FY 2008 Capital Fund Program Annual Statement
- B Statement of Progress
- C Resident Membership of the PHA Governing Board
- D Membership of Resident Advisory Board
- E Voluntary Conversion Initial Assessment Checklist
- F CFP Grant RI43P01150104 P&E Report
- G CFP Grant RI43P01150105 P&E Report
- H CFP Grant RI43P01150106 P&E Report
- I Pet Policy
- J Community Service Requirement
- L Admissions Policy for Deconcentration
- M Violence Against Women Act (VAWA) Policy
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- K PHA Management Organizational Chart
- A FY 2008 Capital Fund Program 5 Year Action Plan
- 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)

## Supporting Documents Available for Review

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

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



<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	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	2,145	5	5	4	4	5	4
Income >30% but <=50% of AMI	1,756	5	5	4	4	5	4
Income >50% but <80% of AMI	2,163	5	5	4	4	5	4
Elderly	2,471	5	5	4	4	5	4
Families with Disabilities	1,650	5	5	4	4	5	4
White	5,745	5	5	4	4	5	4
Black	108	5	5	4	4	5	4
Hispanic	90	5	5	4	4	5	4
Native American	15	5	5	4	4	5	4

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

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	294		60
Extremely low income <=30% AMI	170	58%	
Very low income (>30% but <=50% AMI)	81	28%	
Low income (>50% but <80% AMI)	41	14%	
Families with children	37	13%	
Elderly families	134	46%	

<b>Housing Needs of Families on the Waiting List</b>			
Families with Disabilities	133	45%	
White	284	97%	
Black	8	3%	
Hispanic	13	4%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	257	88%	
2 BR	21	7%	
3 BR	13	4%	
4 BR	3	1%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Waiting List			
If yes:			
How long has it been closed (# of months)? 14			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	55		20
Extremely low income <=30% AMI	53	96%	
Very low income (>30% but <=50% AMI)	2	4%	
Low income	0	0	

<b>Housing Needs of Families on the Waiting List</b>			
(>50% but <80% AMI)			
Families with children	53	96%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
White	42	76%	
Black	11	20%	
Hispanic	18	33%	
Native American	2	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 60			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
  - A. Pursue housing resources through PHA non-profit corporation
  - B. Partner with private developers to increase supply of affordable housing.

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	695,939	



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Public Housing Capital Fund	580,944	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,382,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program 50107	580,944	Capital Improvements
Capital Fund Program 50106	455,944	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,738,700	Operating Expenses
<b>4. Other income (list below)</b>		
Excess Utilities	16,000	Operating Expenses
Interest Income	50,000	Operating Expenses
<b>4. Non-federal sources (list below)</b>		
State of Rhode Island	4,000	Resident Services
<b>Total resources</b>	5,504,471	

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

## **A. Public Housing**

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

### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)  
The PHA verifies eligibility at time of application and again at time of offer of a unit.

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

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

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

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

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

### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- 1 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)  
The WHA uses a point system and date an time of application to determine wait list placement.

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

The attached Deconcentration Policy was adopted even though analysis has indicated that there is no current need for the policy.

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)  
The name of the family participants and known current and prior addresses.

### **(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)  
The Section 8 Office.

### **(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 requested, extensions totaling an additional 60 days are granted to applicants who have difficulty finding a unit due to market conditions. Also, extensions are granted as a reasonable accommodation for persons with a disability.

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

- a. Income targeting



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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan

- Briefing sessions and written materials
- Other (list below)  
The WHA elects not to offer any special purpose housing programs.

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**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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 (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

Not applicable.

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below)  
Reasonable rent surveys of rental units in PHA rental market.

## **(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)

The PHA has established a hardship provision for zero-income families participating in the Housing Choice Voucher Program.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	491	60
Section 8 Vouchers	190	20
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- A. Public Housing Maintenance and Management: (list below)
  - a. Public Housing Admission and Occupancy Policy
  - b. Public Housing Maintenance Manual
  
- B. Section 8 Management: (list below)
  - a. Section 8 Administrative Plan



## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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? (select all that apply)
- PHA main administrative office
  - Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

## A. Capital Fund Activities

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

### (1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A.

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment A.

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:
- The WHA plans to replace twenty-six units of elderly housing and will be seeking funds from various sources to finance development.

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<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:
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**

[24 CFR Part 903.7 9 (i)]

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

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

completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

<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: <u>(DD/MM/YY)</u>	
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**

[24 CFR Part 903.7 9 (j)]

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

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

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

completing streamlined submissions may skip to component 11.)

**2. Activity Description**

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

<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>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program	

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

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**

[24 CFR Part 903.7 9 (I)]



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

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

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
Laundry Operations – RI11001	NA	Tenants’ Assoc.	Development	Public Housing
Laundry Operations – RI11002	NA	Tenants’ Assoc.	Development	Public Housing
Laundry Operations – RI11005	NA	Tenants’ Assoc.	Development	Public Housing

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	5	0

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:

In an effort to achieve at least minimum program size, the WHA will explore options for implementing the FSS program with another PHA.

### 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)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)  
The WHA does not experience a high incidence of crime at any of its developments.

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
The WHA has conducted crime prevention seminars with the local police department at all developments.  
The WHA continues to install improved site lighting and surveillance cameras at all locations through the Capital Fund Program.

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

**C. Coordination between PHA and the police**

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment (File name)
- Provided below:

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

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Other (list)

**C. Statement of Consistency with the Consolidated Plan**

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

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

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

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)  
The Consolidated Plan provides documented evidence of housing needs stated in the WHA Plan, which, if funded, will be implemented.

**D. Other Information Required by HUD**

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

1. Standard Deviation from the 5-Year Plan

A Substantial Deviation can be defined as a change in WHA policy that will financially affect the residents of the Authority or that would change admission to housing and alter the waiting list.

2. Significant Amendment or Modification to the Annual Plan



A Significant Amendment can be defined as a change in the Plan involving the disposition or demolition of units and the development or elimination of housing programs.

3. Asset Based Fees

A. Management Fee - \$75.00 PUM

B. Bookkeeping Fee - \$10.00 PUM

C. Asset Management Fee - \$20.00 PUM

## **Attachments**

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

## ATTACHMENT A

### Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:  Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	100,000			
3	1408 Management Improvements	0			
4	1410 Administration	56,768			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	47,250			
10	1460 Dwelling Structures	142,615			
11	1465.1 Dwelling Equipment—Nonexpendable	8,550			
12	1470 Nondwelling Structures	6,000			
13	1475 Nondwelling Equipment	6,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	150,000			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	567,683			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

## ATTACHMENT A

### Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P01150108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
COCC	Fee for Services	1410		56,768				
AMP RI011000001	Development Activities	1499		150,000				
RI11-1/4/8	Operations	1406		10,000				
	A&E Fees	1430		15,000				
	Site Improvements	1450		18,000				
	Replace Flooring	1460		53,850				
	Painting	1460						
	Replace Bath Vents	1460						
	Caulk Bathtubs	1460						
	Replace Kitchen Drains	1460						
	Refinish Doors	1460						
	Re-point Brick	1460						
	Repair Roof Drains	1460						
	Replace Refrigerators	1465.1		6,500				
AMP RI011000002	Operations	1406		70,000				
RI11-2	A&E Fees	1430		20,000				
	Site Improvements	1450		3,500				
	Replace Flooring	1460		34,200				
	Roofing	1460						
	Painting	1460						
	Repair Bulkheads	1460						
	Heating Improvements	1460						
	Finish Common Area Doors	1460						
	Bath Repairs	1460						

## ATTACHMENT A

### Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P01150108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Comm. Bldg. Door Repairs	1470		3,500				
	Misc. Equipment	1475		6,500				
AMP RI011000003	Operations	1406		10,000				
RI11-5/6	A&E Fees	1430		10,000				
	Site Improvements	1450		5,750				
	Replace Bath Vents	1460		21,550				
	Replace Flooring	1460						
	Repair Siding	1460						
	Common Area Repairs	1460						
	Storage Shed	1470		2,500				
AMP RI011000004	Operations	1406		10,000				
RI11-9/10	A&E Fees	1430		5,000				
	Site Improvements	1450		20,000				
	Misc. Interior Repairs	1460		33,015				
	Misc. Exterior Repairs	1460						
	Refrigerators & Ranges	1465.1		2,050				

**ATTACHMENT A**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: RI43P01150108 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
COCC	09/30/2010			09/30/2012			
AMP RI011000001	09/30/2010			09/30/2012			
AMP RI011000002	09/30/2010			09/30/2012			
AMP RI011000003	09/30/2010			09/30/2012			
AMP RI011000004	09/30/2010			09/30/2012			

## ATTACHMENT A

### Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:  Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: RI43P01150108			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	26,973			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	26,973			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

## ATTACHMENT A

### Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Warwick Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: RI43P01150108			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP RI011000001	Development Activities	1499		26,973				



**ATTACHMENT A**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

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

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: RI43P01150108					Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
AMP RI011000001	09/30/2010			09/30/2012			

## ATTACHMENT A

### Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name: Warwick 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	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
<i>COCC – Fee for Services</i>	Annual Statement	56,768	56,768	56,768	56,768
AMP RI011000001		145,015	108,717	49,700	198,800
AMP RI011000002		109,000	99,300	102,000	94,000
AMP RI011000003		209,700	235,398	328,500	180,300
AMP RI011000004		47,200	67,500	30,715	37,815
CFP Funds Listed for 5-year planning		567,683	567,683	567,683	567,683
Replacement Housing Factor Funds		26,973	26,973	26,973	26,973

**ATTACHMENT A**

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>  2  </u> FFY Grant: 2009 PHA FY: 2009			Activities for Year: <u>  3  </u> FFY Grant: 2010 PHA FY: 2010		
	<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>
<b>See</b>	COCC	Fee for Services	56,768	COCC	Fee for Services	56,768
<b>Annual</b>						
					Subtotal	56,768
		Subtotal	56,768			
				AMP RI011000001	A&E Fees	10,000
	AMP RI011000001	A&E Fees	10,000	RI11-1/4/8	Operations	10,000
	RI11-1/4/8	Operations	10,000		Painting	31,600
		Painting	31,500		Roofing	20,000
		Flooring	10,000		Flooring	15,600
		Bath Vents	9,300		Heating Improvements	4,017
		Heating Improvements	14,215		Repair Railings	2,200
		Roofing	50,000		Emergency Lighting	2,600
		Site Improvements	10,000		DHW Heaters	1,600
					Garbage Disposals	1,300
		Subtotal	145,015		Site Improvements	9,800
	AMP RI011000002	A&E Fees	10,000		Subtotal	108,717
	RI11-2	Operations	70,000			
		Painting	15,000	AMP RI011000002	A&E Fee	10,000
		Flooring	10,000	RI11-2	Operations	70,000
		Roofing	2,000		Flooring	5,000
		Railings	2,000		Emergency Lighting	2,300
					Site Improvements	12,000
		Subtotal	109,000			
					Subtotal	99,300

**ATTACHMENT A**

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

	AMP RI011000003	A&E Fees	25,000			
	RI11-5/6	Operations	10,000	AMP RI011000003	A&E Fees	20,000
		Bath Vents	13,500	RI11-5/6	Operations	10,000
		Siding Repairs	3,000		Painting	36,398
		Flooring	5,000		Repair Porches	145,000
		Bath Repairs	5,000		Hallway Windows	10,000
		Site Improvements	3,200		Bathroom Improvements	5,000
		Fire Extinguishers	5,000		Flooring	6,500
		Replace Porches	140,000		DHW Heaters	1,000
					Emergency Lighting	1,500
		Subtotal	209,700			
					Subtotal	235,398
	AMP RI011000004	Operations	10,000			
	RI11-9/10	Misc. Exterior Repairs	8,700	AMP RI011000004	Operations	10,000
		Misc. Interior Repairs	23,500	RI11-9/10	Misc. Interior Repairs	50,700
		Site Improvements	5,000		Misc. Exterior Repairs	5,800
					Site Improvements	1,000
		Subtotal	47,200			
					Subtotal	67,500
Total CFP Estimated Cost			\$567,683			\$567,683

**ATTACHMENT A**

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

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY: 2011			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY: 2012		
<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>
COCC	Fee for Services	56,768	COCC	Fee for Services	56,768
	Subtotal	56,768		Subtotal	56,768
AMP RI011000001	A&E Fees	10,000	AMP RI011000001	A&E Fees	15,000
RI11-1/4/8	Operations	10,000	RI11-1/4/8	Operations	10,000
	Heating Improvements	20,000		Roofing	89,000
	Replace Ranges	5,200		Painting	26,000
	Replace Range Hoods	1,500		Flooring	39,000
	Site Improvements	3,000		Bathroom Improvements	3,500
				Foundation Repairs	1,500
	Subtotal	49,700		Refinish Doors	2,000
				Replace Vents	3,100
AMP RI011000002	A&E Fees	10,000		Site Improvements	9,700
RI11-2	Operations	70,000			
	Roofing	16,000		Subtotal	198,800
	Repair Railings	2,000			
	Repair Bulkheads	2,000	AMP RI011000002	Operations	70,000
	Site Improvements	2,000	RI11-2	Painting	20,000
				Bathroom Improvements	4,000
	Subtotal	102,000			
				Subtotal	94,000
AMP RI011000003	A&E Fees	15,000			
RI11-5/6	Operations	10,000	AMP RI011000003	A&E Fees	15,000
	Roofing	145,000	RI11-5/6	Operations	10,000

## ATTACHMENT A

### Capital Fund Program Five-Year Action Plan

	Replace Porches	108,000		Roofing	125,000
	Replace Gutters	4,500		Flooring	7,000
	Repair Siding & Soffits	26,000		Kitchen Improvements	3,000
	DHW Heaters	5,000		DHW Heaters	6,300
	Comm. Bldg. Roof	13,000		Site Improvements	14,000
	Comm. Bldg. Soffits	2,000			
				Subtotal	180,300
	Subtotal	328,500			
			AMP RI011000004	Operations	10,000
AMP RI011000004	Operations	10,000	RI11-9/10	Misc. Interior Repairs	6,600
RI11-9/10	Misc. Interior Repairs	13,515		Misc. Exterior Repairs	8,100
	Misc. Exterior Repairs	4,700		Site Improvements	13,115
	Replace Ranges	2,500			
				Subtotal	37,815
	Subtotal	30,715			
<b>Total CFP Estimated Cost</b>		<b>\$567,683</b>			<b>\$567,683</b>

## **ATTACHMENT B**

### **WARWICK HOUSING AUTHORITY**

#### **STATEMENT OF PROGRESS IN MEETING 5-YEAR PLAN MISSION AND GOALS**

1. PHA Goal: Expand the supply of assisted housing
  - A. The Warwick Housing Authority has continued to pursue the partnering with private development companies in an effort to create additional affordable housing units.
  - B. The Warwick Housing Authority has purchased property on which it plans to construct additional assisted housing. The Authority continues to have discussions with private individuals in an effort to acquire sites to develop additional affordable housing units by either the public housing agency or the Authority's Non-Profit Corporation.
  
2. PHA Goal: Improve the quality of assisted housing
  - A. The Warwick Housing Authority continues to obligate and expend Capital Funds to renovate and modernize public housing units.
  - B. The Warwick Housing Authority will be replacing twenty-six (26) obsolete units disposed of through the Demo/Dispo program.
  - C. The Warwick Housing Authority has improved public housing management as evidenced by an increased PHAS score.
  
3. PHA Goal: Increase assisted housing choices
  - A. The Warwick Housing Authority has increased the voucher payment standards to 100% of the Fair Market Rents in an effort to increase the assisted housing choices of voucher holders. The Authority will continue to monitor housing costs and program funding and will adjust the payment standards as necessary.
  - B. The Warwick Housing Authority has continued to reach out to potential landlords. The Authority continues to partner with the Warwick Office of

Community Development in a program that will provide low interest loans to property owners to remove lead-base paint if they agree to participate in the Section 8 program.

4. PHA Goal: Provide an improved living environment

- A. The Warwick Housing Authority has applied for and received legislative grants from the State of Rhode Island to hold safety and security seminars for its residents.
- B. The Warwick Housing Authority has continued its partnership with the Warwick Interfaith Association for Affordable Assisted Living to provide assisted services to residents at five (5) of its developments.

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

- A. The Warwick Housing Authority provides preferences for applicants who are employed.
- B. The Warwick Housing Authority continues to pursue a partnership with other housing agencies for a Self-Sufficiency Coordinator to implement the Family Self-Sufficiency program.

6. PHA Goal: Ensure equal opportunity and affirmatively further fair housing

The Warwick Housing Authority continues to assure access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability. The Authority utilizes both the general and minority media to announce the availability of assistance. The Authority, through the Capital Fund Program, has made improvements to accommodate persons with disabilities.



## **ATTACHMENT C**

### **Resident Membership of the PHA Governing Board**

The resident member on the Governing Board of the Warwick Housing Authority is:

Esther Taylor  
2215 Elmwood Avenue, Apt. A-9  
Warwick, RI 02888

The appointing official for the Governing Board is Scott Avedisian, Mayor of Warwick.

## **ATTACHMENT D**

### **Membership of the Resident Advisory Board**

The following tenants are members of the Resident Advisory Board:

1. Mr. Everett Nelson
2. Mrs. Jane Nelson
3. Mrs. Barbara Colwell

## ATTACHMENT E

### **Component 10 (A) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments?  
2
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
7
- c. How many Assessments were conducted for the PHA's covered developments?  
2
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

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

## ATTACHMENT F

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:  Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	100,000	100,000	100,000	100,000
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	50,000	50,000	50,000	50,000
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	61,300	61,300	56,277.70	51,853.92
8	1440 Site Acquisition	0	183,017.54	183,017.54	183,017.54
9	1450 Site Improvement	345,391	171,485.25	171,485.25	171,485.25
10	1460 Dwelling Structures	95,013	74,936.21	79,960.05	67,275.05
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	891	891	891	891
13	1475 Nondwelling Equipment	10,706	21,671	21,671	21,670.95
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	4,525	4,525	4,523.46	4,523.46
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	667,826	667,826	667,826	650,717.17
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

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

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA – Wide Operations	Operations	1406		100,000	100,000	100,000	100,000	Complete
HA – Wide Administration	Salaries and Benefits	1410		50,000	50,000	50,000	50,000	Complete
HA – Wide Fees & Costs	Architect & Engineering Fees	1430		50,000	25,000	25,000	20,576.22	In Progress
HA-Wide Fees & Costs	Energy Consultant & Audit	1430		11,300	11,300	11,277.70	11,277.70	Complete
HA-Wide Fees & Costs	Security Consultant	1430		0	25,000	20,000	20,000	In Progress
HA-Wide	Site Acquisition	1440		0	183,017.54	183,017.54	183,017.54	Complete
HA – Wide	Misc. Maintenance Equip.	1475		10,706	21,671	21,671	21,670.95	Complete
RI11-001	Site Lighting	1450		40,000	0	0	0	
RI11-001	Replace Flooring	1460		10,000	891.56	932.40	932.40	Complete
RI11-002	Parking Lot Improvement	1450		24,722	4,825	4,825	4,825	Complete
RI11-002	Site Lighting	1450		34,108	0	0	0	
RI11-002	Replace Flooring	1460		10,000	6,275	7,200	7,200	Complete
RI11-002	Fire Code Upgrade	1460		4,356	4,356	14,230	14,230	Complete
RI11-002	Replace Maintenance Bldg. Roof	1470		891	891	891	891	Complete
RI11-004	Fire Code Upgrade	1460		562	562	562	562	Complete
RI11-005	Install Parking	1450		160,000	160,000	160,000	160,000	Complete
RI11-005	Replace Flooring	1460		10,000	3,139.20	3,619.20	3,619.20	Complete
RI11-005	Fire Code Upgrade	1460		4,215	4,215	4,215	4,215	Complete
RI11-006	Install Parking	1450		81,172	4925.25	4,925.25	4,925.25	Complete
RI11-006	Replace Flooring	1460		4,000	1,187.45	1,187.45	1,187.45	Complete
RI11-006	Fire Alarm Upgrade	1460		2,108	2,108	2,108	2,108	Complete
RI11-007	Fire Code Upgrade	1460		422	422	422	422	Complete
RI11-007	Relocation	1495.1		4,525	4,525	4,523.46	4,523.46	Complete

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

PHA Name: Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P01150104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI11-008	Parking Lot Improvements	1450		1,735	1,735	1,735	1,735	Complete
RI11-008	Replace Boilers	1460		0	0	0	0	
RI11-008	Fire Code Upgrade	1460		20,000	20,000	13,914	1,229	In Progress
RI11-009	Misc. Interior Repairs	1460		5,500	12,855	12,850	12,850	Complete
RI11-009	Misc. Exterior Repairs	1460		5,500	575	575	575	Complete
RI11-009	Fire Code Upgrade	1460		10,350	10,350	10,350	10,350	Complete
RI11-010	Sitework	1450		3,654	0	0	0	
RI11-010	Misc. Interior Repairs	1460		4,000	8,000	7,795	7,795	Complete
RI11-010	Misc. Exterior Repairs	1460		4,000	0	0	0	

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

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program No: RI43P01150104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
RI11-001	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-002	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-005	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-006	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-008	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-009	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
RI11-010	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		
HA – Wide	09/07/2006	09/13/2006	09/13/2006	09/07/2008	09/13/2008		

## ATTACHMENT G

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: RI43P01150105 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2005</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	100,000	100,000	100,000	100,000
3	1408 Management Improvements	0	5,000	5,675	4,550
4	1410 Administration	50,000	50,000	50,000	49,413.16
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	100,000	88,000	19,909.73	159.73
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	20,000	6,160	3,377.50	3,377.50
10	1460 Dwelling Structures	248,960	302,300	250,537.91	16,561.16
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	75,000	0	0	0
13	1475 Nondwelling Equipment	0	51,500	53,004.40	14,415.40
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	9,000	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	602,960	602,960	482,504.54	188,476.95
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	15,000	220,000	220,000	0
26	Amount of line 21 Related to Energy Conservation Measures	25,000	0		



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

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA – Wide Operations	Operations	1406		100,000	100,000	100,000	100,000	Complete
HA-Wide Management Imp.	Software Upgrade	1408		0	5,000	5,675	4,550	In Progress
HA – Wide Administration	Admin Salary – Executive Director	1410		11,000	11,000	11,000	11,000	Complete
	Admin Salary – Deputy Director	1410		10,000	10,000	10,000	10,000	Complete
	Admin Salary – Maintenance Director	1410		12,000	12,000	12,000	12,000	Complete
	Benefits	1410		17,000	17,000	17,000	16,413.16	Complete
HA – Wide Fees & Costs	Architect & Engineering Fees	1430		25,000	25,000	159.73	159.73	In Progress
HA – Wide Fees & Costs	Fire Code Assessment	1430		25,000	25,000	0	0	Planning
HA – Wide Fees & Costs	Property Assessment	1430		25,000	20,000	19,750	0	In Progress
HA – Wide Fees & Costs	Energy Audit	1430		25,000	0	0	0	
HA-Wide Fees & Costs	Policy Upgrade	1430		0	18,000	0	0	Planning
HA-Wide Non-Dwelling Equip.	Computer Upgrade	1475		0	8,500	9,340.40	9,340.40	Complete
HA-Wide Non-Dwelling Equip.	Maintenance Vehicle	1475		0	39,000	39,789	1,200	In Progress
HA-Wide Non-Dwelling Equip.	Trailer	1475		0	4,000	3,875	3,875	Complete
RI11-001	Install Doorbells	1460		50,960	0	0	0	
RI11-001	Install Security Cameras	1460		15,000	50,000	50,000	0	In Progress
RI11-001	Replace Flooring	1460		0	5,000	1,499.16	1,499.16	In Progress

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

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI11-002	Seal and Stripe Parking Area	1450		20,000	0	0	0	
RI11-002	Replace Maintenance Garage Roof	1470		75,000	0	0	0	
RI11-002	Install Security Cameras	1460		0	50,000	50,000	0	In Progress
RI11-002	Replace Flooring	1460		0	8,000	3,125	3,125	In Progress
RI11-004	Install Security Cameras	1460		0	25,000	25,000	25,000	In Progress
RI11-004	Install Door Access System	1460		0	10,000	10,000	10,000	In Progress
RI11-005	Site Improvements	1450		0	2,700	2,677.50	2,677.50	Complete
RI11-005	Replace Hallway Windows	1460		25,000	25,000	0	0	Planning
RI11-005	Fire Code Upgrades	1460		80,000	10,000	0	0	
RI11-005	Install Security Cameras	1460		0	25,000	35,000	0	In Progress
RI11-005	Replace Flooring	1460		0	2,000	1,075	1,075	In Progress
RI11-006	Replace Hallway Windows	1460		10,000	10,000	0	0	Planning
RI11-006	Fire Code Upgrade	1460		50,000	5,000	0	0	Planning
RI11-006	Install Security Cameras	1460		0	25,000	30,000	0	In Progress
RI11-006	Replace Flooring	1460		0	1,000	635	635	In Progress
RI11-007	Relocation Expenses	1495.1		9,000	0	0	0	
RI11-008	Card Access System	1460		6,000	10,000	8,976.75	0	In Progress
RI11-008	Install Security Cameras	1460		0	25,000	25,000	0	In Progress
RI11-009	Site Improvements	1450		0	2,000	700	700	In Progress
RI11-009	Misc. Interior Repairs	1460		3,000	3,000	2,451	2,451	In Progress
RI11-009	Misc. Exterior Repairs	1460		3,000	10,000	5,620	5,620	In Progress
RI11-010	Site Improvements	1450		0	1,460	0	0	Planning
RI11-010	Misc. Interior Repairs	1460		3,000	2,000	2,156	2,156	Complete
RI11-010	Misc. Exterior Repairs	1460		3,000	1,300	0	0	Planning

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program No: RI43P01150105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
RI11-001	08/18/2007			08/18/2009			
RI11-002	08/18/2007			08/18/2009			
RI11-005	08/18/2007			08/18/2009			
RI11-006	08/18/2007			08/18/2009			
RI11-007	08/18/2007			08/18/2009			
RI11-008	08/18/2007			08/18/2009			
RI11-009	08/18/2007			08/18/2009			
RI11-010	08/18/2007			08/18/2009			
HA – Wide	08/18/2007			08/18/2009			

## ATTACHMENT H

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:  Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	100,000		100,000	100,000
3	1408 Management Improvements	30,000		0	0
4	1410 Administration	50,000		25,000	25,000
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	25,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	34,000		0	0
10	1460 Dwelling Structures	163,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	140,000		0	0
13	1475 Nondwelling Equipment	38,944		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	580,944		125,000	125,000
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

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

**Part II: Supporting Pages**

PHA Name: Warwick Housing Authority		Grant Type and Number Capital Fund Program Grant No: RI43P01150106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA – Wide Operations	Operations	1406		100,000		100,000	100,000	Complete
HA – Wide Administration	Admin Salary – Executive Director	1410		11,000		5,500	5,500	In Progress
	Admin Salary – Deputy Director	1410		10,000		5,000	5,000	In Progress
	Admin Salary – Maintenance Director	1410		12,000		6,000	6,000	In Progress
	Benefits	1410		17,000		8,500	8,500	In Progress
HA – Wide Fees & Costs	Architect & Engineering Fees	1430		25,000		0	0	Planning
HA – Wide	Management Needs Assessment & Policy Upgrades	1408		30,000		0	0	Planning
HA – Wide	Construct Administrative Office	1470		140,000		0	0	Planning
HA – Wide	Maintenance Vehicle	1475		35,000		0	0	Planning
HA – Wide	Misc. Tools and Equipment	1475		3,944		0	0	Planning
RI11-001	Flooring	1460		10,000		0	0	Planning
RI11-001	Cyclical Painting	1460		23,000		0	0	Planning
RI11-002	Flooring	1460		10,000		0	0	Planning
RI11-002	Hallway Heat Controls	1460		40,000		0	0	Planning
RI11-004	Replace Parking & Site Improvements	1450		30,000		0	0	Planning
RI11-005	Cyclical Painting	1460		40,000		0	0	Planning
RI11-006	Cyclical Painting	1460		20,000		0	0	Planning
RI11-009	Misc. Site Improvements	1450		2,000		0	0	Planning
RI11-009	Misc. Interior Repairs	1460		5,000		0	0	Planning
RI11-009	Misc. Exterior Repairs	1460		5,000		0	0	Planning
RI11-010	Misc. Site Improvements	1450		2,000		0	0	Planning
RI11-010	Misc. Interior Repairs	1460		5,000		0	0	Planning
RI11-010	Misc. Exterior Repairs	1460		5,000		0	0	Planning

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

PHA Name: Warwick Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: RI43P01150106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	07/18/2008			07/18/2010			
RI11-001	07/18/2008			07/18/2010			
RI11-002	07/18/2008			07/18/2010			
RI11-004	07/18/2008			07/18/2010			
RI11-005	07/18/2008			07/18/2010			
RI11-006	07/18/2008			07/18/2010			
RI11-009	07/18/2008			07/18/2010			
RI11-010	07/18/2008			07/18/2010			

## ATTACHMENT I

### Warwick Housing Authority Pet Policy

The following policy governs the keeping of pets in and on properties owned and operated by the Warwick Housing Authority.

Residents of the Warwick Housing Authority are permitted to have common household pets if the resident maintains the pet:

1. Responsibly
2. In accordance with the applicable State and local public health, animal control and animal anti-cruelty laws and regulations; and
3. In accordance with the terms of this policy.

*Pet Deposit:* Tenants will be charged a refundable pet deposit of \$50.00. The pet deposit shall be paid in advance or on the approval of the pet by the Housing Authority. The pet deposit is refundable if no damage has been done to the dwelling unit, as verified by the Housing Authority, after the tenant disposes of the pet, or moves.

*Number of Pets:* Tenants are allowed to keep a maximum of one pet per dwelling unit.

*Allowable Household Pets:* Animals that are allowed as pets in Housing Authority units are domesticated dogs, cats, birds and fish aquariums. Aquariums may be no larger than twenty (20) gallons and must be sealed against leakage. Dogs and cats must weigh less than forty (40) pounds. No birds of prey or dangerous species of breeds of animals may be kept.

*Registration:* All pets must be registered and approved by the Housing Authority.

*Requirements:*

4. Dogs are to be licensed yearly with the proper authorities. Tenants must show proof of yearly distemper and rabies boosters for both dogs and cats.
5. All female dogs and cats are to be spayed.
3. All male dogs and cats are to be neutered.
6. Pets must not be kept in violation of humane or health laws.
7. Pets must not be allowed to roam outside the tenant's dwelling unit. Dogs must be on a leash when outside the dwelling unit. Birds must be confined to a cage at all times.
8. Tenants must maintain litter boxes in sanitary condition.
9. Tenants must promptly clean up pet droppings outside of the dwelling unit and properly dispose of the droppings.
10. Tenants shall take adequate precautions to eliminate any pet odors within or around the dwelling unit and maintain the unit in a sanitary condition at all times.

11. Tenants shall not permit any disturbance by their pet that would interfere with the quiet enjoyment of other tenants; whether by loud barking howling, biting, scratching, chirping or other such activities. If the Housing Authority determines that a pet is a nuisance or threat to the safety or security of person or property, it may request the removal of the pet from the premises.
12. Tenants must not leave pets unattended for twenty-four (24) hours or more. If the pet is left unattended for such time, the Housing Authority may enter the unit to remove the pet and transfer it to the proper authorities. The Housing Authority will accept no responsibility for the pet under such circumstances.
13. Tenants must provide the Housing Authority with the name, address and telephone number of a responsible party who will care for the pet if the owner is unable to do so for any reason.
14. Tenants are responsible for all damages caused by their pets.
15. Tenants are prohibited from keeping or feeding stray or feral animals.
16. Tenants shall not alter their dwelling unit or grounds to create a space or enclosure for the pet.
17. Tenants shall not allow visitors to bring any unauthorized animals onto the premises or into a dwelling unit.

Tenants who violate this policy will forfeit their right to keep a pet and may be subject to eviction.

This policy does not apply to animals that assist, support or provide service to persons with disabilities.



## ATTACHMENT J

### WARWICK HOUSING AUTHORITY COMMUNITY SERVICE AND ECONOMIC SELF SUFFICIENCY POLICY JANUARY 1, 2001

Warwick Housing Authority residents, who are not engaged in work activities or otherwise considered exempt, must perform community service or participate in an economic self-sufficiency program as a condition of their tenancy.

#### General Requirements:

Each adult resident, except for those determined to be exempt, must:

1. Perform 8 hours per month of community service; or
2. Participate in an economic self-sufficiency program for 8 hours per month; or
3. Perform 8 hours of combined activities.

#### Community Service:

Community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

#### Exempt Individual:

An exempt individual is defined as an adult who:

1. Is 62 years of age or older;
2. Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability he or she is unable to comply with the service requirements, or is a primary caretaker of such individual;
3. Is engaged in work activities;
4. Meet the requirements for being exempted from having to engage in a work activity under the State program funded under part A of the title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State, including a State-administered welfare-to-work program; or
5. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

#### Program Administration:

The Authority will administer qualifying activities through its Self-Sufficiency program and through partnerships with qualified organizations and community agencies and institutions.

The Authority will determine which family members are exempt from the service requirement based upon documentation provided by the family at recertification. The Authority will enter into an agreement with the local welfare agency to provide documentation for determining changes to the status of family members.

The Authority will provide the family with a written description of the service requirement, and of the process for claiming status as an exempt person and for verification of such status. The Authority will notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons.

The Authority will review family compliance with service requirements, and will verify such compliance annually at least thirty (30) days before the end of the twelve-month lease term. Reasonable documentation of service requirement performance or exemption will be retained in the family's file.

#### Family Compliance of Service Requirement:

Failure of the family to comply with the service requirement is grounds for nonrenewal of the lease agreement at the end of the twelve-month lease term.

If the Authority determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation, the Authority will notify the tenant of this determination.

Notice to the tenant will briefly describe the noncompliance and state that the Authority will not renew the lease at the end of the twelve month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the Authority, in the form and manner required by the Authority, to cure such noncompliance, and in fact cure such noncompliance in accordance with such agreement, or the family provides written assurance satisfactory to the Authority that the tenant or other noncompliant resident no longer resides in the unit.

Notice to the tenant will state that the tenant may request a grievance hearing on the Authority's determination and that the tenant may exercise any available judicial remedy to seek timely redress for the Authority's nonrenewal of the lease because of such determination.

#### Tenant Agreement to Comply with Service Requirement

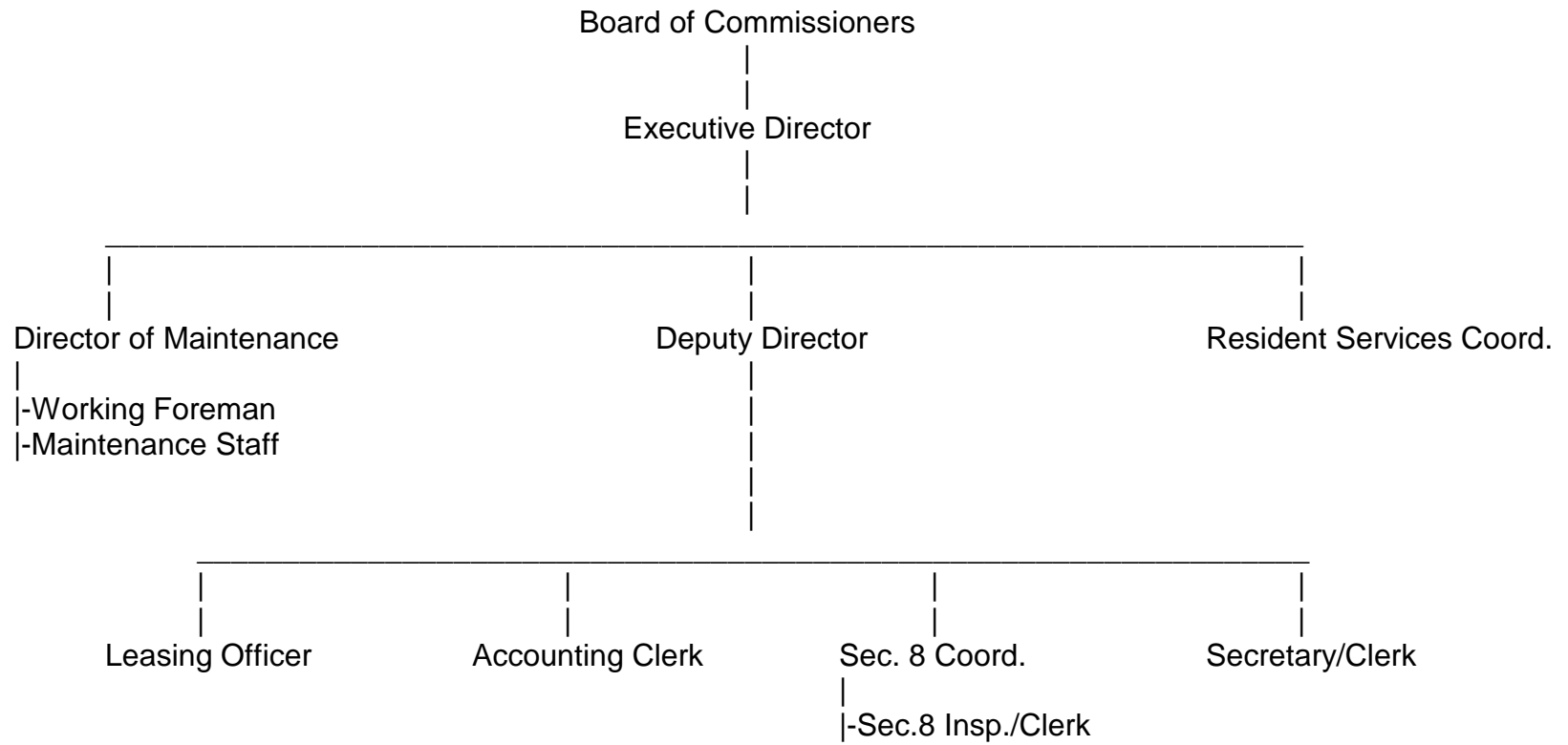
If the tenant or another family member has violated the service requirement, the Authority may no renew the lease upon expiration on the lease term unless:

1. The tenant, and any other noncompliant resident, enter into a written agreement with the Authority, in the form and manner required by the Authority, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease; and

All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

**ATTACHMENT K**

**WARWICK HOUSING AUTHORITY**  
**ORGANIZATIONAL STRUCTURE**



## **ATTACHMENT L**

### **DECONCENTRATION POLICY**

#### **BOARD RESOLUTION NO. 1094**

Whereas, the Quality Housing and Work Responsibility Act of 1998 requires Housing Authorities to develop policies that are designed to provide for the deconcentration of poverty and income mixing by increasing the number of higher income families in lower income public housing developments and increasing the number of lower income families in higher income public housing developments, and

Whereas, the Warwick Housing Authority has two (2) scattered site developments, RI11-09 and RI11-010, that are subject to the deconcentration provisions of QHAWRA.

Now, therefore, be it resolved, that the Warwick Housing Authority will monitor the average income range of these developments and, taking into consideration the development's size, location and/or configuration, will take steps to attract a broader range of incomes, if necessary.

## ATTACHMENT M

### WARWICK HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

#### **Purpose and Applicability**

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth Warwick Housing Authority’s (herein called WHA) policies and procedures regarding domestic violence, dating violence and stalking, as hereinafter defined.

This policy shall be applicable to the administration by Warwick Housing Authority of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. para. 1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

#### **Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by Warwick Housing Authority;
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence or stalking;
- D. Creating and maintaining collaborative arrangements between Warwick Housing Authority, law enforcement authorities, victim service providers, and other to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by Warwick Housing Authority; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence or stalking, affecting individuals assisted by Warwick Housing Authority.

#### **Other WHA Policies and Procedures**

This Policy shall be referenced in and attached to WHA’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of WHA’s Admissions and Continued Occupancy Policy. WHA’s Annual Public Housing Agency Plan shall also contain information concerning WHA’s activities, services or programs relating to domestic violence, dating violence and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure or WHA, the provisions of this Policy shall prevail.

## Definitions

As used in this Policy:

- A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
  
- B. *Dating Violence* – means violence committed by a person:
  - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship;
    - ii. The type of relationship;
    - iii. The frequency of interaction between the persons involved in the relationship.
  
- C. *Stalking* – means:
  - a. (i) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  - b. In the course of , or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to:
    - i. That person;
    - ii. A member of the immediate family of that person; or
    - iii. The spouse or intimate partner of that person.
  
- D. *Immediate Family Member* – means, with respect to a person:
  - a. A spouse, parent, brother, sister or child of that person, or an individual to whom that person stands in loco parentis; or
  - b. Any other person living in the household of that person and related to that person by blood or marriage.
  
- E. *Perpetrator* – means a person who commits an act of domestic violence, dating violence or stalking against a victim.

## Admissions and Screening

*Non-Denial of Assistance.* WHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

### **Termination of Tenancy or Assistance**

- A. *VAWA Protections.* Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by WHA:
- a. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
  - b. In addition to the foregoing, tenancy or assistance will not be terminated by WHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim of threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
    - i. Nothing contained in this paragraph shall limit any otherwise available authority of WHA or a Section 8 owner or manager to terminate tenancy, evict or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither WHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.
    - ii. Nothing contained in this paragraph shall be construed to limit the authority of WHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or WHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.
- B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2 or Federal, State or local law to the contrary, WHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and eviction by WHA. Leases used for all public housing operated by WHA and, at the option of Section 8 owner or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by WHA, shall contain provisions setting forth the substance of this paragraph.

## Verification of Domestic Violence, Dating Violence or Stalking

*Requirement for Verification.* The law allows, but does not require, WHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirement of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII.C., WHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by WHA. Section 8 owners or manager receiving rental assistance administered by WHA may elect to require verification, or not to require it, as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways;

*HUD-approved form* – by providing to WHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking, that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

*Other documentation* – by providing to WHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incident(s) of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

*Police or court record* – by providing to WHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial or a local police or court record describing the incident or incidents in question.

- A. *Time allowed to provide verification / failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by WHA or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (i.e., 14 calendar days, excluding Saturdays, Sundays and federally-recognized holidays) after a receipt of the request for verification. Failure to provide verification in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- B. *Waiver of verification requirement.* The Executive Director of WHA or a Section 8 owner or manager may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases regardless of similarity in circumstances.



## **Confidentiality**

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to WHA or to a Section 8 owner or manager in connection with a verification required under Section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database not provided to any related entity, except where disclosure is:
- a. requested or consented to by the individual; or
  - b. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted VAWA; or
  - c. otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by WHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

## **Transfer to New Residence**

- A. *Portability.* A Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **Notification**

WHA shall provide written notification to applicants, tenants and Section 8 owners and managers concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and termination of tenancy or assistance.

## **Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## **Amendment**

This Policy may be amended from time to time by WHA as approved by the WHA Board of Commissioners.