

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>PROVIDENCE HOUSING AUTHORITY</u> PHA Code: <u>RI 001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>2,606</u> Number of HCV units: <u>2,497</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	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 for the next five years: <u>NOT APPLICABLE: 5-Year Plan only</u>				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <u>NOT APPLICABLE: 5-Year Plan only</u>				

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

SMOKE-FREE HOUSING POLICY

In a city-wide initiative to prevent tobacco use, Providence Housing Authority (PHA) was awarded \$80,000 in order to support the Mayor's Substance Abuse Prevention Campaign (MSAPC) and Providence's Tobacco-Free Campaign (TFC) by implementing a Smoke-Free Policy in five elderly and disabled public housing high-rises.

The PHA's Smoke-Free Policy for high-rise elderly and disabled developments will launch in March 2011 and continue in perpetuity. It will become a permanent feature of the PHA's resident dwelling lease. The three goals of the policy are:

1. To reduce tobacco use and second hand smoke exposure by 10% in the PHA's five high-rise properties; and,
2. Reduce fires caused by careless smoking; and,
3. Reduce the costs for unit turnovers

An announcement flyer, a lease addendum, an addendum acknowledgement, a grandfather clause, a complaint form and a violation policy have been developed in order to implement the Smoke Free Policy.

The Board of Commissioners of the Providence Housing Authority resolves on September 30, 2010 that it accepts and approves the PHA's intentions to implement a Smoke-Free Public Housing Policy at its high-rise developments on.

HIGH-RISE RECYCLING INITIATIVE

The introduction of the PHA's Recycling Initiative to elderly and disabled residents will include the following core activities, but not limited to:

- education and outreach about solid waste, recycling, and the effects on the environment through our partnership with Environmental Justice League of RI.
- create "recycling centers" in each high-rise development (with four 96-gallon recycle totes-2 for paper and 2 for plastics/glass/aluminum) which will be donated through our partnership with the City of Providence.
- provide all 1,110 elderly/disabled units with individual, reusable recycling canvas tote bags donated by a local grocery store for residents to collect, sort and transport their household recyclables.
- select Floor Captains to collect recyclables from their assigned floors units and/or trash rooms and transport to "recycling centers" on ground floor where they will sort recyclables into proper totes on a weekly basis.
- providing participation incentives and competitive incentive programs for elderly/disabled residents in order to maximize participation rates among residents.
- provide stipends to recycling Floor Captains for one year and provide Floor Captains with equipment to make their tasks easier (gloves, hats, T-shirts, recycling caddies to collect materials, etc.)
- monitor, measure and evaluate all the processes, progress, and results of our recycling initiatives of diverting mainstream waste into recyclables through surveys, tracking reports, focus groups and tracking of recycling pick-ups

The PHA's Recycling Initiative aims to achieve three main goals:

Goal 1: Expand recycling efforts to the Providence Housing Authority's elderly and disabled residents.

Goal 2: Divert mainstream waste into recyclables so as to reduce the number of dumpsters needed for solid waste thereby reduce tipping costs and reducing carbon monoxide exposure to residents.

Goal 3: Continue PHA's leadership with its own Green Initiatives while upholding its function in the city of Providence and with its residents.

INTEGRATED PEST MANAGEMENT POLICY

The PHA is committed to providing the best possible living conditions to its residents. It is our intent to provide a comprehensive plan and course of action for combating the ever growing problem of insect and rodent infestations. This policy includes unit to unit inspections, detailed preparations, and quality reporting standards used to track current and future infestations.

The new course of action in combating infestations at the PHA will be one of a more proactive nature. While our policy of tenant notification will remain an option for our residents and maintenance staff, several new steps will be undertaken to insure a greater effectiveness in dealing with all types of infestations, particularly bed bugs. One of the most important steps that will be taken is a unit by unit inspection. While we have relied on tenant notification in the past, a comprehensive inspection of each unit will provide better insight into the type of infesting species, the degree of infestation, and the amount of awareness that each resident has regarding infestations.

Once preliminary inspections are complete at any given PHA development or high-rise, an action plan to determine the best practice for treatment will be initiated. Preparation of the unit for extermination will be performed by not only the tenant, but also our qualified, trained staff to insure that all steps are taken to properly treat the infested unit.

6.0

SCANNING/PAPERLESS POLICY

In an ongoing effort for the Providence Housing Authority to become a paperless organization, this Scanning Manual will help ensure that numerous documents and reports created by staff can be easily digitalized and quickly retrieved. In order for this to happen, two different storage devices have been installed in the MIS Office. The first system, Vanguard System stores documents pertaining to the AS/400 and Encompass System. The second system, a HP server stores images scanned from Xerox copiers. These images can be reports, manuals or any documents that does not pertain to the AS/400 or Encompass System. Data on these servers are backed up daily, weekly and monthly. Weekly and monthly tapes are stored in a fire proof safe. This backup policy has been established with our Disaster Recovery plan.

By the end of calendar year 2010 all departments will have the ability to scan document, report or manual to an electronic image. Department folders have been setup on the PHAScan server, and each department has the ability to customize their department folder to add subfolders to make the storage and retrieval process much easier.

PROVIDENCE RE-ENTRY INITIATIVE

There has not been any activity with the Providence Reentry Initiative. This pilot program with the family life center allowed up to 25 individuals transitioning from prison to life in the community to return as a household member of a current PHA resident. Funding was not approved for this program.

LIMITED ENGLISH PROFICIENCY POLICY & LANGUAGE ACCESS PLAN

The most frequently used PHA documents are available in Spanish including the lease and recertification packets. The PHA also provides oral translators when requested. The PHA has received just two requests for assistance for languages other than Spanish.

PROVIDENCE BOYS & GIRLS CLUB/PHA YOUTH PROGRAM

The PHA in partnership with the Providence Boys and Girls Club (BGC) now operates an after-school and summer Youth Program for youth ages 6-12 at three PHA-owned community centers. All members receive a hot meal from Kids Café and are eligible to participate in a variety of education, enrichment and recreation activities. Last summer the PHA and BGC piloted an evening program for teens ages 13-18 at one PHA community center. This year, "The Club", as it is known, will be replicated at the remaining two PHA community centers. The program seeks to reduce violent youth crime in the neighborhood by engaging teens in personal development and recreation activities during critical evening hours. Police presence is an important component of this program and partial funding is made available through the Providence Police Department (PPD).

YOUTH SAFE HAVEN/POLICE MINI STATION

With grant funding from the Milton S. Eisenhower Foundation, the PHA now operates a Youth Safe Haven/Police Mini Station (YSH) at one of its community centers. Integrated into the after school program, the YSH provides 50 self-selected youth ages 6-12 with tutoring, personal development and enrichment programming. Through a partnership with RISE (Rhode Islanders Sponsoring Education), each YSH member is also matched with a mentor for on-site mentoring twice weekly. The police officers who patrol the neighborhood are a daily presence and also participate in the mentoring component.

CHAD BROWN COLLABORATIVE

Last fall, the PHA invited nearly three dozen community based service agencies to form a collaborative to identify and address the needs of residents in the Chad Brown development and surrounding neighborhood. The CBC meets monthly to share ideas and resources, coordinate programs and avoid duplication of services. The CBC continues to meet on a monthly basis and has sponsored a number of youth and parent education programs this year.

YOUTH POLICE INITIATIVE

The PHA has partnered with the North American Family Institute (NAFI) to provide teens at risk for gang involvement the opportunity to be part of the Youth Police Initiative (YPI). YPI is an intense three week program that positively impacts inner-city youth and police relations. Youth and police train together and participate in facilitated discussions and dynamic team building exercises. These experiences foster a deeper understanding between the two groups. Four sessions of YPI were conducted this year. Partial funding for this program was provided by the PPD.

YOUTH LEADERSHIP ACADEMY

Up to 25 graduates of the YPI are eligible to participate in the Youth Leadership Academy (YLA) – an extension of the YPI. YLA members meet twice weekly year round to engage in personal development and community service activities. The program includes a strong work readiness component and includes a monthly stipend. YLA members serve as ambassadors for the PHA and NAFI attending various community building events.

DEXTER HEALTH & WELLNESS CENTER

The PHA has partnered with the Chad Brown Health Center (CBHC) to open a Health and Wellness Center on site at our largest high-rise development. The Center is open to all residents one day a week. A physician and/or nurse practitioner is available to provide primary care services. A partnership with the Rhode Island College School of Nursing makes available student nurses who assist CBHC staff.

HOLIDAY DECORATION POLICY

The Providence Housing Authority will allow residents to decorate for holiday purposes; however, residents must adhere to the specific safety requirements.

INCOMING RESIDENT EXTERMINATION & STORAGE POLICY

The overall objective of the department is to insure that all incoming tenants be inspected for the presence of bed bugs, cockroaches, rodents, etc. , through visual inspection at prior residence, or certification by a licensed extermination professional at time of move in to a PHA residence. Incoming residents will not be allowed to move into and reside in their unit without the prior consent of PHA management , or without the proper inspection or certification necessary to insure the no infestation exists. No storage of any items belonging to incoming residents will be permitted at this time.

RESIDENT FINE SCHEDULE POLICY

One of the issues facing the PHA at present is the actions of our current tenants and outside influences. The appearance of the developments, safety of our residents and health considerations mandates an aggressive program to change the behavior of the general population. In order to achieve mass behavioral changes the Providence Housing Authority will apply financial penalties to those who are not willing to abide by the terms of the lease agreement.

HIGH-RISE & FAMILY DEVELOPMENT COOKOUT POLICY

The Providence Housing Authority Recognizes that it is desirable to residents, to cook outside on grills on PHA property. Although it may be desirable to residents the PHA has concerns of safety.

SECTION 32 HOMEOWNERSHIP PLAN

The Providence Housing Authority will be implementing the Section 32 Homeownership Plan, which will include the sale of five to six Scattered Sites public housing units on Derry Street in the Smith Hill section of Providence to current qualified residents. The plan was previously known as the 5 (h) Homeownership Program under which five public housing properties were sold.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The PHA's main administrative offices located at **100 BROAD STREET, PROVIDENCE, RI 02903** and the PHA's website – **WWW.PHA-PROVIDENCE.COM**.

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.

HOMEOWNERSHIP PROGRAMS

SECTION 32

The Providence Housing Authority will be implementing the Section 32 Homeownership Plan, which will include the sale of five to six Scattered Sites public housing units on Derry Street in the Smith Hill section of Providence to current qualified residents. The plan was previously known as the 5 (h) Homeownership Program under which five public housing properties were sold.

SECTION 8

Effective July 1, 2006, residents who plan to use their Housing Choice Voucher toward purchasing a home are required to participate in PHA's Family Self Sufficiency (FSS) program in order to be eligible. Elderly and disabled heads-of-household are exempt from this requirement, but are welcome to participate in the FSS program if they are employed or have an employment goal.

We currently have 24 homeowners receiving subsidies ranging from \$188-\$1,180. The average Housing Assistance Payment is \$623. The PHA does not have to apply for approval because these homeowners are based on tenants who qualify based on income, back approval, etc. - as long as they have a voucher and are approved for a mortgage.

7.0

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development Name: **Scattered Sites**

1b. Development Number: **AMP 02**

2. Federal Program Authority:

HOPE VI

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application Status:

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval

Planned application

4. Date Homeownership Plan/Program approved, submitted or planned for submission: **9/27/94 and 4/2011**

5. Number of units affected: **18**

6. Coverage of action: (select one)

Part of the development

Total development

PROJECT-BASED VOUCHERS

The PHA has 21 units using Project-based Vouchers at University Heights in the East Side neighborhood. This program ensures that affordable housing remains throughout the city including the more expensive East Side. The PHA also has 97 units of Project-based Assistance using Certificates. These units were under contract prior to 2000 when everything switched to vouchers.

Development	Units	Neighborhood	Funding Source
Historic West End II	7	West End	Certificate
Elmwood Commons	30	Elmwood	Certificate
Sutterfield Apts.	60	Wanskuck	Certificate
TOTAL	97		

8.0

Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

8.1

Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.
See Attachments A.1-A.7

8.2

Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
See Attachment B

8.3

Capital Fund Financing Program (CFFP).

Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Using the City of Providence's Consolidated Plan (2005-2010), the PHA's Rental Survey and the U.S. Census Data of 2000 17,273 families were identified as extremely low-income, 7,663 families are very low-income and 7,389 families are low-income. The elderly population contains 6,473 families and families with disabilities make up 8,141 families. When dividing households by race, 19,480 families were identified as White, 5,300 families are African-American, 331 families are Native-American, 2,183 are Asian and 11,510 families are Hispanic which includes all races. When looking at these family types, the PHA identifies affordable housing as an issue of high impact. The supply of affordable housing remains significant in most family types but is less so for the elderly. The quality, accessibility, size and location of housing is not as severe as the issue of affordable housing but again, is even less of an issue in the elderly family type.</p> <p>One thousand and one (99%) families were identified as extremely low-income on the public housing waiting list, 2 families (<1%) are very low-income and 1 family is low-income. The public housing waiting list contains 100 elderly families (10%), 625 or 62% families with children, 281 or 28% disabled families, 121 or 12% White families, 218 or 22% African-American families and 623 or 62% Hispanic families (including both White and African-American). We have identified 2-bedroom units as the highest demand on the public housing waiting list with 24% of the demand; followed by one bedroom units with 20% and 3-bedroom units with 19%.</p> <p>The Section 8 waiting list has 446 families. Seventy-nine percent or 352 families are extremely low-income, 94 families or 21% are very low-income and no families on the waiting list are low income. Families with children account for 374 families or 84%, families with disabilities make up 4% of the waiting list or 19 families and elderly families account for 16% of the waiting list with 72 families. Ninety-three percent of the Section 8 waiting list is White with 415 families, 6% is African-American with 25 families, 1% is Native American with 5 families and less than 1% is Other with 1 family.</p>
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9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The PHA will maximize the number of affordable units available through the reduction of turnover time for vacated public housing units, reducing the time it takes to renovate a public housing unit, increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration, increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program and participating in the City's Consolidated Plan development process to ensure coordination with broader community strategies.</p> <p>The PHA has applied for 50 additional Section 8 vouchers, specializing in Family Unification, and the PHA will seek to exceed HUD's targeting requirements for families at or below 30% of the AMI, employee admissions preferences aimed at working families, seek designation of public housing for the elderly, carry out 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 and counsel Section 8 tenants and owners as to the location of units outside the areas of poverty or minority concentration.</p>
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<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5- Year Plan.</p> <p>See Attachment C</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification".</p> <p>The PHA has defined a "substantial deviation/modification" and a "significant amendment" as:</p> <ul style="list-style-type: none"> • Changes to rent or admissions policies or organization of the waiting list • Additions of non-emergency work items (items not included in the current Annual Statement of Five-Yr Action Plan) or change in the use of replacement reserve funds under the Capital Fund • Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities <p>This definition excludes changes in policy and programming required by Congress, the Department of Housing & Urban Development or any other local, state or federal agencies for which the PHA has no discretionary authority.</p>
<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. See Attachment D</p> <p>(g) Challenged Elements See Attachment D</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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Expires 4/30/2011

Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50111 Replacement Housing Factor Grant No: Date of CFP: 1/07/11	FFY of Grant: 2011 FFY of Grant Approval: 2011
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Type of Grant

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	\$ 817,099	0	0	0
3	1408 Management Improvements	\$ 145,000	0	0	0
4	1410 Administration (may not exceed 10% of line 21)	\$ 408,549	0	0	0
5	1411 Audit	\$ -			
6	1415 Liquidated Damages	\$ -			
7	1430 Fees and Costs	\$ 85,051	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -			
9	1450 Site Improvement	\$ 68,026	0	0	0
10	1460 Dwelling Structures	\$ 1,251,570	\$ -	\$ -	\$ -
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 9,500	0	0	0
12	1470 Non-dwelling Structures	\$ 80,000	0	0	0
13	1475 Non-dwelling Equipment	\$ 77,000	\$ -	\$ -	\$ -
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number		FFY of Grant: 2011	
		Capital Fund Program Grant No: RI 43 P001 50111		FFY of Grant	
		Replacement Housing Factor Grant No:			
		Date of CFP: 1/07/11		Approval: 2011	
Type of Grant <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
18a	1501 Collateralization or Debt Service paid by the PHA	\$ 1,143,700	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 4,085,495	0	0	0
21	Amount of line 20 Related to LBP Activities	\$ -			
22	Amount of line 20 Related to Section 504 Activities	\$ 23,000			
23	Amount of line 20 Related to Security - Soft Costs	\$ 140,000			
24	Amount of line 20 Related to Security-Hard Costs	\$ 86,000			
25	Amount of line 20 Related to Energy Conservation Measures	\$ 113,000			
Signature of Executive Director <i>Stephen J. Bourke</i>		Date <i>4/12/11</i>		Signature of Public Housing Director _____ Date _____	

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150111
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000001	Operations	1406	N/A	58,529				
Chad Brown	Police	1408	N/A	9,353				
	Tree Pruning	1450	N/A	3,598				
	Repair/Replace Gutters and Guards	1460	N/A	5,875				
	Re-Caulk/Repaint Windows	1460	50 units	25,000				
	Upgrade Kitchens	1460	10 units	10,000				
	Repair/Replace roofs	1460		50,000				
	Mold Remediation	1460	N/A	15,000				
	Mold Testing	1460	30 units	5,000				
	Appliance Purchases	1465	10 units	5,000				
	Bond Repayment	1501	N/A	51,408				
Total				238,763				
Admiral Terrace	Operations	1406	N/A	58,528				
	Police	1408	N/A	9,353				

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Admiral Terrace	A&E Fees and Costs	1430	N/A	7,195				
(continued)	Tree Pruning	1450	N/A	3,598				
	Upgrade Kitchens	1460	10 units	11,000				
	Re-Caulk/Repaint Windows	1460	50 units	20,000				
	Crawl space insulation	1460	20 Units	25,000				
	Install bathroom exhaust fans	1460	160	80,366				
	Heating System Repairs	1460	N/A	7,500				
	Repair/Replace roofs	1460	20 Units	50,000				
	Mold Remediation	1460	N/A	20,000				
	Mold Testing	1460	30 units	5,000				
	Appliance Purchases	1465	10 units	4,500				
	Fire System - Health Ctr/Mgr Ofc	1470		40,000				
	Bond Repayment	1501	N/A	51,407				
Total				393,447				
Sunset Village	Insulate piping	1460	24 Units	10,000				
Total				10,000				
RI001000001 Total				642,210				

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000002 Roger Williams	Repair/Replace Smoke Hatches	1460	4 Units	10,000				
Total				10,000				
Coddling Court	Operations	1406	N/A	62,963				
	Police	1408	N/A	10,077				
	Exterior Security Lighting	1450	N/A	5,000				
	Tree Pruning	1450	N/A	3,876				
	Mold Remediation	1460		15,000				
	Mold Testing	1460		5,000				
	Replace Domestic Water Heaters	1460	10	10,000				
	Bond Repayment	1501	N/A	55,383				
Total				167,299				

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Scattered Sites	Operations	1406	N/A	62,964				
15, 17, 18, 21, 28,	Police	1408	N/A	10,077				
29, 30, 31, 32, 33, 34, 35,	A&E Fees and Costs	1430	N/A	7,751				
34, 35, 36, 37, 38,	Tree Pruning	1450	N/A	3,880				
39, 40, 41, 42, 43	Building Repairs (All Projects)	1460	N/A	125,000				
	Paint Buildings, Rebuild Porches		N/A					
	Replace DHW Tanks, Boilers							
	Repair/Seal Foundation Cracks							
	Install Vinyl Siding, Vinyl Floor Tile							
	Bond Repayment	1501	N/A	55,383				
Total				265,055				
RI001000002 Total				442,354				

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 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	Operations	1406	N/A	156,390				
Hartford Park	Police	1408	N/A	25,341				
	A&E Fees and Costs	1430	N/A	19,493				
	Tree Pruning	1450	N/A	9,745				
	Exterior Building Repairs	1460	5 bldg	90,000				
	High Rise walkway repairs	1460	1 bldg	100,000				
	Handicapped Unit Renovations	1460	N/A	50,000				
	Mold Testing	1460	N/A	5,000				
	Utility Survey	1460		1,000				
	Trash Chute Cleaning/Repairs	1460	N/A	5,000				
	Mold Remediation	1460	N/A	20,000				
	Heating/Domestic HW System Repairs	1460	N/A	10,000				
	Maintenance Vehicles/Equipment	1475	N/A	20,000				
	Computer Hardware	1475	N/A	3,500				
	Bond Repayment (FM/Res Svs Bldgs)	1501	N/A	429,200				
	Bond Repayment (CFFP)	1501	N/A	139,281				
RI001000003 Total				1,083,950				

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000004	Operations	1406	N/A	103,302				
Manton Heights	Police	1408	N/A	16,462				
	A&E Fees and Costs	1430	N/A	12,663				
	Upgrade Exit Signs/Egress lighting	1450	N/A	12,500				
	Repair/Replace Gas/Water Lines	1450	N/A	10,000				
	Tree Pruning	1450	N/A	6,332				
	Repair/Replace exterior window	1460	N/A	10,000				
	Mold Testing	1460	N/A	5,000				
	Mold Remediation	1460		20,000				
	Repair/Replace Roof on Brick Bldgs	1460	N/A	170,355				
	Repair/Replace Doors and Hardware	1460	N/A	25,000				
	Fire System - Community Center	1470	N/A	40,000				
	Computer Hardware	1475		2,500				
	Bond Repayment	1501	N/A	90,478				
RI001000004 Total				524,592				



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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000005	Operations	1406	N/A	91,379				
Dexter Manor	Computer System Software	1408	N/A	5,000				
	Police	1408	N/A	14,516				
	Security Guards	1408	N/A	10,000				
	A&E Fees and Costs	1430	N/A	11,166				
	Tree Pruning	1450	N/A	5,583				
	Replace Roof Exhaust Fan	1460	N/A	10,000				
	Install sliding entrance door	1460	1 Unit	25,000				
	Maintenance Vehicles/Equipment	1475	N/A	25,000				
	Computer Hardware	1475		12,500				
	Bond Repayment	1501	N/A	79,785				
RI001000005 Total				289,929				
RI001000006	Operations	1406	N/A	64,780				
Dominica Manor	Police	1408	N/A	10,176				
	A&E Fees and Costs	1430	N/A	7,828				
	Tree Pruning	1450	N/A	3,914				
	Replace Roof Exhaust Fan	1460	N/A	10,000				
	Replace Shower/Tub Mixing Valve	1460	30 Units	4,500				
	Asbestos Abatement	1460	N/A	15,000				
	Upgrade Handicap unit	1460	1 Unit	38,974				

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dominica Manor	Replace Floor Tiles	1460	N/A	15,000				
(continued)	Computer Hardware	1475		2,500				
	Bond Repayment	1501	N/A	55,932				
RI001000006 Total				228,604				
RI001000007	Operations	1406	N/A	61,723				
Carroll Tower	Police	1408	N/A	9,678				
	A&E Fees and Costs	1430	N/A	7,444				
	Replace Plumbing Riser Piping	1460	N/A	27,000				
	Asbestos Abatement	1460	N/A	20,000				
	Replace Floor Tiles	1460	N/A	20,000				
	Computer Hardware	1475		2,500				
	Bond Repayment	1501	N/A	53,190				
RI001000007 Total				201,535				

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Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50111
CFPP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000008	Operations	1406	N/A	34,818				
Kilmartin Plaza	Police	1408	N/A	5,288				
	A&E Fees and Costs	1430	N/A	4,067				
	Replace Roof Exhaust Fans	1460	N/A	10,000				
	Replace Floor Tiles	1460	N/A	5,000				
	Asbestos Abatement	1460	N/A	5,000				
	Computer Hardware	1475		2,500				
	Bond Repayment	1501	N/A	29,063				
RI001000008 Total				95,736				

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Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50111
CFPP (Yes/ No):
Replacement Housing Factor Grant No:
Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000009	Operations	1406	N/A	61,723				
Parenti Villa	Police	1408	N/A	9,679				
	A&E Fees and Costs	1430	N/A	7,444				
	Asbestos Abatement	1460	N/A	15,000				
	Replace Floor Tiles	1460	N/A	15,000				
	Computer Hardware	1475		6,000				
	Bond Repayment	1501	N/A	53,190				
RI001000009 Total				168,036				
COCC				1410		N/A	408,549	
CFP Administrative Costs								

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI Federal FY of Grant: 2011				
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates	
			Original Obligation End Date	Actual Obligation End Date
PHA Wide	9/30/2013	9/30/2015		

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

Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50110
 Replacement Housing Factor Grant No:
 Date of CFP: 1/07/10

FFY of Grant: 2010
FFY of Grant
Approval: 2010

Type of Grant
 Original Annual Statement
 Performance and Evaluation Report for Period Ending: 12/31/10

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	\$ 817,099	817,099	817,099	817,099
3	1408 Management Improvements	\$ 145,000	145,000	140,000	0
4	1410 Administration (may not exceed 10% of line 21)	\$ 408,560	408,560	408,560	186,945
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 119,997	119,997	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 396,764	396,764	0	0
10	1460 Dwelling Structures	\$ 891,875	881,875	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 9,500	9,500	0	0
12	1470 Non-dwelling Structures	\$ 80,000	50,000	0	0
13	1475 Non-dwelling Equipment	\$ 69,500	48,500	0	0
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 4/30/2011

Part I: Summary

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

Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 501110
 Replacement Housing Factor Grant No:
 Date of CFP: 1/07/10
 FFY of Grant: 2010
 Approval: 2010

Type of Grant: Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/10 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	\$ 1,147,200	1,147,200	1,147,200	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 4,085,495	4,024,495	2,512,859	1,004,044
21	Amount of line 20 Related to LBP Activities	\$ -			
22	Amount of line 20 Related to Section 504 Activities	\$ 23,000			
23	Amount of line 20 Related to Security - Soft Costs	\$ 140,000			
24	Amount of line 20 Related to Security-Hard Costs	\$ 86,000			
25	Amount of line 20 Related to Energy Conservation Measures	\$ 113,000			
Signature of Executive Director <i>Stephen P. D. Powell</i>		Date <i>3/18/11</i>		Signature of Public Housing Director	
				Date	

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Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000001	Operations	1406	N/A	58,529	58,529	58,529	58,529	
Chad Brown	Police	1408	N/A	9,353	9,353	9,353	0	
	A & E Fees and Costs	1430	N/A	7,195	7,195	0	0	
	Landscaping/Site Improvements	1450	N/A	77,671	77,671	0	0	
	Tree Pruning	1450	N/A	3,598	3,598	0	0	
	Repair/Replace Gutters and Guards	1460	N/A	5,875	5,875	0	0	
	Re-Caulk/Repaint Windows	1460	50 units	25,000	25,000	0	0	
	Upgrade Kitchens	1460	10 units	10,000	10,000	0	0	
	Card Access/Security Cameras	1460		25,000	25,000	0	0	
	Mold Remediation	1460	N/A	15,000	15,000	0	0	
	Mold Testing	1460	30 units	5,000	5,000	0	0	
	Appliance Purchases	1465	10 units	5,000	5,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Maint. Vehicles/Equipment	1475	N/A	25,000	25,000	0	0	
	Bond Repayment	1501	N/A	51,660	51,660	51,660	0	
Total				326,381	326,381	119,542	58,529	
Admiral Terrace	Operations	1406	N/A	58,528	58,528	58,528	58,528	
	Police	1408	N/A	9,353	9,353	9,353	0	

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 PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No.: RI 43 P00150110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated ²	Funds Expended ²	
Admiral Terrace	A&E Fees and Costs	1430	N/A	7,195	7,195	0	0	
	Landscaping/Site Improvements	1450	N/A	80,355	80,355	0	0	
(continued)	Tree Pruning	1450	N/A	3,598	3,598	0	0	
	Repair/Replace Gutters/ add Guards	1460	N/A	5,000	5,000	0	0	
	Upgrade Kitchens	1460	10 units	11,000	11,000	0	0	
	Re-Caulk/Repaint Windows	1460	50 units	20,000	20,000	0	0	
	Heating System Repairs	1460	N/A	7,500	7,500	0	0	
	Card Access/Security Cameras	1460		25,000	25,000	0	0	
	Mold Remediation	1460	N/A	20,000	20,000	0	0	
	Mold Testing	1460	30 units	5,000	5,000	0	0	
	Appliance Purchases	1465	10 units	4,500	4,500	0	0	
	Fire System - Health Ctr/Mgr Ofc	1470		40,000	40,000	0	0	
	Bond Repayment	1501	N/A	51,660	51,660	51,660	0	
Total				348,689	348,689	119,541	58,528	
Sunset Village	Upgrade Fire Protection System	1460		40,000	40,000	0	0	
Total				40,000	40,000	0	0	
RI001000001 Total				715,070	715,070	239,083	117,057	



Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000002	Repair/Replace Smoke Hatches	1460	4 Units	10,000	10,000	0	0	
Roger Williams	Card Access/Cameras/Sec System	1460	N/A	10,000	10,000	0	0	
Total				20,000	20,000	0	0	
Codding Court	Operations	1406	N/A	62,963	62,963	62,963	62,963	
	Police	1408	N/A	10,077	10,077	10,077	0	
	A&E Fees and Costs	1430	N/A	7,751	7,751	0	0	
	Exterior Security Lighting	1450	N/A	5,000	5,000	0	0	
	Tree Pruning	1450	N/A	3,876	3,876	0	0	
	Card Access/Cameras/Sec System	1460		25,000	25,000	0	0	
	Mold Remediation	1460		15,000	15,000	0	0	
	Mold Testing	1460		5,000	5,000	0	0	
	Replace Domestic Water Heaters	1460	10	10,000	10,000	0	0	
	Computer Hardware	1475		3,500	3,500	0	0	
	Bond Repayment	1501	N/A	55,654	55,654	55,654	0	
Total				203,821	203,821	128,694	62,963	

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Scattered Sites	Operations	1406	N/A	62,964	62,964	62,964	62,964	
15, 17, 18, 21, 28,	Police	1408	N/A	10,077	10,077	10,077	0	
29, 30, 31, 32, 33, 34, 35,	A&E Fees and Costs	1430	N/A	7,751	7,751	0	0	
34, 35, 36, 37, 38,	Tree Pruning							
39, 40, 41, 42, 43	<i>Building Repairs (All Projects)</i>	1450	N/A	3,880	3,880	0	0	
	Paint Buildings, Rebuild Porches	1460	N/A	100,000	100,000	0	0	
	Replace DHW Tanks, Boilers							
	Repair/Seal Foundation Cracks							
	Install Vinyl Siding, Vinyl Floor Tile							
	Bond Repayment	1501	N/A	55,654	55,654	55,654	0	
Total				240,326	240,326	128,695	62,964	
RI001000002 Total				464,147	464,147	257,389	125,927	



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 Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	Operations	1406	N/A	156,390	156,390	156,390	156,390	
Hartford Park	Police	1408	N/A	25,341	25,341	25,341	0	
	A&E Fees and Costs	1430	N/A	19,493	19,493	0	0	
	Digitize Building Plans	1430		10,000	10,000	0	0	
	Tree Pruning	1450	N/A	9,745	9,745	0	0	
	Landscaping/Site Improvements	1450	N/A	80,357	80,357	0	0	
	Exterior Building Repairs	1460	5 bldg	90,000	90,000	0	0	
	Handicapped Unit Renovations	1460	N/A	50,000	50,000	0	0	
	Mold Testing	1460	N/A	5,000	5,000	0	0	
	Utility Survey	1460		1,000	1,000	0	0	
	Trash Chute Cleaning/Repairs	1460	N/A	5,000	5,000	0	0	
	Mold Remediation	1460	N/A	20,000	20,000	0	0	
	Heating/Domestic HW System Repairs	1460	N/A	10,000	10,000	0	0	
	Computer Hardware	1475	N/A	3,500	3,500	0	0	
	Bond Repayment (FM/Res Sys Bldgs)	1501	N/A	429,200	429,200	429,200	0	
	Bond Repayment (CFFP)	1501	N/A	139,963	139,963	139,963	0	
RI001000003 Total				1,054,989	1,054,989	750,894	156,390	

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000004	Operations	1406	N/A	103,302	103,302	103,302	103,302	
Manton Heights	Police	1408	N/A	16,462	16,462	16,462	0	
	A&E Fees and Costs	1430	N/A	12,663	12,663	0	0	
	Upgrade Exit Signs/Egress Lighting	1450	N/A	12,500	12,500	0	0	
	Remove Underground Fuel Tank	1450	N/A	10,000	10,000	0	0	
	Repair/Replace Gas/Water Lines	1450	N/A	10,000	10,000	0	0	
	Landscaping/Site Improvements	1450	N/A	80,355	80,355	0	0	
	Tree Pruning	1450	N/A	6,332	6,332	0	0	
	Repair/Replace exterior window	1460	N/A	10,000	10,000	0	0	
	Mold Testing	1460	N/A	5,000	5,000	0	0	
	Mold Remediation	1460	N/A	20,000	20,000	0	0	
	Repair/Replace Roof on Brick Bldgs	1460	N/A	30,000	30,000	0	0	
	Repair/Replace Doors and Hardware	1460	N/A	25,000	25,000	0	0	
	Fire System - Community Center	1470	N/A	40,000	40,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	90,921	90,921	90,921	0	
RI001000004 Total				475,035	475,035	210,685	103,302	

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000005	Operations	1406	N/A	91,379	91,379	91,379	91,379	
Dexter Manor	Computer System Software	1408	N/A	5,000	5,000	0	0	
	Police	1408	N/A	14,516	14,516	14,516	0	
	Security Guards	1408	N/A	10,000	10,000	10,000	0	
	A&E Fees and Costs	1430	N/A	11,166	11,166	0	0	
	Digitize Bldg. Plans	1430		10,000	10,000	0	0	
	Tree Pruning	1450	N/A	5,583	5,583	0	0	
	Replace Roof Exhaust Fan	1460	N/A	10,000	10,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	80,176	80,176	80,176	0	
RI001000005 Total				240,320	240,320	196,071	91,379	
RI001000006	Operations	1406	N/A	64,780	64,780	64,780	64,780	
Dominica Manor	Police	1408	N/A	10,176	10,176	10,176	0	
	A&E Fees and Costs	1430	N/A	7,828	7,828	0	0	
	Tree Pruning	1450	N/A	3,914	3,914	0	0	
	Replace Roof Exhaust Fan	1460	N/A	10,000	10,000	0	0	
	Replace Shower/Tub Mixing Valve	1460	30 Units	4,500	4,500	0	0	
	Asbestos Abatement	1460	N/A	15,000	15,000	0	0	

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 Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No: Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dominica Manor	Replace Floor Tiles	1460	N/A	15,000	15,000	0	0	
(continued)	Maintenance Vehicles/Equipment	1475	N/A	20,000	20,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	56,206	56,206	56,206	0	
RI001000006 Total				209,904	209,904	131,162	64,780	
RI001000007	Operations	1406	N/A	61,723	61,723	61,723	61,723	
Carroll Tower	Police	1408	N/A	9,678	9,678	9,678	0	
	A&E Fees and Costs	1430	N/A	7,444	7,444	0	0	
	Replace Plumbing Riser Piping	1460	N/A	27,000	27,000	0	0	
	Install entrance awning	1460	N/A	15,000	15,000	0	0	
	Asbestos Abatement	1460	N/A	20,000	20,000	0	0	
	Replace Floor Tiles	1460	N/A	20,000	20,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	53,450	53,450	53,450	0	
RI001000007 Total				216,795	216,795	124,851	61,723	



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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50110
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000008	Operations	1406	N/A	34,818	34,818	34,818	34,818	
Kilmartin Plaza	Police	1408	N/A	5,288	5,288	5,288	0	
	A&E Fees and Costs	1430	N/A	4,067	4,067	0	0	
	Replace Roof Exhaust Fans	1460	N/A	10,000	10,000	0	0	
	Install sliding entrance door	1460	1 Unit	25,000	25,000	0	0	
	Replace Floor Tiles	1460	N/A	5,000	5,000	0	0	
	Asbestos Abatement	1460	N/A	5,000	5,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	29,205	29,205	29,205	0	
RI001000008 Total				120,878	120,878	69,311	34,818	

Part II: Supporting Pages								
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50110 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000009	Operations	1406	N/A	61,723	61,723	61,723	61,723	
Parenti Villa	Police	1408	N/A	9,679	9,679	9,679	0	
	A&E Fees and Costs	1430	N/A	7,444	7,444	0	0	
	Install entrance Awning	1460	N/A	15,000	15,000	0	0	
	Asbestos Abatement	1460	N/A	15,000	15,000	0	0	
	Replace Floor Tiles	1460	N/A	15,000	15,000	0	0	
	Computer Hardware	1475		2,500	2,500	0	0	
	Bond Repayment	1501	N/A	53,451	53,451	53,451	0	
RI001000009 Total				179,797	179,797	124,853	61,723	
COCC	CFP Administrative Costs	1410	N/A	408,560	408,560	408,560	186,945	

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI Federal FY of Grant: 2010

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide	9/30/2012		9/30/2014		

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Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50109 Replacement Housing Factor Grant No: Date of CFP: 9/15/09	FFY of Grant: 2009 FFY of Grant Approval: 2009
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Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/10 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	\$ 796,734	818,431	818,431	796,734
3	1408 Management Improvements	\$ 165,000	140,000	140,000	49,999
4	1410 Administration (may not exceed 10% of line 21)	\$ 398,367	409,216	409,216	409,216
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 142,997	104,997	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 210,154	1,227,203	1,195,177	1,082,172
10	1460 Dwelling Structures	\$ 1,110,216	\$ 237,841	\$ 61,370	\$ 1,220
11	1465.1 Dwelling Equipment—Non-expendable	\$ 9,500	0	0	0
12	1470 Non-dwelling Structures	\$ 55,000	\$ 5,280	\$ 5,280	\$ 5,280
13	1475 Non-dwelling Equipment	\$ 55,000	0	0	0
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number		FFY of Grant: 2009	
		Capital Fund Program Grant No: RI 43 P001 50109		FFY of Grant	
		Replacement Housing Factor Grant No:			
		Date of CFP: 9/15/09		Approval: 2009	
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	\$ 1,149,188	1,149,187	1,149,187	937,937
18ba	9000 Collateralization or Debt Service paid Via System of Direct Pmt				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 4,092,155	4,092,155	3,778,661	3,282,558
21	Amount of line 20 Related to LBP Activities	\$ -			
22	Amount of line 20 Related to Section 504 Activities	\$ 23,000			
23	Amount of line 20 Related to Security - Soft Costs	\$ 140,000			
24	Amount of line 20 Related to Security-Hard Costs	\$ 86,000			
25	Amount of line 20 Related to Energy Conservation Measures	\$ 113,000			
Signature of Executive Director		Signature of Public Housing Director		Date	
<i>Stephen G. C. Burke</i>				Date <i>3/18/11</i>	

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150109
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated ²	Funds Expended ²	
RI001000001	Operations	1406	N/A	57,324	58,529	58,529	57,324	planned
Chad Brown	Police	1408	N/A	9,353	9,353	9,353	3,597	planned
	A & E Fees and Costs	1430	N/A	7,195	7,195	0	0	planned
	Utility Surveys	1430	N/A	5,000	0	0	0	planned
	UPCS Inspection	1430	N/A	2,014	0	0	0	planned
	Handicapped Access/Ramps	1450	N/A	20,000	0	0	0	planned
	Repair/Replace Gas/Water Lines	1450	N/A	20,000	11,014	11,014	11,014	planned
	Fencing	1450	N/A	7,350	0	0	0	planned
	Tree Pruning	1450	N/A	3,598	3,598	0	0	planned
	Repair/Replace Gutters and Guards	1460	N/A	5,875.50	0	0	0	planned
	Re-Caulk/Repaint Windows	1460	50 units	25,000	0	0	0	planned
	Upgrade Kitchens	1460	5 units	10,000	0	0	0	planned
	Re-Key/Locks	1460	N/A	15,000	0	0	0	planned
	Bathroom Renovations	1460	20 units	8,500	0	0	0	planned
	Appliance Purchases	1465	10 units	5,000	0	0	0	planned
	Maint. Vehicles/Equipment	1475	N/A	25,000	0	0	0	planned
	Bond Repayment	1501	N/A	50,820.50	50,820	50,820	35,860	planned
Total				277,030	140,509	129,716	107,795	
Admiral Terrace	Operations	1406	N/A	57,324	58,528	58,528	57,324	planned
	Police	1408	N/A	9,353	9,353	9,353	3,597	planned

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 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150109
 CFPP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Admiral Terrace (continued)	A&E Fees and Costs UPCS Inspection	1430	N/A	7,195	7,195	0	0	planned
	Repair/Replace Gas/Water Lines	1430	N/A	2,015	0	0	0	planned
	Fencing	1450	N/A	20,000	3,727	0	0	planned
	Tree Pruning	1450	N/A	7,350	0	0	0	planned
	Repair/Replace Gutters/add Guards	1450	N/A	3,598	3,598	0	0	planned
	Upgrade Kitchens	1460	N/A	5,000	0	0	0	planned
	Re-Caulk/Repaint Windows	1460	6 units	11,000	0	0	0	planned
	Heating System Repairs	1460	50units	20,000	0	0	0	planned
	Re-Key/Locks	1460	N/A	7,500	0	0	0	planned
	Bathroom Renovations	1460	N/A	15,000	0	0	0	planned
	Appliance Purchases	1460	30 units	10,000	0	0	0	planned
	Bond Repayment	1465	10 units	4,500	0	0	0	planned
Total		1501	N/A	51,695	51,695	51,695	36,477	planned
				231,530	134,096	119,576	97,398	
Sunset Village	Reinsulate Crawl Space Bays	1460	N/A	15,000	0	0	0	planned
	Install Metal Access Doors	1460	N/A	5,000	0	0	0	planned
	Repaint Exterior Doors/Trim	1460	N/A	15,000	0	0	0	planned
Total				35,000	0	0	0	
RI001000001 Total				543,560	274,605	249,292	205,193	

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Grant Type and Number Capital Fund Program Grant No: RI 43 P00150109 CFFP (Yes/ No): Replacement Housing Factor Grant No:								
Federal FFY of Grant: 2009								
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000002	Install Lo-Flo Toilets	1460	N/A	10,000	5,000	0	0	planned
Roger Williams	Repair/Replace Smoke Hatches	1460	4 Units	10,000	0	0	0	planned
	Floor/Upgrade	1460	N/A	20,000	0	0	0	planned
	Card Access/Cameras/Sec-Maint Shop	1470	N/A	15,000	0	0	0	planned
Total				55,000	5,000	0	0	
Codding Court	Operations	1406	N/A	61,758	62,963	62,963	61,758	planned
	Police	1408	N/A	10,077	10,077	10,077	3,876	planned
	A&E Fees and Costs	1430	N/A	7,751	7,751	0	0	planned
	UPCS Inspection	1430	N/A	2,171	0	0	0	planned
	Exterior Security Lighting	1450	N/A	5,000	0	0	0	planned
	Tree Pruning	1450	N/A	3,876	3,876	0	0	planned
	Upgrade Hallway Lighting	1460	5 Bldgs	20,000	0	0	0	planned
	Replace Domestic Water Heaters	1460	5	10,000	4,832	0	0	planned
	Re-Key/Locks	1460	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	55,693	55,693	55,693	39,298	planned
Total				196,326	145,192	128,733	104,932	

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Scattered Sites	Operations	1406	N/A	61,758	62,964	62,964	61,758	planned
15, 17, 18, 21, 28,	Police	1408	N/A	10,077	10,077	10,077	3,876	planned
29, 30, 31, 32, 33, 34, 35,	A&E Fees and Costs	1430	N/A	7,751	7,751	0	0	planned
34, 35, 36, 37, 38,	UPCS Inspection	1430	N/A	2,171	0	0	0	planned
39, 40, 41, 42, 43	Tree Pruning	1450	N/A	3,880	3,880	0	0	planned
	Building Repairs (All Projects)	1460	N/A	125,916	54,570	0	0	planned
	Paint Buildings, Rebuild Porches							
	Replace DHW Tanks, Boilers							
	Repair/Seal Foundation Cracks							
	Install Carb Monoxide/Smoke							
	Replace Windows, Deferred Painting							
	Install Vinyl Siding, Vinyl Floor Tile							
	Bond Replacement	1501	N/A	55,693	55,693	55,693	39,298	planned
Total				267,246	194,935	128,734	104,932	
RI001000002 Total				518,572	345,127	257,467	209,864	

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended 2	
RI001000003	Operations	1406	N/A	155,311	157,722	157,722	155,311	planned
Hartford Park	Police	1408	N/A	25,341	25,341	25,341	9,746	planned
	A&E Fees and Costs	1430	N/A	19,493	19,493	0	0	planned
	UPCS Inspection	1430	N/A	5,458	0	0	0	planned
	LBP/Asbestos Testing	1430	N/A	5,000	5,000	0	0	planned
	Tree Pruning	1450	N/A	9,745	0	0	0	planned
	Fencing	1450	N/A	8,750	0	0	0	planned
	Exterior Building Repairs	1460	5 bldg	90,000	0	0	0	planned
	LBP Abatement	1460	N/A	5,000	5,000	0	0	planned
	Install Sliding Doors	1460	N/A	20,000	0	0	0	planned
	Trash Chute Cleaning/Repairs	1460	N/A	5,000	5,000	0	0	planned
	Re-Key/Locks	1460	N/A	35,000	0	0	0	planned
	Heating/Domestic HW System Repairs	1460	N/A	10,000	5,000	0	0	planned
	Radios/Telecommunications/Alarms	1475	N/A	10,000	0	0	0	planned
	Bond Repayment (FM/Res Svs Bldgs)	1501	N/A	431,563	431,563	431,563	431,563	planned
	Bond Repayment (CFFP)	1501	N/A	139,761	139,761	139,761	98,620	planned
RI001000003 Total				975,422	793,880	754,387	695,240	

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Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Obligated2	Expended2	
RI001000004	Operations	1406	N/A	100,891	103,302	103,302	100,891	planned
Manton Heights	Police	1408	N/A	16,462	16,462	16,462	6,331	planned
	A&E Fees and Costs	1430	N/A	12,663	12,663	0	0	planned
	Utility Survey	1430	N/A	5,000	0	0	0	planned
	UPCS Inspection	1430	N/A	3,546	0	0	0	planned
	Remove Underground Fuel Tank	1450	N/A	18,000	0	0	0	planned
	Site Improvements	1450	N/A	0	1,153,713	1,153,713	1,040,708	underway
	Repair/Replace Gas/Water Lines	1450	N/A	35,000	31,797	30,450	30,450	planned
	Fencing	1450	N/A	6,700	0	0	0	planned
	Tree Pruning	1450	N/A	6,332	0	0	0	planned
	Repair/Replace exterior window	1460	N/A	10,000	0	0	0	planned
	Upgrade Exit Signs/Egress lighting	1460	N/A	12,500	0	0	0	planned
	Plumbing/Heating Repair Replacement	1460	N/A	20,000	0	0	0	planned
	ReKey/Locks	1460	N/A	30,000	0	0	0	planned
	Repair/Replace Roof on Brick Bldgs	1460	N/A	30,000	30,000	0	0	planned
	Repair/Replace Doors and Hardware	1460	N/A	25,000	0	0	0	planned
	Exterior Repairs to Mgt Office	1470	N/A	30,000	0	0	0	planned
	Security System - Maint. & Mgt. Office	1470	N/A	10,000	0	0	0	planned
	Bond Repayment	1501	N/A	90,984	90,984	90,984	64,201	planned
RI001000004 Total				463,078	1,438,921	1,394,911	1,242,581	

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 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000005	Operations	1406	N/A	88,968	91,379	91,379	88,968	planned
Dexter Manor	Computer System Software	1408	N/A	25,000	0	0	0	planned
	Police	1408	N/A	14,516	14,516	14,516	5,583	planned
	Security Guards	1408	N/A	10,000	10,000	10,000	0	planned
	A&E Fees and Costs	1430	N/A	11,166	11,166	0	0	planned
	UPCS Inspection	1430	N/A	3,127	0	0	0	planned
	Underground Tanks Repair/Removal	1450	N/A	12,000	12,000	0	0	planned
	Tree Pruning	1450	N/A	5,583	0	0	0	planned
	Install Entrance Awning	1460	N/A	0	1,289	1,220	1,220	planned
	Install sliding entrance door	1460	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	80,232	80,232	80,232	56,614	planned
RI001000005 Total				270,592	220,582	197,347	152,385	
RI001000006	Operations	1406	N/A	62,369	64,780	64,780	62,369	planned
Dominica Manor	Police	1408	N/A	10,176	10,176	10,176	3,914	planned
	A&E Fees and Costs	1430	N/A	7,828	7,828	0	0	planned
	UPCS Inspection	1430	N/A	2,192	0	0	0	planned
	Tree Pruning	1450	N/A	3,914	0	0	0	planned
	Install sliding entrance door	1460	N/A	25,000	0	0	0	planned
	Replace Shower/Tub Mixing Valve	1460	30 Units	4,500	0	0	0	planned
	Asbestos Abatement	1460	N/A	15,000	10,000	0	0	planned

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dominica Manor	Replace Floor Tiles	1460	N/A	15,000	10,000	0	0	planned
(continued)	Maintenance Vehicles/Equipment	1475	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	56,245	56,245	56,245	39,688	planned
RI001000006 Total				222,224	159,029	131,201	105,971	
RI001000007	Operations	1406	N/A	59,312	61,723	61,723	59,312	planned
Carroll Tower	Police	1408	N/A	9,678	9,678	9,678	3,722	planned
	A&E Fees and Costs	1430	N/A	7,444	7,444	0	0	planned
	UPCS Inspection	1430	N/A	2,085	0	0	0	planned
	Tree Pruning	1450	N/A	3,722	0	0	0	planned
	Install sliding entrance door	1460	N/A	20,000	0	0	0	planned
	Replace Plumbing Riser Piping	1460	N/A	27,000	12,000	0	0	planned
	Install entrance owning	1460	N/A	15,000	0	0	0	planned
	Asbestos Abatement	1460	N/A	20,000	10,000	0	0	planned
	Replace Floor Tiles	1460	N/A	20,000	10,000	0	0	planned
	Replace Flooring in Common Hallways	1460	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	53,788	53,788	53,788	37,954	planned
RI001000007 Total				258,029	164,633	125,189	100,988	

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000008 Kilmartin Plaza	Operations	1406	N/A	32,407	34,818	34,818	32,407	planned
	Police	1408	N/A	5,288	5,288	5,288	2,034	planned
	A&E Fees and Costs	1430	N/A	4,067	4,067	0	0	planned
	UPCS Inspection	1430	N/A	1,139	0	0	0	planned
	Tree Pruning	1450	N/A	2,034	0	0	0	planned
	Upgrade Fire Reporting System	1460	N/A	108,484	0	0	0	planned
	Install sliding entrance door	1460	1 Unit	25,000	0	0	0	planned
	Replace Floor Tiles	1460	N/A	10,000	0	0	0	planned
	Elevator Improvements/Repairs	1460	2 Units	13,940	0	0	0	planned
	Asbestos Abatement	1460	N/A	10,000	5,000	0	0	planned
	Card Access/Cameras/Security	1470	N/A	0	5,280	5,280	5,280	
	Bond Repayment	1501	N/A	29,225	29,225	29,225	20,622	planned
RI001000008 Total				241,584	83,678	74,611	60,343	

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 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000009	Operations	1406	N/A	59,312	61,723	61,723	59,312	planned
Parenti Villa	Police	1408	N/A	9,679	9,679	9,679	3,723	planned
	A&E Fees and Costs	1430	N/A	7,444	7,444	0	0	planned
	UPCS Inspection	1430	N/A	2,082	0	0	0	planned
	Tree Pruning	1450	N/A	3,722	0	0	0	planned
	Install entrance Awning	1460	N/A	15,000	0	0	0	planned
	Asbestos Abatement	1460	N/A	15,000	5,000	0	0	planned
	Replace Floor Tiles	1460	N/A	15,000	5,000	0	0	planned
	Handicap Upgrade	1460	N/A	0	60,150	60,150	0	
	Install entrance sliding door	1460	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	53,488	53,488	53,488	37,742	planned
RI001000009 Total				200,727	202,484	185,040	100,777	
COCC	CFP Administrative Costs	1410	N/A	398,367	409,216	409,216	409,216	planned

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Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
PHA Wide	9/14/2011		9/14/2013				

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program Grant No: RI43S00150109 Replacement Housing Factor Grant No: Date of CFP: 6/22/09	FFY of Grant:2009 FFY of Grant Approval: 2009
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/10 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	252,000	194,759	194,759	194,759
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,000	54,823	54,823	54,799
8	1440 Site Acquisition				
9	1450 Site Improvement	2,798,000	3,689,708	3,689,708	3,518,259
10	1460 Dwelling Structures	1,858,903	1,169,613	1,169,613	1,150,350
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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	Capital Fund Program Grant No: RI43S00150109	FFY of Grant
	Replacement Housing Factor Grant No:	Approval: 2009
	Date of CFP: 6/22/09	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/10 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	5,108,903	5,108,903	5,108,903	4,918,167
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security-Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director <i>Stephen J. O'Rourke</i>	Date <i>3/18/11</i>	Signature of Public Housing Director	Date
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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI43S00150109 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2009				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI00100001	A & E Fees and Costs	1430		20,000	5,814	5,814	5,790	planned
Chad Brown	Site Improvements	1450		547,000	642,627	642,627	585,070	ongoing
	Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
	Exterior Security Cameras	1460		0	4,400	4,400	4,400	
Total				583,666	652,841	652,841	595,260	
Admiral Terrace	Site Improvements	1450		580,000	1,374,317	1,374,317	1,278,294	ongoing
	Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
Total				596,666	1,374,317	1,374,317	1,278,294	
Sunset Village				0	0	0	0	
RI00100001 Total				1,180,332	2,027,158	2,027,158	1,873,554	
RI00100002								
Roger Williams	A & E Fees and Costs	1430		20,000	0	0	0	planned
	Site Improvements	1450		0	515,617	515,617	508,157	ongoing
	Upgrade Handicapped Units	1460		0	145	145	145	complete
	Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
Total				36,666	515,762	515,762	508,302	
Codding Court	Site Improvements	1450		147,000	0	0	0	cancelled
	Exterior Security Cameras	1460		35,000	10,109	10,109	10,109	ongoing
	Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
Total				198,666	10,109	10,109	10,109	

Part II: Supporting Pages									
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI43S00150109				Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised 1	Funds Obligated2	Funds Expended2	
Scattered Sites		A & E Fees and Costs	1430		20,000	2,500	2,500	2,500	ongoing
		Accelerated Unit Turnover	1460		0	1,196	1,196	1,196	complete
		Force Account Labor	1460		0	328,243	328,243	328,243	ongoing
		Paint Exteriors & Repair Porches	1460		250,000	345,775	345,775	338,389	ongoing
	Total				270,000	677,714	677,714	670,328	
RI00100002 Total					505,332	1,203,585	1,203,585	1,188,739	
RI00100003		A & E Fees and Costs	1430		20,000	5,851	5,851	5,851	planned
Hartford Park		Site Improvements	1450		497,000	709,419	709,419	708,493	ongoing
		Exterior Security Cameras	1460		30,000	43,599	43,599	43,599	ongoing
		Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
		Install Telephone Entry Panels	1460		14,286	9,000	9,000	9,000	planned
RI00100003 Total					577,952	767,869	767,869	766,943	
RI00100004		A & E Fees and Costs	1430		20,000	3,069	3,069	3,069	planned
Manton Heights		Site Improvements	1450		247,000	445,150	445,150	435,667	ongoing
		Exterior Security Cameras	1460		35,000	20,000	20,000	20,000	ongoing
		Accelerated Unit Turnover	1460		16,666	0	0	0	cancelled
RI00100004 Total					318,666	468,219	468,219	458,736	
RI00100005		A & E Fees and Costs	1430		20,000	1,411	1,411	1,411	planned
Dexter Manor		Site Improvements	1450		152,000	2,578	2,578	2,578	complete
		Cyclical Painting	1460		16,781	0	0	0	cancelled

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI43S00150109 CFFP (Yes/ No):		Federal FFY of Grant: 2009				
Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dexter Manor	Upgrade Handicapped Units	1460		50,000	1,160	1,160	1,160	ongoing
(continued)	Install Telephone Entry Panels	1460		28,572	21,330	21,330	21,330	planned
RI00100005 Total				267,353	26,479	26,479	26,479	
RI00100006	A & E Fees and Costs	1430		20,000	17,336	17,336	17,336	ongoing
Dominica Manor	Site Improvements	1450		172,000	0	0	0	cancelled
	Exterior Repairs	1460		100,000	0	0	0	cancelled
	Upgrade Elevators	1460		250,000	135,882	135,882	135,882	planned
	Upgrade Handicapped Units	1460		50,000	73,402	73,402	73,402	planned
	Cyclical Painting	1460		16,782	0	0	0	cancelled
	Install Telephone Entry Panels	1460		14,284	12,500	12,500	12,500	planned
RI00100006 Total				623,066	239,120	239,120	239,120	
RI00100007	A & E Fees and Costs	1430		20,000	3,869	3,869	3,869	planned
Carroll Tower	Site Improvements	1450		152,000	0	0	0	cancelled
	Upgrade Handicapped Units	1460		50,000	145	145	145	ongoing
	Cyclical Painting	1460		16,782	0	0	0	cancelled
	Install Telephone Entry Panels	1460		14,286	20,438	20,438	20,438	planned
RI00100007 Total				253,068	24,452	24,452	24,452	
RI00100008	A & E Fees and Costs	1430		20,000	9,854	9,854	9,854	ongoing
Kilmartin Plaza	Site Improvements	1450		152,000	0	0	0	cancelled

Part II: Supporting Pages								
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI43S00150109				Federal FFY of Grant: 2009		
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Kilmartin Plaza	New Fire Protection System	1460		375,000	30,922	30,922	30,922	planned
(continued)	Upgrade Handicapped Units	1460		50,000	73,402	73,402	73,402	planned
	Cyclical Painting	1460		16,781	0	0	0	cancelled
	Install Telephone Entry Panels	1460		14,286	9,000	9,000	9,000	planned
RI00100008 Total				628,067	123,178	123,178	123,178	
RI00100009	A & E Fees and Costs	1430		20,000	5,119	5,119	5,119	ongoing
Parenti Villa	Site Improvements	1450		152,000	0	0	0	cancelled
	Upgrade Handicapped Units	1460		50,000	11,877	11,877	0	planned
	Upgrade Elevators	1460		250,000	0	0	0	planned
	Cyclical Painting	1460		16,781	0	0	0	cancelled
	Install Telephone Entry Panels	1460		14,286	17,088	17,088	17,088	planned
RI00100009 Total				503,067	34,084	34,084	22,207	
COCC	CFP Administrative Costs	1410		252,000	194,759	194,759	194,759	N/A

Part III: Implementation Schedule for Capital Fund Financing Program

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

Federal FFY of Grant: 2009

Development Number Name/PHA- Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	3/17/2010		3/17/2012		

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226

Expires 4/30/2011

Part I: Summary

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

Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50108
 Replacement Housing Factor Grant No:
 Date of CFP: 6/16/08

FY of Grant: 2008
 FY of Grant
 Approval: 2008

Type of Grant: Original Annual Statement - Reserve for Disasters/Emergencies X Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	796,734	796,734	796,734	796,734
3	1408 Management Improvements	165,000	182,755	176,755	155,889
4	1410 Administration (may not exceed 10% of line 21)	398,367	398,367	398,367	398,367
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	142,997	46,765	45,321	15,534
8	1440 Site Acquisition				
9	1450 Site Improvement	325,150	636,387	636,387	532,783
10	1460 Dwelling Structures	865,804	676,316	651,887	547,938
11	1465.1 Dwelling Equipment—Nonexpendable	9,000	0	0	0
12	1470 Non-dwelling Structures	26,000	21,140	21,140	21,140
13	1475 Non-dwelling Equipment	110,000	80,588	80,560	60,320
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number	FFY of Grant: 2008
	Capital Fund Program Grant No: RI 43 P001 50108	FFY of Grant
	Replacement Housing Factor Grant No:	Approval: 2008
	Date of CFP: 6/16/09	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	1,144,619	1,144,619	1,144,619	1,144,619
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	3,983,671	3,983,671	3,951,770	3,673,324
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities	23,000			
23	Amount of line 20 Related to Security - Soft Costs	140,000			
24	Amount of line 20 Related to Security-Hard Costs	86,000			
25	Amount of line 20 Related to Energy Conservation Measures	113,000			

Signature of Executive Director <i>Stephen G. O'Rourke</i>	Date <i>3/18/11</i>	Signature of Public Housing Director
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Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000001 Chad Brown	Operations	1406	N/A	57,324	57,324	57,324	57,324	N/A
	Police	1408	N/A	9,353	10,068	10,068	10,068	N/A
	Security Guards	1408		0	500	500	209	
	A&E Fees and Costs	1430	N/A	7,195	390	390	390	N/A
	Utility surveys	1430	N/A	5,000	0	0	0	planned
	UPCS Inspection	1430	N/A	2,014	0	0	0	planned
	Repair Steam Lines	1450	N/A	15,000	0	0	0	planned
	Repair/Replace Gas Lines	1450	N/A	5,000	0	0	0	planned
	Site Improvements	1450		0	38,510	38,510	8,798	
	Lawn Maintenance	1450	N/A	7,350	0	0	0	planned
	Tree Pruning	1450	N/A	3,598	6,396	6,396	6,396	planned
	Exterior Security Lighting	1450	N/A	5,000	0	0	0	planned
	Repair/Replace Gutters and Guards	1460	N/A	5,500	0	0	0	planned
	Upgrade Security DVR	1460	N/A	0	4,287	4,287	4,287	
	Re-Caulk/Repaint Windows	1460	50 units	10,000	0	0	0	planned
	Upgrade Kitchens	1460	10 units	11,000	1,587	1,587	1,587	underway
	Bathroom Renovations	1460	30 units	7,500	3,990	3,990	2,495	planned
	Appliance Purchases	1465	10 units	4,500	0	0	0	planned
	Computer Hardware	1475		0	2,596	2,569	980	
	Maintenance Vehicles/Equipment	1475	N/A	20,000	13,298	13,298	13,298	planned
	Bond Repayment	1501	N/A	51,088	51,088	51,088	51,088	N/A
Total				226,422	190,034	190,007	156,920	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Admiral Terrace	Operations	1406	N/A	57,324	57,324	57,324	57,324	N/A
	Police	1408	N/A	9,353	10,068	10,068	10,068	N/A
	A&E Fees and Costs	1430	N/A	7,195	0	0	0	N/A
	UPCS Inspection	1430	N/A	2,015	0	0	0	planned
	Repair Steam Lines	1450	N/A	10,000	0	0	0	planned
	Repair/Replace Gas Lines	1450	N/A	15,000	0	0	0	underway
	Site Improvements	1450		0	780	780	0	
	Lawn Maintenance	1450	N/A	7,350	0	0	0	planned
	Tree Pruning	1450	N/A	3,598	0	0	0	planned
	Exterior Security Lighting	1450	N/A	5,000	0	0	0	planned
	Repair/Replace Gutters/ add Guards	1460	N/A	5,000	0	0	0	planned
	Upgrade Kitchens	1460	10 units	11,000	0	0	0	planned
	Re-Caulk/Repaint Windows	1460	50units	5,000	0	0	0	planned
	Heating System Repairs	1460	N/A	5,000	0	0	0	planned
	Bathroom Renovations	1460	30 units	7,500	0	0	0	planned
	Appliance Purchases	1465	10 units	4,500	0	0	0	planned
	Security System - Maint. & Mgt. Office	1470	N/A	10,000	0	0	0	planned
	Bond Repayment	1501	N/A	51,588	51,588	51,588	51,588	N/A
Total				216,423	119,760	119,760	118,980	



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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Sunset Village	Reinsulate Crawl Space Bays	1460	N/A	10,000	0	0	0	planned
	Repaint Exterior Doors/Trim	1460	N/A	10,000	0	0	0	planned
Total				20,000	0	0	0	planned
RI001000001 Total				462,845	309,794	309,767	275,900	
RI001000002	A & E Fees and Costs	1430	N/A	0	1900	1900	1,900	
Roger Williams	Pave/Sealcoat Parking Lot	1450	N/A	5,000	0	0	0	planned
	Site Improvements	1450		0	2,160	2,160	1,900	
	Repair/Replace Smoke Hatches	1460	4 Units	16,000	0	0	0	planned
	Upgrade Electrical Panel	1460	N/A	30,000	0	0	0	planned
	Card Access/Cameras/Security	1470	N/A	8,000	21,140	21,140	21,140	planned
Total				59,000	25,200	25,200	24,940	
Codding Court	Operations	1406	N/A	61,758	61,758	61,758	61,758	N/A
	Police	1408	N/A	10,077	10,848	10,848	10,848	N/A
	A&E Fees and Costs	1430	N/A	7,751	0	0	0	N/A
	UPCS Inspection	1430	N/A	2,171	0	0	0	planned
	Exterior Security Lighting	1450	N/A	5,000	0	0	0	planned
	Tree Pruning	1450	N/A	3,876	0	0	0	planned
	Repoint/Seal Exterior Masonry	1460	5 Bldgs	20,000	0	0	0	planned
	Upgrade Security DVR	1460	N/A	0	4,287	4,287	4,287	

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P00150108 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2008				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Codding Court (continued)	Replace Domestic Water Heaters	1460	9 Units	9,000	0	0	0	planned
	Computer Hardware	1475		0	4,529	4,528	2,939	
	Maintenance Vehicles/Equipment	1475	N/A	20,000	0	0	0	planned
	Bond Repayment	1501	N/A	55,577	55,577	55,577	55,577	planned
Total				195,210	136,999	136,998	135,409	
Scattered Sites	Operations	1406	N/A	61,758	61,758	61,758	61,758	N/A
15, 17, 18, 21, 28,	Police	1408	N/A	10,077	10,848	10,848	10,848	N/A
29, 30, 31, 32, 33, 34, 35,	Security Guards	1408		0	1,000	1,000	848	
34, 35, 36, 37, 38,	A&E Fees and Costs	1430	N/A	7,751	0	0	0	N/A
39, 40, 41, 42, 43	UPCS Inspection	1430	N/A	2,171	0	0	0	planned
	Tree Pruning	1450	N/A	3,876	5,600	5,600	1,533	planned
	Pave/Sealcoat Parking Area	1450		0	11,787	11,787	11,787	
	<i>Building Repairs (All Projects)</i>	1460	N/A	87,156	24,429	0	0	planned
	Paint Buildings, Rebuild Porches							
	Replace DHW Tanks, Boilers							
	Repair/Seal Foundation Cracks							
	Install Carb Monoxide/Smoke							
	Replace Windows, Deferred Painting							
	Install Vinyl Siding, Vinyl Floor Tile							
	Bond Repayment	1501	N/A	55,577	55,577	55,577	55,577	N/A
Total				228,366	170,999	146,570	142,351	
RI001000002 Total				482,576	333,198	308,768	302,700	

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	Operations	1406	N/A	155,311	155,311	155,311	155,311	N/A
Hartford Park	Police	1408	N/A	25,341	27,279	27,279	27,279	N/A
	Computer System Software	1408		0	15,000	15,000	0	
	Security Guards	1408		0	500	500	333	
	A&E Fees and Costs	1430	N/A	19,493	653	653	653	N/A
	Digitize Building Plans	1430	N/A	0	8,895	8,895	4,067	
	Utility Survey	1430		0	248	248	248	
	UPCS Inspection	1430	N/A	5,458	0	0	0	planned
	LBP/Asbestos Testing	1430	N/A	5,000	0	0	0	planned
	Tree Pruning	1450	N/A	9,745	5,600	5,600	0	planned
	Site Improvements	1450		0	497,077	497,077	466,169	
	Lawn Maintenance	1450	N/A	8,750	0	0	0	planned
	Exterior Building Repairs	1460	5 bldg	75,000	74,800	74,800	2,182	planned
	LBP Abatement	1460	N/A	5,000	0	0	0	planned
	Deferred Painting	1460	N/A	15,000	0	0	0	planned
	Trash Chute Cleaning/Repairs	1460	N/A	5,000	650	650	650	planned
	Upgrade Security DVR	1460	N/A	10,000	12,361	12,361	12,361	planned
	Bathroom Renovations	1460		0	2,990	2,990	2,990	
	Heating/Domestic HW System	1460	N/A	10,000	14,150	14,150	14,150	planned
	Computer Hardware	1475	N/A	20,000	17,862	17,862	9,192	underway
	Radios/Telecommunications/Alarms	1475	N/A	5,000	0	0	0	planned

Part II: Supporting Pages								
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE								
Grant Type and Number								
Capital Fund Program Grant No: RI 43 P001 50108								
CFFP (Yes/ No):								
Replacement Housing Factor Grant No:								
Federal FFY of Grant: 2008								
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
	Maintenance Vehicles/Equipment	1475	N/A	20,000	22,992	22,992	22,992	planned
	Bond Repayment (FM/Res Svs Bldg)	1501	N/A	428,119	428,119	428,119	428,119	N/A
	Bond Repayment (CFFP)	1501	N/A	139,769	139,769	139,769	139,769	N/A
RI001000003 Total				961,986	1,424,256	1,424,256	1,286,465	
RI001000004	Operations	1406	N/A	100,891	100,891	100,891	100,891	N/A
Manton Heights	Police	1408	N/A	16,462	17,721	17,721	17,721	N/A
	A&E Fees and Costs	1430	N/A	12,663	3,235	3,235	3,235	N/A
	Utility Survey	1430	N/A	5,000	0	0	0	planned
	UPCS Inspection	1430	N/A	3,546	0	0	0	planned
	Spill Protection - Underground Tanks	1450	N/A	10,000	32,806	32,806	32,806	planned
	Repair/Replace Gas Lines	1450	N/A	47,000	0	0	0	planned
	Lawn Maintenance	1450	N/A	6,700	0	0	0	planned
	Tree Pruning	1450	N/A	6,332	5,600	5,600	823	planned
	Resurface Common Hallway Floors	1460	N/A	25,000	0	0	0	planned
	Upgrade Security DVR	1460	N/A	0	4,287	4,287	4,287	
	Repoint/Seal Exterior	1460	N/A	50,000	0	0	0	planned
	Repair/Replace Roof on Wood Bldgs	1460	N/A	10,000	0	0	0	planned
	Repair/Replace Roof on Brick Bldgs	1460	N/A	10,000	0	0	0	planned
	Repair/Replace Doors and Hardware	1460	N/A	10,000	0	0	0	planned
	Security System - Maint. & Mgt. Office	1470	N/A	8,000	0	0	0	planned
	Computer Hardware	1475		0	2,569	2,569	980	
	Maintenance Vehicles/Equipment	1475	N/A	0	6,999	6,999	6,999	
	Bond Repayment	1501	N/A	90,794	90,794	90,794	90,794	N/A
RI001000004 Total				412,388	264,902	264,902	258,536	

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P001 50108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000005 Dexter Manor	Operations	1406	N/A	88,968	88,968	88,968	88,968	N/A
	Computer System Software	1408	N/A	25,000	11,814	11,814	11,814	planned
	Police	1408	N/A	14,516	15,626	15,626	15,626	N/A
	Security Guards	1408	N/A	10,000	10,000	4,000	298	N/A
	A&E Fees and Costs	1430	N/A	11,166	6,000	6,000	150	N/A
	UPCS Inspection	1430	N/A	3,127	0	0	0	planned
	Upgrade Elec. Panels/ Generator	1450	N/A	43,000	0	0	0	planned
	Tree Pruning	1450	N/A	5,583	5,890	5890	390	underway
	Upgrade Kitchens	1460	4	4,800	0	0	0	planned
	Asbestos Abatement	1460	N/A	21,783	0	0	0	planned
	Replace Floor Tiles	1460	N/A	21,783	0	0	0	planned
	Upgrade Security DVR	1460	N/A	10,000	15,687	15,687	15,687	planned
	Trash Chute Cleaning/Repairs	1460		0	650	650	650	
	Upgrade Handicapped Units	1460	1 unit	23,000	0	0	0	planned
	Computer Hardware	1475	N/A	25,000	5,979	5,979	2,940	planned
	Bond Repayment	1501	N/A	80,064	80,064	80,064	80,064	N/A
RI001000005 Total				387,790	240,678	234,678	216,587	
RI001000006 Dominica Manor	Operations	1406	N/A	62,369	62,369	62,369	62,369	N/A
	Police	1408	N/A	10,176	10,954	10,954	10,954	N/A
	Security Guards	1408		0	1,000	1,000	664	
	A&E Fees and Costs	1430	N/A	7,828	6,000	6,000	2,525	N/A
	UPCS Inspection	1430	N/A	2,192	0	0	0	planned

Part II: Supporting Pages

PHA Name: IHE Grant Type and Number
 HOUSING AUTHORITY Capital Fund Program Grant No: RI 43 P001 50108
 OF THE CITY OF CFFP (Yes/ No):
 PROVIDENCE Replacement Housing Factor Grant No: Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dominica Manor	Tree Pruning	1450	N/A	3,914	7,681	7,681	2,181	underway
(continued)	Repair/Replace Balcony Railings	1460	N/A	25,000	0	0	0	planned
	Upgrade Kitchens	1460	N/A	895	895	895	895	complete
	Trash Chute Cleaning/Repairs	1460		0	1,150	1,150	1,150	
	Repair/Replace Balcony Drains	1460	N/A	15,000	0	0	0	planned
	Replace Shower/Tub Mixing Valve	1460	30 Units	4,500	10,747	10,747	10,747	underway
	Heating System Repairs	1460	N/A	0	2,914	2,914	2,914	
	Roof Repairs	1460		0	1,800	1,800	1,800	
	Asbestos Abatement	1460	N/A	22,545	0	0	0	planned
	Replace Floor Tiles	1460	N/A	22,545	0	0	0	planned
	Upgrade Security DVR	1460	N/A	10,000	12,957	12,957	12,957	planned
	Elevator Improvements/Repairs	1460	N/A	0	110,906	110,906	110,906	
	Flooring in Common Hallways	1460	N/A	20,000	0	0	0	planned
	Computer Hardware	1475		0	1,589	1,589	0	
	Bond Repayment	1501	N/A	56,127	56,127	56,127	56,127	N/A
RI001000006 Total				263,091	287,089	287,089	276,189	
RI001000007	Operations	1406	N/A	59,312	59,312	59,312	59,312	N/A
Carroll Tower	Police	1408	N/A	9,678	10,418	10,418	10,418	N/A
	Security Guards	1408		0	1,000	1,000	522	
	A&E Fees and Costs	1430	N/A	7,444	6,000	6,000	2,066	N/A
	UPCS Inspection	1430	N/A	2,085	0	0	0	planned
	Tree Pruning	1450	N/A	3,722	5,500	5,500	0	planned
	Upgrade Fire Alarm System	1460	N/A	25,000	11,515	11,515	11,515	underway



Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50108
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Carroll Tower	Trash Chute Cleaning/Repairs	1460		0	1,150	1,150	1,150	
(continued)	Upgrade Handicap Unit	1460		0	60,150	60,150	30,314	
	Repair/Paint Stairwells & Steps	1460	N/A	10,000	0	0	0	planned
	Upgrade Security DVR	1460	N/A	10,000	6,875	6,875	6,875	planned
	Asbestos Abatement	1460	N/A	16,389	0	0	0	planned
	Replace Floor Tiles	1460	N/A	16,389	1,219	1,219	1,219	planned
	Replace Flooring-Common Hallways	1460	N/A	20,000	0	0	0	planned
	Computer Hardware	1475		0	725	725	0	
	Bond Repayment	1501	N/A	53,376	53,376	53,376	53,376	N/A
RI001000007 Total				233,395	217,240	217,240	176,767	
RI001000008	Operations	1406	N/A	32,407	32,407	32,407	32,407	N/A
Kilmartin Plaza	Police	1408	N/A	5,288	5,692	5,692	5,692	N/A
	Security Guards	1408		0	1,000	1,000	805	
	A&E Fees and Costs	1430	N/A	4,067	6,000	6,000	150	N/A
	UPCS Inspection	1430	N/A	1,139	0	0	0	planned
	Replace/Upgrade Generator	1450	1 Unit	80,000	0	0	0	planned
	Tree Pruning	1450	N/A	2,034	5,500	5,500	0	planned
	Upgrade Security DVR	1460	N/A	10,000	4,287	4,287	4,287	planned
	Trash Chute Cleaning/Repairs	1460		0	450	450	450	
	Heating/DHW Repairs	1460		0	7,088	7,088	7,088	
	Replace Floor Tiles	1460	N/A	5,895	0	0	0	planned
	Elevator Improvements/Repairs	1460	2 Units	15,000	0	0	0	planned
	Asbestos Abatement	1460	N/A	5,895	0	0	0	planned

Part II: Supporting Pages

PHA Name: IHE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50108 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2008				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Kilmartin Plaza	Computer Hardware	1475		0	725	725	0	
(continued)	Bond Repayment	1501	N/A	29,164	29,164	29,164	29,164	N/A
RI001000008 Total				190,889	92,313	92,313	80,043	
RI001000009	Operations	1406	N/A	59,312	59,312	59,312	59,312	N/A
Parenti Villa	Police	1408	N/A	9,679	10,419	10,419	10,419	N/A
	Security Guards	1408		0	1,000	1,000	455	
	A&E Fees and Costs	1430	N/A	7,444	7,444	6,000	150	N/A
	UPCS Inspection	1430	N/A	2,082	0	0	0	planned
	Tree Pruning	1450	N/A	3,722	5,500	5,500	0	planned
	Repair/Paint Stairwells & Steps	1460	N/A	10,000	0	0	0	planned
	Upgrade Kitchens	1460	N/A	1,953	1,953	1,953	1,953	complete
	Elevator Improvements/Repairs	1460	N/A	0	259,200	259,200	259,200	
	Asbestos Abatement	1460	N/A	16,388	0	0	0	planned
	Trash Chute Cleaning/Repairs	1460		0	1,150	1,150	1,150	
	Replace Floor Tiles	1460	N/A	16,388	1,219	1,219	1,219	planned
	Upgrade Security DVR	1460	N/A	10,000	14,536	14,536	14,536	complete
	Computer Hardware	1475		0	725	725	0	
	Bond Repayment	1501	N/A	53,376	53,376	53,376	53,376	N/A
RI001000009 Total				190,344	415,834	414,390	401,770	
COCC	CFP Administrative Costs	1410	N/A	398,367	398,367	398,367	398,367	N/A

Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI				Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA Wide	6/12/2010		6/12/2012			

Part I: Summary

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

Grant Type and Number
 Capital Fund Program Grant No. RI 43 P001 50107
 Replacement Housing Factor Grant No:
 Date of CFP: 9/13/07

FFY of Grant: 2007
 FFY of Grant
 Approval: 2007

Type of Grant
 Original Annual Statement
 Performance and Evaluation Report for Period Ending:
 Reserve for Disasters/Emergencies
 X Revised Annual Statement (revision no: 1)
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) 3	813,791	813,791	813,791	813,791
3	1408 Management Improvements	220,102	219,230	219,230	219,230
4	1410 Administration (may not exceed 10% of line 21)	406,895	406,895	406,895	406,895
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	159,337	55,956	55,956	55,891
9	1450 Site Improvement				
10	1460 Dwelling Structures	331,538	348,101	348,101	298,431
11	1465.1 Dwelling Equipment—Nonexpendable	903,585	945,918	945,918	942,915
12	1470 Non-dwelling Structures	10,749	10,749	10,749	10,749
13	1475 Non-dwelling Equipment	150,255	141,492	141,492	141,492
14	1485 Demolition	282,032	336,152	336,152	336,152
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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

Part I: Summary

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 4/30/2011

Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50107
 Replacement Housing Factor Grant No:
 Date of GFP: 9/13/07
 FFY of Grant: 2007
 FFY of Grant
 Approval: 2007

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

Type of Grant
 Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/10
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	790,671	790,671	790,671	790,671
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	4,068,955	4,068,955	4,068,955	4,016,217
21	Amount of line 20 Related to LBP Activities	10,000	10,000		
22	Amount of line 20 Related to Section 504 Activities	58,000	58,000		
23	Amount of line 20 Related to Security - Soft Costs	140,000	140,000		
24	Amount of line 20 Related to Security-Hard Costs	36,000	36,000		
25	Amount of line 20 Related to Energy Conservation Measures	148,000	148,000		

Signature of Executive Director *Stephen G. C. Bond* Date *3/18/11*

Signature of Public Housing Director _____ Date _____

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000001	Operations	1406	N/A	58,552	58,552	58,552	58,552	N/A
Chad Brown	Police	1408	N/A	12,465	12,465	12,465	12,465	N/A
	A & E Fees & Costs	1430	N/A	30,222	3,283	3,283	3,283	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	Utility Surveys	1430	N/A	0	0	0	0	N/A
	Fencing	1450	N/A	0	0	0	0	N/A
	Tree Pruning	1450	N/A	5,049	5,560	5,560	5,560	completed
	Exterior Security Lighting	1450	N/A	0	5,018	5,018	5,018	completed
	Bathroom Renovations	1460	30 units	1,000	0	0	0	N/A
	Heating/Dom. Hot Water Upgrade	1460	N/A	0	6,746	6,746	6,746	completed
	Appliance Purchases	1465	10 units	10,169	10,169	10,169	10,169	completed
	Upgrade Telecommunications	1475	N/A	10,000	8,900	8,900	8,900	completed
	Bond Repayment CFFP	1501	N/A	25,632	25,632	25,632	25,632	N/A
Total				153,089	136,325	136,325	136,325	
Admiral Terrace	Operations	1406	N/A	58,552	58,552	58,552	58,552	N/A
	Police	1408	N/A	12,465	12,465	12,465	12,465	N/A
	A & E Fees & Costs	1430	N/A	19,674	0	0	0	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	Repair/Replace Gas Lines	1450	N/A	77,185	73,375	73,375	73,375	completed
	Fencing	1450	N/A	1,927	0	0	0	N/A
	Repair/Replace Roofs	1460	N/A	0	23,975	23,975	23,975	completed
	Appliance Purchases	1465	10 units	0	0	0	0	N/A
	Security System - Maint. & Mgt. Office	1470	N/A	135,000	135,000	135,000	135,000	completed

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
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Part II: Supporting Pages

Grant Type and Number
 PHA Name: THE HOUSING Capital Fund Program Grant No: R143 P00150107
 AUTHORITY OF THE CITY OF CFFP (Yes/ No):
 PROVIDENCE Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Admiral Terrace (continued)	Upgrade Telecommunications Bond Repayment CFFP	1475 1501	N/A N/A	10,000 25,632	0 25,632	0 25,632	0 25,632	planned N/A
Total				340,435	328,999	328,999	328,999	
Sunset Village	N/A			0	0	0	0	N/A
Total				0	0	0	0	
RI001000001 Total				493,524	465,324	465,324	465,324	
RI001000002	A & E Fees & Costs	1430	N/A	2,467	2,467	2,467	2,467	N/A
Roger Williams	Exterior Building Repairs	1460	N/A	0	0	0	0	N/A
	Card Access/Cameras/Security	1470	N/A	8,000	0	0	0	N/A
	Upgrade Telecommunications	1475	N/A	2,746	0	0	0	N/A
Total				13,213	2,467	2,467	2,467	
Codding Court	Operations	1406	N/A	63,080	63,080	63,080	63,080	N/A
	Police	1408	N/A	13,430	13,430	13,430	13,430	N/A
	A & E Fees & Costs	1430	N/A	7,533	367	367	367	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	Tree Pruning	1450	N/A	6,240	6,240	6,240	6,240	completed
	Site Improvements/Dumpster	1450	N/A	21,096	0	0	0	N/A
	Repoint/Seal Exterior Masonry	1460	5 Bldgs	0	0	0	0	N/A
	Replace Domestic Water Heaters	1460	9 Units	9,000	0	0	0	N/A

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P00150107 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2007				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Codding Court (continued)	Upgrade Telecommunications	1475	N/A	17,437	22,904	22,904	22,904	completed
	Bond Repayment CFFP	1501	N/A	27,616	27,616	27,616	27,616	N/A
Total				165,432	133,637	133,637	133,637	
Scattered Sites	Operations	1406	N/A	63,080	63,080	63,080	63,080	N/A
	Police	1408	N/A	13,430	13,430	13,430	13,430	N/A
	A & E Fees & Costs	1430	N/A	2,411	1,303	1,303	1,303	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	Landscaping and Fencing	1450	N/A	35,179	23,766	23,766	23,766	completed
	<i>Building Repairs (All Projects)</i>	1460	N/A	532,527	503,548	503,548	500,545	completed
	Paint Buildings, Rebuild Porches		N/A					
	Replace DHW Tanks, Boilers		N/A					
	Repair/Seal Foundation Cracks		N/A					
	Install Carbon Monoxide Detectors		N/A					
	Replace Windows, Def Painting		N/A					
	Install Vinyl Siding, Vinyl Floor Tile		N/A					
	Maintenance Vehicles & Equipment	1475	N/A	2,865	2,865	2,865	2,865	completed
	Upgrade Telecommunications	1475	N/A	0	0	0	0	N/A
	Bond Repayment CFFP	1501	N/A	27,616	27,616	27,616	27,616	N/A
Total				677,108	635,608	635,608	632,605	
RI001000002 Total				855,753	771,712	771,712	768,709	

Part II: Supporting Pages								
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P00150107 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2007				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	Operations	1406	N/A	158,636	158,636	158,636	158,636	N/A
Hartford Park	Police	1408	N/A	33,772	33,772	33,772	33,772	N/A
	Computer Software	1408		0	0	0	0	planned
	A & E Fees & Costs	1430	N/A	23,649	9,944	9,944	9,944	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	Digitize Building Plans	1430	N/A	15,000	0	0	0	N/A
	Site Improvements	1450		0	55,830	55,830	6,160	planned
	Repair/Replace Gas Lines	1450	N/A	25,393	25,393	25,393	25,393	completed
	Exterior Building Repairs	1460	1 bldg	118,419	40,009	40,009	40,009	completed
	Heating Domestic HW Upgrade	1460	N/A	51,614	56,283	56,283	56,283	completed
	Replace Entry Flooring	1460	N/A	0	0	0	0	N/A
	Trash Chute Cleaning/Repairs	1460	N/A	2,295	2,295	2,295	2,295	completed
	Maintenance/Vehicles/Equipment	1475	N/A	44,964	75,846	75,846	75,846	planned
	Computer Hardware	1475	N/A	12,266	26,599	26,599	26,599	completed
	Upgrade Telecommunications	1475	N/A	28,031	17,998	17,998	17,998	completed
	Bond Repayment (FM/Res Svs Bldgs)	1501	N/A	434,406	434,406	434,406	434,406	N/A
	Bond Repayment CFFP	1501	N/A	69,447	69,447	69,447	69,447	N/A
RI001000003 Total				1,017,892	1,006,458	1,006,458	956,788	
RI001000004	Operations	1406	N/A	103,051	103,051	103,051	103,051	N/A
Manton Heights	Police	1408	N/A	21,939	21,939	21,939	21,939	N/A
	A & E Fees & Costs	1430	N/A	15,587	1,273	1,273	1,273	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A

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

U.S. Department of Housing and Urban Development
 Office of Housing and Indian Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No.: RI 43 P00150107
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Manton Heights	Tree Pruning	1450	N/A	13,304	14,357	14,357	14,357	completed
(continued)	Site Improvements	1450	N/A	0	0	0	0	N/A
	Resurface Common Hallway Floors	1460	N/A	0	0	0	0	N/A
	Heating/Dom Hot Water Upgrade	1460		0	7,236	7,236	7,236	completed
	Repair/Replace Doors & Hardware	1460		16,375	16,375	16,375	16,375	completed
	Repair/Replace Roofs	1460	N/A	28,583	0	0	0	N/A
	Appliance Purchases	1465		580	580	580	580	completed
	Security System - Maint. & Mgt. Office	1470	N/A	7,255	6,492	6,492	6,492	completed
	Upgrade Telecommunications	1475	N/A	17,437	7,404	7,404	7,404	completed
	Bond Repayment CFFP	1501	N/A	45,114	45,114	45,114	45,114	N/A
RI001000004 Total				269,225	223,821	223,821	223,821	
RI001000005	Operations	1406	N/A	90,872	90,872	90,872	90,872	N/A
	Police	1408	N/A	19,345	19,345	19,345	19,345	N/A
	Security Guards	1408	N/A	5,171	0	0	0	N/A
	Computer System Software	1408	N/A	41,679	45,978	45,978	45,978	completed
	A & E Fees & Costs	1430	N/A	11,416	10,098	10,098	10,098	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	LBP/Asbestos Testing	1430	N/A	150	200	200	200	completed
	Fencing	1450	N/A	3,275	0	0	0	N/A
	Replace/Upgrade Generator	1450	N/A	54,240	54,240	54,240	54,240	completed
	Trash Chute Cleaning/Repairs	1460	N/A	1,105	1,105	1,105	1,105	completed
	Computer Hardware	1475	N/A	7,041	21,876	21,876	21,876	completed
	Maintenance Vehicles/Equipment	1475	N/A	0	4,725	4,725	4,725	completed

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150107
CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
	Upgrade Telecommunications	1475	N/A	17,437	23,703	23,703	23,703	completed
	Bond Repayment CFFP	1501	N/A	39,781	39,781	39,781	39,781	N/A
RI001000005 Total				291,512	311,923	311,923	311,923	
RI001000006	Operations	1406	N/A	63,704	63,704	63,704	63,704	N/A
Dominica Manor	Police	1408	N/A	13,562	13,562	13,562	13,562	N/A
	A & E Fees & Costs	1430	N/A	10,000	1,992	1,992	1,992	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	LBP/Asbestos Testing	1430	N/A	1,704	1,830	1,830	1,830	completed
	Concrete Exterior Repairs	1460	N/A	31,977	0	0	0	N/A
	Antenna Conversion	1460	N/A	7,575	7,575	7,575	7,575	completed
	Install Exterior Sliding Doors	1460	N/A	27,000	29,327	29,327	29,327	completed
	Trash Chute Cleaning/Repairs	1460	N/A	2,295	2,295	2,295	2,295	completed
	Maintenance/Vehicles/Equipment	1475	N/A	25,638	23,638	23,638	23,638	completed
	Computer Hardware	1475	N/A	878	3,616	3,616	3,616	completed
	Upgrade Telecommunications	1475	N/A	21,087	12,583	12,583	12,583	completed
	Bond Repayment CFFP	1501	N/A	27,888	27,888	27,888	27,888	N/A
RI001000006 Total				233,308	188,010	188,010	188,010	
RI001000007	Operations	1406	N/A	60,582	60,582	60,582	60,582	N/A
Carroll Tower	Police	1408	N/A	12,898	12,898	12,898	12,898	N/A
	A & E Fees & Costs	1430	N/A	1,093	4,596	4,596	4,596	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Carroll Tower	LBP/Asbestos Testing	1430	N/A	1,000	840	840	840	completed
(continued)	Fencing	1450	N/A	3,650	3,650	3,650	3,650	completed
	Trash Chute Cleaning/Repairs	1460	N/A	1,105	1,105	1,105	1,105	completed
	Install Exterior Sliding Doors	1460	N/A	22,500	28,443	28,443	28,443	completed
	Computer Hardware	1475	N/A	878	2,838	2,838	2,838	completed
	Upgrade Telecommunications	1475	N/A	17,437	23,704	23,704	23,704	completed
	Maintenance Vehicles/Equipment	1475	N/A	2,995	2,995	2,995	2,995	completed
	Bond Repayment CFFP	1501	N/A	26,522	26,522	26,522	26,522	N/A
RI001000007 Total				150,660	168,173	168,173	168,173	
RI001000008	Operations	1406	N/A	33,100	33,100	33,100	33,100	N/A
Kilmartin Plaza	Police	1408	N/A	7,047	7,047	7,047	7,047	N/A
	A & E Fees & Costs	1430	N/A	10,410	10,475	10,475	10,410	N/A
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A
	LBP/Asbestos Testing	1430	N/A	1,000	677	677	677	completed
	Replace/Upgrade Generator	1450	1 Unit	85,000	80,672	80,672	80,672	completed
	Trash Chute Cleaning/Repairs	1460	N/A	2,295	2,295	2,295	2,295	completed
	Fire Alarm System Replacement	1460	N/A	0	157,500	157,500	157,500	completed
	Install Exterior Sliding Doors	1460	N/A	22,500	28,443	28,443	28,443	completed
	Upgrade Telecommunications	1475	N/A	17,437	7,404	7,404	7,404	completed
	Computer Hardware	1475	N/A	878	1,858	1,858	1,858	completed
	Bond Repayment CFFP	1501	N/A	14,492	14,492	14,492	14,492	N/A
RI001000008 Total				194,159	343,963	343,963	343,898	

Part II: Supporting Pages									
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P00150107 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2007			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated2	Funds Expended2		
RI001000009	Operations	1406	N/A	60,582	60,582	60,582	60,582	N/A	
Parenti Villa	Police	1408	N/A	12,899	12,899	12,899	12,899	N/A	
	A & E Fees & Costs	1430	N/A	3,673	4,263	4,263	4,263	N/A	
	Loan Issuance Fees and Costs	1430	N/A	0	0	0	0	N/A	
	LBP/Asbestos Testing	1430	N/A	2,348	2,348	2,348	2,348	completed	
	Concrete Exterior Repairs	1460	N/A	1,815	1,815	1,815	1,815	completed	
	Trash Chute Cleaning/Repairs	1460	N/A	1,105	1,105	1,105	1,105	completed	
	Install Exterior Sliding Doors	1460	N/A	22,500	28,443	28,443	28,443	completed	
	Computer Hardware	1475	N/A	4,148	6,108	6,108	6,108	completed	
	Upgrade Telecommunications	1475	N/A	17,437	35,593	35,593	35,593	completed	
	Maintenance Vehicles/Equipment	1475	N/A	2,995	2,995	2,995	2,995	completed	
	Bond Repayment CFFP	1501	N/A	26,525	26,525	26,525	26,525	N/A	
RI001000009 Total				156,027	182,676	182,676	182,676		
COCC	CFP Administrative Costs	1410	N/A	406,895	406,895	406,895	406,895	N/A	
COCC Totals				406,895	406,895	406,895	406,895		

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 Office of Public and Indian Housing
 OBM no. 2577-0226

Expires 4/30/2011

Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program Grant No: CFFP 2007 Replacement Housing Factor Grant No: Date of CFFP: 4/30/09	FFY of Grant: 2007 FFY of Grant Approval: 2007
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/10 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				
2	1406 Operations (may not exceed 20% of line 21)				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	490,574	869,096	843,107	746,457
8	1440 Site Acquisition				
9	1450 Site Improvement	2,883,871	3,741,758	3,362,041	3,141,719
10	1460 Dwelling Structures	4,782,117	3,585,708	2,764,879	2,688,942
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	120,000	80,000	27,095	27,095
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				

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Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50107 Replacement Housing Factor Grant No: Date of CFFP: 4/14/09		FFY of Grant: 2007 FFY of Grant Approval: 2007	
Type of Grant					
<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: 12/31/10		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	838,438	838,438	838,438	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	9,115,000	9,115,000	7,835,560	6,604,213
21	Amount of line 20 Related to LBP Activities	10,000	10,000		
22	Amount of line 20 Related to Section 504 Activities	58,000	58,000		
23	Amount of line 20 Related to Security - Soft Costs	140,000	140,000		
24	Amount of line 20 Related to Security-Hard Costs	36,000	36,000		
25	Amount of line 20 Related to Energy Conservation Measures	148,000	148,000		
Signature of Executive Director <i>Stephen G. O'Rourke</i> Date <i>3/18/11</i>		Signature of Public Housing Director _____ Date _____			

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No.: RI 43 P00150107
 CFFP (Yes/No): Yes
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated ²	Funds Expended ²	
RI001000001	A&E Fees and Costs	1430	N/A	60,700	161,648	161,648	114,583	planned
Chad Brown	Striping/seal coat parking lots	1450	20 Lots	30,000	30,000	19,437	19,437	ongoing
	Landscaping, Fencing, Benches, walkways,	1450	N/A	340,660	1,596,015	1,467,213	1,269,974	ongoing
	Playground areas	1450	7	0	0	0	0	planned
	Repair/replace roofs	1460	6	60,905	45,953	31,425	31,425	ongoing
	Repaint/seal exteriors	1460	10	50,000	50,000	42,928	42,928	ongoing
	Upgrade/repair interiors	1460	8	33,320	17,093	2,000	2,000	planned
	Install New Vinyl Flooring	1460	N/A	14,507	47,107	47,107	45,797	ongoing
	Installation of New Bath/ub Surfaces	1460		0	1,495	1,495	1,495	ongoing
	Install Exterior Basement Doors	1460		3,250	3,250	3,250	3,250	complete
	Lead Encapsulation	1460	N/A	0	27,137	27,137	27,137	ongoing
	Upgrade Telephone System	1475	N/A	10,000	0	0	0	planned
Total				603,342	1,979,698	1,803,640	1,558,026	
Admiral Terrace	A&E Fees and Costs	1430	N/A	0	0	0	0	planned
	Striping/seal coat parking lots	1450	20	15,000	0	0	0	planned
	Landscaping, fencing, benches,	1450	N/A	428,118	0	0	0	planned
	Playground areas	1450	7	0	0	0	0	planned
	Repair/replace roofs	1460	6	62,500	44,100	0	0	planned
	Repaint/seal exteriors	1460	10	50,000	24,300	0	0	planned
	Upgrade/repair interiors	1460	8	33,320	14,920	0	0	planned
	Upgrade Telephone System	1475	N/A	10,000	10,000	0	0	planned
Total				598,938	93,320	0	0	

PHA Name: THE HOUSING
 Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No): Yes
 PROVIDENCE
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number	Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work	
						Funds Obligated ²	Funds Expended ²		
Sunset Village	Landscaping, fencing, benches,	1450	N/A	30,000	0	0	planned		
R1001000001 Total									
						1,232,280	2,073,018	1,803,640	1,558,026
R1001000002	A&E Fees and Costs	1430	N/A	5,333	5,333	5,333	5,333	planned	
Roger Williams	Striping/seal coat parking lot	1450	N/A	20,000	550	550	550	ongoing	
	Walkway repairs/grading	1450	N/A	50,000	0	0	0	planned	
	Upgrade site lighting	1450	N/A	26,114	0	0	0	planned	
	Landscaping, fencing, benches	1450	N/A	55,000	5,386	5,386	5,386	ongoing	
	Exterior repairs/siding/repaint	1460	N/A	418,310	392,827	363,828	392,827	ongoing	
	Upgrade Electric Distribution	1460		33,800	33,800	33,800	33,800	planned	
	Repair/replace exterior doors	1460	8	25,000	25,000	661	661	planned	
	Install Vents in Storage Sheds	1460		600	947	947	947	planned	
	Upgrade hallways/flooring	1460	5 Floors	50,000	0	0	0	planned	
	Upgrade Telephone System	1475	N/A	10,000	0	0	0	planned	
Total									
				694,157	463,843	410,505	439,504		
Codding Court	Striping/seal coat parking lot	1450	N/A	20,000	0	0	0	planned	
	Landscaping, fencing, benches	1450	N/A	25,000	90,000	0	0	planned	
	Repair/Replace roof	1460	N/A	141,608	145,414	145,414	144,012	ongoing	
	Re-Point/seal exterior	1460	N/A	26,261	0	0	0	planned	
	Repair stairwells/fire escapes	1460	10	15,000	0	0	0	planned	

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Codding Court	Repair/replace exterior doors	1460	10	12,917	10,394	0	0	planned
	Install CCTV Security Cameras	1460	3	2,083	2,083	2,083	2,083	complete
	Replace entrance tiles/flooring	1460	10	20,000	24,453	24,453	24,453	planned
	Upgrade Telephone System	1475	N/A	10,000	0	0	0	planned
Total				272,869	272,344	171,950	170,548	
Scattered Sites	Landscaping /Fencing/Concrete repairs	1450	N/A	122,419	122,419	0	0	planned
	Building Repairs (All Projects)							
	Paint Buildings, Rebuild Porches	1460	20	360,000	270,000	237,896	237,794	ongoing
	Repair/Replace Roofs	1460	12	72,000	0	0	0	planned
	Repair/Seal Foundation Cracks	1460	10	30,000	0	0	0	planned
	Install Carb Monoxide/Smoke Det.	1460	244	30,500	19,786	0	0	planned
	Replace Windows, Deferred Painting	1460	4	7,500	0	0	0	planned
	Repair/replace exterior doors	1460	N/A	25,000	0	0	0	planned
	Install Vinyl Siding, Vinyl Floor Tile	1460	10	366,001	22,069	21,986	22,069	planned
	Repair gutters/downspouts/column	1460	20	100,000	8,771	8,771	8,771	ongoing
	Repair/upgrade bathroom vents	1460	N/A	15,000	1,972	1,972	1,972	planned
	Upgrade Telephone System	1475	N/A	10,000	0	0	0	planned
Total				1,138,420	445,017	270,625	270,606	
RI001000002 Total				2,105,446	1,181,204	853,080	880,658	

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Grant Type and Number
 PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	A&E Fees and Costs	1430	N/A	19,876	117,974	117,974	106,979	planned
Harford Park	Landscaping, fencing, benches	1450	N/A	659,845	1,575,938	1,575,983	1,552,829	ongoing
	Striping/seal coat parking lot	1450	N/A	75,000	600	600	600	ongoing
	Upgrade Dumpsters/enclosures	1450	12	0	0	0	0	planned
	Upgrade exterior lighting	1450	N/A	37,148	24,065	24,065	24,065	planned
	Playground areas	1450	8	68,963	68,963	68,963	68,963	planned
	Repair/replace roofs	1460	10	73,715	71,752	70,260	69,071	ongoing
	Foundation repairs	1460	15	68,958	0	0	0	planned
	Install Decorative Panel-Bldg Exterior	1460		0	2,563	2,563	2,313	ongoing
	Exterior paint/caulking	1460	9	186,647	186,647	186,647	186,647	ongoing
	Replace windows	1460	125	73,647	0	0	0	planned
	Repair gutters/downspouts/column	1460	20 Bldgs	50,000	11,250	0	11,250	ongoing
	Re-surface concrete buildings	1460	10	100,000	0	0	0	planned
	Upgrade flooring	1460	25	70,640	73,144	73,144	73,144	planned
	Bathroom shower/hub surrounds	1460	30	20,000	17,437	11,510	12,740	planned
	Upgrade Electrical Distribution	1460	N/A	0	0	0	0	cancelled
	Handicapped Lever Lock-Traffic Rm	1460	N/A	0	3,780	3,780	3,780	complete
	Install CCTV Security Cameras	1460	3	2,083	2,083	2,083	2,083	planned
	Repairs - Hot Water Circulation Lines	1460		0	610	610	610	ongoing
	Repair/replace bathroom flooring	1460	30	60,000	0	0	0	planned
	Upgrade Telephone System	1475	N/A	10,000	10,000	9,455	9,455	planned
RI001000003 Total				1,576,522	2,166,806	2,147,637	2,124,529	

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Grant Type and Number
 PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Capital Fund Program Grant No: R143 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000004	A&E Fees and Costs	1430	N/A	23,523	119,023	119,023	106,979	planned
Manton Heights	Striping/seal coat parking lot	1450	N/A	2,184	2,184	750	750	ongoing
	Replace Concrete Sidewalk	1450	N/A	15,700	15,700	15,700	15,700	complete
	Landscaping, fencing, benches	1450	N/A	458,594	30,720	29,341	29,412	ongoing
	Upgrade Dumpsters/enclosures	1450	15	15,000	0	0	0	planned
	Playground areas	1450	8	48,226	48,226	48,226	48,226	planned
	Repair/replace roofs	1460	20	271,738	271,738	271,738	270,735	ongoing
	Repair stairwells/fire escapes	1460	12	38,274	0	0	0	planned
	Repair/replace exterior doors	1460	35	25,000	0	0	0	planned
	Repair gutters/downspouts/columns	1460	N/A	1,790	1,790	1,790	1,790	complete
	Exterior Repairs/Siding/Repainting	1460	N/A	139,204	139,204	139,204	139,204	complete
	Remove & Install Metal Door	1460		9,377	9,377	9,377	9,377	complete
	Repair Vinyl Flooring-Bldg Entrance	1460	N/A	31,435	31,435	31,435	31,435	ongoing
	Install Vinyl Flooring	1460	N/A	40,927	55,680	55,680	55,680	ongoing
	Replace 14 Glass Blocks	1460	14	0	2,289	2,289	2,289	ongoing
	Install CCTV Security Cameras	1460		2,083	2,083	2,083	2,083	complete
	Repair/replace windows	1460	85	7,697	0	0	0	planned
	Upgrade Telephone System	1475	N/A	10,000	10,000	0	0	planned
RI001000004 Total				1,140,752	739,449	726,636	712,660	
RI001000005	A&E Fees and Costs	1430	N/A	4,260	6,860	6,860	5,258	planned
Dexter Manor	Striping/seal coat parking lot	1450	N/A	39,965	39,965	39,965	39,965	ongoing

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
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Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Dexter Manor	Upgrade exterior lighting	1450	N/A	35,287	0	0	0	planned
(continued)	Landscaping, fencing, benches	1450	N/A	70,862	0	0	0	planned
	Repair/replace roof	1460	1 Bldg	44,433	44,433	40,780	37,180	ongoing
	Exterior repoint/seal	1460	1 Bldg	347,198	369,612	369,612	369,612	planned
	Exterior paint/caulk	1460	1 Bldg	24,796	2,035	0	0	planned
	Remove & Install New Metal Door	1460		4,892	4,892	4,892	4,892	complete
	Asbestos Tile Removal	1460		10,000	20,000	15,000	5,243	ongoing
	Install Vent In Storage Shed	1460		600	947	947	947	planned
	Vinyl Flooring	1460		10,000	20,714	15,183	7,951	ongoing
	Upgrade Telephone System	1475	N/A	7,360	7,360	1,250	1,250	planned
RI001000005 Total				599,653	516,818	494,489	472,298	
RI001000006	A&E Fees and Costs	1430	N/A	77,363	140,821	132,532	117,593	planned
	Roof Inspection/Analysis	1430	N/A	975	975	975	975	complete
	Striping/seal coat parking lot	1450	N/A	6,822	0	0	0	planned
	Landscaping, fencing, benches	1450	N/A	44,336	21,668	5,384	5,384	planned
	Upgrade electric distribution	1460	N/A	65,000	7,630	7,630	0	planned
	Concrete exterior repair	1460	N/A	517,687	517,340	8,271	8,271	planned
	Asbestos Tile Removal	1460		9,995	32,815	32,815	27,241	ongoing
	Re-Hang Exterior Doors	1460		648	643	643	643	complete
	Balcony Repairs	1460		168,800	203,307	203,307	180,571	planned
	Handicapped Lever Lock-Trash Rm	1460		0	3,780	3,780	3,780	complete
	Repairs - Hot Water Circulation Lines	1460		0	610	610	610	ongoing

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Part II: Supporting Pages

Grant Type and Number
PHA Name: THE HOUSING
Capital Fund Program Grant No: RI 43 P00150107
Authority of the City of Providence
Replacement Housing Factor Grant No:
Federal FFY of Grant: 2007

Development Number	Name/PHA-Wide Activities	General Description of Major Work	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
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				Original	Revised 1	Obligated ²	Funds Expended ²
				600	947	947	947
				10,000	20,714	19,931	18,398
				N/A	12,640	12,640	12,640
R1001000006 Total							
				1460	1460	1460	1460
				1475	12,640	12,640	12,640

				1460	1460	1460	1460
				1450	600	600	600
				1450	41,111	6,895	6,895
				1430	975	975	975
				1430	4,433	4,433	4,433
				1430	1,833	1,833	1,833
				1460	35,000	0	0
				1460	3,764	0	0
				1460	58,431	36,703	27,800
				1460	10,750	21,187	16,898
				1460	600	947	947
				1460	3,780	3,780	3,780
				1460	610	610	610
				1460	0	643	648
				1460	10,000	15,384	7,195
				1475	10,000	1,250	1,250
R1001000007 Total							
				173,064	107,050	84,504	69,431

				1430	8,883	10,882	10,882
				1430	3,525	3,525	3,525
				1430	3,525	3,525	3,525
				1430	9,117	9,117	9,117
				1430	2,550	2,550	2,550

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Part II: Supporting Pages

Grant Type and Number
 PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Capital Fund Program Grant No: RI 43 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Kilmartin Plaza	Landscaping, fencing, benches	1450	N/A	21,755	10,165	10,165	10,165	ongoing
(continued)	Striping/Seal Coat Parking Lot	1450		3,200	3,200	3,200	3,200	complete
	Remove/relocate Existing Bldg Sign	1450		750	750	750	750	complete
	Upgrade Dumpsters/Enclosures	1450	4	18,020	16,021	7,140	7,140	ongoing
	Interior Fire Doors/Closure Materials	1460	3	3,220	3,220	3,220	3,220	complete
	Entrance Canopy	1460	1	2,480	2,480	2,480	2,480	complete
	Asbestos Tile Removal	1460		10,000	20,000	12,185	2,185	complete
	Re-Hang Exterior Doors	1460		643	1,938	1,938	1,938	
	Install Vent in Storage Shed	1460		600	947	947	947	planned
	Handicapped Lever Lock-Trash Rm	1460		0	3,780	3,780	3,780	complete
	Repairs - Hot Water Circulation Lines	1460		0	610	610	610	ongoing
	Vinyl Flooring	1460		10,000	20,714	13,280	393	ongoing
	Upgrade Telephone System	1475	N/A	10,000	10,000	1,250	1,250	planned
RI001000008 Total				93,076	108,232	75,352	49,725	
RI001000009	A&E Fees and Costs	1430		8,883	13,485	13,485	9,820	planned
Parenti Villa	Roof Inspection/Analysis	1430		975	975	975	975	complete
	Landscaping, fencing, benches	1450	N/A	57,542	31,078	31,078	31,078	planned
	Striping/Seal Coat Parking Lot	1450		650	650	650	650	complete
	Repair stairwells/fire escapes	1460	15	14,600	12,598	9,100	9,100	planned
	Interior Painting of Stairwells	1460		20,400	20,400	20,400	20,400	planned
	Upgrade/repair windows	1460	56	7,093	0	0	0	planned
	Drain piping	1460	N/A	24,025	0	0	0	planned

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 Capital Fund Financing Program

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Part II: Supporting Pages

Grant Type and Number
 PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Capital Fund Program Grant No: R143 P00150107
 CFFP (Yes/ No): Yes
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Parenti Villa (continued)	Asbestos Tile Removal	1460		12,665	22,665	22,665	10,188	ongoing
	Install Vent in Storage Shed	1460		600	951	951	951	planned
	Handicapped Lever Lock-Trash Rm	1460		0	3,780	3,780	3,780	complete
	Repairs - Hot Water Circulation Lines	1460		0	610	610	610	ongoing
	Vinyl Flooring	1460		10,000	20,716	12,888	6,544	ongoing
	Upgrade Telephone System	1475		10,000	10,000	1,250	1,250	planned
R1001000009 Total				167,433	137,908	117,832	95,346	
Authority-Wide	Loan Issuance Fees & Costs	1430	N/A	273,450	282,187	264,487	264,487	N/A
	Capitalized Interest	1501	N/A	113,938	113,938	113,938	0	N/A
	Debt Service Reserve Fund	1501	N/A	724,500	724,500	724,500	0	N/A
COCC Total				1,111,888	1,120,625	1,102,925	264,487	

Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
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Part I: Summary						
THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		RI 43 P001 50111		Providence, RI		_ Original 5-Year Plan _Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	1,388,187	1,372,200	1,291,964	1,346,687
C.	Management Improvements		159,044	159,044	159,044	159,044
D.	PHA-Wide Non-dwelling Structures and Equipment		54,500	57,000	149,223	92,500
E.	Administration		408,549	408,549	408,549	408,549
F.	Other		112,553	122,553	112,553	112,553
G.	Operations		817,099	817,099	817,099	817,099
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service		1,145,563	1,149,050	1,147,063	1,149,063
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		\$ 4,085,495	\$ 4,085,495	\$ 4,085,495	\$ 4,085,495

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Admiral Terrace				Admiral Terrace			
Annual	Operations			58,528	Operations			58,528
Statement	A&E Fees and Costs			7,195	A&E Fees and Costs			7,195
	Mold Remediation			15,000	Mold Remediation			15,000
	Mold Testing			5,000	Mold Testing			5,000
	Repair/Replace Gas/Water Lines			3,727	Repair/Replace Gas/Water Lines			3,727
	Fencing/Site Improvements			35,000	Fencing/Site Improvements			35,000
	Tree Pruning			3,609	Tree Pruning			3,609
	Repair/Replace Gutters/ add Guards			5,000	Upgrade Kitchens			7,000
	Upgrade Kitchens			7,000	Re-Caulk/Repaint Windows			5,000
	Re-Caulk/Repaint Windows			5,000	Heating System Repairs			7,500
	Heating System Repairs			7,500	Appliance Purchases			5,000
	Appliance Purchases			5,000	Repair/Replace Roofs			50,000
	Repair/Replace Roofs			50,000				
	Computer Hardware			2,500	Computer Hardware			2,500
	Bond Repayment			51,408	Bond Repayment			51,642
	Total			261,467	Total			256,701
	Sunset Village				Sunset Village			
	Upgrade Fire Protection System			40,000	Roof Repairs			15,000
	Total			40,000	Total			15,000
	RI001000001 Total			532,462	RI001000001 Total			515,165
	Subtotal of Estimated Cost			301,467	Subtotal of Estimated Cost			271,701

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Scattered Sites				Scattered Sites			
Annual	Operations			62,964	Operations			62,964
Statement	A&E Fees and Costs			7,751	A&E Fees and Costs			7,751
	Tree Pruning			3,880	Tree Pruning			3,880
	<i>Building Repairs (All Projects)</i>			150,000	<i>Building Repairs (All Projects)</i>			150,000
	Paint Buildings, Rebuild Porches				Paint Buildings, Rebuild Porches			
	Replace DHW Tanks, Boilers				Replace DHW Tanks, Boilers			
	Repair/Seal Foundation Cracks				Repair/Seal Foundation Cracks			
	Carb Monoxide/Smoke Detectors				Carb Monoxide/Smoke Detectors			
	Replace Windows, Deferred Painting				Replace Windows, Deferred Painting			
	Install Vinyl Siding, Vinyl Floor Tile				Install Vinyl Siding, Vinyl Floor Tile			
	Bond Repayment			55,383	Bond Repayment			55,635
	Total			279,978	Total			280,230
	RI001000002 Total			447,451	RI001000002 Total			531,595
	RI001000003 Hartford Park				RI001000003 Hartford Park			
	Operations			156,390	Operations			156,390
	A&E Fees and Costs			19,493	A&E Fees and Costs			19,493
					Digitize Building Plans			10,000
	Mold Remediation			20,000	Mold Remediation			20,000
	Mold Testing			5,000	Mold Testing			5,000
	Tree Pruning			9,745	Tree Pruning			9,745
	Subtotal of Estimated Cost			279,978	Subtotal of Estimated Cost			280,230

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See	Hartford Park (continued)			Hartford Park (continued)			
Annual Statement	Fencing/Site Improvements		50,000	Fencing/Site Improvements		50,000	
	Exterior Building Repairs		198,234	Exterior Building Repairs		198,984	
	LBP Abatement		5,000	LBP Abatement		5,000	
	Trash Chute Cleaning/Repairs		5,000	Trash Chute Cleaning/Repairs		5,000	
	Heating/Dom HW System Repairs		12,000	Heating/Dom HW System Repairs		12,000	
	Walkway Repairs		100,000				
	Re-Key/Locks		30,000	Walkway Repairs		100,000	
	Computer Hardware		3,500	Computer Hardware		3,500	
	Bond Repayment (FM/Res Svs Bldgs)		431,563	Bond Repayment (FM/Res Svs Bldgs)		431,300	
	Bond Repayment (CFFP)		138,780	Bond Repayment (CFFP)		139,914	
	RI001000003 Total		1,184,705	RI001000003 Total		1,166,326	
	RI001000004 Manton Heights			RI001000004 Manton Heights			
	Operations		103,302	Operations		103,302	
	A&E Fees and Costs		12,663	A&E Fees and Costs		12,663	
	Mold Remediation		15,000	Mold Remediation		15,000	
	Mold Testing		5,000	Mold Testing		5,000	
			0	Exterior Repairs		15,000	
	Upgrade Exit signs/egress lighting		12,500			0	
	Repair/Replace Gas/Water Lines		10,000	Repair/Replace Gas/Water Lines		10,000	
	Fencing/Site Improvements		50,000	Fencing/Site Improvements		50,000	
	Tree Pruning		5,000	Tree Pruning		5,000	
	Computer Hardware		3,500	Computer Hardware		3,500	
	Subtotal of Estimated Cost		1,184,705	Subtotal of Estimated Cost		1,166,326	

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Manton Heights (continued)				Manton Heights (continued)			
Annual	Exterior Repairs/Paint			15,000	Exterior Repairs/Paint/Caulking			30,000
Statement	Exterior Repairs to Mgt Office			25,000	Playground Upgrade/Repairs			0
	Repair/Replace Roof on Brick Bldgs			50,000	Repair/Replace Roof on Brick Bldgs			50,000
	Repair/Replace Doors and Hardware			15,000	Repair/Replace Doors and Hardware			15,000
	Bond Repayment			90,478	Cameras/Security Upgrade			10,000
					Bond Repayment			90,889
	RI001000004 Total			412,443	RI001000004 Total			415,354
	RI001000005 Dexter Manor				RI001000005 Dexter Manor			
	Operations			91,379	Operations			91,379
	A&E Fees and Costs			11,166	A&E Fees and Costs			11,166
	Roof Exhaust Fan			10,000	Roof Exhaust Fan			10,000
	Tree Pruning			5,583	Lobby Upgrade/Paint			5,000
	Maintenance Vehicles/Equipment			30,000	Tree Pruning			5,583
	Computer Hardware			2,500				
	Bond Repayment			79,785	Computer Hardware			2,500
					Bond Repayment			80,148
	RI001000005 Total			230,413	RI001000005 Total			205,776
	Subtotal of Estimated Cost			642,856	Subtotal of Estimated Cost			621,130

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	RI001000006 Dominica Manor				RI001000006 Dominica Manor			
Annual	Operations			64,780	Operations			64,780
Statement	A&E Fees and Costs			7,828	A&E Fees and Costs			7,828
	Roof Exhaust Fan			10,000	Roof Exhaust Fan			10,000
	Tree Pruning			3,914	Tree Pruning			3,914
	Replace Shower/Tub Mixing Valve			4,500	Repaint/Repair Lobby			10,000
	Asbestos Abatement			10,000	Replace Shower/Tub Mixing Valve			4,500
	Replace Floor Tiles			10,000	Asbestos Abatement			10,000
	Install Rear Awning			2,500	Replace Floor Tiles			10,000
	Computer Hardware			2,500	Maintenance Vehicles/Equipment			30,000
	Bond Repayment			55,932	Computer Hardware			2,500
					Bond Repayment			56,185
	RI001000006 Total			171,954	RI001000006 Total			209,707
	RI001000007 Carroll Tower				RI001000007 Carroll Tower			
	Operations			61,723	Operations			61,723
	A&E Fees and Costs			20,000	A&E Fees and Costs			20,000
	Unit Locks			10,000				
	Replace DHW Boiler			50,000	Replace DHW Tank			17,444
	Asbestos Abatement			10,000	Asbestos Abatement			10,000
	Handicapped/Common Sp Renov.			30,000	Handicapped/Common Sp Renov.			30,000
	Replace floor Tiles			10,000	Manager Office Repairs/Paint			5,000
	Upgrade Kitchens			10,000	Upgrade Kitchens			10,000
	Computer Hardware			2,500	Computer Hardware			2,500
	Bond Repayment CFFP			53,190	Bond Repayment CFFP			53,432
	RI001000007 Total			257,413	RI001000007 Total			210,099
	Subtotal of Estimated Cost			429,367	Subtotal of Estimated Cost			419,806

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012				Work Statement for Year 2013 FFY 2013			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	RI001000008 Kilmartin Plaza				RI001000008 Kilmartin Plaza			
Annual	Operations			34,818	Operations			34,818
Statement	A&E Fees and Costs			4,067	A&E Fees and Costs			4,067
					Manager Office Repairs/Paint			5,000
	Tree Pruning			2,034	Tree Pruning			2,034
	Replace Floor Tiles			5,000	Replace Floor Tiles			5,000
	Asbestos Abatement			5,000	Asbestos Abatement			5,000
	Computer Hardware			2,500	Computer Hardware			2,500
	Bond Repayment			29,063	Bond Repayment			29,196
	RI001000008 Total			82,482	RI001000008 Total			87,615
	RI001000009 Parenti Villa				RI001000009 Parenti Villa			
	Operations			61,723	Operations			61,723
	A&E Fees and Costs			7,444	A&E Fees and Costs			7,444
	Tree Pruning			3,722	Tree Pruning			3,722
					Hallway Paint/Repairs			10,000
	Asbestos Abatement			10,000	Asbestos Abatement			10,000
	Replace Floor Tiles			10,000	Replace Floor Tiles			10,000
	Replace DHW Boiler			50,000	Replace DHW Tank			17,444
	Computer Hardware			2,500	Computer Hardware			2,500
	Bond Repayment			53,190	Bond Repayment			53,432
	RI001000009 Total			198,579	RI001000009 Total			176,265
	CFP Administrative Costs			408,549	CFP Administrative Costs			408,549
	Subtotal of Estimated Cost			\$3,926,451	Subtotal of Estimated Cost			\$3,926,451

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year 2015 FFY 2015		
	Development Number/Name Description of Major Work Categories	General Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General Quantity	Estimated Cost
See	RI001000001 Chad Brown			RI001000001 Chad Brown		
Annual	Operations		58,529	Operations		58,529
Statement	A&E Fees and Costs		7,195	A&E Fees and Costs		7,195
	Mold Remediation		15,000	Mold Remediation		15,000
	Mold Testing		5,000	Mold Testing		5,000
	Exterior Repair/Paint		15,000	Exterior Repair/Paint		15,000
	Repair/Replace Gas/Water Lines		3,727	Repair/Replace Gas/Water Lines		3,727
	Fencing/Site Improvements		25,000	Fencing/Site Improvements		25,000
	Tree Pruning		3,598	Tree Pruning		3,598
	Repair/Replace Gutters and Guards		5,000	Repair/Replace Gutters and Guards		5,000
	Re-Caulk/Repaint Windows		10,000	Re-Caulk/Repaint Windows		10,000
	Upgrade Kitchens		10,000	Upgrade Kitchens		10,000
	Appliance Purchases		5,000	Appliance Purchases		5,000
	Repair/Replace Roofs		25,000	Repair/Replace Roofs		25,000
	Computer Hardware		2,500	Computer Hardware		2,500
	Bond Repayment		51,480	Bond Repayment		51,623
	Total		242,029	Total		242,172
	Admiral Terrace			Admiral Terrace		
	Operations		58,528	Operations		58,528
	A&E Fees and Costs		7,195	A&E Fees and Costs		7,195
	Subtotal of Estimated Cost		242,029	Subtotal of Estimated Cost		242,172

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year 2015 FFY 2015			
	Development Number/Name Description of Major Work Categories	General Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General Quantity	Estimated Cost	
See	Admiral Terrace (continued)			Admiral Terrace (continued)			
Annual	Repair/Replace Roofs		25,000	Repair/Replace Roofs		25,000	
Statement	Tree Pruning		3,609	Tree Pruning		3,609	
	Repair Gutters/add Guards		5,000	Repair Gutters/add Guards		5,000	
	Upgrade Kitchens		15,000	Upgrade Kitchens		15,000	
	Re-Caulk/Repaint Windows		5,000	Re-Caulk/Repaint Windows		5,000	
	Mold Remediation		15,000	Mold Remediation		15,000	
	Mold Testing		5,000	Mold Testing		5,000	
	Appliance Purchase		4,500	Appliance Purchase		4,500	
	Repoint/Seal Exterior		10,000	Repoint/Seal Exterior		10,000	
	Computer Hardware		2,500	Computer Hardware		2,500	
	Bond Repayment		51,480	Bond Repayment		51,624	
	Total		207,812	Total		207,956	
	Sunset Village			Sunset Village			
	Reinsulate Crawl Space Bays		15,000	Install Metal Access Doors			
	Install Metal Access Doors		5,000	Repaint Exterior Doors/Trim		16,417	
	Total		20,000	Total		16,417	
	RI001000001 Total		469,841	RI001000001 Total		466,545	
	Subtotal of Estimated Cost		227,812	Subtotal of Estimated Cost		224,373	

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014				Work Statement for Year 2015 FFY 2015			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Scattered Sites				Scattered Sites			
Annual	Operations			62,964	Operations			62,964
Statement	A&E Fees and Costs			7,751	A&E Fees and Costs			7,751
	Tree Pruning			3,880	Tree Pruning			3,880
	<i>Building Repairs (All Projects)</i>			155,000	<i>Building Repairs (All Projects)</i>			155,000
	Paint Buildings, Rebuild Porches				Paint Buildings, Rebuild Porches			
	Replace DHW Tanks, Boilers				Replace DHW Tanks, Boilers			
	Repair/Seal Foundation Cracks				Repair/Seal Foundation Cracks			
	Carb Monoxide/Smoke Detectors				Carb Monoxide/Smoke Detectors			
	Replace Windows, Deferred Painting				Replace Windows, Deferred Painting			
	Install Vinyl Siding, Vinyl Floor Tile				Install Vinyl Siding, Vinyl Floor Tile			
	Bond Repayment			55,461	Bond Repayment			55,615
	Total			285,056	Total			285,210
	RI001000002 Total			545,107	RI001000002 Total			520,416
	RI001000003 Hartford Park				RI001000003 Hartford Park			
	Operations			156,390	Operations			156,390
	A&E Fees and Costs			19,493	A&E Fees and Costs			19,493
	Utility Survey			1,000	Utility Survey			1,000
	LBP/Asbestos Testing			5,000	LBP/Asbestos Testing			5,000
	Tree Pruning			9,745	Tree Pruning			9,745
	Subtotal of Estimated Cost			285,056	Subtotal of Estimated Cost			285,210

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014				Work Statement for Year 2015 FFY 2015			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Hartford Park (continued)				Hartford Park (continued)			
Annual	Fencing/Site Improvements			25,000	Fencing/Site Improvements			25,000
Statement	Exterior Building Repairs			225,000	Exterior Building Repairs			225,000
	LBP Abatement			5,000	LBP Abatement			5,000
	Trash Chute Cleaning/Repairs			5,000	Trash Chute Cleaning/Repairs			5,000
	Heat/Domestic HW System Repairs			15,000	Heat/Domestic HW System Repairs			15,000
	Computer Hardware			5,000	Computer Hardware			5,000
	Maintenance Vehicles/Equipment			65,000	Maintenance Vehicles/Equipment			65,000
	Bond Repayment (FM/Res Svs Bldgs)			431,563	Bond Repayment (FM/Res Svs Bldgs)			431,563
	Bond Repayment (CFFP)			139,477	Bond Repayment (CFFP)			139,866
	RI001000003 Total			1,107,668	RI001000003 Total			1,108,057
	RI001000004 Manton Heights				RI001000004 Manton Heights			
	Operations			103,302	Operations			103,302
	A&E Fees and Costs			12,663	A&E Fees and Costs			12,663
	Mold Remediation			15,000	Mold Remediation			15,000
	Mold Testing			5,000	Mold Testing			5,000
	Maintenance Vehicles/Equipment			26,723	Exterior Building Repairs			50,000
	Upgrade Exit signs/egress lighting			12,500	Upgrade Exterior lighting			12,500
	Repair/Replace Gas/Water Lines			20,000	Repair/Replace Gas/Water Lines			20,000
	Fencing/Site Improvements			25,000	Fencing/Site Improvements			25,000
	Tree Pruning			6,332	Tree Pruning			6,332
	Repair/Replace ext window screens			10,000	Exterior Repairs/Paint			15,750
					Interior Repairs Mgmt Office			30,000
	Subtotal of Estimated Cost			1,107,668	Subtotal of Estimated Cost			1,108,057

Part II: Supporting Pages – Physical Needs Work Statement(s)								
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014				Work Statement for Year 2015 FFY 2015			
	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	General	Quantity	Estimated Cost
See	Manton Heights (continued)				Manton Heights (continued)			
Annual	Repair Upgrade Playground Equip			10,000	Repair Upgrade Playground Equip			10,000
Statement	Repair/Replace Roof on Brick Bldgs			50,000	Repair/Replace Roof on Brick Bldgs			50,000
	Repair/Replace Doors and Hardware			25,000	Repair/Replace Doors and Hardware			25,000
	Security System - Maint.-Mgt. Office			10,000				
	Computer Hardware			2,500	Computer Hardware			2,500
	Bond Repayment			90,604	Bond Repayment			90,858
	RI001000004 Total			424,624	RI001000004 Total			473,905
	RI001000005 Dexter Manor				RI001000005 Dexter Manor			
	Operations			91,379	Operations			91,379
	A&E Fees and Costs			11,166	A&E Fees and Costs			11,166
	Maintenance Vehicles/Equipment			30,000	Upgrade Windows			12,000
	Computer Hardware			5,000	Computer Hardware			5,000
	Tree Pruning			5,583	Tree Pruning			5,583
	Site Improvement			20,000	Site Improvement			20,000
	Bond Repayment			79,896	Bond Repayment			80,120
	RI001000005 Total			243,024	RI001000005 Total			225,248
	Subtotal of Estimated Cost			667,648	Subtotal of Estimated Cost			699,153

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year 2015 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000006 Dominica Manor			RI001000006 Dominica Manor		
Annual	Operations		64,780	Operations		64,780
Statement	A&E Fees and Costs		7,828	A&E Fees and Costs		7,828
	Tree Pruning		3,914	Tree Pruning		3,914
	Repair Paint Elevator Lobbies		25,000	Repair Paint Elevator Lobbies		25,000
	Replace Shower/Tub Mixing Valve		14,500	Replace Shower/Tub Mixing Valve		14,500
	Asbestos Abatement		20,000	Asbestos Abatement		20,000
	Replace Floor Tiles		20,000	Replace Floor Tiles		20,000
	Computer Hardware		2,500	Computer Hardware		2,500
	Bond Repayment		56,010	Bond Repayment		56,167
	RI001000006 Total		214,532	RI001000006 Total		214,689
	RI001000007 Carroll Tower			RI001000007 Carroll Tower		
	Operations		61,723	Operations		61,723
	Unit Locks		12,000			
	Upgrade/Paint Entrance Lobby		7,444	Upgrade/Paint Hallway		15,000
	A&E Fees and Costs		20,000	A&E Fees and Costs		20,000
	Asbestos Abatement		15,000	Asbestos Abatement		15,000
	Handicapped/Common Sp Renov.		20,000	Handicapped/Common Sp Renov.		20,000
	Install Sec. Cameras/Card Readers		10,000			
	Upgrade Kitchens		20,000	Upgrade Kitchens		20,000
	Computer Hardware		2,500	Computer Hardware		2,500
	Bond Repayment CFFP		53,264	Bond Repayment CFFP		53,413
	RI001000007 Total		221,931	RI001000007 Total		207,636
	Subtotal of Estimated Cost		436,463	Subtotal of Estimated Cost		422,325

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year 2015 FFY 2015		
	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza		
Annual	Operations		34,818	Operations		34,818
Statement	A&E Fees and Costs		4,067	A&E Fees and Costs		4,067
	Interior repairs Community Room		25,000	Repair/Replace Windows		25,000
	Tree Pruning		2,034	Tree Pruning		2,034
	Replace Floor Tiles		10,000	Replace Floor Tiles		10,000
	Asbestos Abatement		10,000	Asbestos Abatement		10,000
	Computer Hardware		2,500	Computer Hardware		2,500
	Bond Repayment		29,103	Bond Repayment		29,185
	RI001000008 Total		117,522	RI001000008 Total		117,604
	RI001000009 Parenti Villa			RI001000009 Parenti Villa		
	Operations		61,723	Operations		61,723
	A&E Fees and Costs		7,444	A&E Fees and Costs		7,444
	Tree Pruning		3,722	Tree Pruning		3,722
	Upgrade Fire Doors		15,000	Upgrade Entrance Lobby		15,000
	Asbestos Abatement		15,000	Asbestos Abatement		15,000
	Replace Floor Tiles		15,000	Replace Floor Tiles		15,000
				Elevator Improvements/Repairs		10,000
	Computer Hardware		2,500	Computer Hardware		2,500
	Bond Repayment		53,264	Bond Repayment		53,413
	RI001000009 Total		173,653	RI001000009 Total		183,802
	CFP Administrative Costs		408,549	CFP Administrative Costs		408,549
	Subtotal of Estimated Cost		3,926,451	Subtotal of Estimated Cost		3,926,451

Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Supporting Pages – Management Needs Work Statement(s)					
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012			Work Statement for Year: 2013 FFY 2013	
	Development Number/Name Description of Major Work Categories	General	Estimated Cost	Development Number/Name Description of Major Work Categories	General Estimated Cost
See	RI001000001 Chad Brown			RI001000001 Chad Brown	
Annual Statement	Police		9,353	Police	9,353
	Admiral Terrace			Admiral Terrace	
	Police		9,353	Police	9,353
	RI001000002 Coddington Court			RI001000002 Coddington Court	
	Police		10,077	Police	10,077
	Scattered Sites			Scattered Sites	
	Police		10,077	Police	10,077
	RI001000003 Hartford Park			RI001000003 Hartford Park	
	Police		25,341	Police	25,341
	RI001000004 Manton Heights			RI001000004 Manton Heights	
	Police		16,462	Police	16,462
	RI001000005 Dexter Manor			RI001000005 Dexter Manor	
	Computer System Software		25,000	Computer System Software	25,000
	Police		14,516	Police	14,516
	Security Guards		10,000	Security Guards	10,000
	RI001000006 Dominica Manor			RI001000006 Dominica Manor	
	Police		10,176	Police	10,176
	RI001000007 Carroll Tower			RI001000007 Carroll Tower	
	Police		3,722	Police	3,722
	RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza	
	Police		5,288	Police	5,288
	RI001000009 Parenti Villa			RI001000009 Parenti Villa	
	Police		9,679	Police	9,679
	Subtotal of Estimated Cost		159,044	Subtotal of Estimated Cost	159,044

Part III: Supporting Pages – Management Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year: 2015 FFY 2015		
	Development Number/Name	General Description of Major Work Categories	Estimated Cost	Development Number/Name	General Description of Major Work Categories	Estimated Cost
See	RI001000001	Chad Brown		RI001000001	Chad Brown	
Annual	Police		9,353	Police		9,353
Statement		Admiral Terrace			Admiral Terrace	
	Police		9,353	Police		9,353
		RI001000002 Coddling Court			RI001000002 Coddling Court	
	Police		10,077	Police		10,077
		Scattered Sites			Scattered Sites	
	Police		10,077	Police		10,077
		RI001000003 Hartford Park			RI001000003 Hartford Park	
	Police		25,341	Police		25,341
		RI001000004 Manton Heights			RI001000004 Manton Heights	
	Police		16,462	Police		16,462
		RI001000005 Dexter Manor			RI001000005 Dexter Manor	
		Computer System Software	25,000		Computer System Software	25,000
	Police		14,516	Police		14,516
		Security Guards	10,000		Security Guards	10,000
		RI001000006 Dominica Manor			RI001000006 Dominica Manor	
	Police		10,176	Police		10,176
		RI001000007 Carroll Tower			RI001000007 Carroll Tower	
	Police		3,722	Police		3,722
		RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza	
	Police		5,288	Police		5,288
		RI001000009 Parenti Villa			RI001000009 Parenti Villa	
	Police		9,679	Police		9,679
	Subtotal of Estimated Cost		159,044	Subtotal of Estimated Cost		159,044

OFFICE OF EXECUTIVE DIRECTOR: Affordable Housing

Generated on: 24 March 2011



Goal 1 Expand the Supply of Affordable Housing

Objective 01

Apply for additional Section 8 Housing Choice Vouchers when, and if, available				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	PHA has applied for additional tenant-based VASH vouchers as well as 50 project-based vouchers. We have also met with Olneyville Housing Corporation to discuss the purchase of new units they have built, rather than build new ones ourselves using the LIHTC. The new units will be purchased using RHF funds.			
	26 Feb 2010	Stephen O'Rourke	HUD has not issued a Section 8 NOFA as of 2/10			
	03 Dec 2009	Admin Admin	Still awaiting HUD's NOFA for Section 8 vouchers. No notice issued as of 7/09.			


Objective 02

Seek all available VASH vouchers offered by HUD to increase the number of affordable housing units for veterans				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	We have now applied for and received a total of 105 VASH vouchers. The PHA has issued an RFP for 50 project-based VASH.			
	26 Feb 2010	Stephen O'Rourke	Applied for and received an additional 35 VASH vouchers. Also issued RFP to allow for project-based units. Developer chosen, but is currently being held-up by VA, which must concur with PHA's decision.			
	03 Dec 2009	Admin Admin	NOFA for 2nd round of VASH vouchers has not been issued as of this date. Anticipating the NOFA soon. Considering projected-based units.			

Objective 03

Explore project-based assistance opportunities with nonprofit organizations seeking VASH vouchers to increase affordable veterans housing				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	Issued new RFP for project-based VASH in October. We are eligible for a maximum of up to 50 VASH using this special HUD VASH setaside.			
	26 Feb 2010	Stephen O'Rourke	Advertised RFP for VASAH voucher developers. Two applied. Review of proposals took place first week in February and Operation Standdown was selected. They require 12 units to make their development financially feasible. VA wants to award only six units. Currently attempting to work out a deal. The VA has been extremely slow sending VASH participants. After 2 years, only 25 of 70 have been leased.			
	03 Dec 2009	Admin Admin	Have met with two organizations interested in PBA'ing VASH vouchers.			


Objective 04

Seek opportunities with non-profit and/or for profit to partner with in creating new affordable housing				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	-- enter new status update --			
	28 Oct 2010	Stephen O'Rourke	Have met with Olneyville Housing and are near a deal to purchase 2-3 units of newly constructed units using RHF funds.			
	26 Feb 2010	Stephen O'Rourke	Have appointed an internal committee to work on Housing Choice Program. Meeting schedule with Olneyville Housing Corp and City of Providence to seek grant. Intend to apply for next round of funding.			
	26 Feb 2010	Stephen O'Rourke	-- enter new status update --			
	03 Dec 2009	Admin Admin	Always seeking opportunities. However, with economy being so poor, there are few tax credit opportunities. Exploring foreclosure options with city Planning Department. Reviewing stimulus opportunities			


Objective 05

Construct six to eight affordable housing units using LIHTC and HUD's Replacement Housing Funds (RHF)				30 Jun 2013		Cancelled
Comments	28 Oct 2010	Stephen O'Rourke	This idea has been halted for the near future. The climate is poor for using the LIHTC at this point. Rather, we are buying new from a community-based CDC.			
	16 Aug 2010	Stephen O'Rourke	Due to the economy and its affect on the LIHTC, the PHA is now considering purchasing units from a neighborhood-based Community Development Corporation (CDC). The RHF plan has been amended. We are waiting for HUD approval of the change. If the plan is approved, the PHA will purchase 2-3 newly constructed units built by Olneyville Housing Corporation. These units will later be converted to public housing homeownership opportunities.			
	26 Feb 2010	Stephen O'Rourke	Currently considering buying a foreclosed property to rehabilitate rather than construct new units.			
	26 Feb 2010	Stephen O'Rourke	-- enter new status update --			
	03 Dec 2009	Admin Admin	RHF have been secured and we are looking at a property we already own. May be delayed until tax credits are available. May start design work in summer.			


Objective 06

Reduce vacancy time by turning-around vacant PHA units in less than 30-days				30 Jun 2013		Ongoing
Comments	28 Oct 2010	Stephen O'Rourke	We have been successful in reducing vacancies by using contracted workers when the number of units vacant exceeds five at any one site.			
	16 Aug 2010	Stephen O'Rourke	-- enter new status update --			
	16 Aug 2010	Stephen O'Rourke	UTOs have been accelerated this past quarter through the use of stimulus funds to hire additional painters. Also, a graduate of the Sherwin-Williams/PHA Resident Paint Training Program has started a business and is doing UTOs. He has hired other graduates from the program.			
	26 Feb 2010	Stephen O'Rourke	Vacancy turnover time is still more than we desire, but is not extreme. Efforts will be intensified to get UTOs to under 30-days. So many factors influence UTOs. Latest issue is lessees who accept unit but have to give 30-days notice to old landlord.			
	26 Feb 2010	Stephen O'Rourke	-- enter new status update --			
	03 Dec 2009	Admin Admin	UTO have been reduced to eleven units. Use of stimulus money to accelerate TOs has been helpful. Hired ACI inmates to assist in painting.			


Objective 07

Seek and provide refinancing to private developers the opportunity to maintain expiring Section 8 units as affordable housing (on-going)				30 Jun 2013		Ongoing
Comments	28 Oct 2010	Stephen O'Rourke	Still waiting for a private developer to decide when he wants to refi his development. Probably be in the upcoming year. Due to financial climate, not much refi is taking place with large developers.			
	16 Aug 2010	Stephen O'Rourke	Still working with a local developer to conduct a refi of an existing affordable housing project. There may be another opportunity to help finance an acquisition and rehab with a CDC. Another opportunity we explored failed to materialize, since we were prohibited by our charter from financing it.			
	26 Feb 2010	Stephen O'Rourke	Will conduct a refi with a local developer who approached PHA. Expect a closing sometime in summer of 2010.			
	03 Dec 2009	Admin Admin	Exploring several opportunities with private developers. Most recently conducted meeting with Property Advisory Group which wants to refi an affordable housing development they own.			


Objective 08

Explore opportunities with Fannie Mae to receive and provide affordable housing financing to developers				30 Jun 2013		Problem
Comments	28 Oct 2010	Stephen O'Rourke	No status change			
	16 Aug 2010	Stephen O'Rourke	Fannie Mae has had all their financing products frozen due to their serious financial situation.			
	26 Feb 2010	Stephen O'Rourke	Remains on-hold until a project for funding can be identified.			
	03 Dec 2009	Admin Admin	On hold until we can determine what-if anything-will happen to FMNA because of the housing financial crisis. This has not changed from previous report.			

Objective 09

Explore opportunities with the city's Planning Department to determine whether PHA can assist in obtaining foreclosed properties to expand affordable housing opportunities				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	Working with city and Olneyville Housing to submit a CNI Planning grant that will lead to an implementation grant to purchase and secure foreclosed properties.			
	26 Feb 2010	Stephen O'Rourke	Will work with city to prepare a Housing Choice Program application for Manton Heights and Olneyville neighborhood.			

Objective 10

Seek membership in appropriate local organizations advocating for affordable housing				30 Jun 2013		Completed
Comments	28 Oct 2010	Stephen O'Rourke	-Belong to LISC and NAHRO, which advocate for housing locally.			

OFFICE OF EXECUTIVE DIRECTOR: Board of Commissioners/Operations and Development

Generated on: 24 March 2011



Goal 001 Ensure that the Commissioner Operate in an Efficient and Effective Manner

Objective 01

Review and revise Board by-laws				30 Jun 2013	✓	Completed
Comments	27 Feb 2010	Stephen O'Rourke	By-laws have been revised at the Board's retreat in March 2008			
	27 Feb 2010	Stephen O'Rourke	-- enter new status update --			

Objective 02

Review and revise Board policies & procedures				30 Sep 2009	✓	Completed
Comments	01 Sep 2010	Stephen O'Rourke	Board of Commissioners reviewed and approved board policy amendment at their August 2010 meeting.			
	01 Sep 2010	Stephen O'Rourke	-- enter new status update --			
	16 Aug 2010	Stephen O'Rourke	Policies and procedures have been modified and will be considered at the August 2010 board meeting.			
	27 Feb 2010	Stephen O'Rourke	Draft by-law changes have been prepared and will be presented to the Board in March or April 2010			
	27 Feb 2010	Stephen O'Rourke	-- enter new status update --			

Objective 03

Restructure Board committees to better reflect operational elements of PHA				30 Jun 2013	✓	Completed
Comments	27 Feb 2010	Stephen O'Rourke	It was determined that the current Board committee structure is adequate and performing well. New appointments were made as chairs of the committees.			


Objective 04

Write duties and responsibilities of board committees				30 Jun 2013	✓	Completed
Comments	27 Feb 2010	Stephen O'Rourke	-Duties and responsibilities for board committees have been drafted but not approved by full board.			
	27 Feb 2010	Stephen O'Rourke	-- enter new status update --			


Objective 05

Prepare committee work plans for each board committee	30 Jun 2013		Completed
Comments			


Objective 06

Prepare an annual board activity plan	30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	-- enter new status update --
	28 Oct 2010	Stephen O'Rourke	Still no formal work plan completed; although we have consistently performed projects with the board.
	27 Feb 2010	Stephen O'Rourke	Board has not taken any action on this objective. Conduct this at next Board retreat in April 2010.


Objective 07

Conduct a board training and development retreat annually	30 Jun 2013		Completed
Comments	27 Feb 2010	Stephen O'Rourke	Retreats have been regularly held. Latest retreat will be conducted in April 2010.

Objective 08

Prepare a board training plan annually	30 Sep 2009		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	-- enter new status update --
	28 Oct 2010	Stephen O'Rourke	Will be completed for annual board meeting in December.
	16 Aug 2010	Stephen O'Rourke	-- enter new status update --
	16 Aug 2010	Stephen O'Rourke	Executive Director and Chair will meet in August to finalize written plan. Training, however, has been taking place and on-going.
	27 Feb 2010	Stephen O'Rourke	This will be addressed at the April 2010 Board retreat.


Objective 09

Conduct a board self-assessment annually (prior to board retreat)	30 Jun 2013		Completed
Comments	27 Feb 2010	Stephen O'Rourke	Assessment completed for preparation of the 2008 Strategic Plan. Will conduct an update at 2010 Board retreat.
	27 Feb 2010	Stephen O'Rourke	-- enter new status update --

Objective 10

Conduct an evaluation of the Executive Director annually	30 Jun 2013		Completed
Comments	27 Feb 2010	Stephen O'Rourke	An evaluation was completed for FY2009. Next scheduled evaluation due in May 2010.
	27 Feb 2010	Stephen O'Rourke	-- enter new status update --

Objective 11

Update board orientation manual	30 Sep 2009		Completed
Comments	27 Feb 2010	Stephen O'Rourke	New Board Orientation Manual completed in 2009.

Objective 12

Update board orientation slide show				30 Sep 2009		Completed
Comments	27 Feb 2010	Stephen O'Rourke	Current slide show has been updated to reflect current data.			

OFFICE OF EXECUTIVE DIRECTOR: General Management and Business Practices

Generated on: 24 March 2011



Goal 001 Ensure PHA has Adequate Plans to Provide Direction for the Future of the Organization

Objective 01

Complete a five-year Strategic Plan by September 2008	30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Strategic Plan was completed and approved by the Board of Commissioners on October 23, 2008

Objective 02

Complete the HUD-required Annual Plan by April annually	30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	The Annual Plan has been prepared and completed by the selected date annually.

Objective 03

Complete the HUD-required Five-Year Plan by April 2009	30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	New Five-Year Plan has been completed in draft form. Plan has been approved by Resident Advisory Board in February 2010. Public hearing will be conducted week of March 2, 2010. Board of Commissioners will consider approval at the March 2010 board meeting.

Objective 04

Ensure each department and office update their SOPs by September annually	30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	Currently updating all SOPs for each department. Writing changes brought about due to ABM & ABA.
	02 Mar 2010	Stephen O'Rourke	All departments and offices with the exception of Finance & Accounting have, or are currently updating their SOPs. With so many changes from HUD, this is a constant effort.

Goal 002 Ensure the PHA has an Adequate System to Monitor the Organization's Performance

Objective 01

Complete a Monthly Management Report by the 20th of each month	30 Jun 2013		Ongoing
Comments	02 Mar 2010	Stephen O'Rourke	This is a recurring document that is presented to senior staff and the Board of Commissioners

Objective 02

Complete an Annual Report on Operations by October annually				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Annual report is substantially completed. Considerably late this year due to problems in Finance & Accounting. Anticipate distributing to senior staff and board at March 2010 meeting.			

Objective 03

Create a PowerPoint presentation indicating the PHA's achievements for the year for the annual meeting in October				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Slide show was completed and presented to Board of Commissioners at their annual meeting on November 19, 2009.			

Objective 04

Create a Performance Management and Accountability tracking system by November 2008				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Report updated quarterly and full report printed semi-annually. This reporting system is part of the effort.			

Objective 05

Publish findings of Performance Management and Accountability Report in January & July annually				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Report prepared semi-annually.			

Goal 003 Restructure the PHA to Better Meet the Challenge Ahead and to Operate More Effectively

Objective 01


Examine the structure of the PHA to determine if restructuring will allow for more efficient and effective operations by June 2009				30 Jun 2013		Completed
Comments	28 Oct 2010	Stephen O'Rourke	No new changes since last report.			
	02 Mar 2010	Stephen O'Rourke	Several restructurings have taken place. Most significant one was for Asset-Based Management. Currently reviewing weaknesses with the current structure and may take corrective action requiring additional changes. One change already approved was to have a separate landscaping/ground crew starting in April 2010.			
	02 Mar 2010	Stephen O'Rourke	-- enter new status update --			

Goal 004 Research Methods for Delivering/Providing Services For Less Cost

Objective 01


Conduct operations research to compare costs of services provided by the PHA to costs in the private sector by December 2009				30 Jun 2013		Ongoing
Comments	28 Oct 2010	Stephen O'Rourke	No change			
	02 Mar 2010	Stephen O'Rourke	Consistently review operations to determine cost savings. greatest savings has been in energy and in office machinery.			

Objective 02


Determine whether specific activities that are not cost effective can be privatized by April 2010				30 Jun 2013		Ongoing
Comments	28 Oct 2010	Stephen O'Rourke	No change			
	02 Mar 2010	Stephen O'Rourke	This is an on-going objective. Less expensive delivery of services is constantly reviewed and considered within the bounds of our union contracts.			

Goal 005 Ensure Compliance with all HUD Deadlines

Objective 01


Create a master list of all HUD deadlines for programs and operations undertaken by the PHA by June 2009				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	No change from last report. HUD reporting dates constantly change.			
	02 Mar 2010	Stephen O'Rourke	HUD is in a state of transition and has systems that are constantly "crashing." Deadlines are set and then extended. The comprehensive deadline list will be developed once HUD establishes them. Interim and recurring deadlines are listed and mostly complied with.			

Objective 02


Distribute master list to each department and designate a staff member as control coordinator to ensure compliance by June 2009				30 Jun 2013		In Progress
Comments	28 Oct 2010	Stephen O'Rourke	No Change			
	02 Mar 2010	Stephen O'Rourke	See objective #1: same situation.			

Goal 006 Ensure that the PHA Institutes and Follows Good Business Practices


Objective 01

Update the PHA's Record Retention Plan by December 2009				30 Jun 2013		Completed
Comments	28 Oct 2010	Stephen O'Rourke	Completed in September 2010.			
	02 Mar 2010	Stephen O'Rourke	Much work has been done and an interim Records Retention Plan exists. However, this needs to be updated with current information.			


Objective 02

Upgrade archives room to comply with archival standards by December 2009				30 Jun 2013		Completed
Comments	28 Oct 2010	Stephen O'Rourke	-- enter new status update --			
	28 Oct 2010	Stephen O'Rourke	Completed this summer (2010) with assistance of student interns. The room has been rearranged and organized. All expired files have been disposed of.			
	02 Mar 2010	Stephen O'Rourke	Work on this objective has not been undertaken yet. Staff time has not been available to assign this task to someone yet. Project completion rescheduled to summer 2010.			


Objective 03

Update master list of all office equipment (printers, copiers, postal machines, scanners, fax machines, etc) by AMP and COCC location by December 2008				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Database of office equipment has been completed and updated by Procurement Officer.			

Objective 04


Update master list of all phones by location and use by December 2008				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	List is updated and completed.			

Objective 05


Negotiate with vendors to see the highest quality/lowest cost leases (or purchases) for all office equipment by July 2009				30 Jun 2013		Ongoing
Comments	02 Mar 2010	Stephen O'Rourke	Responsibility of Procurement Officer. This is an ongoing objective. Procurement Officer has been successful in many areas, particularly for office equipment and supplies.			

Goal 007 Offer Productive Internships at the PHA

Objective 01

Create a formal process for students seeking internships at the PHA to use to apply by April 2009				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Process is completed and has been used to obtain interns for employment at PHA.			

Objective 02

Create a work plan for interns selected for employment by May annually				30 Jun 2013		Completed
Comments	02 Mar 2010	Stephen O'Rourke	Plan was developed for interns in FY08 and FY09. Plan is currently being developed for FY10.			

OFFICE OF EXECUTIVE DIRECTOR: Public Affairs

Generated on: 24 March 2011



Goal 001 Ensure High Visibility for the PHA

Objective 01

Have Executive Director appear at least three times annually on a television public affairs program to speak about public housing				30 Jun 2011		In Progress
Comments	28 Oct 2010	Tai VanDenBerghe	Due to staff time constraints, no one has appeared on public television as of yet for FY 2010.			
	02 Aug 2010	Tai VanDenBerghe	The new FY has just begun and discussions for Special Projects Manager to go on Jim Vincent's shows to talk about the PHA's green initiatives are underway.			
	02 Mar 2010	Stephen O'Rourke	E.D. has appeared several times in the last year on Cox Cable public affairs programming discussing public housing issues. He has also appeared on Vincent Cianci's radio program to discuss illegal immigrants in public housing.			
	15 Jan 2010	Admin Admin	ED has appeared twice on the James Vincent Public Access Show and once on Mayor Cicilline's cable program. The topics ranged from energy conservation to the PHA's book.			

Objective 02


Have Executive Director appear on at least two radio talk shows annually to speak about public housing				30 Jun 2011		Completed/Ongoing
Comments	28 Oct 2010	Tai VanDenBerghe	Due to staff time constraints, there has not been any sessions planned to speak on talk radio for FY 2010 thus far.			
	02 Aug 2010	Tai VanDenBerghe	The new FY has just begun. Currently, there are no talk radio appearances planned.			
	15 Jan 2010	Admin Admin	Was guest on Buddy Cianci's radio talk show twice. One show was about immigration and public housing, the other was on the housing crisis.			

Objective 03


Have Executive Director & Chairman of the Board write one op-ed article in the Providence Journal annually about the public housing program or affordable housing				30 Jun 2011		Completed/Ongoing
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Comments	13 Jan 2011	Tai VanDenBerghe	An op-ed article is currently underway regarding the PHA's Youth Safe Haven program at Hartford Park whose objective is to serve 50 youth from this area with one-on-one mentoring from Providence Policeman.
	28 Oct 2010	Stephen O'Rourke	Seeking new topic. Will co-author with chairman.
	28 Oct 2010	Tai VanDenBerghe	The ED continues to work on completing his op-ed piece for the Providence Journal.
	02 Aug 2010	Tai VanDenBerghe	Start of new FY - the Executive Director is currently working on an op-ed piece for the Journal.
	27 Feb 2010	Stephen O'Rourke	While ED and Chair have not completed an op-ed article for theyear, the ED was instrumental in getting an op-ed article published in the ProJo about our Youth-Police Initiative Program with the NAFI. Jay Parris and Paul Lewis had the piece in the PrJo in January 2010. The ED's & Chairs article will be prepared for the Housing America event.
	15 Jan 2010	Admin Admin	New estimated Completion Date: September 2009 Date change until fall '09 when new administration has laid out their platform and new agenda

Objective 04

Write and distribute press releases on significant PHA activities at least 12 times annually			30 Jun 2011		Completed/Ongoing
Comments	13 Jan 2011	Tai VanDenBerghe	Another news release was sent out in December 2010 regarding HUDS awardal of a Counseling grant to the PHA.		
	28 Oct 2010	Tai VanDenBerghe	As the first quarter of FY 2010 comes to a close, four press releases have already been distributed on Resident Service programs and PHA awards and recognitions.		
	02 Aug 2010	Tai VanDenBerghe	New FY - distribution of press releases continues on a daily basis as new programs commence and significant events occur.		
	13 Apr 2010	Tai VanDenBerghe	The Special Projects Office (SPO) continues to send out press releases and media advisories on all programs, services and significant events that occur at the PHA. All press releases are then uploaded to the PHA's website on a regular basis.		
	15 Jan 2010	Admin Admin	Significant progress in this area. Numerous press advisories and releases have been issued during the year on numerous topics. Sent to all media outlets.Press releases are now being posted on PHA website.		

Objective 05


Prepare brochures for significant PHA programs annually			30 Jun 2011		Completed/Ongoing
Comments	28 Oct 2010	Tai VanDenBerghe	A Resident Association (RA) brochure was completed this month to be used to market the RAs and to hand out to residents interested in participating in their Resident Association in any capacity.		
	02 Aug 2010	Tai VanDenBerghe	Three brochures were just completed for the Resident Services programs for adults, youth and the elderly. Brochures were also developed on our 2010 award-winning programs: Weatherization Assistance Program, Dexter Manor Health Center, Your Money Matters and Saving Green by Going Green.		
	13 Apr 2010	Tai VanDenBerghe	Brochures were prepared on our Home to Work Painter Training Program and Fire Safety Programs. Upcoming brochures will be prepared on our Finacial Fitness programs as well as the PHA's Green Initiatives.		
	15 Jan 2010	Admin Admin	Informational brochures were prepared for several pressers: Energy Performance, Paint Program, Housing Conditions, etc. Brochures are prepared for all programs that fall under Special Projects and Resident Services.		

Objective 06


Prepare a 4 page publication about the PHA for general distribution by June annually			30 Jun 2011		In Progress
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Comments	13 Jan 2011	Tai VanDenBerghe	The Employee Newsletter is currently being updated for FY 2010. A new template is being designed for the 4-page PR piece on the PHA.
	28 Oct 2010	Tai VanDenBerghe	An authority-wide template has been designed as well as a Employee Newsletter for distribution to PHA staff. Distribution is pending the scheduling of an Employee Information Day.
	02 Aug 2010	Tai VanDenBerghe	A template has been designed and forwarded to the Executive Director for review.
	13 Apr 2010	Tai VanDenBerghe	This publication remains in draft mode due to the main Annual Report still being revised. Work will resume shortly on this project.
	27 Feb 2010	Stephen O'Rourke	Special Projects Office has completed a draft brochure.
	15 Jan 2010	Admin Admin	A template has been designed.

Objective 07

Prepare a major public relations brochure for general distribution by March annually			30 Jun 2011		Completed/Ongoing
Comments	13 Jan 2011	Tai VanDenBerghe	A Final Stimulus Report is being designed for both the PHA and for PHARI to be distributed to Congress in March 2011.		
	28 Oct 2010	Tai VanDenBerghe	Another PHARI and PHA booklet will be developed in March 2011 to be distributed across the state as well as to Congress in Washington D.C.		
	02 Aug 2010	Tai VanDenBerghe	New FY - A brochure on the PHA's stimulus efforts was completed last year and distributed on hill at legislative conference.		
	13 Apr 2010	Tai VanDenBerghe	This project remains in draft mode as much focus is put on formatting the PHA's main Annual Report. Progress should resume shortly.		
	01 Apr 2010	Tai VanDenBerghe	Draft brochure is in progress		
	27 Feb 2010	Stephen O'Rourke	In progress. Greater emphasis has been placed on our website.		
	15 Jan 2010	Admin Admin	An outline has been prepared. This too needs current information (stats, percentages, etc.). Additional pictures are being collected for this publication.		

Objective 08

Ensure the PHA's website is updated quarterly			01 Jul 2011		Completed/Ongoing
Comments	28 Oct 2010	Tai VanDenBerghe	All press releases and internal reports are uploaded to the website on a continuous regular basis.		
	02 Aug 2010	Tai VanDenBerghe	New FY - the website is updated on a regular basis with reports and press releases.		
	13 Apr 2010	Tai VanDenBerghe	The SPO updates the website with press releases, annual reports and additional items. This is conducted on a regular basis.		
	27 Feb 2010	Stephen O'Rourke	Major overhaul of website in progress. Completion estimated in March.		
	15 Jan 2010	Admin Admin	Meetings have been held with the PHA's website design firm and updates and changes are underway.		

Objective 09

Objective 10

Conduct an operations briefing for Congressional delegation staff semi-annually			30 Jun 2011		Completed/Ongoing
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Comments	13 Jan 2011	Tai VanDenBerghe	An operations briefing to Congress will occur in March 2011 at the NAHRO Legislative Conference.
	28 Oct 2010	Tai VanDenBerghe	The Housing America Campaign did not come to fruition this fall of 2010, however, PHA executive staff has met with Senator Reeds staff and has worked closely with them in support of a community-wide Choice Neighborhood Initiative grant effort. Additionally, Congressional staff are continuously invited to PHA events and news conferences to see first hand the PHA's efforts in work and Congressional support is abundant.
	02 Aug 2010	Tai VanDenBerghe	New FY - Planning for a Housing America Campaign conference is underway for Oct/Nov - congressional staff will attend to help raise awareness about affordable housing.
	13 Apr 2010	Tai VanDenBerghe	Staff recently attended a legislative conference and booklets were distributed to regional and state Congressman showcasing the work that is being done with stimulus funds as well as jobs created.
	15 Jan 2010	Admin Admin	Planning stages. We will probably invite the city's constituent services staff as well. Will hold during Congressional recess in summer. Briefing have been conducted for Washington staff.

OFFICE OF EXECUTIVE DIRECTOR: Resident Advisory Board

Generated on: 24 March 2011



Goal 001 Increase Resident Participation

Objective 01

Conduct elections for Resident Advisory Board by November according to by-laws				30 Nov 2009		Completed/Ongoing
Comments	28 Oct 2010	Tai VanDenBerghe	Upcoming elections will include Coddington Court/Roger Williams Resident Association. All other RAs are up to date with elections and Planning Committees exist where there has not been a strong RA presence.			
	02 Aug 2010	Tai VanDenBerghe	New FY - elections were conducted at Carroll Tower and Parenti Villa. The previous RA slate remains at Carroll Tower while there is a planning committee in place at Parenti Villa.			
	13 Apr 2010	Tai VanDenBerghe	Elections were conducted for Dexter Manor and Kilmartin Plaza. New Resident Associations and members are up and running. Elections will be held again in another two years.			
	15 Jan 2010	Admin Admin	RAB by-laws were reviewed and revised at the RAB day-long training on February 12, 2009. The by-laws were ratified in March 2009. The RA presidents are responsible for expanding the RAB membership and electing one additional RA officer.			

Objective 02

Determine feasibility of expanding Resident Advisory Board by December 2008				31 Dec 2008		Completed
Comments	28 Oct 2010	Tai VanDenBerghe	The RAB continues to be a strong presence at the PHA. They participated in the annual Fire Safety Trainings and are assisting with the Recycling Initiative as well as the implementation of the Smoke-Free Policy. Over the summer, the RAB worked closely with the PHA and the Census Bureau to get PHA residents counted. The RAB will participate in January in the Annual Planning process for FY 2011.			
	02 Aug 2010	Tai VanDenBerghe	New FY - the RAB is expanded to maximum participation. All RAs have at least 2 persons attending RAB meetings.			
	15 Jan 2010	Admin Admin	This was addressed at the RAB training on February 12, 2009. The RAB revised the by-laws to include two persons (one being the president) from each Resident Association is eligible to be a member of the Resident Advisory Board. This is an expansion from the previous by-law that stated only presidents of RAs were RAB members.			

Objective 03

Objective 04

Objective 05

Goal 002 Provide Training for Resident Leadership

Objective 01

Objective 02

Apply to R.I. Foundation for capacity-building grant for RAB				31 Jan 2009		Completed
Comments	28 Oct 2010	Tai VanDenBerghe	A grant has not been submitted again on behalf of the RAB to the RI Foundation. Other funding opportunities to build RAB capacity are being sought out.			
	02 Aug 2010	Tai VanDenBerghe	Will apply again next year.			
	13 Apr 2010	Tai VanDenBerghe	The grant was not awarded to the PHA the RI Foundation. Legislative grants are being sought out to supplement RA funds.			
	15 Jan 2010	Admin Admin	A grant application was submitted in December 09 for \$7,500. Response will take up to 6 weeks.			

Objective 03

Objective 04

Goal 003 Ensure each Development has Resident Representation

Objective 01

Increase the number of developments that have functioning Resident Associations to 100% by December 2009				31 Dec 2009		Completed
Comments	28 Oct 2010	Tai VanDenBerghe	The 3 Planning Committees are becoming stronger with the support of the Resident Liaison and Resident Services staff. It is the hope of the Resident Liaison to be able to step away by December 2010 and take a more secondary role in supporting the Planning Committees.			
	02 Aug 2010	Tai VanDenBerghe	New FY - all developments remain functioning. Chad, Manton and Parenti all have planning committees while the remaining developments have RAs that function without the involvement of PHA management staff or RSCs/FSCs.			
	13 Apr 2010	Tai VanDenBerghe	All developments have functioning RAs. Two of the developments - Manton and Chad - have Planning Committees that consist of the site manager, resident liaison, family service coordinator and residents. These developments are large and have difficult times finding a strong member base to run the Resident Association. Therefore, fund allocation is decided by the above mentioned members and regular monthly meetings are still held.			
	15 Jan 2010	Admin Admin	One previously inactive RA is up and running and three more are undergoing outreach for upcoming elections.			


Objective 02

Update Resident Association Handbook every 5 years				30 Jun 2012		Completed
Comments	28 Oct 2010	Tai VanDenBerghe	The RA Handbook was condensed into a reader-friendly brochure. This brochure was distributed to all existing RAs, Planning Committees and Resident Services staff.			
	02 Aug 2010	Tai VanDenBerghe	The abbreviated pamphlet will be finished by fall to hand out at the RAB leadership training.			
	13 Apr 2010	Tai VanDenBerghe	A smaller pamphlet is in draft form to be distributed to all RAs and future RA members.			
	15 Jan 2010	Admin Admin	This handbook was last updated in July of 2008. There have been no new changes or additions necessary. A pamphlet/brochure style is being created in addition to the larger handbook that will be in both English and Spanish.			

Goal 004 Ensure Resident Association has Funds to Operate

Objective 01

Objective 02

Re-design budget drawn down documents for ease of use by April 2009				30 Apr 2009		Completed
Comments	28 Oct 2010	Tai VanDenBerghe	Budget draw-down forms continue to work well with the Resident Associations and Planning Committees.			
	02 Aug 2010	Tai VanDenBerghe	Budget documents were redesigned 2 years ago and are at their simplest forms for RA use.			
	15 Jan 2010	Admin Admin	Input was taken from RAB members and re-designed and distributed with instructions in Nov 2008			

Objective 03

Goal 005 Ensure that all Resident Associations are Properly Organized in Compliance with Federal Regulations

Objective 01

Objective 02

Objective 03

Objective 04

Objective 05

Objective 06

Objective 07

DEPARTMENT OF ASSET MANAGEMENT: Housing and Management Division

Generated on: 24 March 2011



Goal 01 Reorganize and Implement Project-Based Management Requirements

Objective 01

Finalize Asset Management Project (AMP) selection			30 Jun 2013	✓	Completed
Comments	04 Dec 2009	Admin Admin	Developments consolidated and Nine AMP's were established.		

Objective 02

Determine staff and equipment needs at each AMP			30 Jun 2013	✓	Completed
Comments	04 Dec 2009	Admin Admin	Staffing and equipment needs in place. Staffing and Equipment needs were determined by reviewing workloads and available funding. Review completed in September 2008, development composition (units, needs) reviewed, determination made based upon past history and budget allocation. How done? When? How determined?		

Objective 03

Create new table of organization and asset's (TO&E)			30 Jun 2013	✓	Completed
Comments	04 Dec 2009	Admin Admin	Table of organization finalized.		

Goal 02 Provide Training Programs for Project Based Management


Objective 01

Conduct training on understanding the basics of project based management for management and maintenance personnel			30 Jun 2013	✓	Completed
Comments	04 Dec 2009	Admin Admin	Training provided through HTVN programs - Property Manager Basics. Training courses are provided to familiarize site personnel with the requirements of site-based management. The basic training familiarizes site personnel with the responsibilities of the site manager and meeting financial budgeting, goals and management.		


Objective 02

Conduct training on understanding the basics of Asset Based Management financial and capital programs			30 Jun 2013	✓	Completed
Comments	04 Dec 2009	Admin Admin	Training provided through HTVN program - Property Manager Basics - Financial Mgmt. & Capital Programs.		

Objective 03


Conduct training on understanding the basics of procurement and inventory management for management and maintenance personnel			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Training provided through HTVN program Training. Training provided through the HTVN Property Manager basic series - Procurement & Capital programs.		

Objective 04


Conduct training on understanding Marketing, Leasing and Waiting lists for management and maintenance personnel			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Training provided through HTVN program. Training provided through HTVN Property Manager basic series - Marketing, Leasing & Waiting Lists.		

Goal 03 Provide Training Programs for Project Based Accounting


Objective 01

Provide training on the preparation and understanding of site budgets			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Training provided through the HTVN Property Manager Series- understanding Financial terms for Budgeting		

Objective 02


Provide training on managing site assets			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Training provided through the HTVN Property Manager basic series.		

Objective 03

Provide training on procurement and controlling site inventories for management and maintenance personnel			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Training provided through the HTVN Property Manager basic series-Procurement & Capital programs.		

Goal 04 Reduce Unit Turnaround Times for Non-Modernization Units

Objective 01

Reduce turnaround time to less than 5-days (lease-up by site management)			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Currently reviewing process to make sure that folders are available from tenant selection in a timely manner and that maintenance give advance notice on the availability of Units turned over for lease.		

Goal 05 Achieve Collection Objectives for All Resident Charges

Objective 01

Collect at least 95% of resident charged rent each month			30 Jun 2013		Completed
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Comments	16 Apr 2010	Marvin Carmody	Managers hit this goal on a regular basis with rent adjustments due to evictions, rental agreements and court ordered rent stipulations
	04 Dec 2009	Admin Admin	On-going Publish collection goals and work with slow paying tenants.

Objective 02

Establish a formal plan for the notification and collection of rents			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Plan review completed Monthly performance data is being provided to track AMP performance to goal.		

Objective 03

Identify tenants that are habitual late payers and create a plan to improve payments			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Collection data is being reviewed monthly and action is taken as appropriate.		

Goal 06 Maintain HUD Recommended Occupancy Levels

Objective 01

Maintain an occupancy level of at least 97% monthly			30 Jun 2013		
Comments					

Goal 07 Create a Standardized Reporting System for all Projects

Objective 01

Identify required reporting data and review the existing reporting form for update/revision			30 Jun 2013		Completed/Ongoing
Comments	19 Oct 2010	Marvin Carmody	updating in progress		
	16 Apr 2010	Marvin Carmody	Required reporting data has been identified and updating existing reporting form is in progress.		
	04 Dec 2009	Admin Admin	Review of the existing reporting is in progress, new report format is being created.		

Objective 02

Each AMP reports key performance data monthly			30 Jun 2013		Completed/Ongoing
Comments	16 Apr 2010	Marvin Carmody	Reports are presented during monthly meetings between Executive Director, Asset Mgt. Director, Managers and Foreman		
	04 Dec 2009	Admin Admin	Monthly reporting on-going, reports are presented monthly at the Site Manager meeting.		


Goal 08 Provide Improved Customer Service by Establishing Non-Traditional Hours for the Housing Management Office

Objective 01


Conduct an analysis and determine if non-traditional hours would better serve our residents by June 2009			30 Jun 2010		In Progress
Comments	04 Dec 2009	Admin Admin	Not yet started. Re-scheduled for review in 4th quarter.		

Goal 09 Conduct Informational Meetings with Site Staff

Objective 01


Conduct monthly site-management staff meetings with key staff			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Monthly Site-Management meetings held monthly		

Objective 02


Prepare site-management meeting minutes and submit to Executive Director and Asset Management Director within three days of the meeting			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Meeting notes prepared and submitted monthly		

Goal 10 Provide a High Level of Customer Service at Each Development


Objective 01

Review/revise customer complaint form			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Complaint form review complete.		


Objective 02

Review/update customer complaint database			30 Jun 2011		In Progress
Comments	19 Oct 2010	Marvin Carmody	review on going		
	27 Sep 2010	Marvin Carmody	review on going		
	27 Sep 2010	Marvin Carmody	On Going		
	27 Sep 2010	Marvin Carmody	Ongoing.		
	16 Apr 2010	Marvin Carmody	A customer complaint database has not been created as of yet; All Managers will be informed to create a database pertaining to this subject at the next monthly meeting.		
	04 Dec 2009	Admin Admin	Review ongoing, completion date moved to Dec. 28th		


Objective 03

Respond to customer complaints within three working days of receipt commencing March 2009			30 Mar 2009		Completed
Comments	04 Dec 2009	Admin Admin	Complaints are being responded to within 3 days of receipt.		


Objective 04

Conduct resident/management meetings monthly at each development			28 Feb 2009		Completed
Comments	04 Dec 2009	Admin Admin	Monthly resident/management meeting's scheduled prepared and published.		


Objective 05

Prepare resident/management meeting minutes and forward to the Executive Director and Asset Management Director within three days of meeting				30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Management meeting minutes are published and distributed to Executive Director and Asset Management Director monthly.			


Objective 06

Receive an overall rating for the "Communications" section of HUD's annual Resident Satisfaction Survey (RSS) of at least 85% or higher				30 Jun 2011		Completed
Comments	27 Sep 2010	Marvin Carmody	Completed			
	07 May 2010	Marvin Carmody	HUD no longer conducts resident satisfaction survey; PHA will conduct survey in June.			
	16 Apr 2010	Marvin Carmody	HUD no longer performs the resident satisfaction survey; PHA will conduct survey in June.			
	16 Apr 2010	Marvin Carmody	HUD no longer performs the annual resident satisfaction survey; PHA will conduct survey in June.			
	01 Apr 2010	Marvin Carmody	HUD no longer performs annual resident satisfaction survey; PHA will conduct survey in June.			
	04 Dec 2009	Admin Admin	Not started			


Objective 07

Receive a score of 85% , or higher, on the Resident Satisfaction Survey question: Do you think management provides you with information about: maintenance and repairs, modernization activities?				30 Jun 2013		Completed
Comments	16 Apr 2010	Marvin Carmody	HUD no longer performs resident satisfaction survey; PHA will conduct survey in June.			
	04 Dec 2009	Admin Admin	Preliminary review in progress			

Objective 08


Receive a score of 85% , or higher, on the RSS question: Do you think management provides you with information about your lease?				30 Jun 2013		In Progress
Comments	16 Apr 2010	Marvin Carmody	HUD no longer performs resident satisfaction survey; PHA will conduct survey in June.			
	04 Dec 2009	Admin Admin	Not started			

Objective 09

Receive a score of 85% , or higher, on the RSS question: Do you think management is courteous and professional with you?				30 Jun 2013		In Progress
Comments	16 Apr 2010	Marvin Carmody	HUD no longer performs resident satisfaction survey; PHA will conduct survey in June.			
	04 Dec 2009	Admin Admin	Not Started			

Goal 11 Ensure Adequate Organizational Development for Staff


Objective 01

Conduct in-house training session for all management and maintenance staff that solely relates to the department functions semi-annually				30 Jun 2013		Completed
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Comments	19 Oct 2010	Marvin Carmody	Preliminary review underway
	04 Dec 2009	Admin Admin	Training requirements being reviewed

Goal 12 Ensure the Health and Safety of Staff and Residents

Objective 01

Working with the PHA's Safety committee and Housing Security, review and recommend methods to improve site/office security			30 Jun 2013		Completed
Comments	04 Dec 2009	Admin Admin	Safety committee meetings have been formalized and site/office security issues are being discussed and investigated.		

OFFICE OF FINANCE & ACCOUNTING

Generated on: 24 March 2011



Goal 001 Implement Project-Based Accounting

Objective 01

Ensure compliance with PBA and PBB requirements with full fungibility between projects and COCC by 6/30/08			30 Jun 2008		Completed
Comments	24 Nov 2010		Linda - this item is complete and functioning through the HAB system		
	14 Apr 2010		Linda - PBA and PBB acheived - each amp and cocc is separate cost center - all payroll and a/p functions are tracking transactions by cost center		
	15 Oct 2009	Admin Admin	Separate ledgers and GL accounts have been established in order to budget and compile accounting data separately for each project		

Objective 02

Ensure compliance with PBA and PBB with cost reasonable standards and with each project having positive excess cash for purpose of fungibility between projects only by 6/30/09			30 Jun 2009		Completed
Comments	24 Nov 2010		Linda - completed task - functioning.		
	14 Apr 2010		Linda - process is in place for billing skilled labor's actual hours to amps - hourly rates have been set up for different functions (i.e. HVAC, electrician, etc.)		
	15 Oct 2009	Admin Admin	Cost reasonable standards have been established and formulas for computing excess cash will be established. We must have strict adherence to operating within funding availability and use any savings to increase the operating reserves.		

Objective 03

Ensure that each project has excess cash equal to one month of operating expenses for the purposes of fungibility between projects by 6/30/10			30 Jun 2013		Ongoing
Comments	26 Oct 2010		Financial analysis continues to be ongoing - FY 2010 close out in progress		
	05 Aug 2010		Linda - ongoing analysis of finances continues		
	14 Apr 2010		Linda -ongong analysis of finances		
	15 Oct 2009	Admin Admin	We must have strict adherence to operating within funding availability and use any savings toward increasing our operating reserves.		

Objective 04

Update office Standard Operating Procedures Manual to comply with PBA & PBB requirements by December 2008			30 Jun 2011		In Progress
Comments	02 Mar 2011	Donna Pariseau	Linda - All Existing positions have been updated, new staff accountant position needs to be added		
	26 Oct 2010		movement of staff with retirements, promotions and new hires.. the SOP info is in the process of being updated with the new computer sytem		
	05 Aug 2010		Linda - department in transition and reorganization mode		
	14 Apr 2010		Linda - new software documentation available on U drive. SOP changes have been made by some staff		
	15 Oct 2009	Admin Admin	December 31, 2009 More time is needed. Changes will be made to the Standard Operating Procedures by December 31, 2009 for Project Based Accounting and Budgeting. The SOP will include procedures used with the new software package		

Goal 002 Procure a Web-Based Software Package Capable of Processing PBA and HUD Programs

Objective 01

Improve current Payroll and Timekeeping System to include tracking salaries and fringe benefit costs to budget by AMP and individual position number by 7/1/09			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - functionality acheived - although time keeping module would greatly enhance the outcomes - especially for skilled labor employees		
	22 Jul 2010		Linda - as stated in April the HAB software is tracking and allocating based on a distribution table that is set up in the system. Employees being charged under Fee Labor (skilled labor) however requires a manual tracking and invoicing system that a system time keeping system would alleviate.		
	14 Apr 2010		Linda - HAB software is tracking and allocating salaries and benefits. Currently Timekeeping remains with same time sheets relying on personnel completing their sheets accurately. This is mainly in regard to fee labor employees.		
	15 Oct 2009	Admin Admin	January31,2010 Some improvements made. More efficiency will be achieved in all areas of accounting when HAB software system is up and running, October 31, 2009. Reports will be customized		

Objective 02


Improve payroll system to allocate and distribute payroll costs directly to AMP and position number by 7/1/09			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - a couple of manual entries are required due to special circumstances relating to employees performing for different programs - at different rates of pay		
	14 Apr 2010		Linda - HAB software acheives this task with ease		
	15 Oct 2009	Admin Admin	January31,2010 Some improvements made. More efficiency will be achieved in all areas of accounting when HAB software system is up and running, October 31, 2010. Reports will be customized.		

Objective 03


Improve Tenants Account Receivable reports that will track vacancies, lost rent, and other budgeting data by 7/1/09			30 Jun 2010		Completed
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Comments	24 Nov 2010		Linda -completed and running
	11 Aug 2010		Linda- Per Carol information is now retrievable from the HAB Software System
	14 Apr 2010		Linda - HAB installation should have rectified this issue - although I am not completely sure and both people to ask are unavailable until 4/20.
	15 Oct 2009	Admin Admin	January31,2010 Some improvements made. More efficiency will be achieved in all areas of accounting when HAB software system is up and running, October 31, 2010. Reports will be customized.

Objective 04


Improve Accounts Payable system to include payment data with vouchers and purchase orders by 7/1/09			30 Jun 2010		Completed/Ongoing
Comments	24 Nov 2010		Linda - completed for current items - scanning backlog still exists		
	11 Aug 2010		Linda- Accounts Payable is fully functional in HAB software system - all invoices are posted and scanned since May 2010. there is a backlog of scanning for months of October 2009 through April 2010, once this is caught up everything will be retrievable.		
	14 Apr 2010		Linda - A/P system fully functional - will check with A/P Clerk for more detailed update		
	15 Oct 2009	Admin Admin	January31,2010 Some improvements made. More efficiency will be achieved in all areas of accounting when HAB software system is up and running, October 31, 2010. Reports will be customized.		

Objective 05

Improve Accounts Payable system to track utility information (consumption and costs) by AMP by 7/1/09			30 Jun 2010		Completed/Ongoing
Comments	24 Nov 2010		Linda - complete - FY 2011 will be the first full year of data		
	11 Aug 2010		Linda - Utility Consumption is functional through the accounts payable system. Consumption tracking by utility, vendor or location is all downloadable to excell.		
	14 Apr 2010		Linda - temporary solution set up until HAB programmers complete the utility consumption product		
	15 Oct 2009	Admin Admin	January31,2010 Some improvements made. More efficiency will be achieved in all areas of accounting when HAB software system is up and running.		

Goal 003 Establish Internal Systems for Reporting Management and Other Unique Reports

Objective 01


Develop system that automatically retrieves and interprets information into a required format by 7/1/09			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - HAB system continues to meet our needs for reporting		
	14 Apr 2010		Linda - HAB system meets our needs on this task -		
	15 Oct 2009	Admin Admin	January31,2010 HAB software installation to be operational by October 31, 2009 will have capability to prepare management and other unique reports.		

Objective 02


Develop system and forms for budgeting and tracking actual costs to budget for Project Managers by 12/31/08			30 Jun 2011		In Progress
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Comments	26 Oct 2010		meetings have occurred and the dialog between Donna and the managers is ongoing
	05 Aug 2010		Linda - plans in process for Donna to meet with Managers on various topics.... timing of meeting to be determined
	14 Apr 2010		Linda - Lou has developed forms for this task
	15 Oct 2009	Admin Admin	January 31, 2010 HAB software package to be operational by October 31,2009. Includes system for tracking actual to budget.


Objective 03

Develop system that tracks utility information (consumption and cost) by AMP within the Accounts Payable module by 12/31/08			30 Jun 2011		Completed
Comments	26 Oct 2010		Report is up and running in the HAB system.		
	14 Apr 2010		Linda - a temporary solution has been set up until HAB programmers have completed the consumption reporting function		
	15 Oct 2009	Admin Admin	January 31, 2010 System in place. New software package operational by October 31, 2009 will improve the report information.		


Objective 04

Develop system that tracks vacancies, lost rent, and other budgeting data within Tenants Accounts Receivable module by 12/31/08			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - complete and functioning		
	11 Aug 2010		Linda - Hab system is functioning and reporting the needed information for this objective. can consider this completed per Carol		
	14 Apr 2010		Linda- HAB system is functioning - not sure of status on this objective -Carol and Lou away till 4/20		
	15 Oct 2009	Admin Admin	January 31, 2010 System is in place. Improved system with a new software package, Operational by October 31, 2009.		

Objective 05

Develop system for allocating and distributing salaries and benefits from payroll and payment of benefits by 7/1/09			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - as reported functioning - just a couple of instances where manual entries are required		
	14 Apr 2010		Linda - HAB system fully functioning		
	15 Oct 2009	Admin Admin	January 31, 2010 Manual system in place. New software package will process automatically. October 31, 2009.		


Objective 06

Develop system to improve Grant Budgeting and Requisitioning by 7/1/09			30 Jun 2011		In Progress
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Comments	24 Nov 2010		-- enter new status update --
	26 Oct 2010		Webinar to be scheduled with HAB to train new grants management officer in the grant module of the system
	05 Aug 2010		Linda - Hab system has greatly improved grant processes. there is more to utilize in the system that will meet our needs even further.
	14 Apr 2010		Linda - HAB system has grant (CFP) module - due to process of catching up in other areas of finance - this module is not fully being used. grants need to be set up for tracking purposes. BUT - the functionality of the general ledger has greatly improved the requisitioning process already.
	15 Oct 2009	Admin Admin	January 31, 2010 New software package will improve the process, operational by October 31, 2009.

Goal 004 Evaluate Status and Update Office Cross-Training


Objective 01

Assess staff's cross-training capabilities by October 1, 2008			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		due to staff movement this is an ongoing effort.		
	05 Aug 2010		Linda - payroll function fully cross trained.. A/P and A/R to be scheduled		
	14 Apr 2010		Linda - cross training was achieved in MST software system - some updated training needs to occur with HAB procedures		
	15 Oct 2009	Admin Admin	Reviewed staff training, experience and education and found staff capable of completing cross training requirements.		


Objective 02

Assure that all office positions have at least two cross-trained coworkers in the event of extended absence from the job by 12/31/08			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		staff movement within the department - critical functions are covered however		
	05 Aug 2010		Linda - additional training will be taking place due to new software and staffing changes		
	14 Apr 2010		Linda - achieved in past - additional needed with HAB system		
	15 Oct 2009	Admin Admin	All positions have two cross-trained workers except the Fiscal Officer, Accounting Manager and Budget Officer. These three positions are undergoing training with each other. The Fiscal Officer is undergoing training for the CFO position while all three are able to cover for the CFO in connection with their own responsibilities.		


Objective 03

Computer Operators: Accounts Payable, Accounts Receivable and Payroll shall cross train each other in their day-to-day functions by 12/31/08			30 Jun 2011		Completed/Ongoing
Comments	26 Oct 2010		same as prior - staff movement - critical functions covered		
	05 Aug 2010		Linda - ongoing - payroll function is covered		
	14 Apr 2010		Linda - a/p is fully functional in payroll due to extended absence - other cross training yet to complete		
	15 Oct 2009	Admin Admin	January 31, 2010 The three positions are cross-trained with each other. They will have to be trained on how to use the new software system when implemented, October 31, 2010.		


Objective 04

Fiscal Officer, Budget Officer and Accounting Manager shall cross train each other in their day to day functions by 12/31/08			30 Jun 2013		In Progress
Comments	26 Oct 2010		with the movement of Donna and Linda - the Budget and Finance Officer and Grant Management Office (new names to these positions) are covered		
	05 Aug 2010		Linda - we are in a little transition due to staffing changes.. this will take place with the changes		
	14 Apr 2010		Linda - Fiscal officer and Budget Officer are familiar with essential day to day - more training that includes Acct Mgr yet to take place		
	15 Oct 2009	Admin Admin	Same as Goal 4 , Objective 2		


Objective 05

Procurement Officer and Purchasing Supervisor shall cross train each other in their day to day functions by 12/31/08			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - Jim and Louise cover for each other - procurement items now fall under Asset Management		
	05 Apr 2010		Jim Meehan - currently doing this		
	15 Oct 2009	Admin Admin	The Procurement Officer and Purchasing Supervisor are trained in each other's day to day functions.		

Objective 06

CFO and Fiscal Officer shall cross-train in their day-to-day operations by 12/31/08			30 Jun 2011		In Progress
Comments	26 Oct 2010		working together on fiscal year end is helping to achieve this objective		
	05 Aug 2010		Linda - in progress - staffing changes		
	14 Apr 2010		Linda - currently underway		
	15 Oct 2009	Admin Admin	CFO develops all reports with assistance from FO. Training is ongoing. When a new item or task is encountered, the FO is kept informed.		

Objective 07

Update Office Operations Manual reflecting procedure changes due to implementation of Project Based Accounting and position elimination and consolidation by 3/31/09			30 Jun 2011		Completed/Ongoing
Comments	26 Oct 2010		once again more recent changes to staff require additional updating		
	05 Aug 2010		Linda - changes due to new system will be updated as necessary		
	14 Apr 2010		Linda - manual had been updated and submitted - might need minor adjusting due to software change		
	15 Oct 2009	Admin Admin	January 31, 2010 New procedures will be updated after training and implementation of HAB software system December 31, 2009.		


Goal 005 Work with Site Managers to Use Specific Programs in the AS400

Objective 01

Instruct all managers to review the closed work order report on a monthly basis and process resident charges before notifying the tenants by 10/31/08			30 Jun 2013		Completed/Ongoing
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Comments	24 Nov 2010		Linda - an ongoing effort
	11 Aug 2010		Linda - Currently being done per Carol
	14 Apr 2010		Linda - involved personnel out of office until 4/20
	15 Oct 2009	Admin Admin	Managers have been instructed to follow this procedure and are doing it.

Objective 02

Instruct all managers to use the automatic billing module to efficiently make rental agreements and keep track of those agreements by 10/31/08			30 Jun 2013		Completed
Comments	24 Nov 2010		Linda - a completed functioning task		
	11 Aug 2010		Linda - completed per Carol		
	14 Apr 2010		Linda - involved personnel away until 4/20		
	15 Oct 2009	Admin Admin	Managers have been instructed to follow this procedure and are doing it.		


Goal 006 Create a Write-Off List in the AS400 System

Objective 01

Develop system listing all tenant write-offs with the ability to make adjustments to the list as payments are received by 7/1/09			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		Carol is working with managers to fine tune the procedures to acheive this		
	11 Aug 2010		Linda - not fully implemented in HAB system..		
	14 Apr 2010		Linda - HAB system has this capability and is in use with site managers and Carol Dion-Reyes currently.		
	15 Oct 2009	Admin Admin	January 31, 2010 There is an excel system in place which is maintained or updated manually. The goal is to integrate this process with the implementation of the HAB software system October 31, 2009.		

Goal 007 Simplify Calculation of Monthly Units Occupied for Housing Choice Voucher Program

Objective 01

Merge all components of the monthly Units Occupied count into one consolidated summary report in the new DP system by 7/1/09			30 Jun 2010		Completed
Comments	24 Nov 2010		Linda - complete and functioning		
	14 Apr 2010		Linda - HAB system is fully functioning for TAR - in Carol's absence until 4/20 - details are unavailable		
	15 Oct 2009	Admin Admin	The report is prepared manually on an excel spread sheet. The goal is to automate the report into the new software system which has been purchased and will start operations by Sept.2009.		


Goal 008 Improve Voucher Portability Billing and Payment System

Objective 01


Objective 02

Goal 009 Monitor Section 8 Income, Expenses and Administrative Expenses on a Monthly Basis

Objective 01


Create budget spreadsheet and update monthly with actual figures by 7/1/08 on going.			30 Jun 2013		Ongoing
Comments	27 Oct 2010		monitored on an ongoing basis; report established and updated monthly (per Bob Previte)		
	15 Oct 2009	Admin Admin	Sec. 8 budget spreadsheet model is operational and included in the Monthly Management Report.		

Objective 02


Periodically revise annual projections by 7/1/08 and on-going			30 Jun 2013		Ongoing
Comments	27 Oct 2010		no update required at this time - see prior note		
	15 Oct 2009	Admin Admin	Projections on Sec. 8 budget spreadsheet revised (if necessary) on a monthly basis.		

Goal 010 Introduce Direct Deposit Function for Monthly Housing Assistance Payments

Objective 01


Determine cost justification to upgrade existing system by 9/30/08			30 Sep 2009		Completed
Comments	24 Nov 2010		Linda - done deal		
	20 Apr 2010		Bob - No longer applicable with implementation of HAB system		
	15 Oct 2009	Admin Admin	Cost to upgrade current system for Sec. 8 direct deposit not justified for the time span remaining.		

Objective 02


Prioritize direct deposit function when selecting new system by 12/31/08			31 Dec 2008		Completed
Comments	24 Nov 2010		Linda - HAB system will handle direct deposit - implementation of DD in progress		
	15 Oct 2009	Admin Admin	March 31, 2010 Procedures for this process will commence upon completion of hardware and software start-up operations for the new system in Sept.2009.		

Goal 011 Create a Site-Based Budgeting Process

Objective 01


Create site-based budgeting manual by December 2008			31 Mar 2010		Completed
Comments	24 Nov 2010		Linda - completed project		
	14 Apr 2010		Linda - manual created by Lou		
	15 Oct 2009	Admin Admin	More time is needed. Backlog created in the Finance Office with the first year of transition to Project Based Accounting. This will be done by the end of march 2010. Serious time issues for FO and BO – 2 temps on board middle of July 09 – possible help directly or indirectly to address this entire goal.		

Objective 02

Train site management staff on site-based budgeting by January 2009			30 Jun 2011		Ongoing
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Comments	26 Oct 2010		meetings and communication with managers and CFO have occurred
	05 Aug 2010		Linda - plans are in progress for meetings with CFO and managers
	14 Apr 2010		Linda - Lou's notes state some progress made - he is away until 4/20
	15 Oct 2009	Admin Admin	More time is needed. Backlog created in the Finance Office with the first year of transition to Project Based Accounting. This will be done by the end of march 2010. Serious time issues for FO and BO – 2 temps on board middle of July 09 – possible help directly or indirectly to address this entire goal.

Objective 03

Commence site-based budgeting process for FY2010			30 Jun 2010		Completed/Ongoing
Comments	24 Nov 2010		Linda - budget numbers are entered to HAB system		
	05 Aug 2010		Linda - budgeting process is completely site based and is reported accordingly		
	14 Apr 2010		Linda - Lou's notes state progress on this item - he is out of office until 4/20		
	15 Oct 2009	Admin Admin	More time is needed. Backlog created in the Finance Office with the first year of transition to Project Based Accounting. This will be done by the end of march 2010. Serious time issues for FO and BO – 2 temps on board middle of July 09 – possible help directly or indirectly to address this entire goal.		


Goal 012 Complete and Track Budgets in a Timely Manner

Objective 01


Have a Public Housing Annual Operating Budget document prepared by June 1st, annually			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		budget process is in place		
	14 Apr 2010		Linda - progress is noted - Lou is out of office until 4/20		
	15 Oct 2009	Admin Admin	Operating budget document will be completed June 1		

Objective 02

Objective 03


Track Annual Operating Budget (budgeted vs. actual) on a monthly basis			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		MMR gives monthly figures - CFO does analysis for monthly commissioners' meeting		
	10 Aug 2010		June 2010 completed. Ongoing through June 2013.		
	14 Apr 2010		Linda - Donna is performing this function with the completion of the MMR		
	15 Oct 2009	Admin Admin	January 31, 2010 Currently spreadsheet updated and tracked monthly. New software program will a more detailed report by GL account. October 1, 2009.		

Objective 04


Track Section 8 Operating Budget on a monthly basis			30 Jun 2013		Ongoing
Comments	27 Oct 2010		monthly budget tracking function ongoing function (per Bob Previte)		
	15 Oct 2009	Admin Admin	January 31 ,2010 Tracking Section 8 Operating Budget monthly is an ongoing function. Will be easier to track with new software system,, operational by October 31, 2010.		

Goal 013 Meet or Exceed Public Housing Assessment System Rating Factors for Financials


Objective 01

Achieve or exceed passing score for "Current Ratio" financial sub-indicator annually				30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - PHAS scoring still suspended			
	15 Apr 2010		Linda - PHAS scoring is still suspended			
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.			


Objective 02

Achieve or exceed passing score for "Number of Months Expendable Funds Balance" financial sub-indicator annually				30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - PHAS scoring not activated yet			
	15 Apr 2010		Linda - PHAS scoring is still suspended			
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.			


Objective 03

Achieve or exceed passing score for "Tenant Receivable Outstanding" on financial sub-indicator annually				30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - same status			
	15 Apr 2010		Linda - PHAS scoring still suspended at this time			
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.			


Objective 04

Achieve or exceed passing score for "Occupancy Loss" financial sub-indicator annually				30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - same status			
	15 Apr 2010		Linda - PHAS scoring still suspended at this time			
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.			

Objective 05


Achieve or exceed passing score for "Net Income or Loss Divided By Expendable Funds Balance" financial sub-indicator				30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - same status			
	15 Apr 2010		Linda - PHAS scoring still suspended at this time			
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.			

Objective 06

Achieve or exceed passing score for "Expense Management/Utility Consumption" financial sub-indicator annually			30 Jun 2013		Not Due Yet
Comments	24 Nov 2010		Linda - same status		
	15 Apr 2010		Linda - PHAS scoring still suspended at this time		
	15 Oct 2009	Admin Admin	HUD is not providing this PHAS score during this transition year to a new metric system.		


Goal 014 Conduct Income and Expense Review

Objective 01


Conduct multi-year income and expense review by budget line item by February annually			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		no action needed at this time		
	15 Apr 2010		Linda - according to notes that I find this ongoing process is complete to date		
	15 Oct 2009	Admin Admin	Completed prior to budget preparation.		

Goal 015 Have an Independent Financial Audit of All PHA Programs

Objective 01


Solicit bids to conduct an independent public audit of all PHA grants and programs by June every two years			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		no action required at this time		
	14 Apr 2010		Linda - RFP published. one response - contract signed with Fiore and Asmussen audit in progress		
	15 Oct 2009	Admin Admin	Implement procurement process June 1 one year prior to current contract expiration. We have a three year contract which covers the audit through the period ending June 30, 2010.		

Objective 02


Complete and forward to HUD unaudited and audited financials within the timeline established by HUD			30 Jun 2013		Completed/Ongoing
Comments	26 Oct 2010		Fiscal year 2010 was submitted needing further analysis which is in progress. submission made at the advice of Lou Fiore (auditor)		
	14 Apr 2010		Linda - HUD systems experiencing constant problems FY 2009 close to completion		
	15 Oct 2009	Admin Admin	This is ongoing. Prior to implementation of Project Based Accounting (PBA), the deadline for submitting the unaudited financials was two months after the end of the fiscal year, and the audited financials was nine months after the end of the FY. FY 2008 (6/30/2008) is the first year of implementing PBA and HUD has extended the Unaudited financial submission to April 13, 2009, ten months after the end of the fiscal year. The audited financials were due March 31, 2009 but could not be completed until the unaudited financials were accepted because of HUD computer problems. HUD then requested that we submit the audited financial statements which were successfully submitted on 7/21/09.		

Goal 016 Conduct Procurement Operations in an Effective and Efficient Manner


Objective 01

Update Procurement Manual to comply with changes to HUD policies by October 2008			30 Jun 2013		Completed
Comments	24 Nov 2010		Linda - complete		
	01 Apr 2010		Jim Meehan - Udated status in Covalent System		
	15 Oct 2009	Admin Admin	Completed. Approved by Board on 1/24/08. Procurement Officer and Purchasing Supervisor have copies.		


Objective 02

Develop blanket purchases for all major purchasing components (plumbing, electrical, carpentry, office supplies) by July 1st annually			30 Jun 2010		Ongoing
Comments	01 Apr 2010		Jim Meehan - Bed Bug Contract in place thru March 31, 2011. Kitchen Cabinet contract in place through March 31 2011. Plumbing, electrical,carpentry and HVAC cost analysis done as needed based on requisitions.		
	15 Oct 2009	Admin Admin	Counter tops, office supplies and appliances are complete. Electrical and plumbing supplies pricing comparisons are done by requisition. New bed bug extermination contract April 1, 2009 – March 31, 2010		


Objective 03

Conduct annual inventory by July 1st annually			30 Jun 2010		Ongoing
Comments	03 Aug 2010		Jim Meehan - Fiscal Year 2010 Inventory completed June 30, 2010 - First time using HAB Software -		
	01 Apr 2010		Jim Meehan - Fiscal year 2009 Inventory completed in June, 2009 - Fiscal Year 2010 Inventory scheduled June , 2010 - New HAB Software first time. No problems anticipated		
	15 Oct 2009	Admin Admin	Fiscal year 2008 inventory completed June 30, 2008. Fiscal year 2009 inventory scheduled for last week of June, 2009. FY 09 Inventory scheduled for June 24 – June 30, 2009.2009 Inventory complete.		

Objective 04

Create a weekly purchasing report for distribution			30 Jun 2013		Completed/Ongoing
Comments	01 Apr 2010		Jim Meehan - New report sent to SJO each week. New format Excel spreadsheat file sent to SJO - 2 files one Operations PO's and one Non-Operations PO's		
	15 Oct 2009	Admin Admin	Currently sending this report to Executive Director each week – Design similar report with new software after iimplementation.		

Objective 05

Conduct quality control research on products purchased for future purchasing decisions on an as needed basis			30 Jun 2013		Ongoing
Comments	14 Apr 2010		Jim Meehan - Counter top contract in place along with kitchen cabinets - lowest prices in 5 yers.		
	14 Apr 2010		Jim Meehan - Replace HP printers with leased copier/printer/scanner multifunction machines. Service and supplies included in price of lease. Save on printing cost		
	01 Apr 2010		Jim Meeha - Ice melt contract all set for season. Mulch Contract with local vendor same price as last 2 years (\$29/cubic yard)		
	15 Oct 2009	Admin Admin	Currently researching various forms of ice melt products for safer application. Goal to prevent harm to vegetation, concrete and pets, while melting frozen surfaces. Ongoing process – Green Earth Corporate Kindness Organization (GECKO) as a possible reference.		

Objective 06

Update asset list by July 1st annually			30 Jun 2010		Completed/Ongoing
Comments	01 Apr 2010		Jim Meehan - All Data transfered to HAB software. New asset information entered in HAB software. Information to be sent to Bob P. at end of each Fiscal Year.		
	15 Oct 2009	Admin Admin	Will need to transfer this data to new software. Complete on AS-400. Transfer data to HAB Software		

Goal 017 Downsize or Eliminate Central Warehouse

Objective 01

Quantify remaining inventory at PHA's central warehouse and generate an inventory report by September, 2008			30 Jun 2013		Ongoing
Comments	01 Apr 2010		Jim Meehan - Janitorial items stored for 50 and 40 Laurel Hill Ave. Shipping and receiving for bulk orders. Orders separated by AMP for pick up and delivery by Foreman.		
	15 Oct 2009	Admin Admin	Only a few items remain. Items used for janitorial service at 40 and 50 Laurel Hill Ave are kept here. Ameresco has items here also. Loading docs used for deliveries. Material staged for Foreman to transport to various AMP's.		

Objective 02

Identify each items value and what AMP location to relocate to by October, 2008			30 Jun 2013		Completed
Comments	15 Oct 2009	Admin Admin	Report run from AS/40 (query is complete) Complete.		

Objective 03

Relocate all inventory by December, 2008			30 Jun 2013		Completed
Comments	15 Oct 2009	Admin Admin	All items are relocated except items used at 40 and 50 Laurel Hill Avenue and items received from Ameresco. Completed		

Goal 018 Reduce Inventory Items Located at Each AMP

Objective 01


Forecast demand by generating a report that estimates usage by location by January, 2009			30 Jun 2013		Ongoing
Comments	01 Apr 2010		Jim Meehan - Data on HAB system starts September 1. 2009 should have at least one year of purchasing data to run forecast - Plan on looking at this in September, 2010		
	15 Oct 2009	Admin Admin	Working on Query to produce this data. Will need to look at new software. Historical data not on HAB Software. Design report on new software for future use, and depending on how much old data transferred to new software, use next year.		

Objective 02


Identify inventory items that have the largest impact on efficient and smooth operations and implement plan to ensure items are stocked by April 2009			30 Jun 2013		Problem
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Comments	03 Aug 2010		Jim Meehan - Eliminated 2 warehouses Electrical Warehouse, Plumbing Warehouse also Scattered sites and Roger Williams Warehouses moved into one AMP 2 Warehouse
	05 Apr 2010		Jim Meehan - Ongoing project requires cooperation from Facilities Management Staff.
	15 Oct 2009	Admin Admin	Working on Query to produce this data. Complete – Will need to look at new software. Historical data not on HAB Software. Once we switch to new software we'll need to write an ad hoc report which will give us this. Again this will depend on how much historical data transferred to new software.

Objective 03


Calculate “safety stock levels”, identify what is save and fits the operations strategy by June, 2009			30 Jun 2013		Problem
Comments	05 Apr 2010		Jim Meehan - Re-Order points and Max min's in HAB software		
	15 Oct 2009	Admin Admin	Working on Query to produce this data. Complete – will need to look at new software. Historical data not on HAB Software. Same as above – need to design an ad hoc report on new software for this purpose.		

Objective 04


Implement a “just in time” strategy to purchasing by June 2009			30 Jun 2013		Completed
Comments	05 Apr 2010		Jim Meehan - Across the board strategy.		
	15 Oct 2009	Admin Admin	Currently used with appliance purchases. FM staff often prefers to have spare appliances for emergencies. Have had issues with appliance purchases, it probably is a good idea to have spare appliances for emergencies. Purchase energy-star appliances for energy conservation.		

Goal 019 Improve Internal Control System on Inventory and View Supply Chain as Strategic Asset

Objective 01

Create an inventory general ledger account for all purchase orders (1206 account) by July 2009			30 Jun 2013		Completed/Ongoing
Comments	14 Apr 2010		Jim Meehan - Keep inventory to absolute minimum		
	05 Apr 2010		Jim Meehan - per Lou we currently use the 4420 account numbers for day to day operations, This material is used up on work orders and not put into inventory.		
	15 Oct 2009	Admin Admin	Will need to look at GL set-up with new software. Will be done.		

Objective 02


Have accounting adjustment involving inventory and expense or End-use accounts occur when inventory items are scanned to Work-orders by July 2010			30 Jun 2013		Completed
Comments	05 Apr 2010		Jim Meehan - most all purchases should not be part of inventory. Material is used on work orders after it is purchased. Strategy of just in time procurement for day to day operations supplies.		
	15 Oct 2009	Admin Admin	Will be incorporated with new system in procurement process – New software August 1, 2009. Hopefully, these adjustments will be automatic when processed.		

Objective 03


Score or rank suppliers and identify preferred vendors based on a strategic supply chain plan that considers operations strategies, outsourcing strategies and asset planning by July 2009			30 Jun 2013		Completed
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Comments	14 Apr 2010		Jim Meehan - HAB system works well with Excell. No problem doing this
	15 Oct 2009	Admin Admin	Design a query to identify these vendors. Will need to do this with new software implementation. New software effective October 2009

Objective 04

Verify that all control systems are made up of simple streamlined processes that minimize complexity, are clear and easy to understand by July 2009			30 Jun 2013		Completed
Comments	14 Apr 2010		Jim Meehan - Inventory levels to be kept at min amounts. Purchase strategy of "just in time".		
	15 Oct 2009	Admin Admin	See new procurement manual		

Objective 05

Phase out or retire certain products as they are replaced by newly introduced alternatives (green or save products) by January 2009			30 Jun 2013		Completed
Comments	14 Apr 2010		Jim Meehan - All electrical items that are obsolete have been removed from shelves. Minimal supplies in inventory at all AMP's .		
	15 Oct 2009	Admin Admin	Run reports using new software. New software effective October 2009		

OFFICE OF HUMAN RESOURCES

Generated on: 24 March 2011



Goal 01 Develop & Improve General Personnel Function

Objective 01

Promote/encourage employee use of suggestion boxes				31 Oct 2010		In Progress
Comments	13 Jan 2011	Kimberly Dawley	Still pending technical solution.			
	03 Nov 2010	Kimberly Dawley	Pending technical resolution.			
	17 Jun 2010	Kimberly Dawley	Still pending resolution of technical issues. Hope to have something in place this coming summer.			
	17 Mar 2010	Kimberly Dawley	Working with MIS to create electronic mailbox where employees can email suggestions. Technical issues need to be resolved.			
	15 Jan 2010	Admin Admin	New Due Date: February 2010 Reviewing feasibility of offering incentives (gas cards,...) for viable suggestions, notices in employee newsletter, bulletin boards. In process of setting up email address where suggestions can be sent electronically.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Reviewing feasibility of offering incentives (gas cards,...) for viable suggestions, notices in employee newsletter, bulletin boards. In process of setting up email address where suggestions can be sent electronically.			

Objective 02


Review and address personnel requirements of the PHA				31 Oct 2010		In Progress
Comments	08 Mar 2011	Kimberly Dawley	Pending input on staff requirements from Department Directors; final budgets; FY 2012 funding.			
	13 Jan 2011	Kimberly Dawley	Reviewing current staff levels by department. Directors have been asked for input. Need to review departmental budgets.			
	17 Mar 2010	Kimberly Dawley	Preparing personnel/vacancy information for Finance for budget.			
	15 Jan 2010	Admin Admin	New Due Date: October 2009 Pending final FY10 budget.			
	06 Dec 2009	Admin Admin	New Due Date: October 2009 Pending final FY10 budget.			

Objective 03


Improve inter-departmental communication				31 Oct 2010		Completed
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Comments	16 Mar 2011	Kimberly Dawley	Employee Information Day has been tentatively scheduled for May 5th. They will be provided information on the PHA's budget, a personnel profile, workers compensation status/expense, and health insurance expenses. Vendors will be on hand to answer questions. The Employee Newsletter will be presented this time.
	08 Mar 2011	Kimberly Dawley	Pending scheduling of Employee Information Day, hopefully Spring 2011.
	13 Jan 2011	Kimberly Dawley	Employee Information Day has been postponed to Spring 2011 where they will be provided with information on funding, wages & benefits, workers compensation claim/premium information, safety issues and union concerns.
	03 Nov 2010	Kimberly Dawley	Employees will also attend Employee Information Day to be scheduled before the end of the year. This will provide them with information on PHA funding, wages and benefits, workers compensation insurance, safety issues and union concerns.
	17 Jun 2010	Kimberly Dawley	Survey of Employee Engagement results indicated overall most employees feel the PHA communicates effectively internally. There are some issues between departments which are being worked on. The Employee Newsletter is expected to be distributed this summer. This will provide employees with an overview of PHA funding, wages and benefits, union issues, etc...
	17 Mar 2010	Kimberly Dawley	Reviewing employee opinion/rating of Internal Communication results from Employee Engagement Survey.
	15 Jan 2010	Admin Admin	New Due Date: March 2010 Due date adjustment to accommodate HR Manager FMLA. Will be soliciting ideas/workable solutions from department directors to improve communication
	06 Dec 2009	Admin Admin	New Due Date: October 2009 Due date adjustment to accommodate HR Manager FMLA.


Objective 04

Determine feasibility of non-traditional work hours (part-time, job sharing, work from home, etc.)			28 Feb 2009		Completed
Comments	17 Mar 2010	Kimberly Dawley	Most positions require staff to be on site at all times. Some senior staff members are able to work from home utilizing GoToMyPC.Com. However, at this time, permanent at home hours are not an option.		
	15 Jan 2010	Admin Admin	New Due Date: March 2010 Evaluation of current policies in progress; Researching options.		
	06 Dec 2009	Admin Admin	Evaluation of current policies in progress; Researching options		


Objective 05

Develop new policies to reduce sick leave abuse/incentives to improve attendance			31 Oct 2009		Completed/Ongoing
Comments	15 Jan 2010	Admin Admin	New Due Date: October 2009 Due date adjustment to accommodate HR Manager FMLA. Overall attendance has improved considerable. No changes to current incentive program needed. Will continue to monitor for abuse.		
	06 Dec 2009	Admin Admin	New Due Date: October 2009 Due date adjustment to accommodate HR Manager FMLA.		

Objective 06


Review flex-time policy, redesign if necessary			31 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: May 2009 Surveying directors/managers for both positive and negative comments on policy. Current policy working well. No changes to be made at this time.		
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Surveying directors/managers for both positive and negative comments on policy. Current policy working well. No changes to be made at this time.		

Objective 07


Review/rewrite job descriptions combining titles to gain flexibility within position			31 Dec 2010		In Progress
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Comments	08 Mar 2011	Kimberly Dawley	Existing job descriptions have been sent to department directors to review for accuracy and to make recommendations for needed revisions. Changes/revisions are due to HR no later than May 2011. Once all changes have been made, revisions will be sent to union representatives for approval. Expect process to be complete summer 2011.
	13 Jan 2011	Kimberly Dawley	Postponed due to time constraints. Hope to have assistance from Presential Intern in next few week. Anticipated completion Spring 2011.
	17 Mar 2010	Kimberly Dawley	Postponed due to time constraints. Expect to complete in the Fall of 2010.
	15 Jan 2010	Admin Admin	New Due Date: December 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to June 2010 due to time constraints.
	06 Dec 2009	Admin Admin	New Due Date: December 2009 Due date adjustment to accommodate HR Manager FMLA.


Objective 08

Implement policies/procedures to protect employees from identity theft			31 Mar 2009		Completed
Comments	15 Jan 2010	Admin Admin	Remove social security number from pay stub - Pending new accounting software. Expected to be operational August 2009. New system pay stubs (w/o SS#'s) will be distributed beginning October 2, 2009.		
	06 Dec 2009	Admin Admin	Remove social security number from pay stub - Pending new accounting software. Expected to be operational August 2009. New system pay stubs (w/o SS#'s) will be distributed beginning October 2, 2009.		

Objective 09

Update Human Resource Manual			30 Jun 2010		Completed
Comments	29 Sep 2010	Kimberly Dawley	HR Manual update is complete.		
	17 Mar 2010	Kimberly Dawley	HR Manual update is in progress. Expect to be completed by Jun 30th.		
	15 Jan 2010	Admin Admin	New Due Date: November 2009 Postponed to follow union contract negotiations. Expect new contracts to be signed by 10/1/09. All contracts have been signed. Gathering information to be updated		
	06 Dec 2009	Admin Admin	New Due Date: November 2009 Postponed to follow union contract negotiations. Expect new contracts to be signed by 10/1/09.		

Objective 10

Update Employee Handbook			30 Jun 2010		Completed
Comments	29 Sep 2010	Kimberly Dawley	Employee handbook has been updated and submitted to the Executive Director for approval. Once approved it will be sent to the printer and all permanent employees will receive a copy.		
	17 Mar 2010	Kimberly Dawley	Employee Handbook update is in progress. Anticipate completion by June 30th		
	15 Jan 2010	Admin Admin	New Due Date: November 2009 Postponed to follow union contract negotiations. Expect new contracts to be signed by 10/1/09. Pending update of HR Manual.		
	06 Dec 2009	Admin Admin	New Due Date: November 2009 Postponed to follow union contract negotiations. Expect new contracts to be signed by 10/1/09.		


Objective 11

Conduct bi-annual Survey of Organizational Excellence			31 Jan 2010		Completed
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Comments	17 Mar 2010	Kimberly Dawley	Survey conducted in February 2010. Results are being analyzed and will be presented to the Board of Commissions at their retreat on April 30th. Departmental results will be provided to each Director. Overall results will be presented to staff members on Employee Information Day, sometime in May 2010.
	15 Jan 2010	Admin Admin	SOE last conducted January 2008. Due January 2010. Survey instrument has changed. Reviewing to determine if we want to continue to use old SOE version or new SEE version.
	06 Dec 2009	Admin Admin	SOE last conducted January 2008. Due January 2010

Goal 02 Ensure Employees are Provided Adequate Time for Rest and Recreation at Levels at Least Comparable to the General Workforce

Objective 01


Review existing vacation, personal day and holiday policies			30 Apr 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: April 2009 Current policies being reviewed in preparation for union negotiations – April. Changes/adjustments will be proposed to unions June 09. Holiday/personal day adjustments made to new contracts.		
	06 Dec 2009	Admin Admin	New Due Date: April 2009 Current policies being reviewed in preparation for union negotiations – April. Changes/adjustments will be proposed to unions June 09. Holiday/personal day adjustments made to new contracts.		

Objective 02


Review buy-out options/policy for employees with excessive accrued vacation			31 Dec 2009		Completed
Comments	15 Jan 2010	Admin Admin	Currently reviewing list of employees with excessive amounts of vacation time and the cost to buy them out. Information provided to ED 2/12/09. Cost to prohibitive at this time. Employees encourage to expend time.		
	06 Dec 2009	Admin Admin	Currently reviewing list of employees with excessive amounts of vacation time and the cost to buy them out. Information provided to ED 2/12/09. Cost to prohibitive at this time. Employees encourage to expend time.		

Goal 03 Ensure PHA Compliance with Federal and State Laws Relating to FMLA

Objective 01

Review changes to FMLA to assure PHA compliance; adjust policy accordingly			30 Nov 2008		Completed
Comments	15 Jan 2010	Admin Admin	Family Medical Leave policy revised to comply with federal regulations. Updated notices posted at each development January 2009.		
	06 Dec 2009	Admin Admin	Family Medical Leave policy revised to comply with federal regulations. Updated notices posted at each development January 2009.		

Objective 02

Review FMLA reporting procedures			31 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Family Medical Leave reporting procedures being summarized. Policy to be distributed via payroll stuffer – June 2009.		
	06 Dec 2009	Admin Admin	Family Medical Leave reporting procedures being summarized. Policy to be distributed via payroll stuffer – June 2009.		

Objective 03

Continuously track FMLA usage via database			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Family medical leave usage tracked continuously. Reported monthly in MMR.		
	06 Dec 2009	Admin Admin	Family medical leave usage tracked continuously. Reported monthly in MMR.		

Objective 04

Review/set policy - consequences of going beyond time allowed			31 May 2009		Ongoing
Comments	17 Mar 2010	Kimberly Dawley	HR will continue to monitor FMLA usage. Extensions beyond time allowed by law will be determined on a case by case basis.		
	15 Jan 2010	Admin Admin	New Due Date: May 2009 Information on overages has been compiled. Options to be discussed with Executive Director. We will continue to monitor FMLA usage and make decisions on case by case basis.		
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Information on overages has been compiled. Options to be discussed with Executive Director.		

Goal 04 Improve and Develop Better Management/Union Relations

Objective 01

Conduct monthly meetings with union stewards			31 Oct 2008		Ongoing
Comments	17 Mar 2010	Kimberly Dawley	Monthly contact with union stewards continues. Last contact 1/10; 2/10; 3/10.		
	15 Jan 2010	Admin Admin	Monthly contact is made with union stewards to discuss employee issues. Last contact 12/08; 1/09; 3/09; 4/09, 5/09, 6/09; 7/09; 8/09; 9/09; 10/09; 11/09; 12/09		
	06 Dec 2009	Admin Admin	Monthly contact is made with union stewards to discuss employee issues. Last contact 12/08; 1/09; 3/09; 4/09, 5/09, 6/09; 7/09; 8/09; 9/09		

Objective 02

Conduct quarterly meetings with union business agents			30 Nov 2008		Ongoing
Comments	17 Mar 2010	Kimberly Dawley	Meetings with business agents continue on a quarterly basis. Last contact 3/09. Anticipate wage and pension negotiations as we near the end of FY10.		
	15 Jan 2010	Admin Admin	Meetings with union business agents are held on a quarterly basis to discuss employee issues. Last contact 12/08. Contract negotiations will begin in April. Negotiations in progress. Expect to have signed contract 10/09. Contracts have been signed. Verbal contact made with each union 12/09.		
	06 Dec 2009	Admin Admin	Meetings with union business agents are held on a quarterly basis to discuss employee issues. Last contact 12/08. Contract negotiations will begin in April. Negotiations in progress. Expect to have signed contract 10/09.		

Objective 03

Produce annual report on salaries & benefits to provide to unions			31 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: May 2009 Information being gathered. Expect to present to unions 7/09. Information presented to unions during negotiations 7/09.		
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Information being gathered. Expect to present to unions 7/09. Information presented to unions during negotiations 7/09.		

Goal 05 Improve Human Resource Visibility/Accessibility to All Employees

Objective 01

Perform monthly site visits to all departments/developments				30 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: April 2009 Site visits are being scheduled. Will begin June 2009. Ongoing process. Site visits conducted July 09; August 09; October 09, December 09			
	06 Dec 2009	Admin Admin	New Due Date: April 2009 Site visits are being scheduled. Will begin June 2009. Ongoing process. Site visits conducted July; August			

Objective 02

Improve communication via bi-annually Employee Newsletter				30 Jun 2010		Completed
Comments	16 Mar 2011	Kimberly Dawley	The Employee Newsletter is complete and will be presented to employees on Employee Information Day tentatively scheduled for May 5, 2011.			
	25 Feb 2011	Kimberly Dawley	The Employee Newsletter has been completed by Special Projects staff and is pending one final article from the Executive Director. Anticipate distribution in March 2011.			
	13 Jan 2011	Kimberly Dawley	The Employee Newsletter is being updated by Special Projects staff. Expected completion February 2011. Will be distributed to employees during Employee Information Day.			
	27 Oct 2010	Kimberly Dawley	Employee Information Day was postponed due to scheduling conflicts. It has been tentatively planned for November 2010 in the auditorium at Perry Middle School. The Employee Newsletter will be distributed at that time.			
	17 Jun 2010	Kimberly Dawley	We expect the Employee Newsletter to be distributed at Employee Information Day to be scheduled some time this summer.			
	17 Mar 2010	Kimberly Dawley	Draft of January 2010 Employee Newsletter has been completed and is pending approval by the Executive Director. Once approved a copy will be given to each employee.			
	15 Jan 2010	Admin Admin	New Due Date: June 2009 Due date adjustment to accommodate HR Manager FMLA. Will meet w/P. Campbell to discuss format. Special Projects staff working on newsletter. Information provided upon request.			
	06 Dec 2009	Admin Admin	New Due Date: June 2009 Due date adjustment to accommodate HR Manager FMLA. Will meet w/P. Campbell to discuss format.			


Objective 03

Conduct informal workshops to inform/educate employees on available services, policies, etc. bi-annually				30 Jun 2010		Completed
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Comments	16 Mar 2011	Kimberly Dawley	-- enter new status update --
	16 Mar 2011	Kimberly Dawley	Employee Information Day has been tentatively scheduled for May 5, 2011. Information staff, workers compensation, health insurance, pension expense as well as an over view of the PHA's budget will be presented. Vendors will be on hand to answer questions.
	08 Mar 2011	Kimberly Dawley	-- enter new status update --
	25 Feb 2011	Kimberly Dawley	Employee Information Day has been postponed due to scheduling conflicts. We hope to hold this event in the Spring of 2011.
	27 Oct 2010	Kimberly Dawley	Employee Informtation Day was postponed due to schedulign conflicts. It has been tentatively planned for November 2010 in the auditorium at Perry Middle School.
	29 Sep 2010	Kimberly Dawley	Again, time constraints have prevented us from schedulling thus far. We are looking into venues to hold this event in the Fall.
	17 Jun 2010	Kimberly Dawley	Time constraints have prevented scheduling thus far. We expect to schedule this event sometime in July or August.
	17 Mar 2010	Kimberly Dawley	Employee Information Day is in the process of being scehduled - most likely for May 2010. Information to be presented will include an overview of the PHA's budgets, our Current financial situation, workers compensation claims/expenses, SEE results, etc... Health/dental/Pension/Union representatives will be on hand to answer questions.
	15 Jan 2010	Admin Admin	New Due Date: January 2010 Due date adjustment to accommodate HR Manager FMLA. Postponed to February 2010.
	06 Dec 2009	Admin Admin	New Due Date: January 2010 Due date adjustment to accommodate HR Manager FMLA. Postponed to January 2010.

Goal O6 Provide Competitive Wage & Benefit Package to Retain Quality Personnel

Objective O1

Conduct annual salary/benefit comparability study			31 Oct 2010		Completed
Comments	03 Nov 2010	Kimberly Dawley	Data has been analyzed. Report is complete and pending final approval from the Executive Director.		
	29 Sep 2010	Kimberly Dawley	Wage & Benefit surveys were mailed out in August. The information has been compiled and the final report is in progress. Expect completion October 2010.		
	17 Mar 2010	Kimberly Dawley	Wage & Benefit study will be conducted in Summer 2010.		
	15 Jan 2010	Admin Admin	New Due Date: October 2009 Postponed to follow union contract negotiations. Study will be conducted in Spring 2010.		
	06 Dec 2009	Admin Admin	New Due Date: October 2009 Postponed to follow union contract negotiations.		

Objective O2

Research options to implement a merit pay system by September 2009			30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Union contracts will not allow for merit pay system.		
	06 Dec 2009	Admin Admin	Union contracts will not allow for merit pay system.		


Objective O3

Study cost savings/feasibility of changing to bi-weekly pay period			30 Jun 2010		In Progress
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Comments	08 Mar 2011	Kimberly Dawley	The Executive Director has agreed with the proposal for bi-weekly payroll but has asked for more detailed cost savings. HR is working with Finance to compile these figures.
	25 Feb 2011	Kimberly Dawley	HR has met with the Chief Financial and discussed the pros and cons in converting to a bi-weekly payroll. These have been summarized and submitted to the Executive Director for review. If approved, the issue will be discussed with all PHA unions as making this change requires an amendment to employment contracts.
	13 Jan 2011	Kimberly Dawley	HR has not received a recommendation from the Finance Department regarding cost savings. Changing to bi-weekly payroll must also be approved by all four unions. This will be discussed during the annual wage re-opener if Finance make a recommendation for it.
	29 Sep 2010	Kimberly Dawley	HR has not received the Finance Department's recommendation on this. There has been a change in leadership. Once the Office has caught up on outstanding issues, we will re-visit this study.
	17 Mar 2010	Kimberly Dawley	The Office of Finance/Accounting/Budgeting is currently reviewing the feasibility of changing to bi-weekly payroll. Union approval would be needed if the PHA decides to make this change.
	15 Jan 2010	Admin Admin	New Due Date: June 2009 Will meet with CFO to discuss feasibility/savings. Postponed discussion until after implementation of new computer system (November 2009). Finance Department is reviewing feasibility/savings.
	06 Dec 2009	Admin Admin	New Due Date: June 2009 Will meet with CFO to discuss feasibility/savings. Postponed discussion until after implementation of new computer system (November 2009).

Goal 07 Provide a Comparable but Affordable Benefit Package to Retain Quality Personnel

Objective 01

Conduct study of current and future workforce demographics			30 Jun 2011		In Progress
Comments	27 Oct 2010	Kimberly Dawley	Current demographic data is being analyzed. Future/potential retirement dates are being investigated.		
	17 Mar 2010	Kimberly Dawley	Gathering current demographic information.		
	15 Jan 2010	Admin Admin	New Due Date: June 2009 Postponed to October 2009. Postponed to Spring 2010.		
	06 Dec 2009	Admin Admin	New Due Date: June 2009 Postponed to October 2009.		

Objective 02

Conduct annual salary/benefit comparability study			31 Oct 2010		Completed
Comments	03 Nov 2010	Kimberly Dawley	Data has been analyzed. Report is complete and pending final approval from the Executive Director.		
	27 Oct 2010	Kimberly Dawley	Wage & Benefit Survey complete. Analysis of data has been completed as well. Final report is in progress. Expected completion by October 31, 2010.		
	17 Mar 2010	Kimberly Dawley	Wage & Benefit comparability study will be conducted in Summer 2010.		
	15 Jan 2010	Admin Admin	New Due Date: June 2009 Postponed to October 2009. Postponed to Spring 2010.		
	06 Dec 2009	Admin Admin	New Due Date: June 2009 Postponed to October 2009.		

Objective 03

Review alternative healthcare plan options; cafeteria-style plans to customize benefits packages by June 2009			30 Jun 2009		Completed
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Comments	15 Jan 2010	Admin Admin	Working with PHA's Healthcare Consultant (Park Row Associates), compiling data, researching options. Expect competitive rate quotes early May. 6/09 Elected to stay with Blue Cross with higher deductible plan, Implementing HRA to offset deductible.
	06 Dec 2009	Admin Admin	Working with PHA's Healthcare Consultant (Park Row Associates), compiling data, researching options. Expect competitive rate quotes early May. 6/09 Elected to stay with Blue Cross with higher deductible plan, Implementing HRA to offset deductible.

Objective 04

Review feasibility of Flexible Spending Accounts (FSA)			31 Jul 2010		Completed
Comments	27 Oct 2010	Kimberly Dawley	-- enter new status update --		
	17 Mar 2010	Kimberly Dawley	While this is an excellent benefit for employees, there are administrative costs which would fall on the PHA. Information has been provided to the Executive Director and we are awaiting his decision.		
	15 Jan 2010	Admin Admin	Current payroll system not able to accommodate FSA system requirements. Will revisit once new system is in place. Expect system to be online October 2009. Will consider starting FSA January 2010. Waiting on decision from Executive Director.		
	06 Dec 2009	Admin Admin	Current payroll system not able to accommodate FSA system requirements. Will revisit once new system is in place. Expect system to be online October 2009. Will consider starting FSA January 2010.		

Objective 05


Review feasibility of implementing Health Savings Account (HAS) to offset healthcare costs			30 Jun 2009		Completed
Comments	15 Jan 2010	Admin Admin	Working with PHA's Healthcare Consultant (Park Row Associates), compiling data, researching options. Implementing Health Reimbursement Account (HRA) 8/09		
	06 Dec 2009	Admin Admin	Working with PHA's Healthcare Consultant (Park Row Associates), compiling data, researching options. Implementing Health Reimbursement Account (HRA) 8/09		

Objective 06


Provide individual summary of employee compensation packages			30 Jun 2010		In Progress
Comments	08 Mar 2011	Kimberly Dawley	Currently in the process of gathering compensation data. Once completed, annual compensation statements will be provided to each employee.		
	13 Jan 2011	Kimberly Dawley	We hope to be able to gather this this information once W-2's are processed for 2010 and provided it to employees by March 2011.		
	27 Oct 2010	Kimberly Dawley	Time constraints have put this project on hold for the time being. At this point the PHA will wait until the first of the year and provide this information to employees in January 2011.		
	17 Mar 2010	Kimberly Dawley	Colonial Insurance offered to provide individual compensation statements to each employee at no charge. We are currently reviewing their generic statements and discussing options to customize it to meet our needs. Expect to have statements provided to employees by June 30, 2010.		
	15 Jan 2010	Admin Admin	New Due Date: January 2010 Due date adjustment to accommodate HR Manager FMLA. Summaries to be provided after end of calendar year.		
	06 Dec 2009	Admin Admin	New Due Date: January 2010 Due date adjustment to accommodate HR Manager FMLA. Summaries to be provided after end of calendar year.		

Goal 08 Ensure Employee Long-Term Retirements Needs are Adequately Met


Objective 01

Conduct a review of current pension and retirement system				31 Aug 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Current pensions satisfactory. PHA will increase contribution to union pensions.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Current pensions satisfactory. PHA will increase contribution to union pensions.			


Objective 02

Conduct a review & issue a report forecasting retirements, succession planning				30 Nov 2010		Not Due Yet
Comments	13 Jan 2011	Kimberly Dawley	Postponed to Spring 2011			
	17 Mar 2010	Kimberly Dawley	Postponed to Summer 2010.			
	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to November 2009 following completion of departmental budgets. Still waiting on department budgets.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to November 2009 following completion of departmental budgets.			

Objective 03

Conduct a review to determine if there are better retirement options for PHA employees				31 Aug 2009		Completed
Comments	17 Mar 2010	Kimberly Dawley	-- enter new status update --			
	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Reviewing early retirement options. Current retirement plans are satisfactory. No changes needed at this time.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Reviewing early retirement options.			

Objective 04

Study feasibility of offering early retirement options				31 Aug 2010		Completed
Comments	16 Mar 2011	Kimberly Dawley	Research has been completed. Study indicates offering an early retirement option to eligible employees would not be cost effective. The negatives outweigh the positives. It is not recommended at this time. Should the Housing Authority need to reduce its workforce in the future, this issue can be revisited.			
	13 Jan 2011	Kimberly Dawley	Time constraints have prevented HR from completing this project. Anticipated completion Spring 2011.			
	27 Oct 2010	Kimberly Dawley	HR has begun to gather data on employees eligible for retirement in the next five years. Early retirement options (such as buying out accrued time) may be too cost prohibitive for the Housing Authority. Once the data has been analyzed we will have a better projection of our options.			
	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Reviewing early retirement options.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Reviewing early retirement options.			

Goal 09 Ensure Continued Participation of PHA Healthcare Committee

Objective 01

Conduct quarterly meetings with health insurance representative, reviewing claims experience, industry trends and premium rate projections				31 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Ongoing. Working with PHA's Healthcare Consultant (Park Row Associates), reviewing claims experience, industry trends, and compiling data. Mtgs. held 4/09, 5/09, 6/09.			
	06 Dec 2009	Admin Admin	Ongoing. Working with PHA's Healthcare Consultant (Park Row Associates), reviewing claims experience, industry trends, and compiling data. Mtgs. held 4/09, 5/09, 6/09.			

Objective 02

Conduct bi-annual meeting of healthcare committee, reviewing claims experience, trends, rate projections and options to reduce costs without sacrificing benefits				30 Apr 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: April 2009 Meeting to be scheduled once renewal rates and competitive quotes are received (May 09). Committee met 6/09. Reviewed claims, trends, rate projections, HRA			
	06 Dec 2009	Admin Admin	New Due Date: April 2009 Meeting to be scheduled once renewal rates and competitive quotes are received (May 09). Committee met 6/09. Reviewed claims, trends, rate projections, HRA			

Goal 10 Ensure the Health and Wellbeing of Employees by Continuing to Offer and Improve the PHA Wellness Program

Objective 01

Conduct Personal Health Assessments in conjunction with Wellness Clinic				31 Mar 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: March 2009 Meeting w/Blue Cross Good Health Benefit 2/17/09. Wellness Clinic scheduled for June 10th. Wellness Clinic conducted, awaiting results to design 2009-10 Wellness Programs.			
	06 Dec 2009	Admin Admin	New Due Date: March 2009 Meeting w/Blue Cross Good Health Benefit 2/17/09. Wellness Clinic scheduled for June 10th. Wellness Clinic conducted, awaiting results to design 2009-10 Wellness Programs.			

Objective 02

Identify key areas in which to focus 2009-2010 programs				31 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: May 2009 Identification of key areas to follow Personal Health Assessment & Wellness Clinic scheduled for 6/10/09. Clinic conducted. Results indicated need for nutrition, weight and stress management.			
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Identification of key areas to follow Personal Health Assessment & Wellness Clinic scheduled for 6/10/09. Clinic conducted. Results indicated need for nutrition, weight and stress management.			


Objective 03

Review options of offering incentives to promote participation				31 May 2009		Ongoing
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Comments	17 Mar 2010	Kimberly Dawley	A variety of wellness programs are offered to all employees on a monthly basis. Informal surveys are conducted to identify specific programs wanted by staff members. Payroll staffers are provided to each employee informing them of upcoming programs. Informational posters are also placed on Employee Bulletin Board notifying staff of upcoming events. Participation is slowly increasing.
	15 Jan 2010	Admin Admin	New Due Date: May 2009 Will be meeting w/BCBS good Health Benefit rep 7/09 to discuss the incentive options they offer. BCBS Good Health Benefit looking into available incentives. Raffles/give-a-ways are provided at each wellness clinic. Will continue to monitor for improved participation.
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Will be meeting w/BCBS good Health Benefit rep 7/09 to discuss the incentive options they offer. BCBS Good Health Benefit looking into available incentives.


Goal 11 Ensure Continuation of Employee Assistance Program

Objective 01


Identify and arrange training programs to nurture personal growth on and off the job			31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Contract renewal reviewed. Adjustments made. One year contract signed March 2009. EAP usage will continue to be monitored.		
	06 Dec 2009	Admin Admin	Contract renewal reviewed. Adjustments made. One year contract signed March 2009. EAP usage will continue to be monitored.		

Goal 12 Assess Training Needs and Establish, Arrange and Conduct Programs Designed to Improve PHA Operations and Career Development of Employees


Objective 01

Schedule, utilize, and track HTVN training programs monthly			30 Sep 2008		Completed
Comments	15 Jan 2010	Admin Admin	HTVN Program Schedule received monthly. Schedule reviewed with Executive Director, staff assigned to specific programs. Forwarded to department directors to instruct staff. HTVN will provide services free of charge.		
	06 Dec 2009	Admin Admin	HTVN Program Schedule received monthly. Schedule reviewed with Executive Director, staff assigned to specific programs. Forwarded to department directors to instruct staff. HTVN will provide services free of charge.		

Objective 02

Conduct Annual Training Needs Assessment bi-annually			30 Nov 2010		Not Due Yet
Comments	13 Jan 2011	Kimberly Dawley	Postponed to Spring 2011.		
	17 Mar 2010	Kimberly Dawley	Postponed to Summer 2010.		
	15 Jan 2010	Admin Admin	New Due Date: May 2009 Postponed to March 2010.		
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Postponed to January 2010.		

Objective 03

Create Annual Training Plan by December annually			30 Nov 2010		Not Due Yet
Comments	13 Jan 2011	Kimberly Dawley	Postponed to Spring 2011 to follow completion of Training Needs Assessment.		
	17 Mar 2010	Kimberly Dawley	Postponed to Summer 2010 to follow Training Needs Assessment.		
	15 Jan 2010	Admin Admin	New Due Date: June 2009 Postponed to following training needs assessment.		
	06 Dec 2009	Admin Admin	New Due Date: June 2009 Postponed to following training needs assessment.		

Objective 04

Revamp method of employee training evaluation			31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Training evaluation form redesigned January 2009.		
	06 Dec 2009	Admin Admin	Training evaluation form redesigned January 2009.		

Objective 05

Track monthly (via database) employee training hours			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Ongoing process. Training hours are continuously tracked.		
	06 Dec 2009	Admin Admin	Ongoing process. Training hours are continuously tracked.		

Objective 06

Conduct Annual Training Cost-Effectiveness Analysis			30 Nov 2010		Not Due Yet
Comments	13 Jan 2011	Kimberly Dawley	Postponed to Summer 2011 to follow Annual Training Needs Assessment/Annual Training Plan.		
	17 Mar 2010	Kimberly Dawley	Postponed to November 2010.		
	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to March 2010.		
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to January 2010.		

Objective 07

Review options of partnering with other organizations to provide (free) training to employees			31 Dec 2010		Completed/Ongoing
Comments	17 Mar 2010	Kimberly Dawley	Beacon Mutual Insurance continues to provide the majority of OSHA required training at no cost. Meetings are scheduled with outside vendors to review details/options/costs to provide required training not available through Beacon. HR will continue to research alternative training options.		
	15 Jan 2010	Admin Admin	Met w/Beacon 2/25/09, Safety Committee 3/18/09. Executive Director 3/24/09. Working w/Beacon & outside vendors to provide OSHA required training. Schedule to be set by 7/09. OSHA required training scheduled set. Reviewing proposal from outside vendors for additional requirements.		
	06 Dec 2009	Admin Admin	Met w/Beacon 2/25/09, Safety Committee 3/18/09. Executive Director 3/24/09. Working w/Beacon & outside vendors to provide OSHA required training. Schedule to be set by 7/09. OSHA required training scheduled set. Reviewing proposal from outside vendors for additional requirements.		

Objective 08

Revamp and offer PHA Management Course annually by January 2009			31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Executive Director began PHA 14-week Management Course in January 2009 with twelve participants. Classes meet for three hours each week.		
	06 Dec 2009	Admin Admin	Executive Director began PHA 14-week Management Course in January 2009 with twelve participants. Classes meet for three hours each week.		

Goal 13 Ensure Safe Work Environment for All Employees

Objective 01

Review safety policies & procedures				31 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Working on safety training schedule for 2009. Director/Foremen met with Beacon 2/24/09 to review recent claim history, identify reasons for injuries and how to prevent injuries in the future. Follow-up meeting scheduled 4/15/09. Safety Awareness Seminars conducted 5/09.			
	06 Dec 2009	Admin Admin	Working on safety training schedule for 2009. Director/Foremen met with Beacon 2/24/09 to review recent claim history, identify reasons for injuries and how to prevent injuries in the future. Follow-up meeting scheduled 4/15/09. Safety Awareness Seminars conducted 5/09.			

Objective 02

Increase safety/security for employees by providing at least two personal safety training sessions on an annual basis in January/June				30 Jun 2009		Completed
Comments	15 Jan 2010	Admin Admin	PHA Security Operations Manager conducted Personal Safety/Security Training for all employees during the month of February			
	06 Dec 2009	Admin Admin	PHA Security Operations Manager conducted Personal Safety/Security Training for all employees during the month of February			

Objective 03

Review workers compensation reporting procedures; improve reporting time to < 24-hours				31 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: May 2009 Reporting policies/procedures reiterated to employees during Safety Awareness Seminars held 5/09.			
	06 Dec 2009	Admin Admin	New Due Date: May 2009 Reporting policies/procedures reiterated to employees during Safety Awareness Seminars held 5/09.			


Objective 04

Review and amend, if necessary, PHA Back to Work/Light Duty policy to expedite return to work time following an injury				31 Dec 2009		Completed
Comments	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to December 2009. Current policy is satisfactory. No amendments needed at this time.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to December 2009.			


Objective 05

Review options of establishing a safety incentive program				31 Oct 2008		Completed
Comments	17 Mar 2010	Kimberly Dawley	Safety Incentive Program Luncheons continue to be held on a quarterly basis. The number and severity of injuries is down from the previous year. Work related injuries/expenses will continue to be monitored.			
	15 Jan 2010	Admin Admin	Options will be discussed at March Safety Committee Meeting. Considering pizza lunches by site for 3 consecutive injury free months. Kick-off to follow Safety Awareness Seminars. Employees informed of new program during Safety Awareness Campaign. Count of injury-free sites begins 7/09. First quarterly safety incentive luncheon held 10/09. Second luncheon scheduled for 1/10.			
	06 Dec 2009	Admin Admin	Options will be discussed at March Safety Committee Meeting. Considering pizza lunches by site for 3 consecutive injury free months. Kick-off to follow Safety Awareness Seminars. Employees informed of new program during Safety Awareness Campaign. Count of injury-free sites begins 7/09.			

Objective 06

Review OSHA training requirements and establish annual training plan				31 Dec 2008		Completed
Comments	15 Jan 2010	Admin Admin	Reviewing current OSHA Compliance Manual regulations. Required trainings will be scheduled accordingly and take place during 2009. Training schedule to be finalized 6/09 to begin 7/09. Scheduled finalized.			
	06 Dec 2009	Admin Admin	Reviewing current OSHA Compliance Manual regulations. Required trainings will be scheduled accordingly and take place during 2009. Training schedule to be finalized 6/09 to begin 7/09. Scheduled finalized.			

Objective 07

Update Employee Safety Handbook				31 Aug 2010		In Progress
Comments	13 Jan 2011	Kimberly Dawley	Update of teh Safety Handbook is in progress. Anticipated Completion Spring 2011.			
	29 Sep 2010	Kimberly Dawley	Update of Safety Handbook is in progress.			
	17 Mar 2010	Kimberly Dawley	Updated Safety manual postponed to Summer 2010.			
	15 Jan 2010	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to March 2010.			
	06 Dec 2009	Admin Admin	New Due Date: August 2009 Due date adjustment to accommodate HR Manager FMLA. Postponed to December 2009.			

LEASED HOUSING

Generated on: 24 March 2011



Goal 001 Review All Plans and Manuals

Objective 01

Review and update department Administrative Plan annually				30 Jun 2011		In Progress
Comments	13 Jan 2011	Donna De La Rosa	Updated and in the process of formatting.			
	15 Oct 2010	Donna De La Rosa	Changes are being input and reformatting the plan.			
	06 Jul 2010	Donna De La Rosa	The plan is in the process of being updated.			
	06 Apr 2010	Donna De La Rosa	Not yet due; however, in progress. Regulation changes are compiled on an ongoing basis.			
	15 Jan 2010	Admin Admin	In Process. Changes such as procedures for those with Limited English Proficiency, updated rent reasonableness, FMRs, regulation changes, etc. are compiled on an ongoing basis.			
	15 Oct 2009	Admin Admin	In Process. Changes such as procedures for those with Limited English Proficiency, updated rent reasonableness, FMRs, regulation changes, etc. are compiled on an ongoing basis.			

Objective 02

Review and update Owner Guidebook annually (May)				30 Jun 2011		Completed
Comments	13 Jan 2011	Donna De La Rosa	Completed for this calendar year.			
	15 Oct 2010	Donna De La Rosa	Update not needed this year. Sufficient copies on hand.			
	06 Jul 2010	Donna De La Rosa	There were no changes for FY2010- update not needed, sufficient copies on hand.			
	13 Apr 2010	Donna De La Rosa	The guidebook was updated for 2009 and is not due yet.			
	15 Jan 2010	Admin Admin	Updated with regulation changes and procedural changes which are compiled on an ongoing basis; however, it will not be reprinted until additional copies are needed.			
	15 Oct 2009	Admin Admin	Updated with regulation changes and procedural changes which are compiled on an ongoing basis; however, it will not be reprinted until additional copies are needed.			


Objective 03

Review and update Participant Handbook annually (September)				30 Jun 2011		Completed
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Comments	13 Jan 2011	Donna De La Rosa	Completed for this calendar year.
	15 Oct 2010	Donna De La Rosa	Reviewed. No changes required for 2010.
	06 Jul 2010	Donna De La Rosa	Not due yet for 2010; changes are collected on an ongoing basis.
	13 Apr 2010	Donna De La Rosa	Review was completed for 2009; however, not due yet for 2010. Information to be updated is collected on an ongoing basis.
	15 Jan 2010	Admin Admin	Review completed. No updating was required concerning regulation changes or procedural changes. Reprinting was not necessary since sufficient copies are available.
	15 Oct 2009	Admin Admin	Review completed. No updating was required concerning regulation changes or procedural changes. Reprinting was not necessary since sufficient copies are available.

Goal 002 Maintain a High Utilization Rate to Maximize Program Impact and to Earn Maximum Administrative Fees


Objective 01

Maintain a lease rate of 97% or higher each month			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	105% utilized while pending funding notice for CY2011.		
	13 Jan 2011	Donna De La Rosa	105% utilized as of December 2010.		
	15 Oct 2010	Donna De La Rosa	98.7% as of September 2010		
	06 Jul 2010	Donna De La Rosa	98% as of June 2010.		
	13 Apr 2010	Donna De La Rosa	98% as of March 2010. This rate decreased because of the recent notification of additional funding. We received a lump sum payment of \$112,000 and will continue to receive \$45,000 extra monthly.		
	15 Jan 2010	Admin Admin	102% as of 12/31/09 Utilization rate remains high (same as last quarter) since HUD notified the PHA of the CY2009 allocation in May. PHA did not receive as much funding as expected. Also applied and received additional funds.		
	15 Oct 2009	Admin Admin	103% as of 9/30/09 Utilization rate is high (same as last quarter) since HUD notified the PHA of the CY2009 allocation in May. PHA did not receive as much funding as expected. Also applied and received additional funds.		


Objective 02

Review the number of available subsidies and conduct applicant briefings, if necessary, monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Since funding is unknown, all interviews/briefings from the waiting list have stopped.		
	13 Jan 2011	Donna De La Rosa	Briefings continued through December. 164 additional families are on the program since April.		
	15 Oct 2010	Donna De La Rosa	Briefings have continued. 111 additional families are on the program since April.		
	06 Jul 2010	Donna De La Rosa	Upon notification of increased funding, families have been screened and three briefings have been held to issue vouchers.		
	13 Apr 2010	Donna De La Rosa	Upon notification of increased funding, 60 families were sent interview letters. The first briefing was held in March 2010 for 17 completed files.		
	15 Jan 2010	Admin Admin	Completed 12/31/09 Using more than the allotted funding. No funding available for additional subsidies at this time.		
	15 Oct 2009	Admin Admin	Completed 9/30/09 Using maximum funding. No funding available for additional subsidies at this time.		


Objective 03

Identify incoming transfers to absorb monthly if lease rate is below 97%				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Since utilization is 105%, all absorbs have stopped.			
	13 Jan 2011	Donna De La Rosa	Completed December 2010. Absorbing incoming transfers is ongoing.			
	15 Oct 2010	Donna De La Rosa	Completed September 2010. All incoming transfers are being absorbed since April 2010.			
	06 Jul 2010	Donna De La Rosa	Completed April 2010. Upon receipt of increased funding all incoming transfers are being absorbed.			
	15 Jan 2010	Admin Admin	Completed 12/31/09 Due to inadequate funding, no transfers are being absorbed..			
	15 Oct 2009	Admin Admin	Completed 9/30/09 Due to inadequate funding, no transfers are being absorbed..			

Objective 04

Track the number of days needed to locate a unit quarterly				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed. Average time to lease is 74 days.			
	13 Jan 2011	Donna De La Rosa	Completed. Average time is 76 days.			
	15 Oct 2010	Donna De La Rosa	Completed. Tenants are finding units within 62 days as of Sept. 30, 2010/			
	06 Jul 2010	Donna De La Rosa	Completed 69 days to find a unit as of June 30, 2010.			
	15 Jan 2010	Admin Admin	Completed - 67 days to find a unit as of September 30, 2009. There are no additional vouchers issued from the waiting list.			
	15 Oct 2009	Admin Admin	Completed - 67 days to find a unit as of September 30, 2009. There are no vouchers issued from the waiting list.			

Objective 05


Review Accounting's summary of HAP dollars spent monthly				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed. 105% utilized.			
	13 Jan 2011	Donna De La Rosa	Completed. 105% of funding utilized through December 2010. Sufficient reserve to cover this.			
	15 Oct 2010	Donna De La Rosa	Completed 98.7% utilized through September 30, 2010.			
	06 Jul 2010	Donna De La Rosa	Completed. 97% utilized Jan.-June 2010			
	15 Jan 2010	Admin Admin	Completed. 102% utilized through December 2009			
	15 Oct 2009	Admin Admin	Completed. 103% utilized through September 2009			

Objective 06

Review and determine Payment Standards annually				30 Jun 2011		Completed/Ongoing
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Comments	13 Jan 2011	Donna De La Rosa	Completed for FY2011.
	15 Oct 2010	Donna De La Rosa	Completed for FY2011. FMRs increased slightly but Payment Standards will remain the same since tenants are not having problems finding units.
	06 Jul 2010	Donna De La Rosa	Completed for FY2010. Payment Standards remained the same as FY2009.
	15 Jan 2010	Admin Admin	Completed for FY2010. The amount of the Payment Standards remained the same. They are 99% of the FMR which increased only \$5-\$6..
	15 Oct 2009	Admin Admin	Completed for FY2010. The amount of the Payment Standards remained the same. They are 99% of the FMR which increased only \$5-\$6..

Objective 07

Review and adjust (if necessary) Utility Allowance Schedule annually			30 Jun 2011		Completed/Ongoing
Comments	13 Jan 2011	Donna De La Rosa	Completed. No changes for FY2011.		
	15 Oct 2010	Donna De La Rosa	Not due yet. Verifications sent for CY2011		
	06 Jul 2010	Donna De La Rosa	Completed for FY2010.		
	15 Jan 2010	Admin Admin	Completed for FY210.		
	15 Oct 2009	Admin Admin	Completed for FY210. Allowance for oil decreased 25%.		

Goal 003 Provide Timely Completion of Annual Recertifications

Objective 01

Initiate 100% of re-certifications 120 days prior to lease expiration and complete process no later than 30 days prior to lease expiration			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	On schedule. Appointments scheduled through August 2011 recertifications.		
	13 Jan 2011	Donna De La Rosa	On schedule. December recertifications completed. In process for those due through April 2011.		
	15 Oct 2010	Donna De La Rosa	On schedule. September recertifications completed. In process for those due through January 2011.		
	12 Jul 2010	Donna De La Rosa	On schedule. June recertifications completed. In process through October 2010.		
	13 Apr 2010	Donna De La Rosa	On schedule through July 2010 Recertifications		
	15 Jan 2010	Admin Admin	On schedule through May 2010 Recertification		
	15 Oct 2009	Admin Admin	On schedule through February 2010 Recertification		


Objective 02

Initiate 100% of annual inspections 120 days prior to lease expiration and conduct the re-inspections within 30 days.			30 Jun 2011		Completed/Ongoing
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Comments	14 Mar 2011	Donna De La Rosa	On schedule through the August 2011 recertifications.
	13 Jan 2011	Donna De La Rosa	On schedule through the April 2011 recertifications.
	15 Oct 2010	Donna De La Rosa	On schedule through January 2011 recertifications.
	12 Jul 2010	Donna De La Rosa	On schedule through the October 2010 Recertifications.
	13 Apr 2010	Donna De La Rosa	On schedule through July 2010 Recertifications
	15 Jan 2010	Admin Admin	On schedule through May 2010 Recertification
	15 Oct 2009	Admin Admin	On schedule through February 2010 Recertification

Goal 004 Establish Quality Control Procedures to Monitor New Leases, Recertifications, and (Re)inspections

Objective 01


Review 10% of the previous month's leasing, and re-certifications to ensure satisfactory compliance with administrative procedures monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed March 2011. Randomly selected recently updated files to ensure accuracy.		
	13 Jan 2011	Donna De La Rosa	Completed December 2010. Randomly selected recently updated files to ensure that all required documents were present and rent was calculated accurately.		
	15 Oct 2010	Donna De La Rosa	Completed September 2010. Randomly selected recently updated files to ensure that all required documents were present and rent was calculated accurately.		
	12 Jul 2010	Donna De La Rosa	Completed June 2010. Randomly selected recently updated files to ensure that all required documents were present and rent was calculated accurately.		
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Randomly selected recently updated files to ensure that all required documents were present and rent was calculated accurately.		
	15 Jan 2010	Admin Admin	Completed December 2009 Randomly selected recently updated files to ensure that all required documents were present and rent was calculated correctly.		
	15 Oct 2009	Admin Admin	Completed September 2009 Randomly selected recently updated files to ensure that all required documents were present and rent was calculated correctly.		

Objective 02


Review 5% of the previous month's inspections to ensure compliance with administrative procedures monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed March 2011. Randomly selected files were reviewed to ensure that if violations weren't corrected, an extension was authorized or payments were abated.		
	13 Jan 2011	Donna De La Rosa	Completed December 2010. Randomly selected files were reviewed to ensure repairs were completed or payment was abated.		
	15 Oct 2010	Donna De La Rosa	Completed September 2010. Randomly selected files were reviewed to ensure repairs were completed or payment was abated.		
	12 Jul 2010	Donna De La Rosa	Completed June 2010. Randomly selected files were reviewed to ensure that repairs were completed or payment was abated.		
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Randomly selected files were reviewed to ensure that violations were corrected at the reinspections and if not, payment was abated.		
	15 Jan 2010	Admin Admin	Completed December 2009 Randomly selected files were reviewed to ensure that violations were corrected at the reinspection and if not, payment was abated.		
	15 Oct 2009	Admin Admin	Completed September 2009 Randomly selected files were reviewed to ensure that violations were corrected at the reinspection and if not, payment was abated.		

Goal 005 Lessen the Administrative Burden Due to Portability


Objective 01

Review listings of portables quarterly				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed March 2011			
	13 Jan 2011	Donna De La Rosa	Completed December 2010. Due to ongoing absorbing, there were no families to swap.			
	15 Oct 2010	Donna De La Rosa	Completed September 2010. There were no families available to swap at this time.			
	12 Jul 2010	Donna De La Rosa	Completed June 2010. Transfer Lists were compared and families to swap were identified.			
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Reviewed reports of incoming and outgoing vouchers. Identified housing authorities common to both lists.			
	15 Jan 2010	Admin Admin	Completed December 2009. Received list of families transferring to and from Providence. Identified housing authorities common to both lists			
	15 Oct 2009	Admin Admin	Completed September 2009. Received list of families transferring to and from Providence. Identified housing authorities common to both lists			

Objective 02

Identify any participants that can be swapped/absorbed (to alleviate billing) with other housing authorities quarterly				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed March 2011. No families to swap since we have been absorbing for so long.			
	13 Jan 2011	Donna De La Rosa	Completed December 2010, There were no families to swap.			
	15 Oct 2010	Donna De La Rosa	Completed September 2010. There were no vouchers available to swap.			
	12 Jul 2010	Donna De La Rosa	Completed June 2010. Identified 4 housing authorities to exchange vouchers to absorb. Eight vouchers were "swapped: to reduce billing.			
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Identified 3 housing authorities on the PHA's outgoing list that also had at least one tenant on the incoming list. Five vouchers were "swapped" to reduce billings.			
	15 Jan 2010	Admin Admin	Completed December 2009. Identified 1 housing authority on the PHA's outgoing list that also had at least one tenant on the incoming list. This practice eliminates duplicate monthly billings.			
	15 Oct 2009	Admin Admin	Completed September 2009. Identified 2 housing authorities on the PHA's outgoing list that also had at least one tenant on the incoming list. This practice eliminates duplicate monthly billings.			


Objective 03

Absorb all participants whose housing authority pays a fee less than the PHA's monthly				30 Jun 2011		Completed/Ongoing
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Comments	14 Mar 2011	Donna De La Rosa	Completed. All out of state portables have been absorbed.
	13 Jan 2011	Donna De La Rosa	Completed December 2010. All portables have been absorbed.
	15 Oct 2010	Donna De La Rosa	Completed September 2010. All portables from out of state have been absorbed.
	12 Jul 2010	Donna De La Rosa	Completed June 2010. Not only those with a fee less than RI were absorbed. To use funding more quickly, 58 families were absorbed.
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Families from three housing authorities were absorbed into our program since there is now additional funding.
	15 Jan 2010	Admin Admin	Completed December 2009. Due to lack of funding, no participants were absorbed into our program.
	15 Oct 2009	Admin Admin	Completed September 2009. Due to lack of funding, no participants were absorbed into our program.

Goal 006 Assure that all Contract Rents Meet Rent Reasonableness Standard

Objective 01

Conduct a rental survey of non-assisted rental units in the city of Providence at least annually (more often if market is turbulent)			30 Jun 2011		Completed
Comments	14 Mar 2011	Donna De La Rosa	Completed for FY 2011.		
	15 Oct 2010	Donna De La Rosa	Survey completed fir 2010.		
	12 Jul 2010	Donna De La Rosa	Survey completed for 2010. Rents are stable and participants are finding units easily.		
	13 Apr 2010	Donna De La Rosa	Survey completed in January 2010. Participants are not having a difficult time locating units. Rents are stable.		
	15 Jan 2010	Admin Admin	Completed in May 2009. Participants do not seem to be having a difficult time locating units. Rents are stable.		
	15 Oct 2009	Admin Admin	Completed in May 2009. Participants do not seem to be having a difficult time locating units. Rents are stable.		

Objective 02

Request supervisor's approval for 100% of new leaseings to ensure the rent reasonableness standard is utilized monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Reviewed on an ongoing basis for 100% of leaseings.		
	13 Jan 2011	Donna De La Rosa	Reviewed on an ongoing basis at each leasing.		
	15 Oct 2010	Donna De La Rosa	Reviewed on an ongoing basis at each leasing.		
	12 Jul 2010	Donna De La Rosa	Reviewed on an ongoing basis at each leasing.		
	13 Apr 2010	Donna De La Rosa	Reviewed on an ongoing basis at each leasing		
	15 Jan 2010	Admin Admin	Reviewed on an ongoing basis at each leasing		
	15 Oct 2009	Admin Admin	Reviewed on an ongoing basis at each leasing		


Objective 03

Review all rents for reasonableness at annual recertification if the FMRs decrease 5% or more monthly			30 Jun 2011		Completed/Ongoing
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Comments	13 Jan 2011	Donna De La Rosa	This regulation is not applicable through September 2011 since the FMRs increased - not decreased this year.
	15 Oct 2010	Donna De La Rosa	This regulation is not applicable through September 2011 since the FMRs increased - not decreased this year.
	12 Jul 2010	Donna De La Rosa	This regulation is not applicable through September 2010 since FMRs increased.
	13 Apr 2010	Donna De La Rosa	The FMRs increased for FY2010; therefore, this regulation does not apply for this fiscal year.
	15 Jan 2010	Admin Admin	For FY2010, the FMRs increased; therefore, this regulation is not applicable regulation is applicable this FY.
	15 Oct 2009	Admin Admin	This regulation is applicable this FY. Reviewed on an ongoing basis at recertification by Program Representative.

Goal 007 Track Location of all Section 8 Recipients in the City of Providence

Objective 01

Track the location of all Section 8 recipients in the city of Providence monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed March 2011. Families reside in every neighborhood except Wayland which has few rental properties.		
	13 Jan 2011	Donna De La Rosa	Completed December 2010. Families reside in every neighborhood except Wayland which has few rental units.		
	15 Oct 2010	Donna De La Rosa	Completed September 2010. Families reside in every neighborhood except Wayland which has few rental units.		
	13 Apr 2010	Donna De La Rosa	Completed March 2010. Families are residing in all neighborhoods of the city except Wayland which has few rental properties.		
	15 Jan 2010	Admin Admin	Completed most recently for December 2009 MMR. Families live in all neighborhoods of the city except Wayland which has few rental properties.		
	15 Oct 2009	Admin Admin	Completed most recently for September 2009 MMR. Families live in all neighborhoods of the city except Wayland which has few rental properties.		

Objective 02

Determine mobility patterns of Section 8 recipients annually			30 Jun 2011		Completed/Ongoing
Comments	13 Jan 2011	Donna De La Rosa	Completed for FY2010. Upper So. Prov., Elmwood and Wanskuk are the most popular neighborhoods		
	15 Oct 2010	Donna De La Rosa	Completed for FY2010. Upper So. Prov., Elmwood and Wanskuk are the most popular neighborhoods.		
	15 Jul 2010	Donna De La Rosa	Completed for FY2010. The most popular neighborhoods continue to be Upper So. Prov., Elmwood and Wanskuk.		
	13 Apr 2010	Donna De La Rosa	Completed for FY2009. Most popular neighborhoods are Upper South Providence, Elmwood and Wanskuk.		
	15 Jan 2010	Admin Admin	Completed for FY2009. Most popular neighborhoods are Upper South Providence, Elmwood and Wanskuk.		
	15 Oct 2009	Admin Admin	Completed for FY2009. Most popular neighborhoods are Upper South Providence, Elmwood and Wanskuk.		


Objective 03

Track the number of foreclosures affecting displacements monthly			30 Jun 2011		Completed/Ongoing
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Comments	14 Mar 2011	Donna De La Rosa	Completed March 2010. Less than 5 families per quarter are affected by foreclosure now.
	13 Jan 2011	Donna De La Rosa	Completed in December 2010. Fewer tenants are affected by foreclosures.
	15 Oct 2010	Donna De La Rosa	Completed in September 2010. Fewer tenants are affected by foreclosures.
	15 Jul 2010	Donna De La Rosa	Completed in June 2010. Tenants affected by foreclosures continue to decline; i.e., >5 per month.
	13 Apr 2010	Donna De La Rosa	Completed in March 2010. Tenants affected by foreclosures continue to decline.
	15 Jan 2010	Admin Admin	Completed in December 2009. Fewer foreclosures during the most recent quarter affecting participating families.
	15 Oct 2009	Admin Admin	Completed in September 2009. Fewer foreclosures during the most recent quarter affecting participating families.

Goal 008 Develop an Educational Program for Participants

Objective 01

Prepare a newsletter for tenants concerning regulation changes and common questions/problems bi-annually			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Newsletter is completed. Ready to send to the printers.		
	13 Jan 2011	Donna De La Rosa	Not yet due for FY2011		
	15 Oct 2010	Donna De La Rosa	Not yet due for FY2011.		
	15 Jul 2010	Donna De La Rosa	Completed for FY2010.		
	06 Apr 2010	Donna De La Rosa	March 2010 Newsletter completed and mailed.		
	15 Jan 2010	Admin Admin	December 2009. English version of the tenant newsletter has been completed		
	15 Oct 2009	Admin Admin	Work has begun; however it has not been completed due to extra time allotted meetings, etc. with the Fraud Investigator and Office of the Inspector General as well as 2 staff on maternity leave, training and troubleshooting problems in the new software.		

Objective 02


Translate and provide the newsletter in Spanish bi-annually			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed for March 2011.		
	15 Oct 2010	Donna De La Rosa	Not yet due for FY 2011; in progress.		
	15 Jul 2010	Donna De La Rosa	Completed for FY2010 in March.		
	06 Apr 2010	Donna De La Rosa	March 2010 Completed and mailed.		
	15 Jan 2010	Admin Admin	In process of being translated. This was delayed since the English version of the newsletter had to be completed first.		
	15 Oct 2009	Admin Admin	Delayed since the English version of the newsletter must be completed first.		

Objective 03


Translate the HCV Program's Tenant Handbook into Spanish by June 2009			30 Jun 2011		In Progress
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Comments	14 Mar 2011	Donna De La Rosa	First draft has been completed but needs substantial changes.
	13 Jan 2011	Donna De La Rosa	First draft has been completed.
	15 Oct 2010	Donna De La Rosa	Translation is complete. In the process of proof-reading.
	15 Jul 2010	Donna De La Rosa	Translation of handbook is in progress.
	06 Apr 2010	Donna De La Rosa	This project had been delayed due to other priorities. Translation is in progress.
	15 Jan 2010	Admin Admin	Delayed due to other priorities such as training and troubleshooting the new computer system. Also, new regulations are expected at the end of January which will require that the handbook be updated first.
	15 Oct 2009	Admin Admin	Delayed. Staff is working on other projects, covering for those on maternity leave and handbook must be updated first.

Objective 04

Prepare a Powerpoint presentation which emphasizes program responsibilities and frequently asked questions by June 2010			30 Jun 2011		In Progress
Comments	14 Mar 2011	Donna De La Rosa	This material is compiled in the handbook; however, the presentation has not been formalized. This objective is dependent on the ability to put a television in the lobby.		
	13 Jan 2011	Donna De La Rosa	This material is compiled in the handbook; however, the presentation has not been formalized. This objective is dependent on the ability to put a television in the lobby.		
	13 Apr 2010	Donna De La Rosa	Not due yet. Tenant handbook will be updated first.		
	15 Jan 2010	Admin Admin	Not due yet. Tenant handbook must be updated first.		
	15 Oct 2009	Admin Admin	Not due yet. Tenant handbook must be updated first.		

Objective 05


Purchase and install a television in the lobby to present educational materials to participants waiting in the lobby by September 2010			30 Sep 2010		Completed
Comments	14 Mar 2011	Donna De La Rosa	Discussed with architects renovating the lobby. They weren't sure if it was possible. On Hold.		
	13 Jan 2011	Donna De La Rosa	Discussed with architects renovating the lobby. They weren't sure if it was possible. On Hold.		
	15 Oct 2010	Donna De La Rosa	Postponed until renovations of lobby are completed.		
	15 Jul 2010	Donna De La Rosa	Not due yet; however, consulted architects renovating the area.		
	13 Apr 2010	Donna De La Rosa	Not due yet.		
	15 Jan 2010	Admin Admin	Not due yet		
	15 Oct 2009	Admin Admin	Not due yet		

Objective 06

Develop a presentation (Powerpoint) to be used for orientation for new applicants by February 2009			28 Feb 2009		Completed
Comments	15 Oct 2010	Donna De La Rosa	Completed February 2009.		
	15 Jul 2010	Donna De La Rosa	Completed February 2009.		
	13 Apr 2010	Donna De La Rosa	Completed February 2009.		
	15 Jan 2010	Admin Admin	Completed presentation February 2009. No briefings have been held yet to test its effectiveness.		
	15 Oct 2009	Admin Admin	Completed presentation February 2009. No briefings have been held yet to test its effectiveness.		

Goal 009 Prevent or Minimize Fraud in the Section 8 Program


Objective 01

Hire a fraud investigator by January 1, 2009				31 Jan 2009		Completed
Comments	15 Oct 2010	Donna De La Rosa	Hired in 2008			
	13 Apr 2010	Donna De La Rosa	Hired 4th quarter of 2008			
	15 Jan 2010	Admin Admin	Hired 4th Quarter 2008			
	15 Oct 2009	Admin Admin	Hired 4th Quarter 2008			

Objective 02

Review and select an investigative online database site by March 2009				30 Mar 2009		Completed
Comments	15 Oct 2010	Donna De La Rosa	Operational since November 2008			
	13 Apr 2010	Donna De La Rosa	Database has been operational since November 2008			
	15 Jan 2010	Admin Admin	Database operational since November 2008			
	15 Oct 2009	Admin Admin	Database operational since November 2008			

Objective 03


Print and review EIV statements for each family interview monthly				30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	EIV is operational. All reports are reviewed monthly for each family recertified.			
	13 Jan 2011	Donna De La Rosa	The EIV site was inoperable until mid November. Staff must review 7 months of back paperwork.			
	15 Oct 2010	Donna De La Rosa	Staff is still not able to access this data since the HUD system has serious problems and is not anticipated to be operational until Nov. 15, 2010.			
	15 Jul 2010	Donna De La Rosa	Staff has attempted to access the EIV database; however, the HUD system has had numerous problems and is not operational at this time.			
	13 Apr 2010	Donna De La Rosa	Completed until the July recertifications.			
	15 Jan 2010	Admin Admin	Completed in advance until the May recertifications			
	15 Oct 2009	Admin Admin	Completed in advance until the February recertifications			

Objective 04

Investigate the feasibility of collecting money owed due to fraud and/or prosecuting those who have already been terminated from the program by February 2010				28 Feb 2011		Completed
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Comments	14 Mar 2011	Donna De La Rosa	Six are in the court process. One is being prosecuted criminally by the State and civilly by the Federal Government. Repayments are collected monthly in house.
	13 Jan 2011	Donna De La Rosa	Five are in the court system and 2 additional are pending criminal charges.
	15 Oct 2010	Donna De La Rosa	One case has been resolved; four others have been charged and are in the court system.
	15 Jul 2010	Donna De La Rosa	The first case was successfully prosecuted and the ex-participant and owner must pay restitution. Four others were charged and are awaiting a court date.
	13 Apr 2010	Donna De La Rosa	The first case is already in the court system. The second is pending serving the warrant and two others are ready to be submitted.
	15 Jan 2010	Admin Admin	Meetings have been held with law enforcement concerning filing civil and/or criminal charges. Also, EIV has posted a new section in which housing authorities can post families who left owing balances which will flag if they apply to other programs. First case is ready for prosecution.
	15 Oct 2009	Admin Admin	Meetings have been held with law enforcement concerning filing civil and/or criminal charges. Also, EIV has posted a new section in which housing authorities can post families who left owing balances which will flag if they apply to other programs.

Objective 05


Conduct a review as to the feasibility of establishing a fraud hotline number by June 2010			30 Jun 2010		Completed
Comments	15 Oct 2010	Donna De La Rosa	Operational since October 2008		
	15 Jul 2010	Donna De La Rosa	Operational and receiving tips since October 2008.		
	13 Apr 2010	Donna De La Rosa	Fraud Investigator's line has served as the hotline since October 2008. Callers are leaving good information.		
	15 Jan 2010	Admin Admin	Fraud Investigator's line has been in use as the hotline number since October 2008.		
	15 Oct 2009	Admin Admin	Fraud Investigator's line is in use as the hotline number.		

Goal 010 Develop an Educational Program for Property Owners and Agents


Objective 01

Publish a newsletter for landlords concerning regulation changes and common problems bi-annually			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa			
	13 Jan 2011	Donna De La Rosa	Completed December 2010 with emphasis on the direct deposit procedures.		
	15 Oct 2010	Donna De La Rosa	Not due yet for FY2011; in progress.		
	15 Jul 2010	Donna De La Rosa	Completed. Bilingual newsletter mailed April 2010.		
	06 Apr 2010	Donna De La Rosa	March 2010 The newsletter is completed in English but has not been mailed yet since the Spanish version is not ready yet. The newsletter is printed back to back.		
	15 Jan 2010	Admin Admin	Work has begun; however it has not been completed due to extra time allotted meetings, etc. with the Fraud Investigator and Office of the Inspector General concerning egregious fraud case and troubleshooting the new software.s		
	15 Oct 2009	Admin Admin	Work has begun; however it has not been completed due to extra time allotted meetings, etc. with the Fraud Investigator and Office of the Inspector General concerning egregious fraud cases		


Objective 02

Publish a version of the newsletter in Spanish bi-annually				30 Jun 2011		In Progress
Comments	13 Jan 2011	Donna De La Rosa	Completed December 2010.			
	15 Oct 2010	Donna De La Rosa	Not due yet for FY2011; in progress.			
	15 Jul 2010	Donna De La Rosa	Completed. Bilingual newsletter mailed April 2010.			
	06 Apr 2010	Donna De La Rosa	March 2010 The Spanish version is almost completed and will be mailed within a few weeks.			
	15 Jan 2010	Admin Admin	Not completed yet. English version must be completed first.			
	15 Oct 2009	Admin Admin	Not completed yet. English version must be completed first.			

Objective 03

Translate HCV Program's Owners Guide into Spanish by October 2009				31 Oct 2011		Problem
Comments	14 Mar 2011	Donna De La Rosa	Other priorities (especially fraud investigations) have delayed this project. The Tenant Guide has more priority since most Owners do speak English			
	13 Jan 2011	Donna De La Rosa	Other priorities have delayed this project. The Tenant Guide has more priority since most Owners do speak English			
	15 Oct 2010	Donna De La Rosa	This project has been postponed due to other priorities. Most owners do read English.			
	15 Jul 2010	Donna De La Rosa	Other priorities have delayed this project. The Tenant Guide has more priority since most Owners do speak English.			
	06 Apr 2010	Donna De La Rosa	Due to other priorities, this project has been delayed. The Tenant Handbook has more priority since there are more tenants who do not speak English vs. Owners.			
	15 Jan 2010	Admin Admin	Due to decreased staff (maternity leaves) and training/troubleshooting new software, this project was postponed.			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 04

Prepare an orientation presentation (PowerPoint) for new owners to be put on the PHA website by December 2011				31 Jan 2011		Not Due Yet
Comments	14 Mar 2011	Donna De La Rosa	Not due yet.			
	13 Jan 2011	Donna De La Rosa	Not due yet.			
	19 Oct 2010	Donna De La Rosa	Not due yet.			
	15 Jul 2010	Donna De La Rosa	Not due yet.			
	06 Apr 2010	Donna De La Rosa	Not due yet			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 05

Translate the presentation into Spanish by March 2012				30 Mar 2011		Not Due Yet
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Comments	13 Jan 2011	Donna De La Rosa	Not due yet.
	19 Oct 2010	Donna De La Rosa	Not due yet.
	15 Jul 2010	Donna De La Rosa	Not due yet.
	13 Apr 2010	Donna De La Rosa	Not due yet. Presentation must be created in English first.
	15 Jan 2010	Admin Admin	Not due yet
	15 Oct 2009	Admin Admin	Not due yet

Objective 06

Research and add links to the website with information for owners including housing law, lead laws, and available funding by October 2010			31 Oct 2010		Completed
Comments	14 Mar 2011	Donna De La Rosa	Links for direct deposit and available units have been established.		
	13 Jan 2011	Donna De La Rosa	Some links have been established; however, the priority has been on direct deposit.		
	19 Oct 2010	Donna De La Rosa	Not due yet.		
	15 Jul 2010	Donna De La Rosa	Not due yet.		
	13 Apr 2010	Donna De La Rosa	Not due yet.		
	15 Jan 2010	Admin Admin	Not due yet		
	15 Oct 2009	Admin Admin	Not due yet		

Goal 011 Update and Enforce Policy for Barring Participation of Property Owners that Fail to Comply with Section 8 Requirements


Objective 01

Assign committee including both Program Representatives and Inspectors by April 2009			30 Apr 2010		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed. Committee established.		
	15 Jul 2010	Donna De La Rosa	Completed. Committee established.		
	13 Apr 2010	Donna De La Rosa	Committee assigned. Memo sent.		
	15 Jan 2010	Admin Admin	Committee assigned. Memo sent.		
	15 Oct 2009	Admin Admin	Committee assigned. Memo sent.		


Objective 02

Review regulations and list common problematic practices by July 2, 2009			31 Jul 2011		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed. Memo received.		
	15 Jul 2010	Donna De La Rosa	In progress. Committee is establishing a list of problematic practices.		
	13 Apr 2010	Donna De La Rosa	Due to other priorities, this project was postponed. Translating the Tenant Handbook into Spanish is a higher priority.		
	15 Jan 2010	Admin Admin	Due to lack of staff (maternity leaves) and training/troubleshooting the new software this project was postponed.		
	15 Oct 2009	Admin Admin	Due to lack of staff (maternity leaves) and training/troubleshooting the new software this project was postponed.		


Objective 03

Prepare and submit updated policy and criteria recommendations to department director by October 2009				31 Oct 2010		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed. Memo received.			
	15 Jul 2010	Donna De La Rosa	In progress. Committee is developing list of criteria.			
	13 Apr 2010	Donna De La Rosa	Project postponed (see above)			
	15 Jan 2010	Admin Admin	Project postponed (see above)			
	15 Oct 2009	Admin Admin	Project postponed (see above)			


Objective 04

Prepare initial list of barred owners by November 2009				30 Nov 2010		Completed/Ongoing
Comments	19 Oct 2010	Donna De La Rosa	Ongoing. Names are referred to the committee.			
	15 Jul 2010	Donna De La Rosa	In progress. Names of problematic owners/agents are sent to the committee.			
	13 Apr 2010	Donna De La Rosa	Due to limited time, this project has been postponed.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 05


Notify all owners of committee's criteria for disbarment in a newsletter by December 2009				31 Dec 2010		In Progress
Comments	14 Mar 2011	Donna De La Rosa	Delayed due to the late start of the project, few seriously problematic owners, and other projects with more priority. This may be sent in the next Owner newsletter.			
	13 Jan 2011	Donna De La Rosa	Delayed due to the late start of the project, few problematic owners, and other projects with more priority.			
	19 Oct 2010	Donna De La Rosa	Delayed due to the late start of the project, few problematic owners, and other projects with more priority.			
	15 Jul 2010	Donna De La Rosa	Delayed due to the late start of the project which is now in progress.			
	13 Apr 2010	Donna De La Rosa	Postponed. List, etc. must be created first.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 06


Review Problematic Owner Referral Forms from Representatives monthly				30 Apr 2011		In Progress
Comments	13 Jan 2011	Donna De La Rosa	Delayed. Notification to all owners must be completed first.			
	19 Oct 2010	Donna De La Rosa	Delayed. Notification to all owners must be completed first.			
	15 Jul 2010	Donna De La Rosa	Delayed. Identification and notification process must be completed first.			
	13 Apr 2010	Donna De La Rosa	Not due yet.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Goal 012 Update the De-Concentration Policy


Objective 01

Review regulations and update the de-concentration policy, if necessary, by June 2010				30 Jun 2010		Completed
Comments	14 Mar 2011	Donna De La Rosa	-- enter new status update --			
	19 Oct 2010	Donna De La Rosa	Completed June 2010. No changes required.			
	15 Jul 2010	Donna De La Rosa	Completed June 2010. No changes required.			
	13 Apr 2010	Donna De La Rosa	Not due yet.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 02


Prepare flyer to attract new owners in non-concentrated areas of poverty by October 2010				31 Oct 2010		In Progress
Comments	14 Mar 2011	Donna De La Rosa	Delayed due to other projects with higher priority. Participants are not having problems finding units; they live in all neighborhoods except Wayland.			
	13 Jan 2011	Donna De La Rosa	Delayed due to other projects with higher priority. Participants are not having problems finding units; they live in all neighborhoods except Wayland.			
	19 Oct 2010	Donna De La Rosa	Delayed due to other projects with higher priority. Participants are not having problems finding units; they live in all neighborhoods except Wayland.			
	15 Jul 2010	Donna De La Rosa	Not due yet.			
	13 Apr 2010	Donna De La Rosa	Not due yet.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			

Objective 03

Prepare materials which identify areas with a low concentration of poverty and surrounding attractions/amenities by December 2010				31 Dec 2010		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed February 2010. Materials are distributed at orientation.			
	15 Jul 2010	Donna De La Rosa	Completed February 2010. Materials are used at orientation.			
	13 Apr 2010	Donna De La Rosa	Completed February 2010.			
	15 Jan 2010	Admin Admin	Not due yet			
	15 Oct 2009	Admin Admin	Not due yet			


Goal 013 Develop an Innovative Method to Reopen the Waiting List and Assist Applicants

Objective 01


Determine a method to reopen waiting list without requiring long lines and special events by March 2012				31 Mar 2012		Not Due Yet
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Comments	13 Jan 2011	Donna De La Rosa	Not due yet.
	19 Oct 2010	Donna De La Rosa	Not due yet.
	15 Jul 2010	Donna De La Rosa	Not due yet.
	13 Apr 2010	Donna De La Rosa	Not due yet.
	15 Jan 2010	Admin Admin	Not due yet
	15 Oct 2009	Admin Admin	Not due yet

Objective 02

Allow applicants to view their waiting list placement on the PHA website by January 2009			31 Jan 2009		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed. This feature is operational on the PHA website.		
	15 Jul 2010	Donna De La Rosa	Completed. This feature is operable on the website.		
	13 Apr 2010	Donna De La Rosa	This feature is operable on the website. Applicants can enter personal information to view their placement on the waiting list.		
	15 Jan 2010	Admin Admin	This feature is operational on the website. Applicants can enter personal information and view their placement on the list.		
	15 Oct 2009	Admin Admin	This feature is operational on the website. Applicants can enter personal information and view their placement on the list.		

Objective 03

Investigate the feasibility of placing a computer in the lobby to check placement on the waiting list for those without internet access			31 Jan 2011		Completed
Comments	14 Mar 2011	Donna De La Rosa	Investigation is completed but pending the architect's decision.		
	13 Jan 2011	Donna De La Rosa	Pending renovation of lobby area. Already met with the architects.		
	19 Oct 2010	Donna De La Rosa	Pending renovation of lobby area. Already met with the architects.		
	15 Jul 2010	Donna De La Rosa	Met with the architectural consultants renovating the area. They are aware of our interest in this goal.		
	06 Apr 2010	Donna De La Rosa	Consultants have been called to update the floor plan of the lobby. Once a design has been selected, this objective will be addressed.		
	15 Jan 2010	Admin Admin	Consultants have been called to update the floor plan of the first floor and lobby. Once a design has been selected and work begins, this objective will be addressed.		
	15 Oct 2009	Admin Admin	Consultants have been called to update the floor plan of the first floor and lobby. Once a design has been selected and work begins, this objective will be addressed.		


Goal 014 Maintain a MTCS Submission Rate of at Least 97%

Objective 01


Transmit all changes to the calculations monthly			30 Jun 2011		Completed/Ongoing
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Comments	14 Mar 2011	Donna De La Rosa	Completed through March 2011.
	13 Jan 2011	Donna De La Rosa	Completed through December 2010.
	19 Oct 2010	Donna De La Rosa	Completed through September 2010.
	15 Jul 2010	Donna De La Rosa	Completed through June 2010
	13 Apr 2010	Donna De La Rosa	Completed through March 2010.
	15 Jan 2010	Admin Admin	Completed through December 2009
	15 Oct 2009	Admin Admin	Completed through September 2009

Objective 02


Review Delinquency Reports monthly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed through March 2011. 99.8% reporting rate.		
	13 Jan 2011	Donna De La Rosa	Completed through December 2010. 99.8% reporting rate.		
	19 Oct 2010	Donna De La Rosa	Completed through September 2010. 100% reporting rate.		
	15 Jul 2010	Donna De La Rosa	Completed through June 2010. 100% reporting rate.		
	13 Apr 2010	Donna De La Rosa	Completed through March 2010.		
	15 Jan 2010	Admin Admin	Completed through December 2009 records. Transmission rate is 99.6%.		
	15 Oct 2009	Admin Admin	Completed through September 2009 records. Transmission rate is 98.6%.		

Objective 03

Review Late Re-certifications, Late Inspections, Incorrect Calculation Reports quarterly			30 Jun 2011		Completed/Ongoing
Comments	14 Mar 2011	Donna De La Rosa	Completed. Reviewed through March 2011.		
	13 Jan 2011	Donna De La Rosa	Completed. Reviewed through December 2010.		
	19 Oct 2010	Donna De La Rosa	Completed. PIC databases reviewed September 2010.		
	15 Jul 2010	Donna De La Rosa	Completed. Database updated June 2010.		
	15 Jan 2010	Admin Admin	Completed December 2009. Files are accurate.		
	15 Oct 2009	Admin Admin	Completed September 2009. Files are accurate.		

Goal 015 Maintain the Designation of High Performer in SEMAP Annually

Objective 01

Pull sample according to HUD requirements and complete all logs annually (July)	30 Jun 2011		Not Due Yet
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Comments	14 Mar 2011	Donna De La Rosa	Not yet due for FY2011.
	19 Oct 2010	Donna De La Rosa	Completed for FY2010.
	15 Jul 2010	Donna De La Rosa	Completed logs for FY2010.
	13 Apr 2010	Donna De La Rosa	Completed for FY2009
	15 Jan 2010	Admin Admin	Completed for FY2009
	15 Oct 2009	Admin Admin	Completed for FY2009

Objective 02


Submit certification in PIC within 45-days of the end of the fiscal year			30 Jun 2011		Not Due Yet
Comments	14 Mar 2011	Donna De La Rosa	Not yet due for FY2011.		
	19 Oct 2010	Donna De La Rosa	Completed July 2010 for FY 2010.		
	15 Jul 2010	Donna De La Rosa	Completed for FY2009. Not yet due for FY2010.		
	13 Apr 2010	Donna De La Rosa	Completed for FY2009		
	15 Jan 2010	Admin Admin	Completed for FY2009		
	15 Oct 2009	Admin Admin	Completed for FY2009		

Goal 016 Improve the Appearance of the Physical Space Within the Department

Objective 01

Create innovative means of diminishing the amount of file retention by April 2009			30 Apr 2009		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed April 2009.		
	15 Jul 2010	Donna De La Rosa	Completed April 2009.		
	15 Jan 2010	Admin Admin	Completed April 2009. Contacted agencies for quotes on storage,		
	15 Oct 2009	Admin Admin	Completed April 2009. Contacted agencies for quotes on storage,		

Objective 02


Investigate methods to dispose of and/or store inactive files by April 2009			30 Apr 2009		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed April 2009. Shred-it is now under contract.		
	15 Jul 2010	Donna De La Rosa	Completed April 2009.		
	15 Jan 2010	Admin Admin	Completed April 2009. Cintas is under contract to shred/dispose of inactive files.		
	15 Oct 2009	Admin Admin	Completed April 2009. Cintas is under contract to shred/dispose of inactive files.		

Objective 03

Reorganizing work area to improve tenant confidentiality and overall security by November 2009			30 Jun 2011		In Progress
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Comments	14 Mar 2011	Donna De La Rosa	Designs are completed. Some staff have moved their work area. Construction will start during the next quarter.
	19 Oct 2010	Donna De La Rosa	Architectural consultants have completed the designs to address this issue.
	15 Jul 2010	Donna De La Rosa	Architectural consultants are working on designs to address this issue.
	06 Apr 2010	Donna De La Rosa	Not due yet; however, the new designs for 1st floor work area will address this.
	15 Jan 2010	Admin Admin	Not due yet
	15 Oct 2009	Admin Admin	Not due yet


Objective 04

Study the effects of moving to a new location and assess the potentially positive benefits it may have on the rest of the agency by December 2009			30 Jun 2010		Completed
Comments	19 Oct 2010	Donna De La Rosa	Completed. This is eliminated since the office space will be renovated instead of buying a new space.		
	15 Jul 2010	Donna De La Rosa	This objective will be eliminated when the office space is renovated.		
	06 Apr 2010	Donna De La Rosa	Not yet due; however, this objective will be eliminated if the 1st floor is renovated.		
	15 Jan 2010	Admin Admin	Not due yet		
	15 Oct 2009	Admin Admin	Not due yet		

Objective 05


Study Section 8 Housing Patterns			30 Jun 2013		Not Due Yet
Comments	15 Jul 2010	Donna De La Rosa	Not yet due.		

Objective 06

Commission a study concerning: distribution and employment patterns of Section 8 participants by July 2012			30 Jun 2013		Not Due Yet
Comments	19 Oct 2010	Donna De La Rosa	Not due yet.		
	15 Jul 2010	Donna De La Rosa	Not yet due.		

Goal 017 Study Section 8 Housing Patterns

Objective 01

Commission a study concerning: distribution and employment patterns of Section 8 participants by July 2013			30 Jun 2011		Not Due Yet
Comments	19 Oct 2010	Donna De La Rosa	Not yet due. Will need assistance from another department and will be possible only if the software can track and produce a report.		
	15 Jul 2010	Donna De La Rosa	Not yet due. Will need assistance from another department and will be possible only if the software can produce the necessary data.		
	06 Apr 2010	Donna De La Rosa	Need assistance from another department and the software must be able to produce this information.		
	15 Jan 2010	Admin Admin	Need assistance from another department and the software must be able to produce this information.		
	15 Oct 2009	Admin Admin	Need assistance from another department and the software must be able to produce this information		

LEGAL OFFICE

Generated on: 24 March 2011



Goal 01 Establish and Maintain System for Procurement of Competent Legal Services

Objective 01

MANAGEMENT INFORMATION SYSTEMS

Generated on: 24 March 2011



Goal 001 Ensure that all PHA Computer Hardware is Updated to Provide Maximum Utilization and Staff Efficiency within Budgetary Constraints

Objective 01

Conduct an annual assessment of computer hardware and printers inventory				30 Nov 2009	✓	Completed
Comments	24 Nov 2010	Nancy Mattes	In July, 33 computers were ordered and installed throughout the agency. This replaced our older computers that were purchased in 2001 and 2002. Older HP Laserjet printers have been replaced with Xerox M20i printers. This equipment is leased for three years, the lease includes toners and maintenance.			
	09 Mar 2010	Nancy Mattes	Updated computer inventory report, will present three year plan to Executive Director by weeks end. Waiting for Linda to provide remaining balances in computer hardware budget.			
	09 Mar 2010	Nancy Mattes	Older HP printers at the Management Offices have been replaced with M-20 Xerox printers with a four year lease.			
	15 Jan 2010	Admin Admin	Have received information from two directors, will review and add information to the list. Will be setting up a three year plan per the Executive Director. Was delayed with the installation of the HAB system. Will have list to present to the Executive Director by the end of February.			
	15 Oct 2009	Admin Admin	September the MIS Manager sent an e-mail to the department Directors inquiring as to what their computer hardware/software, printer needs will be for next year.			

Objective 02


Purchase new personal computers to replace older PCs throughout the PHA				30 Sep 2009	✓	Completed
Comments	24 Nov 2010	Nancy Mattes	Reviewed computer inventory database and 33 computers were ordered and installed throughout the agency to replace our older 2001 and 2002 computers.			
	15 Jan 2010	Admin Admin	Numerous computers have been ordered and installed throughout the agency. This includes installing computers in the High Rise Maintenance shops to be used with handheld scanners for the HAB Inventory system.			
	15 Oct 2009	Admin Admin	Numerous computers have been ordered and installed throughout the agency. This includes installing computers in the High Rise Maintenance shops to be used with handheld scanners for the HAB Inventory system.			

Objective 03

Purchase new printers to replace oldest printers throughout the PHA				30 Sep 2009	✓	Completed
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Comments	24 Nov 2010	Nancy Mattes	New Xerox M20i printers have been installed in the Management offices that replaced the older Hewlett Packard Laserjet printers. The new Xerox printers have a three year lease and supplies and maintenance is covered under the lease.
	15 Jan 2010	Admin Admin	Late December, early January the new Xerox leased printers arrived. They have been installed and staff has been using these printers for the daily printing jobs. For now, we will be leaving the older HP printers at the sites as a backup.
	15 Oct 2009	Admin Admin	Reviewed, no printers needed to be replaced as of August 2009. October the Xerox printers that have been installed in the Mgmt offices will be upgraded and at that point, the staff in the management offices will be using the Xerox printers to print their reports. We will phase out our older printers.

Objective 04


Conduct annual assessment of computer servers located in MIS Office			30 Sep 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	Reviewed the MIS servers, no changes or upgrades to the hardware or software are necessary at this time.		
	10 Mar 2010	Nancy Mattes	Two Dell servers were ordered in February. this was necessary in order to continue our Document Imaging with the HAB system		
	15 Jan 2010	Admin Admin	Conducted assessment June 2009, Server Hardware does not need to be upgraded. In July, one additional server was added for HAB software system.		
	15 Oct 2009	Admin Admin	Conducted assessment June 2009, Server Hardware does not need to be upgraded. One additional server was added for HAB software system.		

Goal 002 Ensure that all PHA Computer Software is Replaced and/or Upgraded to Ensure Maximum Efficiency

Objective 01

Review all PHA software on the workstations to ensure correct licensing			31 Jul 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	Software licensing has been reviewed and is correct, no additional licenses need to be purchased.		
	15 Jan 2010	Admin Admin	Software licenses for the workstations are correct.		
	15 Oct 2009	Admin Admin	Software licenses for the workstations are correct.		

Objective 02

Install Office 2007 in all work stations			30 Jun 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	As of January 2010 all employee computers have been upgraded to Office 2007.		
	15 Jan 2010	Admin Admin	We have completed the project of upgrading all computers to Office 2007.		
	15 Oct 2009	Admin Admin	We have completed the project of upgrading all computers to Office 2007.		

Goal 003 Increase and/or Upgrade the Functions of the Existing Network

Objective 01

Review service packs on servers and upgrade			31 Dec 2008		Completed
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Comments	24 Nov 2010	Nancy Mattes	Monthly the Service Packs, BIOS and Firmware on each Server located in MIS office is applied if necessary. Everything at this time is current.
	15 Jan 2010	Admin Admin	Completed, all service packs on the servers located in the MIS Office are current.
	15 Oct 2009	Admin Admin	Completed, all service packs on the servers located in the MIS Office are current.

Objective 02

Review COX Cable Internet access			31 Jan 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	Nothing further needs to be done with the Goal at this time. We are in a three contract that expires March 2, 2012.		
	15 Jan 2010	Admin Admin	Our Internet access has been contracted with Cox Communication for 3 years. Cox Communication's has supplied our Internet access for the past 5 years with minimal problems. Verizon Business quote was \$215.00 more per month; over a three year contract we would have paid \$7,740.00 more with Verizon Business.		
	15 Oct 2009	Admin Admin	Our Internet access has been contracted with Cox Communication for 3 years. Cox Communication's has supplied our Internet access for the past 5 years with minimal problems. Verizon Business quote was \$215.00 more per month; over a three year contract we would have paid \$7,740.00 more with Verizon Business.		

Objective 03

Research and select software in order to allow remote access to PHA computers			30 Sep 2008		Completed
Comments	24 Nov 2010	Nancy Mattes	No changes necessary in order for the staff to remotely access their computers from outside the agency. GoToMyPC is working well for the agency.		
	09 Mar 2010	Nancy Mattes	Staff, with supervisors approval, can now access our network resources/files outside the PHA via VPN.		
	15 Jan 2010	Admin Admin	Select staff uses GoToMyPC software for remote access to their computer, e-mail and network files. MIS is also in the process of setting up a VPN for those users who want the ability to be able to access only their e-mails from outside the office.		
	15 Oct 2009	Admin Admin	Select staff uses GoToMyPC software for remote access to their computer, e-mail and network files.		

Objective 04


Review Internet restricting/monitoring software to detect Internet abuse by staff			30 Jun 2013		Ongoing
Comments	24 Nov 2010	Nancy Mattes	Websense software is being used to restrict/allow Internet access for users. Also, MIS staff attended a Crystal Reports training in October and MIS will be able to create custom reports on Internet activity.		
	09 Mar 2010	Nancy Mattes	We have received our additional licenses and we are able to monitor and report on specific user's Internet access.		
	15 Jan 2010	Admin Admin	We purchased additional Websense licenses since more users need Internet access. We sent a requisition to the Purchaser in December, and it was faxed to the vendor mid January. Until we get the additional licenses we are unable to monitor all Internet activity.		
	15 Oct 2009	Admin Admin	AS of mid September, the Websense software is currently not working with new firewalls installed. Our Network Administrator is working with the vendor who installed the Firewalls along with Websense Technical support to get the problem resolved as quickly as possible.		

Objective 05

Update Network Configuration database			30 Jun 2009		Completed
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Comments	24 Nov 2010	Nancy Mattes	This database is updated as software and hardware contract/licenses are purchased.
	15 Jan 2010	Admin Admin	This objective is relative to the departments Hardware and Software contract/license database and this is updated as contracts are renewed and/or changed.
	15 Oct 2009	Admin Admin	This objective is relative to the departments Hardware and Software contract/license database and this is updated as contracts are renewed and/or changed.

Objective 06


Test data lines for speed and connectivity problems quarterly			31 Dec 2008		Completed
Comments	24 Nov 2010	Nancy Mattes	We run random ping test on computers to determine if there are network issues. If there are problems we contact our network vendor to resolve if the problem can't be fixed by MIS. Sometimes the problem is caused by hardware that MIS does not maintain or have access to such as: Antenna's and/or Network switches.		
	26 Oct 2010	Nancy Mattes	We are running ping test with random selected computers to determine if there are any network issues going on.		
	13 Jul 2010	Nancy Mattes	Unable to test data lines because when Maintenance rewired the cables in the MIS office they did not mark where the cables are connected to (what computer/printer). We will have to begin checking each line individually, which will take a quite a bit of time. Plan on having cables labeled by year's end.		
	09 Mar 2010	Nancy Mattes	Mid March, MIS ordered a Fluke (tool to test data line connectivity). We will testing one computer or printer from each department.		
	15 Jan 2010	Admin Admin	We are experiencing numerous network connectivity problems since October 2009. New equipment was installed in the MIS office by numerous vendors/staff and no one seems to know how to resolve the problem. Mean will MIS is dealing with the unhappy users. Mid January, the MIS Manager met with Unicom for their input on how to resolve these problems.		
	15 Oct 2009	Admin Admin	Was unable to complete this quarter. Contacted the FM Security Manager mid September for a recommendation as to what equipment we should purchase to complete this quarterly goal.		

Goal 004 Submit and/or Produce Required Computer-Produced Reports in a Timely Manner

Objective 01


Certify Employment Income Verification (EIV) users on the HUD system quarterly			30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	The reporting requirement has changed from quarterly to semi-annually per HUD. Now users are certified during the months of April and October. As of October 28, 2010 all PHA EIV users have been certified.		
	10 Mar 2010	Nancy Mattes	-- enter new status update --		
	15 Jan 2010	Admin Admin	Quarterly, the MIS Manager certifies all PHA EIV users on the first working day of each quarter.		
	15 Oct 2009	Admin Admin	Quarterly, the MIS Manager certifies all PHA EIV users on the first working day of each quarter.		

Objective 02


Submit Section 8 addresses electronically to RI Dept. of Health (RIDOH) for cross-referencing addresses to elevated lead blood levels in children monthly			30 Jun 2013		Ongoing
Comments	24 Nov 2010	Nancy Mattes	By the 10th of each month, the MIS Manager sends the RIDOH (RI Dept. of Health) our S8 address listing for their Lead Base Paint monitoring program.		
	10 Mar 2010	Nancy Mattes	By the 10th of each month, the MIS Manger send the Rental Housing tenant addresses to the RIDOH for the Lead Base Paint project.		
	15 Jan 2010	Admin Admin	Having been submitting the RIODH file since November from the HAB system.		
	15 Oct 2009	Admin Admin	Need to recreate this file in the HAB system. Planned to e-mail file to RIDOH by early October.		

Goal 005 Conduct Research and Recommend Computer-Based Products that Will Assist PHA Staff in Completing Their Duties/Responsibilities More Efficiently

Objective 01

Institute direct deposit for all Section 8 landlords by January 2009				31 Jan 2009		Completed
Comments	13 Jan 2011	Nancy Mattes	January 2011 - began Direct Deposit with 670 landlords.			
	24 Nov 2010	Nancy Mattes	We will have a prenote file ready to test with bank the first week of December. We are on schedule to go live with S8 Direct Deposit with the January 1, 2011 checks.			
	27 Oct 2010	Nancy Mattes	Mid October had meeting with BankRI, they will train us on how to use thier system and then we can begin testing the direct deposit files with the bank. S8 Direct Deposit will be live with the January 1st checks.			
	13 Jul 2010	Nancy Mattes	Direct Deposit is all set and ready to be tested. Donna wants to wait until more landlords sign up.			
	09 Mar 2010	Nancy Mattes	The software that handles direct deposit thru the HAB software, PayPal, has been installed on our server. We are now waiting for S8 Landlords banking information. Once received, we will test to make sure the Direct Deposit information is correct with our bank, and the website that landlords will use to retrieve their Direct Deposit receipt.			
	15 Jan 2010	Admin Admin	Staff has begun using the HAB software in July/August 2009. Per the Rental Housing Directory we will plan on beginning Direct Deposit July 2010. This allows the staff to become familiar with the new software and ensure the checks are being paid correctly.			
	15 Oct 2009	Admin Admin	Staff has begun using the HAB software in July/August 2009, with a software update scheduled for October. Per the Rental Housing Directory we will plan on beginning Direct Deposit July 2010. This allows the staff to become familiar with the new software and ensure the checks are being paid correctly.			

Objective 02

Institute direct deposit for all vendors by January 2009				31 Jan 2009		In Progress
Comments	13 Jan 2011	Nancy Mattes	-- enter new status update --			
	13 Jan 2011	Nancy Mattes	January 2011 - A/P direct deposit is all set to begin. Vendors will receive a form informing the of the ability to begin Direct Deposit. However, the Encompass computer system needs to be modified so Vendors can create an account on the PayPal website to retrieve receipts. Have spoken with HAB staff, this modification will be added to a future software update but no completion date specified. Expecting/hoping to begin A/P Direct Deposit April 2011. SO until this modification is complete, receipts will have to be mailed out.			
	24 Nov 2010	Nancy Mattes	This project is currently on hold. HAB Inc does not have the software in place for vendors to log into a website and retrieve their statements.			
	27 Oct 2010	Nancy Mattes	Late October, spoke with HAB staff (Cally). AP Direct Deposit has been setup but they do not currently have the ability for vendors to connect to a website to retrieve their deposit information. We will wait for this to be setup before setting up AP Direct Deposit. Otherwise, more work for the AP Clerk.			
	13 Jul 2010	Nancy Mattes	HAB currently does not have Direct Deposit for AP Vendors.			
	09 Mar 2010	Nancy Mattes	The MIS Manger contacted our software vendor, HAB, regarding Direct Deposit for AP Vendors. Currently, HAB does not have a system in place for Direct Deposit for Vendors like they do for S8 Landlords. They are working on setting up PayPAI for vendors.			
	15 Jan 2010	Admin Admin	Staff has begun using the HAB software in July/August 2009. Per the AP clerk will plan on beginning Direct Deposit July 2010. This allows the A/P clerk to become familiar with the new software.			
	15 Oct 2009	Admin Admin	Staff has begun using the HAB software in July/August 2009, with a software update scheduled for October. Per the AP clerk will plan on beginning Direct Deposit February 2010. This allows the A/P clerk to become familiar with the new software.			

Goal 006 Ensure that all PHA Computers Operate in a Secure Environment

Objective 01

Update virus software on all PHA workstations monthly				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	We have upgraded our Norton AntiVirus software to Norton Endpoint. This software not only protects computers from viruses, but also blocks spam mail.			
	10 Mar 2010	Nancy Mattes	Our AntiVirus software, Norton, downloads our virus automatically. We also have the ability to manually download them as necessary.			
	15 Jan 2010	Admin Admin	Software automatically downloads latest virus definitions from the server to the workstations as necessary.			
	15 Oct 2009	Admin Admin	Software automatically downloads latest virus definitions from the server to the workstations as necessary.			

Objective 02

Ensure that PHA firewall is operational monthly				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	Firewall is operational, along with all the necessary software updates have been applied.			
	10 Mar 2010	Nancy Mattes	Firewall is working as should. A tech from Uniocm was here in February who reviewed our Firewall and updated any software/patches that were due.			
	15 Jan 2010	Admin Admin	September 2009 the firewalls have been replaced with Cisco ASA5510 models, with an 8X5 one year warranty.			
	15 Oct 2009	Admin Admin	September 2009 the firewalls have been replaced with Cisco ASA5510 models, with an 8X5 one year warranty.			

Goal 007 Ensure Website Data is Accurate and Up-to-Date


Objective 01

Update Public Housing wait list ranking monthly				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	The MIS Manager has created instructions for the Resident Selection Manager so she can update the waiting list on our website. If the Waiting List is not updated right after the ranking is updated then the list can be incorrect as applicants are added to the list. This has been a problem in the past.			
	10 Mar 2010	Nancy Mattes	By the 10th of each month as requested by the Resident Selection Manger, the MIS Manger updates the PH Waiting List on our website.			
	15 Jan 2010	Admin Admin	Since November the MIS manger is uploading the Public Housing waiting list to the website from the HAB system.			
	15 Oct 2009	Admin Admin	Need to recreate these files in the HAB system. Planned to have the tiles uploaded by early October.			

Objective 02


Update Section 8 wait list monthly				30 Jun 2013		Ongoing
Comments	24 Nov 2010	Nancy Mattes	The S8 waiting list on the website has not been updated since July 2009 because on one has come off the list per the Rental Hosuing Director.			
	09 Mar 2010	Nancy Mattes	The S8 waiting list on the website has not been updated since July because no one has come off the list per the Rental Housing Director			
	15 Jan 2010	Admin Admin	Waiting for the Rental Housing Director to correct data before the S8 Waiting List can be up loaded to our website.			
	15 Oct 2009	Admin Admin	Need to recreate these files in the HAB system. Planned to have the tiles uploaded by early October.			

Objective 03


Upload all new public reports to website monthly				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	The Special Projects Manager has been uploading the files/reports to the website for the Executive Department. The MIS Manager has received very few request to have reports uploaded to the website.			
	10 Mar 2010	Nancy Mattes	The Special Projects Manager has been uploading files/reports to the website as needed by the Executive department.			
	15 Jan 2010	Admin Admin	The Special Projects Manager has the ability to upload any data that the Executive Department needs uploaded to the website. The MIS Manager will still upload information from users as requested.			
	15 Oct 2009	Admin Admin	As requested, the MIS Manager uploads files to the website.			

Goal 008 Develop a Geographical Information Systems

Objective 01

Have two PHA staff members GIS-capable by June 2009				30 Jun 2009		Completed
Comments	08 Nov 2010	Nancy Mattes	After meeting with Stephen on November 4th, he said that Sean and Tai would be staff members using this software. I am not the primary person for PHA GIS.			
	27 Oct 2010	Nancy Mattes	Since Carlos is working here, I will be able to spend time working with this program. Once I am familiar with it, I will show Tai and Sean how to use the program.			
	13 Jul 2010	Nancy Mattes	The one staff member that was creating GIS Maps has left the agency. With the temp worker in MIS, I am hopign to begin working with the GIS software while he is here. The GIS software is also loaded on the Special Projects Manager and Landscaping Managers computers.			
	10 Mar 2010	Nancy Mattes	The Stimulus Manger has been creating GIS maps for the PHA, a training needs to be setup so he can show/train the MIS Manager and the Special Projets Manager on how to create/maintain GIS Maps for the PHA.			
	15 Jan 2010	Admin Admin	Completed, the Stimulus Manager, Special Projects Manager and MIS Manager all have the software loaded on their computers.			
	15 Oct 2009	Admin Admin	Completed, the Stimulus Manager, Special Projects Manager and MIS Manager all have the software loaded on their computers.			

Objective 02

Have a GIS installed and operational by July 1, 2009				31 Jul 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	GIS Software is installed on the Stimulus Manager's, Special Project Manager and the MIS Manager's computers for mapping purposes.			
	15 Jan 2010	Admin Admin	GIS software installed on the MIS Manager's, Special Project Manager, and Stimulus Manager's computer. The Stimulus Manager's has been creating GIS maps for the agency.			
	15 Oct 2009	Admin Admin	GIS software installed on the MIS Manager's, Special Project Manager, and Stimulus Manager's computer.			

Goal 009 Ensure Cross-Training Capabilities of MIS Office with Electronic Security System


Objective 01

Have at least one MIS staff member cross-trained on electronic security systems by July 2009				31 Jul 2009		Problem
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Comments	13 Jan 2011	Nancy Mattes	Crosstraining took place in the fall of 2010, but still waiting for the Continium software and key to be installed on Network Administrator's computer by Security Manager. Until this software is installed Natisha is unable to view and manipulate video/camera data, enable and Disable Employee Access cards, modify employee access areas, install/uninstall Milestone 5.0 software on users and identify IP address and locations of cameras.
	24 Nov 2010	Nancy Mattes	Mid November 2010, the Network Administrator has requested to have the Continium software reinstalled on her pc by the Security Manager. Once this software is installed she will be able to: view and manipulate video/camera data, enable and Disable Employee Access cards, modify employee access areas, install/Uninstall Milestone 5.0 software on users and identify IP address and locations of cameras.
	27 Oct 2010	Nancy Mattes	Natisha attended a Security training at Advanced Telesystems office, and has spent time with Tina for one on one training on our Security system.
	13 Jul 2010	Nancy Mattes	I am in the process of setting up Security Training with Jay of Advanced Telsystems for Natisha and Tina of the Security office. Joe Rubino no longer installs the security software. Advanced Telesystems handles this now, part of the 5 year contract. Hoping to have both staff members trained during the month of July.
	13 Jul 2010	Nancy Mattes	I am in the process of setting up Security Training with Jay of Advanced Telsystems for Natisha and Tina of the Security office. Joe Rubino no longer installs the security software. Advanced Telesystems handles this now, part of their 5 year contract. Hoping to have the training completed by the end of the month.
	09 Mar 2010	Nancy Mattes	The Executive Director, Security Manager and Network Administrator need to meet to discuss what Security cross training should take place.
	15 Jan 2010	Admin Admin	July 2009, the Security Systems department has many different functions it carries out and to be cross trained entirely would require continuous and frequent meetings with the Security Manager. Need to define what it is that I should be cross trained in specifically i.e. camera software installations, IDs, Doors. Meeting with Security Manager, Network Administrator and Executive Director is required to establish clear goal requirements.
	15 Oct 2009	Admin Admin	July 2009, the Security Systems department has many different functions it carries out and to be cross trained entirely would require continuous and frequent meetings with the Security Manager. Need to define what it is that I should be cross trained in specifically i.e. camera software installations, IDs, Doors. Meeting with Security Manager, Network Administrator and Executive Director is required to establish clear goal requirements.


Goal 010 Select a New Computer System that is Compatible with HUD Asset-Based Management and Accounting

Objective 01


Research existing computer software packages and make recommendation to Executive Director by April 2009			30 Apr 2009		Completed
Comments	24 Nov 2010	Nancy Mattes	Staff is using the Encompass software system to complete the daily tasks, software is working out well for the agency.		
	10 Mar 2010	Nancy Mattes	In July, we replaced our authority wide software package called PHAS (Public Housing Authority Software) with HAB software. All departments have been trained and are using the HAB software to complete their daily tasks. This software and the HAB staff are very user friendly.		
	15 Jan 2010	Admin Admin	Based on numerous software demos and meeting with department directors, a recommendation was made to Executive Director to have HAB Inc. replace our PHAS computer system. Staff began using the HAB system in July and August (Payroll begin first week of October). Currently all departments using the HAB system and it seems to be working well for the agency.		
	15 Oct 2009	Admin Admin	Based on meeting with department directors, recommendation made to Executive Director to have HAB Inc. replace our PHAS computer system. Staff began using the HAB system in July and August. As of mid September, the only departments not live with HAB is Payroll (going live first week of October), Fixed Assets and Inventory (waiting for handheld scanner training).		

Goal 011 Assist Staff Members with Computer Problems

Objective 01

Maintain a help desk capability during normal office hours daily				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	The TrackIT software is working out well for the agency. Staff is able to send their troubleshooting calls to the "Helpdesk", MIS reviews and a MIS staff member will contact the person having the problem. In the past staff would e-mail directly to a MIS staff member but if the MIS staff member was busy the problem could remain unresolved for some time			
	10 Mar 2010	Nancy Mattes	The TrackIT software is working out well for the agency. Staff is able to send their troubleshooting calls to the "Helpdesk", MIS reviews and a MIS staff member will contact the person having the problem. In the past staff would e-mail directly to a MIS staff member but if the MIS staff member was busy the problem could remain unresolved for some time.			
	15 Jan 2010	Admin Admin	This system was not functioning properly for the past couple of months, but the problem has been resolved. Using TrackIT software for the MIS helpdesk system, staff has the ability to e-mail computer/phone problems they are experiencing and a MIS staff member can review, prioritize, assign and connect to the computer to resolve the problem.			
	15 Oct 2009	Admin Admin	Using TrackIT software for the MIS helpdesk system, working very well for the agency. Staff has the ability to e-mail computer/phone problems they are experiencing and MIS staff member can review, prioritize, assign and connect to the computer to resolve the problem.			

Objective 02

Conduct troubleshooting training on common PC/software problems on a quarterly basis				30 Jun 2013		Completed
Comments	24 Nov 2010	Nancy Mattes	Reviewed TrackIT troubleshooting calls, most calls are still in regards to the switch over to the authority-wide Encompass software and the upgrade to Office 2007. Additional Encompass training is being scheduled for Resident Services, FM and Finance staff. This training will be via the Internet. If necessary, we will have a HAB trainer come on site after the first of the year for additional training.			
	10 Mar 2010	Nancy Mattes	Reviewed TrackIT troubleshooting calls, most calls were regarding the conversion from PHAS to HAB or the upgrade from Office 2000 to 2007. No training is necessary at this time.			
	15 Jan 2010	Admin Admin	Reviewed TrackIT troubleshooting calls. Most calls were regarding the upgrade from Office 2003 to 2007 or the HAB computer system, user unfamiliarity. After a couple of weeks of using Office 2007 users became very familiar with this product. Additional on-site HAB training took place in December and January which was very beneficial for the staff.			
	15 Oct 2009	Admin Admin	Reviewed quarterly TrackIT troubleshooting calls. Most calls were regarding the computer system HAB, user unfamiliarity.			

OFFICE OF RESIDENT SELECTION

Generated on: 24 March 2011



Goal 001 Maintain the Public Housing Waiting List at an Adequate Level to Ensure that HUD Budget Approved Occupancy Levels are Achieved

Objective 01

Determine the number of applicants by bedroom size needed in the ready to lease pool to cover the anticipated vacancies for all AMPS by October 2008				31 Oct 2008		Completed
Comments	20 Oct 2010	Michelle Rocchio	Folder coverage is on target. Adequate supply of ready to lease folders on hand to cover need.			
	15 Jan 2010	Admin Admin	Data was compiled from vacancy reports to determine the anticipated vacancies within a 6-month period. Data was broken down by bedroom size. The number of folders by bedroom size needed to cover the average monthly vacancies was determined.			
	15 Oct 2009	Admin Admin	Data was compiled from vacancy reports to determine the anticipated vacancies within a 6-month period. Data was broken down by bedroom size. The number of folders by bedroom size needed to cover the average monthly vacancies was determined.			

Objective 02

Maintain a separate waiting list for our two "Elderly Only" developments by October 2008				31 Oct 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	We continue to track applicants by two age groups 58-61 and 62+. Report/waiting list generated monthly.			
	15 Jan 2010	Admin Admin	Applicants are tracked by two age groups 58-61 and 62+. Query report generated.			
	15 Oct 2009	Admin Admin	Applicants are tracked by two age groups 58-61 and 62+. Query report generated.			

Objective 03

Develop a more efficient method to organize the pending application pool and the third party verification process by January 2009				15 Apr 2010		Completed
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Comments	20 Oct 2010	Michelle Rocchio	After a 6-month probation period the planning team evaluated the changes that were made to the verification process (April 2010). Since this evaluation there continues to be a significant increase in our productivity which increases the ready-to-lease pool. We will continue to keep the verification process divided into three steps with each step assigned to a separate staff member.
	12 Apr 2010	Michelle Rocchio	After a 6-month probation period the planning team evaluated the changes that were made to the verification process (April 2010). There has been a significant increase in our productivity which has increased the ready-to-lease pool. The determination was made to keep the verification process divided into three steps with each step assigned to a separate staff member.
	15 Jan 2010	Admin Admin	Met with RS staff and reviewed ideas proposed. We decided to divide the verification process into three steps and assign one step to three separate staff members. This assembly line approach will be evaluated for effectiveness after a three month period. Delayed the start of this practice due to one staff member not ready to proceed. Training is being implemented. New verification process began October 1, 2009. Determined that a 3-month timeframe is too short to evaluate progress. Will revisit April 2010.
	15 Oct 2009	Admin Admin	Met with RS staff and reviewed ideas proposed. We decided to divide the verification process into three steps and assign one step to three separate staff members. This assembly line approach will be evaluated for effectiveness after a three month period. Delayed the start of this practice due to one staff member not ready to proceed. Training is being implemented. New verification process began October 1, 2009.

Objective 04

Increase the folder-to-unit ratio for each vacancy to three-to-one by June 2009			15 Apr 2010		Completed
Comments	20 Oct 2010	Michelle Rocchio	After a 6-month probation period the planning team evaluated the changes that were made to the verification process (April 2010). Since this evaluation there continues to be a significant increase in our productivity which increases the ready-to-lease pool. We will continue to keep the verification process divided into three steps with each step assigned to a separate staff member.		
	12 Apr 2010	Michelle Rocchio	After a 6-month probation period the planning team evaluated the changes that were made to the verification process (April 2010). There has been a significant increase in our productivity which has increased the ready-to-lease pool. The determination was made to keep the verification process divided into three steps with each step assigned to a separate staff member.		
	15 Jan 2010	Admin Admin	Will evaluate changes made to the verification process after a three month probationary period and make changes as needed. New verification process began October 1, 2009. Determined that a 3-month timeframe is too short to evaluate progress. Will revisit April 2010.		
	15 Oct 2009	Admin Admin	Will evaluate changes made to the verification process after a three month probationary period and make changes as needed. New verification process began October 1, 2009.		

Goal 002 Ensure that All Handicap Accessible Units are Occupied by Persons with a Need for the Accessibility

Objective 01

Develop and maintain a separate waiting list for applicants with a need for a handicap accessible unit by December 2008			31 Dec 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	We continue to track the need for an accessible unit. A waiting list/report is generated each month. Available units are reviewed monthly.		
	15 Jan 2010	Admin Admin	Identified applicants are tracked. Query report generated.		
	15 Oct 2009	Admin Admin	Identified applicants are tracked. Query report generated.		

Objective 02

Begin to track the need for a handicap accessible unit for all pre-applicants by June 2009			30 Jun 2009		Completed
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Comments	20 Oct 2010	Michelle Rocchio	Pre-applicants identified as needing an accessible unit are integrated to the active waiting list monthly.
	15 Jan 2010	Admin Admin	Field added to pre-applicant logbook. Update form modified. Pre-application was revised to include section on reasonable accommodation. The newly revised pre-application is in circulation. Handicap pre-application report generated each month.
	15 Oct 2009	Admin Admin	Field added to pre-applicant logbook. Update form modified. Pre-application was revised to include section on reasonable accommodation. The newly revised pre-application is in circulation. Handicap pre-application report generated each month.

Objective 03

Create a report to track the availability of handicap accessible units at each AMP by March 2009			30 Mar 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	A comparison is done monthly between the waiting list/transfer list need and the units available.		
	15 Apr 2010	Michelle Rocchio	A section was added to the transfer list to indicate which handicap accessible units are occupied by non-need tenants.		
	15 Jan 2010	Admin Admin	A list is maintained of all handicap accessible units. This list includes which units are currently vacant or occupied by a family without the need for the accessible features.		
	15 Oct 2009	Admin Admin	A list is maintained of all handicap accessible units. This list includes which units are currently vacant or occupied by a family without the need for the accessible features.		

Objective 04

Develop and implement an outreach plan to market the availability of handicap accessible units to appropriate social service agencies throughout R.I. by January 2009			31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Outreach (by mail) is scheduled for December 2010.		
	15 Jan 2010	Admin Admin	Agencies were identified and contacted. Applications, pre-applications, promotional flyers and informational brochures are provided during outreach visits with applicable social service agencies.		
	15 Oct 2009	Admin Admin	Agencies were identified and contacted. Applications, pre-applications, promotional flyers and informational brochures are provided during outreach visits with applicable social service agencies.		

Objective 05


Generate a method to notify applicants of the process to request a reasonable accommodation and the availability of our handicap accessible units by January 2009			31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Information posted on PHA website and inserted in public housing applications.		
	15 Jan 2010	Admin Admin	Information posted on PHA website and inserted in public housing applications.		
	15 Oct 2009	Admin Admin	Information posted on PHA website and inserted in public housing applications.		

Goal 003 Ensure that All Applicants are Consistently Screened for Program Eligibility


Objective 01

Develop an internal audit to review all ready-to-lease folders for accuracy by December 2008			31 Dec 2008		Completed
Comments	20 Oct 2010	Michelle Rocchio	On target. All folders reviewed by Resident Selection Manager prior to being placed in the ready to lease pool.		
	15 Jan 2010	Admin Admin	All folders reviewed by Resident Selection Manager prior to being placed in the ready to lease pool.		
	15 Oct 2009	Admin Admin	All folders reviewed by Resident Selection Manager prior to being placed in the ready to lease pool.		


Objective 02

Develop a comprehensive rental history background check for all public housing applicants by January 2009				31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Character/professional references were implemented and are used when an applicant has a limited rental history.			
	15 Jan 2010	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and decided to incorporate character/professional references when rental references are not available.			
	15 Oct 2009	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and decided to incorporate character/professional references when rental references are not available.			

Objective 03

Review the current screening process to determine what changes can be made to strengthen the screening criteria by April 2009				30 Apr 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Character/professional references were implemented and are used when an applicant has a limited rental history.			
	15 Jan 2010	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and did not determine any changes needed to be made at this time other than the integration of character/professional references.			
	15 Oct 2009	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and did not determine any changes needed to be made at this time other than the integration of character/professional references.			

Objective 04

Evaluate the home visit process to determine if changes can be made to make it more efficient by April 2009				30 Apr 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and did not determine any changes needed to be made at this time other than the integration of character/professional references.			
	15 Jan 2010	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and determined that the PHA's current home visit process is more advanced than our competitors. No changes at this time.			
	15 Oct 2009	Admin Admin	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and determined that the PHA's current home visit process is more advanced than our competitors. No changes at this time.			

Objective 05

Revise and implement updated screening process by June 2009				30 Jun 2009		Completed
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Comments	20 Oct 2010	Michelle Rocchio	Three comparable housing authorities were contacted and questioned about their screening process. Data was compiled and compared to the PHA's current process. The planning team reviewed this information and did not determine any changes needed to be made at this time other than the integration of character/professional references.
	15 Jan 2010	Admin Admin	Planning team met in June to review data compiled and discuss what revisions are needed to make the screening process more efficient. Character/professional references will be implemented for applicants that do not have any rental history. No other changes at this time.
	15 Oct 2009	Admin Admin	Planning team met in June to review data compiled and discuss what revisions are needed to make the screening process more efficient. Character/professional references will be implemented for applicants that do not have any rental history. No other changes at this time.

Goal 004 Maintain a Comprehensive Transfer List by Need for All AMPS

Objective 01

Write an emergency transfer policy by October 2008			31 Oct 2008		Completed
Comments	20 Oct 2010	Michelle Rocchio	Emergency transfer policy incorporated with updated transfer policy. This policy will be part of the updated ACOP.		
	15 Jan 2010	Admin Admin	Emergency transfer policy incorporated with updated transfer policy.		
	15 Oct 2009	Admin Admin	Emergency transfer policy incorporated with updated transfer policy.		

Objective 02

Establish a quarterly purge process for pending transfer requests by January 2009			31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	The purge process for the transfer list has been established and is included in the newly revised transfer policy.		
	15 Jan 2010	Admin Admin	The purge process for the transfer list has been established and is included in the newly revised transfer policy.		
	15 Oct 2009	Admin Admin	The purge process for the transfer list has been established and is included in the newly revised transfer policy.		

Objective 03

Review and revise the current transfer policy by June 2009			30 Jun 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Transfer policy reviewed and updated. Final draft submitted to the Executive Director for his approval.		
	15 Jan 2010	Admin Admin	Transfer policy reviewed and updated. Final draft submitted to the Executive Director for his approval.		
	15 Oct 2009	Admin Admin	Transfer policy reviewed and updated. Final draft submitted to the Executive Director for his approval.		


Goal 005 Establish a Strategic Planning Team

Objective 01


Conduct quarterly meetings with team members to review goals beginning October 2008			30 Jun 2013		Completed/Ongoing
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Comments	14 Mar 2011	Michelle Rocchio	Goals reviewed and updated March 2011.
	13 Jan 2011	Michelle Rocchio	Meeting held in January 2011. Next meeting scheduled for April 2011.
	20 Oct 2010	Michelle Rocchio	Meeting held in October 2010. Next meeting scheduled for January 2011.
	08 Jul 2010	Michelle Rocchio	Meeting held in June 2010. Next meeting scheduled for October 2010.
	12 Apr 2010	Michelle Rocchio	Meeting held in April 2010. Next meeting scheduled for June 2010.
	15 Jan 2010	Admin Admin	Meeting held in December 2009. Next meeting scheduled for March 2010.
	15 Oct 2009	Admin Admin	Meeting held in September 2009. Next meeting scheduled for December 2009.

Objective 02


Determine tasks needed to achieve goals by October 2008			31 Oct 2008		Completed
Comments	20 Oct 2010	Michelle Rocchio	Tasks determined and submitted October 2008. Review done quarterly.		
	15 Jan 2010	Admin Admin	Tasks determined and submitted.		
	15 Oct 2009	Admin Admin	Tasks determined and submitted.		

Objective 03

Update and adjust goals on an on-going basis			30 Jun 2013		Completed/Ongoing
Comments	14 Mar 2011	Michelle Rocchio	Goals reviewed and updated March 2011.		
	13 Jan 2011	Michelle Rocchio	Goals reviewed and updated in January 2011. Next meeting scheduled for April 2011.		
	26 Oct 2010	Michelle Rocchio	Goals reviewed and updated in October 2010. Next meeting scheduled for January 2011.		
	08 Jul 2010	Michelle Rocchio	Goals reviewed and updated in July 2010. Next meeting scheduled for October 2010.		
	12 Apr 2010	Michelle Rocchio	Goals reviewed and updated in April 2010. Next meeting scheduled for June 2010.		
	15 Jan 2010	Admin Admin	Goals reviewed and updated in December 2009. Next meeting scheduled for March 2010.		
	15 Oct 2009	Admin Admin	Goals reviewed and updated in September 2009. Next meeting scheduled for December 2009.		


Goal 006 Ensure that the Admissions Section of the Admissions and Continued Occupancy Plan is in Compliance with HUD Regulations

Objective 01


Review all chapters of the administrative plan related to admissions and revise, if required, by June 2009	30 Jun 2013		In Progress
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Comments	14 Mar 2011	Michelle Rocchio	Ron is working on the admission section of the ACOP. I meet with him often to review his progress and ensure that all necessary changes are being addressed.
	13 Jan 2011	Michelle Rocchio	Continue to compile and review changes/updates needed. Meet/speak with Ron frequently.
	20 Oct 2010	Michelle Rocchio	Keeping track of all changes and updates that need to be done. Met with Ron informally. Will schedule formal meeting with Ron to discuss all changes needed.
	08 Jul 2010	Michelle Rocchio	Continuing to review the admission section of administrative plan. Spoke with Ron. We will meet at months end to discuss revisions/updates.
	12 Apr 2010	Michelle Rocchio	Continuing to review the admission section of administrative plan. Viewed HUD training on new and revised regulations in February 2010.
	15 Jan 2010	Admin Admin	Continuing to review the admission section of administrative plan. HUD training on new and revised regulations is scheduled for January 28, 2010.
	15 Oct 2009	Admin Admin	Continuing to review the admission section of administrative plan. Viewed EIV training from HUD in September 2009.

Objective 02

Review all pertinent PIH notices for policy changes on an on-going basis			30 Jun 2013		Completed/Ongoing
Comments	14 Mar 2011	Michelle Rocchio	On schedule-notices reviewed and implemented when issued.		
	13 Jan 2011	Michelle Rocchio	On Schedule- notices reviewed when received.		
	20 Oct 2010	Michelle Rocchio	On Schedule- notices reviewed when received. Viewed HUD Training (EIV) in September 2010.		
	08 Jul 2010	Michelle Rocchio	On schedule-notices reviewed when received. Implemented new HUD form 52675 (Debts Owed to Public Housing Agencies and Terminations).		
	12 Apr 2010	Michelle Rocchio	On schedule-notices reviewed when received. Viewed HUD training in February 2010.		
	15 Jan 2010	Admin Admin	On schedule-notices reviewed when received. HUD Notice PIH 2009-36 (HA) requires a supplement form (HUD-92006) to be part of the application. This form has been implemented. HUD training on new and revised regulations is scheduled for January 28, 2010.		
	15 Oct 2009	Admin Admin	On schedule-notices reviewed when received. HUD Notice PIH 2009-36 (HA) requires a supplement form (HUD-92006) to be part of the application. This form has been implemented.		

Objective 03

Revise admissions policies in accordance with HUD directives annually (January)			30 Jun 2013		In Progress
Comments	14 Mar 2011	Michelle Rocchio	Admission section of the ACOP is being revised. Meeting with Ron frequently to review progress. All HUD directives implemented when issued.		
	13 Jan 2011	Michelle Rocchio	Discussed changes needed to the income verification process at Alton Jones management training in November. Sent a revised income verification process to SJO. Gave information to Ron regarding updates/changes needed.		
	20 Oct 2010	Michelle Rocchio	Keeping track of all changes and updates that need to be done. Met with Ron informally. Will schedule formal meeting with Ron to discuss all changes needed.		
	08 Jul 2010	Michelle Rocchio	Continuing to prepare list of revisions/updates needed. Spoke with Ron. We will meet at month's end to discuss changes needed.		
	12 Apr 2010	Michelle Rocchio	All changes from HUD that need to be updated/added to the ACOP are being compiled.		
	15 Jan 2010	Admin Admin	Preparing list of all pertinent issues that need to be addressed for January 2010. HUD training on new and revised regulations is scheduled for January 28, 2010.		
	15 Oct 2009	Admin Admin	Preparing list of all pertinent issues that need to be addressed for January 2010.		

Objective 04

Implement training sessions for Resident Selection staff to review changes and updates made to administrative plan by July 2009				31 Jul 2009		Completed
Comments	13 Jan 2011	Michelle Rocchio	Implemented documenting status of pest infestation at applicants' current address as part of the ready for lease process.			
	20 Oct 2010	Michelle Rocchio	Training is on-going for Resident Selection staff. Last training was in September regarding folder order and required documents.			
	08 Jul 2010	Michelle Rocchio	New forms from HUD were implemented. Brief training held with resident selection staff to discuss new HUD requirements (May 2010).			
	12 Apr 2010	Michelle Rocchio	Training provided regarding HUD webcast and the implementation of new EIV forms. Reviewed PHA forms now available in Spanish (February 2010).			
	15 Jan 2010	Admin Admin	A brief training session was held October 1, 2009. The new application supplement form required by HUD and the PHA's 504 policy was reviewed. We also discussed the restructuring of RS staff' responsibilities. Training is planned for February 2010 after the HUD webcast.			
	15 Oct 2009	Admin Admin	A brief training session was held October 1, 2009. The new application supplement form required by HUD and the PHA's 504 policy was reviewed. We also discussed the restructuring of RS staff' responsibilities.			

Objective 05


Develop a training/meeting schedule for Resident Selection staff by July 2009				31 Jul 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Training is on-going for Resident Selection staff. Last training was in September regarding folder order and required documents.			
	08 Jul 2010	Michelle Rocchio	New forms from HUD were implemented. Brief training held with resident selection staff to discuss new HUD requirements (May 2010).			
	12 Apr 2010	Michelle Rocchio	Reviewed new EIV forms and the newly translated (Spanish) PHA forms with Resident Selection staff.			
	15 Jan 2010	Admin Admin	Meetings held monthly when needed. Training will be on-going as needed. First training session was held on October 1, 2009. Next meeting/training will be in January 2010. The meeting has been rescheduled for February 2010 after HUD webcast			
	15 Oct 2009	Admin Admin	Meetings held monthly when needed. Training will be on-going as needed. First training session was held on October 1, 2009. Next meeting/training will be in January 2010.			

Goal 007 Streamline the Denial/Grievance Process

Objective 01


Review HUD regulations and current PHA denial procedures to determine if changes can be made to expedite the denial /grievance process by January 2009				31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	Changed denial letter schedule from monthly to bimonthly to decrease amount of time a denied applicant remains on the waiting list.			
	15 Jan 2010	Admin Admin	Changed denial letter schedule from monthly to bimonthly to decrease amount of time a denied applicant remains on the waiting list.			
	15 Oct 2009	Admin Admin	Changed denial letter schedule from monthly to bimonthly to decrease amount of time a denied applicant remains on the waiting list.			

Objective 02


Review and revise all applicant denial letters by December 2008				31 Dec 2008		Completed
Comments	20 Oct 2010	Michelle Rocchio	Denial Letters revised with input from Legal Counsel.			
	15 Jan 2010	Admin Admin	Denial Letters revised with input from Legal Counsel.			
	15 Oct 2009	Admin Admin	Denial Letters revised with input from Legal Counsel.			

Goal 008 Manage Wait List

Objective 01

Implement a semi-monthly schedule for removing ineligible applicants from the waiting list by January 2009				31 Jan 2009		Completed
Comments	20 Oct 2010	Michelle Rocchio	New semi-monthly schedule for removing ineligible applicants from the waiting list has been implemented.			
	15 Jan 2010	Admin Admin	New semi-monthly schedule for removing ineligible applicants from the waiting list has been implemented.			
	15 Oct 2009	Admin Admin	New semi-monthly schedule for removing ineligible applicants from the waiting list has been implemented.			

Objective 02

Conduct "purge" of waiting list annually (January)				30 Jun 2013		Completed/Ongoing
Comments	14 Mar 2011	Michelle Rocchio	The final segment of the active waiting list purge (1 bed) is in progress. The 2, 3,4,5,6, and 7 bedroom waiting lists are completed. 76% responded and 24% were withdrawn.			
	13 Jan 2011	Michelle Rocchio	The active waiting list is in progress. The 3, 4, 5, 6, and 7 bedroom waiting lists are completed. 76% responded and 24% were withdrawn.			
	20 Oct 2010	Michelle Rocchio	Ongoing- The pre-application purge is complete. 100% of the targeted pool was contacted (2,662). 1,224 (46%) responded and 1,438 (54%) were withdrawn. The active waiting list purge just began this month.			
	08 Jul 2010	Michelle Rocchio	Ongoing - The pre-application purge for 2010 is in progress. 84% of the targeted pool have been sent an update notice. The active waiting list purge for 2010 has not begun.			
	12 Apr 2010	Michelle Rocchio	Ongoing - The pre-application purge for 2010 is in progress. 69% of the targeted pool have been sent an update notice. The active waiting list purge for 2010 has not begun.			
	15 Jan 2010	Admin Admin	Ongoing - The pre-application purge for 2009 was completed in January 2009. The active waiting list purge for 2009 was completed in October 2009. The pre-application purge for 2010 is in progress.			
	15 Oct 2009	Admin Admin	The pre-application waiting list purge was completed in January 2009. The targeted pool for the active waiting list purge has been identified. The active waiting list purge is in the final phase. All bedroom sizes are completed except for the Elderly 2 beds.			

Objective 03

Update and post wait list monthly (on-going)				30 Jun 2013		Completed/Ongoing
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Comments	14 Mar 2011	Michelle Rocchio	On schedule-waiting list updated and posted monthly on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	13 Jan 2011	Michelle Rocchio	On schedule-waiting list updated and posted monthly on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	20 Oct 2010	Michelle Rocchio	On schedule-waiting list updated and posted monthly on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	23 Jun 2010	Michelle Rocchio	On schedule-waiting list updated and posted monthly on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	12 Apr 2010	Michelle Rocchio	On schedule- waiting list updated and posted on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	15 Jan 2010	Admin Admin	On schedule- waiting list updated and posted on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.
	15 Oct 2009	Admin Admin	On schedule- waiting list updated and posted on website and on Resident Selection bulletin board at 100 Broad Street the first week of each month.

DEPARTMENT OF RESIDENT SERVICES

Generated on: 24 March 2011



Goal 001 Restructure the Department to Meet Funding Challenges

Objective 01

Create a new table of organization to reflect planned service delivery by September 2008				30 Sep 2008	✓	Completed
Comments	28 Oct 2010	Sorrel Devine	-- enter new status update --			
	28 Oct 2010	Sorrel Devine	New table of organization created this month for staff retreat.			
	15 Jan 2010	Admin Admin	Proposal for restructuring submitted and approved by ED			
	15 Oct 2009	Admin Admin	Proposal for restructuring submitted and approved by ED			

Objective 02

Write new job descriptions for restructured department by September 2008				30 Sep 2008	✓	Completed
Comments	28 Oct 2010	Sorrel Devine	Job descriptions for part time staff added through new funding sources were created this quarter.			
	15 Jan 2010	Admin Admin	Necessary job descriptions revised, submitted and approved by ED and union			
	15 Oct 2009	Admin Admin	Necessary job descriptions revised, submitted and approved by ED and union			

Goal 002 Create New Service Plan Reflecting Changed Environment

Objective 01


Determine the department's mission by October 2008				31 Oct 2008	✓	Completed
Comments	28 Oct 2010	Sorrel Devine	Revision unnecessary at this time.			
	28 Oct 2010	Sorrel Devine	-- enter new status update --			
	15 Jan 2010	Admin Admin	Mission retained.			
	15 Oct 2009	Admin Admin	Mission retained.			

Objective 02

Determine method of service delivery by October 2008				31 Oct 2008	✓	Completed
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Comments	28 Oct 2010	Sorrel Devine	-- enter Service delivery methods determined; service partnerships as well as direct service programs provided through PHA secured grant funding have been delineated. new status update --
	15 Jan 2010	Admin Admin	Service delivery methods determined; service partnerships as well as direct service programs provided through PHA secured grant funding have been delineated.
	15 Oct 2009	Admin Admin	Service Plan 2008-2009 submitted and approved by ED; Service Plan 2009-2010 in progress

Objective 03


Update department's Service Plan by revising Family Programs and High-rise Programs sections by November 2008; revise annually			30 Nov 2008		Completed/Ongoing
Comments	28 Oct 2010	Sorrel Devine	Looking at feasibility of bringing back the Youth Programs Division.		
	15 Jan 2010	Admin Admin	Service Plan 2008-2009 submitted and approved by ED; Service Plan 2009-2010 revised.		
	15 Oct 2009	Admin Admin	Service delivery methods determined; service partnerships as well as direct service programs provided through PHA secured grant funding have been delineated. Service Plan 2008-2009 submitted and approved by ED; Service Plan 2009-2010 in progress		

Goal 003 Establish Partnerships Necessary to Deliver Services to Our Residents

Objective 01


Identify third-party service providers who will collaborate with the PHA to provide services to our residents beginning September 2008 - on going			30 Sep 2008		Completed/Ongoing
Comments	28 Oct 2010	Sorrel Devine	New partners identified (see Status Update for Goal).		
	15 Jan 2010	Admin Admin	Key partners identified; list to be updated and revised periodically, as necessary. Director joined Olneyville Collaborative and formed the Chad Brown Collaborative to identify and address resident needs through partnerships. A Codding Court Collaborative is in the planning stages.		
	15 Oct 2009	Admin Admin	Key partners identified; list to be updated and revised periodically, as necessary. Director joined Olneyville Collaborative and formed the Chad Brown Collaborative to identify and address resident needs through partnerships		

Objective 02

Enter into formal Service Delivery Agreements with selected third party service providers beginning September 2008 - on going			30 Sep 2008		Completed/Ongoing
Comments	28 Oct 2010	Sorrel Devine	Formal agreement with GPS to provide SES (see update for Goal). MOA with The Providence Bible Institute for use of the gyms at the old Perry Middle School signed.		
	15 Jan 2010	Admin Admin	Formal contracts established with PASA, BGCP and CCAP; others to be established, as necessary. MOAs with URI Nutrition and Food Stamps Outreach programs established; College Visions and FSRI contracts established; Meals on Wheels Site Agreement signed; City Arts partnership in the works.		
	15 Oct 2009	Admin Admin	Formal contracts established with PASA, BGCP and CCAP; others to be established, as necessary. MOAs with URI Nutrition and Food Stamps Outreach programs established; College Visions and FSRI contracts established;		

Goal 004 Improve Grant and Program Revenue

Objective 01

Develop a department fundraising plan to sustain current and expanded resident services and programs by January 2009				31 Jan 2009		Completed/Ongoing
Comments	28 Oct 2010	Sorrel Devine	Created grant monitoring reminder system to stay abreast of reporting due dates and renewal funding deadlines; staff continues to monitor appropriate web sites for new funding opportunities			
	15 Jan 2010	Admin Admin	PCOC fundraising meetings held; meetings with partner agencies to discuss joint grant proposals held; attended Funding Sustainability Planning workshop at National After School Association conference;			
	15 Oct 2009	Admin Admin	PCOC fundraising meetings held; meetings with partner agencies to discuss joint grant proposals held; attended Funding Sustainability Planning workshop at National After School Association conference			

Objective 02

Identify and secure a capacity building grant to contract for Comprehensive Resident Needs Assessment by September 2009				31 Jan 2011		In Progress
Comments	13 Jan 2011	Sorrel Devine	Strategy meeting to implement survey to be held in February after submission of CFCF grant application.			
	12 Oct 2010	Sorrel Devine	No longer pursuing funding to implement survey out of house. ED has reviewed draft prepared by the survey design team; a meeting of RS and Housing Management staff will be scheduled by the ED to discuss strategy for implementing the survey in-house.			
	22 Mar 2010	Sorrel Devine	Survey design team met to review and revise older survey instruments. A draft of a new "Survey of Resident Needs" has been submitted to the Executive Director for his review/feedback.			
	15 Jan 2010	Admin Admin	Meeting with RI Foundation re: Strategy grant held. Determined project does not fit Foundation goals; will apply for a Small Grant for Organizational Development in fall 2009; will also approach Housing Management re: short surveys at recertification; intern is assisting in researching and identifying suitable social service needs assessment survey instruments to be adapted; authority-wide mail survey planned for next quarter; new residents will be surveyed at least up by RSC and FSC staff.			
	15 Oct 2009	Admin Admin	Meeting with RI Foundation re: Strategy grant held. Determined project does not fit Foundation goals; will apply for a Small Grant for Organizational Development in fall 2009; will also approach Housing Management re: short surveys at recertification			

Objective 03

Work with current and potential partner agencies (such as PASA, FSRI, CCAP, etc.), to identify and secure joint grant funding for programming beginning September 2008 - on going				30 Sep 2008		Ongoing
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Comments	28 Oct 2010	Sorrel Devine	Meetings with PASA and RIDE helped determine transfer of 21st Century Community Learning Center grant to Esek Hopkins Middle School after the closing of Perry. Eisenhower Foundation contract for year two signed. PPD DMI grant funding secured for year two. RIDE adult education grant awarded. Providence Green Pathways out of Poverty (PGP3) grant awarded for contextualized literacy and job skills training. Working with Mayor's Council on Substance Abuse to identify and secure NIH funds to continue partnership with FSRI.
	05 Apr 2010	Sorrel Devine	Meeting with PASA regularly to determine the look of 21st CCLC funded after school programs (AfterZone) for years 4 and 5 in light of Perry Middle School closing 6/10. FSRI is providing parenting skills programs at Manton Heights this quarter. PHA is still partnered with FSRI on the Providence Children's Initiative (HCZ model). Eisenhower Foundation funding for year one is in place and contract was signed in January; Youth Safe Haven (YSH) staff is on board and program recruitment/enrollment is in process. Partnered with RISE to provide one on one mentoring for YSH program participants. Discussing continuation of PPD grant funding for Sports Coordinator at CB. Partnered with Chad Brown Health Center to open Health and Wellness Center at Dexter Manor. Partnership with PBGC continues; CDBG funds awarded to pay for staff from both our agencies. Partnering with CCAP to continue workforce development activities as part of upcoming RIDE application. Partnering with multiple agencies (Goodwill, CCAP, Apeiron, Groundwork Providence, etc.) to provide occupational skills training and other supportive services as part of RIDE application.
	15 Jan 2010	Admin Admin	Partnered with PASA for 21st CCLC continued funding; partnered with FSRI for additional round of MHRH funding; PHA included in the Eisenhower Foundation's application for Youth Safe Haven funding; partnered with CCAP for WIA summer youth work experience grant; will partner with BGCP on application for licensing to provide before-school care at HP in fall 2009 to generate additional revenue; partnering with PPD for funding for sports in Chad Brown; partnering with Eisenhower Foundation for funding for Hartford Park Youth Safe Haven; partnering with FSRI and multiple CBO's to position PHA for Harlem Children's Zone funding; working with new Capacity Building consultant at PASA to identify funding sources to continue AfterZone at Perry; partnered with College Visions on JDF grant and with PBGC for CDBG funds. Secured Eisenhower Foundation grant.
	15 Oct 2009	Admin Admin	Partnered with PASA for 21st CCLC continued funding; partnered with FSRI for additional round of MHRH funding; PHA included in the Eisenhower Foundation's application for Youth Safe Haven funding; partnered with CCAP for WIA summer youth work experience grant; will partner with BGCP on application for licensing to provide before-school care at HP in fall 2009 to generate additional revenue; partnering with PPD for funding for sports in Chad Brown; partnering with Eisenhower Foundation for funding for Hartford Park Youth Safe Haven; partnering with FSRI and multiple CBO's to position PHA for Harlem Children's Zone funding

Objective 04

Identify and secure funds to refurbish the Hartford Park gymnasium by September 2010	01 Jul 2011		Completed/Ongoing
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Comments	13 Jan 2011	Sorrel Devine	Preparing CFCF grant for submission on or before 2/3/11. Request will include the cost of a nonregulation gym.
	28 Oct 2010	Sorrel Devine	Reviewing NOFA for HUD Capital Fund for Community Facilities to determine feasibility. Requires partnerships with an institution of higher education (such as a community college) and an early childhood education provider (such as Head Start).
	25 Oct 2010	Sorrel Devine	Reviewing Capital Funds for Community Facilities (CFCF) NOFA to build early childhood and adult education facilities in Hartford Park including the gymnasium project (applications due in February, 2011. Could possibly partner with Children's Friend and Service for early childhood component and CCRI for job training. BGC to help with 5% cash leveraging.
	12 Oct 2010	Sorrel Devine	PBGC and PHA will work together over the next year to identify funds to complete this project.
	05 Apr 2010	Sorrel Devine	Plan to partner with Providence Boys and Girls Club to jointly raise funds to build this facility in Olneyville are being discussed. Meeting with PBGC Executive Director and Board Chair is scheduled for 5/14/10.
	15 Jan 2010	Admin Admin	Request for funds to complete gymnasium project as part of 50 Laurel Hill design submitted with City's economic stimulus package proposal. If stimulus funds are awarded, PHA will break ground in Spring 2009. Alternative funding plan involves request to the Champlin Foundation in partnership with the Boys and Girls Club of Providence. Stimulus funds did not include money for gym; ED to approach Allan Shawn Feinstein and Champlin Foundation re: fit. LOIs to Champlin and Feinstein Foundations submitted in June; awaiting response for follow-up. Foundations unresponsive; pursuing Feinstein site visit. Working with PBGC on a joint effort to raise funds for the gymnasium project as well as additional program space at HP.
	15 Oct 2009	Admin Admin	Request for funds to complete gymnasium project as part of 50 Laurel Hill design submitted with City's economic stimulus package proposal. If stimulus funds are awarded, PHA will break ground in Spring 2009. Alternative funding plan involves request to the Champlin Foundation in partnership with the Boys and Girls Club of Providence. Stimulus funds did not include money for gym; ED to approach Allan Shawn Feinstein and Champlin Foundation re: fit. LOIs to Champlin and Feinstein Foundations submitted in June; awaiting response for follow-up. Foundations unresponsive; pursuing Feinstein site visit

Objective 05

Work with PASA, RIASPA, the Providence School Department and the State to license Perry Middle School by FY 2010			31 Jul 2009		Cancelled
Comments	28 Oct 2010	Sorrel Devine	Licensing is not being pursued.		
	05 Apr 2010	Sorrel Devine	Licensing issue has been tabled.		
	15 Jan 2010	Admin Admin	Contacted PASA to renew efforts for licensing at middle school; phone meeting with Mary Claire Knight, licensing consultant, scheduled; barriers include physical building code violation and DHS regulations allowing reimbursement only for youth 12 and under. Meetings held; licensing determined to be nonviable. PASA ED to meet with RS Director and PHA ED over summer to strategize alternative plan; PASA/PHA ED meeting held; sustainability planning ongoing, but licensing will not be considered.		
	15 Oct 2009	Admin Admin	Contacted PASA to renew efforts for licensing at middle school; phone meeting with Mary Claire Knight, licensing consultant, scheduled; barriers include physical building code violation and DHS regulations allowing reimbursement only for youth 12 and under. Meetings held; licensing determined to be nonviable. PASA ED to meet with RS Director and PHA ED over summer to strategize alternative plan. PASA/PHA ED meeting held; sustainability planning ongoing		

Goal 005 Improve Processing for Residents Seeking Services

Objective 01

Establish a formal adult education admissions process by September 2008	30 Sep 2008		Completed
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Comments	28 Oct 2010	Sorrel Devine	Process working well.
	15 Jan 2010	Admin Admin	Process established and implemented for academic year. Piloted in September and had a successful 2nd run in January for spring session enrollment.
	15 Oct 2009	Admin Admin	Process established and implemented for academic year. Piloted in September and had a successful 2nd run in January for spring session enrollment.

Objective 02

Develop an FSS marketing plan targeted to parents of youth program participants by January 2009			31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	-- enter new status update --		
	28 Oct 2010	Sorrel Devine	Marketing plan in place and operational.		
	15 Jan 2010	Admin Admin	Direct mail efforts are underway based on the AS/400 query for qualifying families. 160 outreach letters went out in February and 180 were mailed in March. 14 new applications and 5 new contracts since January 2009.		
	15 Oct 2009	Admin Admin	Direct mail efforts are underway based on the AS/400 query for qualifying families. 160 outreach letters went out in February and 180 were mailed in March. 14 new applications and 5 new contracts since January 2009.		

Objective 03

Increase meaningful FSS pre-enrollment requirements by creating and conducting work readiness assessments upon enrollment for 100% of FSS clients beginning January 2009			31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Assessment are being conducted.		
	15 Jan 2010	Admin Admin	Assessment tool selected. All new incoming clients who are unemployed are taking the assessment.		
	15 Oct 2009	Admin Admin	Assessment tool selected. All new incoming clients who are unemployed are taking the assessment.		

Objective 04


Establish a formal in-take and assessment process for programs to serve whole families by September 2009			30 Sep 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Formal in-take and assessment process operational.		
	15 Jan 2010	Admin Admin	Objective pending ROSS Service Coordinator grant award. ROSS funding secured; Family Service Coordinators selected and hired. Employment start date scheduled for August 3, 2009		
	15 Oct 2009	Admin Admin	Objective pending ROSS Service Coordinator grant award. ROSS funding secured; Family Service Coordinators selected and hired. Employment start date scheduled for August 3, 2009		

Objective 05


Strengthen our intake and assessment system in the high-rise developments through monthly monitoring and evaluation of staff case loads beginning October 2008 - on going			31 Oct 2008		Completed
Comments	28 Oct 2010	Sorrel Devine	High-rise Program Manager monitoring intake and assessments weekly AND monthly		
	15 Jan 2010	Admin Admin	High-rise Program Manager monitoring intake and assessments weekly AND monthly		
	15 Oct 2009	Admin Admin	High-rise Program Manager monitoring intake and assessments weekly AND monthly		

Goal 006 Increase and Improve Services Available at PHA Sites


Objective 01

Partner with Providence Boys and Girls Club to establish and maintain after school program at Hartford Park to serve approximately 100 youth by September 2008				30 Sep 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Over 200 youth are enrolled at HP.			
	15 Jan 2010	Admin Admin	Currently serving 180 youth			
	15 Oct 2009	Admin Admin	Currently serving 100 youth			

Objective 02

Partner with Providence Boys and Girls Club to establish and maintain after-school program at Chad Brown to serve approximately 100 youth by January 2009				31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Over 125 youth ages 6-12 are enrolled at CB; approximately 130 teens were enrolled during the summer Night Vision program at CB.			
	15 Jan 2010	Admin Admin	Currently serving 175 youth			
	15 Oct 2009	Admin Admin	As of March 2009, the Chad Brown youth program is serving 136 youth			

Objective 03

Partner with Providence Boys and Girls Club to establish and maintain after-school program at Codding Court to serve approximately 40 youth by January 2009				01 Sep 2011		Completed/Ongoing
Comments	13 Jan 2011	Sorrel Devine	Site is currently being used for adult education and job training programs; RA has not been able to confirm enough interest from families in the area to warrant an after school program for youth.			
	28 Oct 2010	Sorrel Devine	To date, there is not enough interested from Codding Court families to warrant an after school program at this site. Working with RA president to outreach and recruit required # of families.			
	12 Oct 2010	Sorrel Devine	To date, there is not enough interested from Codding Court families to warrant an after school program at this site.			
	05 Apr 2010	Sorrel Devine	Codding Court Collaborative was formed during this quarter and an initial meeting of half a dozen partner agencies interested in providing programs and services was held. PBGC needs a minimum of 24 families to assign a Program Manager to this site. The Resident Association is currently conducting outreach to families to determine interest/commitment. A fall start up is anticipated.			
	15 Jan 2010	Admin Admin	Currently providing transportation to Fox Point Clubhouse for all interested youth; funding for on site staff is being sought; partnership with Renaissance Church for volunteer staff is in planning stages; working with Dottie Waters to revive the CC Resident Association to help with outreach/enrollment. Despite outreach and recruitment efforts, interest in offsite programming remains low. Funds for onsite programming have yet to materialize. The imminent establishing (or reestablishing) of the RA could prove helpful in realizing this objective. RIC student volunteers are being sought. A Codding Court Collaborative is in the works. First meeting to be held next quarter to identify potential partners and resources.			
	15 Oct 2009	Admin Admin	Currently providing transportation to Fox Point Clubhouse for all interested youth; funding for on site staff is being sought; partnership with Renaissance Church for volunteer staff is in planning stages; working with Dottie Waters to revive the CC Resident Association to help with outreach/enrollment. Despite outreach and recruitment efforts, interest in offsite programming remains low. Funds for onsite programming have yet to materialize. The imminent establishing (or reestablishing) of the RA could prove helpful in realizing this objective. RIC student volunteers are being sought.			

Objective 04


Partner with Providence Boys and Girls Club to establish and maintain after-school program at Manton Heights to serve approximately 75 youth by September 2009				01 Sep 2010		Completed
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Comments	25 Oct 2010	Sorrel Devine	PBGC Program Manager replaced; programs running T, W, TH. Enrollment goal has been reached; working on improving average daily attendance.
	05 Apr 2010	Sorrel Devine	PBCG Program Manager was assigned in January and programs are running T, W, TH. Enrollment is at a little over half; we expect to reach full enrollment this summer.
	15 Jan 2010	Admin Admin	MH youth currently transported daily to HP program; funding for onsite staffing as well as much needed facility renovations and direct service staff is being sought. Recently secured RIJC funds will provide a part time Sports Coordinator and one part time Activities Assistant for this site and BGCP has committed to providing program Manager 9 hours a week (T, W, TH) beginning January 2010. Planning meetings held during this quarter. Outreach and recruitment is underway. Programs will be operational early next quarter.
	15 Oct 2009	Admin Admin	MH youth currently transported daily to HP program; funding for onsite staffing as well as much needed facility renovations and direct service staff is being sought. Recently secured RIJC funds will provide a part time Sports Coordinator and one part time Activities Assistant for this site and BGCP has committed to providing program Manager 9 hours a week (T, W, TH) beginning January 2010.


Objective 05

Partner with CCAP to establish a "mobile service site" at Hartford Park to offer onsite work readiness training for approximately 15 youth and young adults (14-24) annually beginning January 2009			31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	CCAP was not awarded the contract for the Providence Youth Center this fiscal year and is now confining it's services to Cranston. Have met with program staff from Goodwill, the new contractor, to pick up the slack if/when JDF funds are announced this fall.		
	15 Jan 2010	Admin Admin	CCAP Workforce Development Case Manager began services November, 2008; new Case Manager started this quarter and program numbers are on the rise. CCAP worked seamlessly with PHA staff to circumvent major logistical problems involved with Recovery Act summer youth work experience program. Meeting to continue CCAP/PHA partnership meeting was held in September 2009. Will expand services to Chad Brown beginning in November 2009. Services were expanded to Chad Brown during this quarter.		
	15 Oct 2009	Admin Admin	CCAP Workforce Development Case Manager began services November, 2008; new Case Manager started this quarter and program numbers are on the rise. CCAP worked seamlessly with PHA staff to circumvent major logistical problems involved with Recovery Act summer youth work experience program. Meeting to continue CCAP/PHA partnership meeting was held in September 2009. Will expand services to Chad Brown beginning in November 2009.		


Objective 06

Expand to offer computer training for approximately 25 adults annually on site at Chad Brown beginning September 2009			30 Jun 2011		Completed/Ongoing
Comments	13 Jan 2011	Sorrel Devine	David Tavares, CLA for the after school Youth Program at CB, continues to provide basic computer instruction for adults during the day at this site.		
	25 Oct 2010	Sorrel Devine	Adult computer classes began in September; David Tavares is instructing and Waldy Rodriguez from FSRI is helping Spanish speaking students.		
	05 Apr 2010	Sorrel Devine	A six week session of classes was conducted in February and March. 6 residents enrolled and 4 completed the class.		
	15 Jan 2010	Admin Admin	Pilot classes began in January 2009. Lab upgrades are forthcoming. PHNN funds to expand lab from 7 to 12 PCs to serve more students. Lab upgraded. Interest in classes is low. Plan to attract students by offering "social networking" classes in progress. Intense outreach and recruitment was conducted during this quarter and a list of interested residents has been established. Most are Spanish speakers, however. A small class will be conducted in English in February 2010; a class for Spanish speakers will be held in March when Elia Santana is available.		
	15 Oct 2009	Admin Admin	Pilot classes began in January 2009. Lab upgrades are forthcoming. PHNN funds to expand lab from 7 to 12 PCs to serve more students. Lab upgraded. Interest in classes is low. Plan to attract students by offering "social networking" classes in progress.		


Objective 07

Partner with CCAP to establish a "mobile service site" at Hartford Park to offer onsite job skills training for approximately 25 adults annually beginning September 2009				30 Jun 2011		Completed
Comments	13 Jan 2011	Sorrel Devine	CCAP is focusing on serving the Cranston population. However, with new funding from LISC for a Family Success Center and a Financial Opportunity Center, we will be hiring a full time Education and Training Case Manager as well as a Job Developer. These staff will allow us to continue offering workforce development services, including job training, to our residents where CCAP left off.			
	28 Oct 2010	Sorrel Devine	Loss of CCAP partnership has affected our ability to establish workforce development services at MH.			
	05 Apr 2010	Sorrel Devine	The Water and Waste Management training is currently being conducted at Manton Heights.			
	15 Jan 2010	Admin Admin	Included in partnership agreement but will not be implemented until client base is established. Space for onsite job skills training at Hartford Park is an issue that needs to be addressed. Chad Brown has proven to be more accommodating and an 11-week skills training (sustainable landscaping) in partnership with Providence Groundwork has begun at that site; Manton Heights is being considered for next year. The Sustainable Landscaping training was held during this reporting quarter and was very successful. A waste and water management training is schedule to be held at Manton Heights in February 2010.			
	15 Oct 2009	Admin Admin	Included in partnership agreement but will not be implemented until client base is established. Space for onsite job skills training at Hartford Park is an issue that needs to be addressed. Chad Brown has proven to be more accommodating and an 11-week skills training (sustainable landscaping) in partnership with Providence Groundwork has begun at that site; Manton Heights is being considered for next year.			

Objective 08

Establish and maintain regular, on-going health education and/or support groups for approximately 25 elderly and/or disabled residents annually at each high-rise building beginning January 2009				31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	On site health education workshops scheduled regularly.			
	15 Jan 2010	Admin Admin	On site health education workshops scheduled; YTD attendance expected to exceeds objective.			
	15 Oct 2009	Admin Admin	On site health education workshops scheduled; YTD attendance expected to exceeds objective.			

Objective 09

Partner with Chad Brown Health Center (CBHC) to identify and secure grant funding to reestablish a Health and Wellness Clinic for direct health care services at Dexter Manor by September 2009				30 Sep 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	CBHC continues to seek 330 status. CBHC was awarded CDBG funds to expand services at Dexter to include medical case management and a nurse practitioner.			
	15 Jan 2010	Admin Admin	Second meeting with CBHC ED held; CBHC is seeking 330 status to position themselves for stimulus grant funds. LOI submitted to Blue Cross Blue Shield for BlueAngel Community Health grant funding to pilot Health and Wellness Center at Dexter Manor; requests for full proposals will be announced in August. Center opened in September despite lack of grant funds. Currently, CBHC staff and RIC nursing student volunteers are providing services once a week (Tuesdays). Center continues to be open on Tuesdays. CBHC has applied for CDBG funding to expand hours of operation and to add additional staff including a Spanish speaking MSW next quarter.			
	15 Oct 2009	Admin Admin	Second meeting with CBHC ED held; CBHC is seeking 330 status to position themselves for stimulus grant funds. LOI submitted to Blue Cross Blue Shield for BlueAngel Community Health grant funding to pilot Health and Wellness Center at Dexter Manor; requests for full proposals will be announced in August. Center opened in September despite lack of grant funds. Currently, CBHC staff and RIC nursing student volunteers are providing services once a week (Tuesdays).			

Goal 007 Improve Outreach for, and Public Awareness of, Programs and Services Offered by the PHA and/or Its Third-Party Partners

Objective 01

Establish presence and increase staff participation in neighborhood based coalitions by January 2009				31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	The Director represents the PHA at the Providence Children's Initiative meetings (formed to apply for Promise Neighborhood Initiative funding) and is serving on the Mayor's Cabinet for Children and Youth.			
	15 Jan 2010	Admin Admin	PHA is currently represented on the PASA AfterZone Coordinating Council, Hartford Park Weed and Seed Steering Committee, RI 21st CCLC Networking Group, the Providence/Cranston Workforce Investment Board (WIB), Youth Workforce Development Vendors Group, and DOH Minority Health Vendors Group. Director has joined the Olneyville Collaborative and established the Chad Brown Collaborative. Director is in the process of establishing a Codding Court Collaborative which will become active next quarter.			
	15 Oct 2009	Admin Admin	PHA is currently represented on PASA AfterZone Coordinating Council, Olneyville CDC Community School Collaborative, Hartford Park Weed and Seed Steering Committee, RI 21st CCLC Networking Group, the Providence/Cranston Youth Workforce Development Vendors Group, and DOH Minority Health Vendors Group. Director has joined the Olneyville Collaborative and established the Chad Brown Collaborative.			

Objective 02

Create informational brochures targeted to specific audiences (residents, current and/or future partner service providers, funders, etc.) for each of the department's two divisions by April 2009				30 Jun 2010		Completed
Comments	28 Oct 2010	Sorrel Devine	Brochures for both Department Divisions were created by PHA interns over the summer and are currently being used by front line service staff as well as Housing Managers.			
	05 Apr 2010	Sorrel Devine	Now that a draft of the Survey of Resident Needs is complete, staff will work with the administrative intern to create brochures if this is determined to be more effective than sending potential clients and partners to the PHA web site.			
	22 Mar 2010	Sorrel Devine	Work on the Survey of Resident Needs took precedence over creation of brochures this quarter. The intern will begin the brochure process in April.			
	15 Jan 2010	Admin Admin	Reluctant to invest money in printing "brochures" when programs and services are in flux; using 2009 Service Plan and various in-house generated flyers as needed for this purpose. Intern will begin working on the Family Programs Division brochure next quarter. Once it is completed, a brochure for the High-Rise Programs Division and the Department as a whole will be started.			
	15 Oct 2009	Admin Admin	Reluctant to invest money in printing "brochures" when programs and services are in flux; using 2009 Service Plan and various in-house generated flyers as needed for this purpose.			

Objective 03

Create program bulletin (flyers) for each program offered by PHA or third-party providers beginning January 2009				31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Flyers are being generated for every program and service offered			
	15 Jan 2010	Admin Admin	Flyers are being generated for every program and service offered. Junior counselors have been instrumental in door-to-door distribution of promotional materials.			
	15 Oct 2009	Admin Admin	Flyers are being generated for every program and service offered. Junior counselors have been instrumental in door-to-door distribution of promotional materials.			

Objective 04

Submit material outlining department's activities for submission to PHA's website semi-annually beginning January 2009				30 Jun 2011		Completed
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Comments	28 Oct 2010	Sorrel Devine	Web site is up and running and staff is updating information re: programs and services monthly.
	05 Apr 2010	Sorrel Devine	Jenn Lee Designs is in the final stages of creating the RS pages including an interactive calendar of classes and events, a staff contact page with photos and bios, and a list of Sponsors and Partners with links to each organization's web site. Once this is done, the Director and Managers will enter specific program data; site is expected to go live in April.
	15 Jan 2010	Admin Admin	Director to meet with MIS 1/14/09; meeting held and information to update the web site pages for the department has been submitted to MIS. Second meeting with MIS and Special Projects held; updates expected early in FY 2010. Third meeting with MIS and Jen Lee Design held. Updates to department section will include streamlined text re: programs/services, staff contact information with photos, interactive calendar with registration forms, links to partner agency web sites, and access to newsletters and press releases. Revisions determined and contract presented for review; budget needs ED approval; meeting scheduled for 1/21/10
	15 Oct 2009	Admin Admin	Director to meet with MIS 1/14/09; meeting held and information to update the web site pages for the department has been submitted to MIS. Second meeting with MIS and Special Projects held; updates expected early in FY 2010. Third meeting with MIS and Jen Lee Design held. Updates to department section will include streamlined text re: programs/services, staff contact information with photos, interactive calendar with registration forms, links to partner agency web sites, and access to newsletters and press releases.

Objective 05

Create a media contact list by November 2008; update every 6 months			31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Special Projects provided staff with an official "media guide"; staff is instructed to submit draft press releases to Special Projects for all news worthy activities/events.		
	15 Jan 2010	Admin Admin	Working with Paul Campbell on this; several lists have been created in conjunction with the PCOC fundraiser and will be consolidated soon. List of local media contacts created and on file.		
	15 Oct 2009	Admin Admin	Working with Paul Campbell on this; several lists have been created in conjunction with the PCOC fundraiser and will be consolidated soon. List of local media contacts created and on file.		

Objective 06

Develop and nurture positive, on-gong relationships with media outlets by scheduling and facilitating an editorial meeting with identified media contacts semi-annually beginning January 2009			30 Jun 2011		Completed
Comments	13 Jan 2011	Sorrel Devine	System for alerting media is in place.		
	28 Oct 2010	Sorrel Devine	Procedures for working with media clarified (see RSV.007.005)		
	05 Apr 2010	Sorrel Devine	Meeting with Tai and Paul this quarter to discuss and clarify our roles with regards to media, as there is some confusion about this Objective and whether or not RS should be involved in this process.		
	15 Jan 2010	Admin Admin	Working with Paul Campbell on this; lack of time and scheduling conflicts have prevented us from following through on these meetings		
	15 Oct 2009	Admin Admin	Working with Paul Campbell on this; lack of time and scheduling conflicts have prevented us from following through on these meetings		

Objective 07

Prepare and distribute a press release for each significant event undertaken by the department and/or its partners beginning November 2008 - on going			30 Oct 2008		Ongoing
Comments	28 Oct 2010	Sorrel Devine	All staff is now providing draft press releases to Special Projects for news worthy events.		
	15 Jan 2010	Admin Admin	Providing information for press releases as requested by Paul Campbell; in contact with Paul almost daily re: news worthy events		
	15 Oct 2009	Admin Admin	Providing information for press releases as requested by Paul Campbell; in contact with Paul almost daily re: news worthy events		

Objective 08

Publish and distribute a resident newsletter to all PHA residents, partner agencies, current and potential funders, and key "leaders" in the Providence community three times annually beginning September 2008				30 Sep 2008		Completed
Comments	28 Oct 2010	Sorrel Devine	Newsletter distributed in September. News from other departments is being collected on the S:drive under PHA Shared Folders/Community News Submissions.			
	15 Jan 2010	Admin Admin	Newsletters are being published and distributed on schedule; news from other departments is being incorporated into the newsletters now. Jen Lee Design is advising on how to go "electronic" with the newsletter for certain segments of our audience (i.e. funders, partners, legislators and other stakeholders, excluding residents). A hard copy of the newsletter will continue to be distributed to every household three times a year. A link to our current newsletter as well as archived newsletters will be available on the PHA web site next quarter.			
	15 Oct 2009	Admin Admin	Newsletters are being published and distributed on schedule; news from other departments is being incorporated into the newsletters now. Jen Lee Design is advising on how to go "electronic" with the newsletter for certain segments of our audience (i.e. funders, partners, legislators and other stakeholders, excluding residents). A hard copy of the newsletter will continue to be distributed to every household three times a year.			

Objective 09

Work with Housing Managers to coordinate distribution of newsletter by residents required to complete community service three times annually beginning January 2009				31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Met with Housing Managers to clarify Community Service requirements. FSCs are making referrals and vice versa.			
	15 Jan 2010	Admin Admin	Opportunity for residents to complete community service hrs was offered to all Housing Managers; Housing Mangers are having difficulty getting residents to participate so we continue to rely on our Junior Counselors staff for distribution of newsletters, flyers, etc.Hiring of FSC staff as liaison between Managers and residents looking for community service opportunities will further implementation of this objective. Erratic enforcement of HUD Community Service requirement impedes implementation of this objective. RS is finding that it is more efficient to employ our Junior Counselors to distribute newsletters and other promotional materials on an as needed basis. Grant source for Junior Counselors expired 12/31/09. Managers are now coordinating residents who need to do Community Service to deliver the newsletter.			
	15 Oct 2009	Admin Admin	Opportunity for residents to complete community service hrs was offered to all Housing Managers; Housing Mangers are having difficulty getting residents to participate so we continue to rely on our Junior Counselors staff for distribution of newsletters, flyers, etc. Hiring of FSC staff as liaison between Managers and residents looking for community service opportunities will further implementation of this objective. Erratic enforcement of Community Service requirement impedes implementation of this objective. RS is finding that it is more efficient to employ our Junior Counselors to distribute newsletters and other promotional materials on an as needed basis.			

Goal 008 Promote Homeownership for Public Housing and Section 8 Residents

Objective 01

Update Section 8 Homeownership Program Plan by December 2008				31 Dec 2009		Completed
Comments	15 Jan 2010	Admin Admin	Meeting with Leased Housing Director held. Section 8 Admin Plan updated. Changes include: clarification of payment policy, special accommodations for disabled persons porting in and revised HAP letter			
	15 Oct 2009	Admin Admin	Meeting with Leased Housing Director held. Section 8 Admin Plan updated. Changes include: clarification of payment policy, special accommodations for disabled persons porting in and revised HAP letter			

Objective 02

Conduct outreach to eligible Section 8 participants quarterly				30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Implemented and ongoing. Section 8 providers list of newly recertified residents to FSS staff on monthly basis. Outreach letters are sent via direct mail every January, April, July, and September.			
	15 Oct 2009	Admin Admin	Implemented and ongoing. Section 8 providers list of newly recertified residents to FSS staff on monthly basis. Outreach letters are sent via direct mail every January, April, July, and September.			

Objective 03

Conduct monthly informational briefings about eligibility and program requirements				30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Implemented and ongoing. Orientations are provided the last Saturday of every month. Presentations are given in English and Spanish.			
	15 Oct 2009	Admin Admin	Implemented and ongoing. Orientations are provided the last Saturday of every month. Presentations are given in English and Spanish.			

Objective 04

Conduct an annual housing fair for eligible residents interested in purchasing a home				30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Scheduled for April 25, 2009. Homeownership Fair providers and 150 residents from FSS and Sec 8 H/O database have been contacted. Anticipated attendance by residents 50-60 attendees. Fair was a success with representatives from 12 lending agencies, community development organizations and service. 35 families attended this event.			
	15 Oct 2009	Admin Admin	Scheduled for April 25, 2009. Homeownership Fair providers and 150 residents from FSS and Sec 8 H/O database have been contacted. Anticipated attendance by residents 50-60 attendees. Fair was a success with representatives from 12 lending agencies, community development organizations and service. 35 families attended this event.			

Objective 05

Research the feasibility of creating a Section 32 Homeownership Program for PHA residents by July 2009				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Family programs manager to research program and contact other housing authorities currently operating program by June 2009. PHA contracted with Financial Counselor in May 2009 to assist clients with homeownership readiness. PHA is applying for HUD-certified Housing Counseling Agency status. Family Programs Manager attended a Lease-to-Purchase training sponsored by RI Housing Network and via partnerships w/local CDCs; PHA could create a Section 32 Program that would require obtaining/using Capital Funds to subsidize the sale of affordable properties in the community.			
	15 Oct 2009	Admin Admin	Family programs manager to research program and contact other housing authorities currently operating program by June 2009. PHA contracted with Financial Counselor in May 2009 to assist clients with homeownership readiness. PHA is applying for HUD-certified Housing Counseling Agency status. Family Programs Manager attended a Lease-to-Purchase training sponsored by RI Housing Network and via partnerships w/local CDCs, PHA could create a Section 32 Program that would require obtaining/using Capital Funds to subsidize the sale of affordable properties in the community.			


Goal 009 Improve and Document Program Participant Outcomes

Objective 01


Establish and maintain system for eliciting, capturing and tracking individual adult education participant goals for 100% of students by January 2009				31 Jan 2009		Completed
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Comments	28 Oct 2010	Sorrel Devine	System established and utilized. Student goal setting tool revised and implemented. All NRS goals are being reported in the State's adult education database (CALIS). Follow-up on goals progress is conducted quarterly.
	15 Jan 2010	Admin Admin	System established and utilized. Student goal setting tool revised and implemented. All NRS goals are being reported in the State's adult education database (CALIS). Follow-up on goals progress is conducted quarterly.
	15 Oct 2009	Admin Admin	System established and utilized. Student goal setting tool revised and implemented. All NRS goals are being reported in the State's adult education database (CALIS). Follow-up on goals progress is conducted quarterly.


Objective 02

Provide post purchase support through follow-up letter and survey to 100% of Home Ownership Program participants annually beginning January 2009			31 Jan 2009		Completed
Comments	28 Oct 2010	Sorrel Devine	Survey being conducted annually.		
	15 Jan 2010	Admin Admin	In-house, Resident Financial Counselor created a satisfaction and needs survey tool for all Section 8 Homeowners in July 2009. There was a 24% response rate with 5 out of 21 households completing and returning the survey. \$10 Wal-Mart gift cards were issued to those completing the survey. Results were as follows: 100% of respondents were either very satisfied or satisfied with the PHA's services, their lenders, their homebuyer education classes and their homeownership experiences. 80% report paying their mortgage on time, 100% say they have credit cards, 60% say they have installment loans, 80% have requested credit reports, 60% know how to read a credit report, and 60% would like to take advantage of the PHA's free one-on-one credit counseling services.		
	15 Oct 2009	Admin Admin	In-house, Resident Financial Counselor created a satisfaction and needs survey tool for all Section 8 Homeowners in July 2009. There was a 24% response rate with 5 out of 21 households completing and returning the survey. \$10 Wal-Mart gift cards were issued to those completing the survey. Results were as follows: 100% of respondents were either very satisfied or satisfied with the PHA's services, their lenders, their homebuyer education classes and their homeownership experiences. 80% report paying their mortgage on time, 100% say they have credit cards, 60% say they have installment loans, 80% have requested credit reports, 60% know how to read a credit report, and 60% would like to take advantage of the PHA's free one-on-one credit counseling services.		

Objective 03

Through professional staff development and program design revision, establish and document that Youth Asset Development theory is incorporated into all PHA sponsored after-school youth programs at four sites by January 2010			30 Jun 2013		Completed
Comments	28 Oct 2010	Sorrel Devine	Providence Boys and Girls Club provided staff training to all youth program staff during this reporting period.		
	15 Jan 2010	Admin Admin	Family Programs Manager completed the BEST training in Sept 2009; Director to attend National After School Conference in April 2009. Director attended above reference conference. Director and Manger attended HUD mandated Service Coordinator training. Youth Asset Development theory is incorporated into all aspects of youth programs supported by the PHA and its partners.		
	15 Oct 2009	Admin Admin	Family Programs Manager completed the BEST training in Sept 2009; Director to attend National After School Conference in April 2009. Director attended above reference conference. Director and Manger attended HUD mandated Service Coordinator training. Youth Asset Development theory is incorporated into all aspects of youth programs supported by the PHA and its partners.		

Objective 04

Establish formal system for tracking, monitoring and evaluating academic progress of 50 in-school youth at three family developments by September 2010			30 Sep 2010		In Progress
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Comments	28 Oct 2010	Sorrel Devine	All FSCs are collecting data for youth in families that they are case managing. In our Youth Safe Haven program, 50 youth are being tracked through an MOA with the Providence Public School Dept. (PPSD).
	05 Apr 2010	Sorrel Devine	FSCs at CB and HP continue to grow their case loads; new FSC at MH started this quarter. All FSCs are collecting data for youth in families that they are case managing. New Education and Training Coordinator (ETC) position created this quarter. ETC will serve as point person for the Youth Safe Haven program at HP. To date, 44 youth have been enrolled and their parents have signed release forms for the Providence Public School Department (PPSD) to provide PHA with report card grades twice a year. The ETC is creating a database to track and analyze this information.
	15 Jan 2010	Admin Admin	Pending ROSS Service Coordinator grant funding. ROSS funding secured; activity to meet objective will be initiated September 2009. FSCs at three sites are establishing case loads to include tracking of academic progress of youth enrolled in our after school programs.
	15 Oct 2009	Admin Admin	Pending ROSS Service Coordinator grant funding. ROSS funding secured; activity to meet objective will be initiated September 2009. FSCs at three sites are establishing case loads to include tracking of academic progress of youth enrolled in our after school programs.

RISK MANAGEMENT & INSURANCE

Generated on: 24 March 2011



Goal 001 Create an In-House Committee to Address Safety

Objective 01

Select members of staff from each department to serve on the PHA's Safety Committee by October 2008				31 Oct 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Conferred with all department directors as to the selection of and appointment of appropriate representatives from each department. Selections reviewed and approved by ED and members were notified of selection and first meeting. Two members resigned, one new appointed.			
	15 Oct 2009	Admin Admin	Conferred with all department directors as to the selection of and appointment of appropriate representatives from each department. Selections reviewed and approved by ED and members were notified of selection and first meeting. Two members resigned, one new appointed.			

Objective 02

Seek and appoint two residents to serve on the PHA's Safety Committee by October 2008				31 Oct 2008	✓	Completed
Comments	14 Jan 2011	Mark Ouellet	Met with Safety Committee and discussed replacing inactive members and adding interested staff.			
	15 Jan 2010	Admin Admin	Sought advice of ED in the selection tenant members in the planning and implementation of safety measures and training at family and elderly developments. Two residents that are active Commissioners and TAB members were recruited and attended their first committee meeting.			
	15 Oct 2009	Admin Admin	Sought advice of ED in the selection tenant members in the planning and implementation of safety measures and training at family and elderly developments. Two residents that are active Commissioners and TAB members were recruited and attended their first committee meeting.			

Objective 03

Determine schedule for Safety Committee meetings by October 2008				31 Oct 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Formed and convened committee to determine future schedule based on Committee Member availability. Members have agreed to meet bi-monthly.			
	15 Oct 2009	Admin Admin	Formed and convened committee to determine future schedule based on Committee Member availability. Members have agreed to meet bi-monthly.			


Objective 04

Create and submit to HAIG a Risk Control Plan for 2008				31 Jan 2009	✓	Completed
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Comments	14 Jan 2011	Mark Ouellet	Ongoing identification and compilation of documents and information evidencing activities and compliance with new revised standards in anticipation of preparing premium credit application.
	15 Jan 2010	Admin Admin	Ongoing identification and compilation of documents and information evidencing activities and areas of compliance with standards and practices essential to improvement of safety and reducing risk of loss for inclusion in Plan. Plan timely submitted and PHA received credit for 7 of 9 standards.
	15 Oct 2009	Admin Admin	Ongoing identification and compilation of documents and information evidencing activities and areas of compliance with standards and practices essential to improvement of safety and reducing risk of loss for inclusion in Plan. Plan timely submitted and PHA received credit for 7 of 9 standards.

Goal 002 Control Losses and Insurance Costs


Objective 01

Review accident/claim experience to determine ways to avoid or reduce injury			31 Oct 2008		Completed
Comments	14 Jan 2011	Mark Ouellet	Completed risk management training provided free of charge by insurer.		
	15 Jan 2010	Admin Admin	Conferred with insurance and safety industry experts for advise on appropriate and available education and training. Requested Safety Committee assistance in helping to identify issues and training.		
	15 Oct 2009	Admin Admin	Conferred with insurance and safety industry experts for advise on appropriate and available education and training. Requested Safety Committee assistance in helping to identify issues and training.		


Objective 02

Educate staff on safety concerns and importance of timely correction in areas of concern			31 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Formed Safety Committee and members discussed establishing a mission statement consistent with PHA mission. Committee drafted and adopted mission statement.		
	15 Oct 2009	Admin Admin	Formed Safety Committee and members discussed establishing a mission statement consistent with PHA mission. Committee drafted and adopted mission statement.		

Objective 03

Conduct in-house site safety inspections bi-annually			31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Formed Safety Committee and adopted inspection standards and practices which promote regular periodic inspections. Site inspections begun in conjunction with HAIG risk assessment review. Deficiencies identified and corrections have begun or have been completed.		
	15 Oct 2009	Admin Admin	Formed Safety Committee and adopted inspection standards and practices which promote regular periodic inspections. Site inspections begun in conjunction with HAIG risk assessment review. Deficiencies identified and corrections have begun or have been completed.		

Objective 04

Conduct safety training for all staff members annually			30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Conferred with insurance and safety industry experts for expanding education and training opportunities. Committee to urge staff to utilize training opportunities offered by casualty, workers comp and health insurers. Beacon Rep attended meeting and offered assistance.		
	15 Oct 2009	Admin Admin	Conferred with insurance and safety industry experts for expanding education and training opportunities. Committee to urge staff to utilize training opportunities offered by casualty, workers comp and health insurers. Beacon Rep attended meeting and offered assistance.		

Objective 05

Conduct all OSHA-mandated training for maintenance staff annually				30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Conferred with insurance and safety industry experts for expanding education and training opportunities. Committee to urge staff to utilize training opportunities offered by casualty, workers comp and health insurers.			
	15 Oct 2009	Admin Admin	Conferred with insurance and safety industry experts for expanding education and training opportunities. Committee to urge staff to utilize training opportunities offered by casualty, workers comp and health insurers.			

Objective 06

Prepare an annual report on all General Liability Claims and Auto Accident Claims by September				30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Continued to open and file separate claims folders in chronological order to facilitate future review and reports. Met with Defense Counsel and discussed status and progress of cases.			
	15 Oct 2009	Admin Admin	Continued to open and file separate claims folders in chronological order to facilitate future review and reports. Met with Defense Counsel and discussed status and progress of cases.			

Objective 07

Prepare an annual report on all Worker’s Compensation Claims by September				30 Sep 2009		Completed
Comments	15 Jan 2010	Admin Admin	Confirmed that separate claims files are being maintained by HR and being documented for future review and reporting.			
	15 Oct 2009	Admin Admin	Confirmed that separate claims files are being maintained by HR and being documented for future review and reporting.			

Goal 003 Ensure PHA has Adequate Insurance Protection at the Most Affordable Cost


Objective 01

Prepare and submit to Housing Authority Insurance a Risk Control Plan annually				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Began assembling documents and records as needed for submission. Requested and awaiting installation of scanning hardware and software to digitalize plan. Equipment installed, plan timely submitted and PHA received credit for 7 of 9 standards.			
	15 Oct 2009	Admin Admin	Began assembling documents and records as needed for submission. Requested and awaiting installation of scanning hardware and software to digitalize plan. Equipment installed, plan timely submitted and PHA received credit for 7 of 9 standards.			


Objective 02

Conduct a Property Assessment and Building Value Estimation Report annually				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Began assembling documentation and data for analysis and reporting in conjunction with property insurance renewals. Insurer provided Property Portfolio report with project characteristics and valuations.			
	15 Oct 2009	Admin Admin	Began assembling documentation and data for analysis and reporting in conjunction with property insurance renewals. Insurer provided Property Portfolio report with project characteristics and valuations.			


Objective 03

Conduct an Assessment and Vehicle Value Estimation Report annually				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Began assembling documentation and data for analysis and reporting in conjunction with property insurance renewals. Reviewed and processed all DMV registrations and continued monitor insurance coverage of all vehicles and drivers. Renewal of registrations and insurance completed.			
	15 Oct 2009	Admin Admin	Began assembling documentation and data for analysis and reporting in conjunction with property insurance renewals. Reviewed and processed all DMV registrations and continued monitor insurance coverage of all vehicles and drivers.			

Objective 04

Seek bids for quality, affordable insurance for all coverage lines required by HUD annually				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Maintained coverage provided by member based insurer, HAIRG, in order to access services and benefits provided by existing insurer.			
	15 Oct 2009	Admin Admin	Maintained coverage provided by member based insurer, HAIRG, in order to access services and benefits provided by existing insurer.			

Objective 05

Submit insurance register to HUD Regional Office 45 days prior to end of policy year				30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Reviewed prior submission and identified changes in coverage and format of reports to assure that all existing policies meet HUD standards. Continued to monitor and adjust coverage as needed.			
	15 Oct 2009	Admin Admin	Reviewed prior submission and identified changes in coverage and format of reports to assure that all existing policies meet HUD standards. Continued to monitor and adjust coverage as needed.			

SECURITY OPERATIONS OFFICE

Generated on: 24 March 2011



Goal 001 Assess Staffing Requirements for the PHU/PHA Security Force

Objective 01

Conduct Public Housing Unit staffing needs review				31 Dec 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Review completed. Total of 9 officers assigned to the PHU. Current staffing provides for adequate policing services			
	15 Oct 2009	Admin Admin	Review completed. Total of 9 officers assigned to the PHU. Current staffing provides for adequate policing services			

Objective 02

Conduct PHA Security Guard staffing needs review				31 Dec 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Review completed. Total of 13 security officers employed. All primary shifts covered. Future staffing level will be determined by financial status or budget reductions			
	15 Oct 2009	Admin Admin	Review completed. Total of 13 security officers employed. All primary shifts covered. Future staffing level will be determined by financial status or budget reductions			


Objective 03

Seek additional funding to extend the daily tour of duty of the PHU officers				31 Dec 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Extension of daily hours of coverage not anticipated in the near future due to budget reductions. This will be revisited should funding become more available			
	15 Oct 2009	Admin Admin	Extension of daily hours of coverage not anticipated in the near future due to budget reductions. This will be revisited should funding become more available			


Objective 04

Seek additional funding to extend the daily coverage of the PHA security officers				31 Dec 2008	✓	Completed
Comments	15 Jan 2010	Admin Admin	Extension of daily coverage not anticipated due to loss of DEA funding and possible reduction of funding in the future. This will be revisited should funding become available			
	15 Oct 2009	Admin Admin	Extension of daily coverage not anticipated due to loss of DEA funding and possible reduction of funding in the future. This will be revisited should funding become available			


Objective 05

Assist Special Projects Manager with security grant from R.I. Department of Elderly Affairs (July/annually)				21 Jul 2009		Cancelled
Comments	07 Apr 2010	Jack Costa	Funding source no longer available due to state budget reductions. Not anticipated that this funding will become available for this Strategic Plan period.			
	29 Jan 2010	Jack Costa	Funding source no longer available due to state budget cuts. Not anticipated that the funding will become available for this Strategic Plan Period.			
	15 Jan 2010	Admin Admin	This funding source no longer available due to state budget cuts			
	15 Oct 2009	Admin Admin	This funding source no longer available due to state budget cuts			

Objective 06


Determine potential implementation of foot patrols and/or bike patrols to augment vehicular patrols in the family developments by May 2009				30 May 2009		Completed
Comments	15 Jan 2010	Admin Admin	PHU officers have begun the foot patrolling of the developments. The Bike Patrol officers assigned to the police districts have begun bike patrols in the development area, in fact the District 5 bike patrol officers store their bikes in the PHU station			
	15 Oct 2009	Admin Admin	PHU officers have begun the foot patrolling of the developments. The Bike Patrol officers assigned to the police districts have begun bike patrols in the development area, in fact the District 5 bike patrol officers store their bikes in the PHU station			

Objective 07

Evaluate the impact of the police reserve staff reduction by January 2009				31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	The impact of the lack of adequate Reserve staffing has been discussed. It is known that the PPD has no plans in the near future to expand on that staffing level			
	15 Oct 2009	Admin Admin	The impact of the lack of adequate Reserve staffing has been discussed. It is known that the PPD has no plans in the near future to expand on that staffing level			

Goal 002 Track and Record Crime in Public Housing

Objective 01


Identify and by track type and location of crime in the family developments (Annually-August)				31 Aug 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	Information compiled and analyzed for the FY 2010 Annual Report			
	15 Jan 2010	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after			
	15 Oct 2009	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after			

Objective 02


Identify and track by type and location of crime in the elderly/disabled developments (Annually-August)				31 Aug 2011		Completed/Ongoing
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Comments	21 Jul 2010	Jack Costa	Information compiled and analyzed for FY 2010 Annual Report
	15 Jan 2010	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after
	15 Oct 2009	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after


Objective 03

Identify and track by type and location of crime involving youth in the developments (Annually-August)			31 Aug 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	Information compiled and updated for the FY 2010 Annual Report		
	15 Jan 2010	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after		
	15 Oct 2009	Admin Admin	This information has been compiled and analyzed for the FY 2009 PHA Annual Report and will continue to be monitored monthly there after		


Objective 04

Assess and determine threat level of gang activity in PHA developments (Annually - January)			27 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	Review conducted most gang activity identified as being development orientated.		
	15 Jan 2010	Admin Admin	Most of the gang activity identified and consisting of non-formal development or family orientated gangs. Formalized gangs not seen to have an influence at this time		
	15 Oct 2009	Admin Admin	Most of the gang activity identified and consisting of non-formal development or family orientated gangs. Formalized gangs not seen to have an influence at this time		

Objective 05


Assess and determine threat level of gun violence in PHA developments (Annually-January)			31 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	Reports reviewed for the calendar year. 5 gun related incidents recorded. There were however 9 knife related incidents		
	15 Jan 2010	Admin Admin	Reports reviewed. Gun violence determined to be a major problem in Hartford and Manton. Sporadic problem in Chad Brown		
	15 Oct 2009	Admin Admin	Reports reviewed. Gun violence determined to be a major problem in Hartford and Manton. Sporadic problem in Chad Brown		

Objective 06


Review existing method of conducting criminal background checks on all PHA prospective applicants, and recommend changes, if any, to Executive Director by April 2009			30 Apr 2009		Completed
Comments	15 Jan 2010	Admin Admin	Review conducted. Method determined to provide exact information on an applicant's criminal background. Checks conducted through the FBI database.		
	15 Oct 2009	Admin Admin	Review conducted. Method determined to provide exact information on an applicant's criminal background. Checks conducted through the FBI database.		

Goal 003 Maintain Police Visibility and Operations in a Problem Area/Development


Objective 01

Implement a "Zero Tolerance" operation in an identified problem development/area immediately			31 Dec 2008		Completed
Comments	15 Jan 2010	Admin Admin	This type of operation is being conducted in Hartford and Manton and is implemented when a need is indicated.		
	15 Oct 2009	Admin Admin	This type of operation is being conducted in Hartford and Manton and is implemented when a need is indicated.		


Objective 02

Evaluate PHU patrol areas and practices by January 2009 and annually thereafter			27 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	Patrol areas compared to PHU staffing level. PHU determined to provide acceptable level of policing services.		
	15 Jan 2010	Admin Admin	Patrol areas as compared to PHU staffing level evaluated. PHU determined to provide acceptable level of policing services. Overextension not seen to be a problem		
	15 Oct 2009	Admin Admin	Patrol areas as compared to PHU staffing level evaluated. PHU determined to provide acceptable level of policing services. Overextension not seen to be a problem		

Objective 03


Redeploy police/security staff to address increase in crime in an identified problem development/area (As required)			31 Dec 2008		Completed
Comments	15 Jan 2010	Admin Admin	Current practice and will remain so in areas/developments where a need is determined		
	15 Oct 2009	Admin Admin	Current practice and will remain so in areas/developments where a need is determined		

Objective 04

Determine feasibility/need for foot patrols at family developments by April 2009			30 Apr 2009		Completed
Comments	15 Jan 2010	Admin Admin	PHU officers have begun foot patrols in the developments. The Bike Patrol Officers assigned to the development areas patrol on bike during the warm weather seasons.		
	15 Oct 2009	Admin Admin	PHU officers have begun foot patrols in the developments. The Bike Patrol Officers assigned to the development areas patrol on bike during the warm weather seasons.		

Goal 004 Provide Information Relating to Criminal Activity to Key Decision Makers

Objective 01

Maintain open line of communication between the Executive Director the Security Operations Manager and the PHU officer in charge			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Communication not an issue. Problems reported and information exchanged on an immediate basis when required including off duty hours		
	15 Oct 2009	Admin Admin	Communication not an issue. Problems reported and information exchanged on an immediate basis when required including off duty hours		

Objective 02

E-Mail arrests at PHA developments to site managers daily			30 Jun 2013		Completed
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Comments	15 Jan 2010	Admin Admin	Current practice. Information e-mailed daily
	15 Oct 2009	Admin Admin	Current practice. Information e-mailed daily


Objective 03

Provide police report copies of resident arrests and criminal incidents to management within 24-hours			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Current practice. Reports delivered within 24 hours with the exception of juvenile arrests which police information prohibited by law to be distributed for public viewing		
	15 Oct 2009	Admin Admin	Current practice. Reports delivered within 24 hours with the exception of juvenile arrests which police information prohibited by law to be distributed for public viewing		

Objective 04

Review current method for all PHA staff to report crime-related activities or concerns to security by January 2009			31 Dec 2009		Completed
Comments	15 Jan 2010	Admin Admin	Review conducted. E-Mail most popular form used however telephone also frequently used. Lines of communication determined as being open.		
	15 Oct 2009	Admin Admin	Review conducted. E-Mail most popular form used however telephone also frequently used. Lines of communication determined as being open.		


Objective 05

Provide a Security Operations Report/presentation to the Resident Advisory Board December – annually			31 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	2011 presentation to the RAB members delivered 1/5/2011		
	15 Jan 2010	Admin Admin	2008 RAB presentation conducted. Informational packet distributed to members for review		
	15 Oct 2009	Admin Admin	2008 RAB presentation conducted. Informational packet distributed to members for review		

Objective 06


Provide a Security Operations Report/presentation to the Board of Commissioners October – annually			28 Oct 2012		Completed/Ongoing
Comments	16 Mar 2011	Jack Costa	A combined Security and Fraud Presentation was presented to the Board on March 24 2011. The presentation covered FY 2010 activity.		
	15 Feb 2011	Jack Costa	Presentation given April 2010		
	15 Jan 2010	Admin Admin	Presentation prepared and provided for 2008.		
	15 Oct 2009	Admin Admin	Presentation prepared and provided for 2008.		

Objective 07

A representative of the PHU or security to attend a minimum of six resident/management meetings per development commencing October 2008			31 Oct 2011		Completed/Ongoing
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Comments	19 Oct 2010	Jack Costa	PHU officers continually attend resident and managers meetings where policing issues and concerns are discussed
	15 Jan 2010	Admin Admin	PHU officers have been attending resident and management meetings where policing issues and concerns are discussed
	15 Oct 2009	Admin Admin	PHU officers have been attending resident and management meetings where policing issues and concerns are discussed

Objective 08


A representative of the PHU or security to attend a minimum of two Facilities Management staff meetings commencing January 2009			27 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	Security Operations Manager and Fraud Investigator have been attending meetings and will continue to do so		
	15 Jan 2010	Admin Admin	Security Operations Manager and Fraud Investigator have been attending meetings and will continue to do so		
	15 Oct 2009	Admin Admin	Security Operations Manager and Fraud Investigator have been attending meetings and will continue to do so		

Goal 005 Produce Timely Reports/Studies to Assist in Assessing Crime and Performance


Objective 01

Review and update current Security Operations Plan by January 2009			31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Draft turned into the Executive Directors for review and approval		
	15 Oct 2009	Admin Admin	Draft turned into the Executive Directors for review and approval		


Objective 02

Produce a weekly police/security report			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Current practice. Information generated from the PHU Activity Database.		
	15 Oct 2009	Admin Admin	Current practice. Information generated from the PHU Activity Database.		


Objective 03

Produce a monthly police/security activity report for MMR			30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Current practice. Information compiled from Daily Activity Reports and other informational sources		
	15 Oct 2009	Admin Admin	Current practice. Information compiled from Daily Activity Reports and other informational sources		


Objective 04

Produce an annual Security Operations Report section for the PHA Annual Report on Operations by August 15th annually			15 Aug 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	FY 2010 Annual Report submitted for review and approval of Executive Director		
	15 Jan 2010	Admin Admin	FY 2009 Annual Report has been submitted for review and approval by the Executive Director		
	15 Oct 2009	Admin Admin	Draft for FY 2009 Annual Report has been submitted for review and approval by the Executive Director		


Objective 05

Identify primary and repeat offenders (monthly)				30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Current practice. Information generated from PHU Arrest Database and informational exchange			
	15 Oct 2009	Admin Admin	Current practice. Information generated from PHU Arrest Database and informational exchange			


Objective 06

Identify problem locations "hot spots" in all developments (monthly)				30 Jun 2013		Completed
Comments	15 Jan 2010	Admin Admin	Current practice. Review of informational databases and monthly report to identify "hot spots"			
	15 Oct 2009	Admin Admin	Current practice. Review of informational databases and monthly report to identify "hot spots"			


Objective 07

Conduct an Equipment Needs Assessment by July annually				31 Jul 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	PHU seeking to update police vehicles. Office computers subject to upgrades and camera expansion in progress			
	15 Jan 2010	Admin Admin	PHU police equipment found to be acceptable. PHA needs mostly focusing on expansion of the Security camera system. Equipment Needs Assessment for FY 2010 submitted on 4/09			
	15 Oct 2009	Admin Admin	PHU police equipment found to be acceptable. PHA needs mostly focusing on expansion of the Security camera system. Equipment Needs Assessment for FY 2010 submitted on 4/09			

Objective 08

Conduct an annual Vehicle Needs Assessment by July annually				31 Jul 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	PHU still seeking to upgrade police vehicles			
	15 Jan 2010	Admin Admin	PPD issued vehicles in need of replacement. PHA purchased vehicles: 1 old with high mileage, 2 in good condition. Vehicle Needs Assessment for FY 2010 submitted on 4/09			
	15 Oct 2009	Admin Admin	PPD issued vehicles in need of replacement. PHA purchased vehicles: 1 old with high mileage, 2 in good condition. Vehicle Needs Assessment for FY 2010 submitted on 4/09			

Objective 09

Conduct a security analysis including crime prevention through environmental design by July 2009				31 Jul 2009		Completed
Comments	15 Jan 2010	Admin Admin	Review completed. Review includes addition of security cameras and fencing. Expansion of camera system in progress as well as installation of fencing			
	15 Oct 2009	Admin Admin	Review completed. Review includes addition of security cameras and fencing. Expansion of camera system in progress as well as installation of fencing			

Objective 10

Seek HUD technical assistance funds to contract with a professional security analyst to conduct a security assessment of all developments				31 Jan 2009		Not Due Yet
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Comments	15 Jan 2010	Admin Admin	Not yet begun. This objective dependant on HUD requirement and HUD funding.
	15 Oct 2009	Admin Admin	Not yet begun. This objective dependant on HUD requirement and HUD funding.

Objective 11

Conduct security/victimization survey of residents in relation to security issues by December 2009 and biannually thereafter			30 Jun 2013		Completed
Comments	19 Oct 2010	Jack Costa	Customer Service and Satisfaction Survey containing security related questions was completed 2010.		
	15 Jan 2010	Admin Admin	Not yet begun. Staffing of the PHA planning department will probably be an issue in achieving this objective		
	15 Oct 2009	Admin Admin	Not yet begun. Staffing of the PHA planning department will probably be an issue in achieving this objective		

Goal 006 Improve Community Relations

Objective 01

Sponsor Hot-Dog Roasts at all family developments annually			30 Sep 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	Hot Dog Roasts conducted in all family developments during summer 2010		
	15 Jan 2010	Admin Admin	Will be scheduled for the summer time as has been the practice. Hot Dog Roasts conducted in all family developments during 2009.		
	15 Oct 2009	Admin Admin	Will be scheduled for the summer time as has been the practice. Hot Dog Roasts conducted in all family developments during 2009.		


Objective 02

Conduct a meeting involving the PHU officers and resident youth of all family developments to discuss law enforcement issues/concerns commencing January 2009			27 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	PHU officers actively participating in youth orientated programs in all developments.		
	19 Oct 2010	Jack Costa	YPI Program and Night Vision Program in effect in family developments.		
	18 Feb 2010	Jack Costa	YPI expanding to Manton Heights		
	29 Jan 2010	Jack Costa	The YPI program has been expanded to Chad Brown and was well recieved. Additional YPI activities are planned		
	15 Jan 2010	Admin Admin	District Lieutenants, in coordination with the PHU officers and PHA staff , have organized youth activities that place the police and resident youth in a relaxed atmosphere to discuss law enforcement issues and concerns. Youth Police Initiative Program conducted in Hartford Park expand to Chad Brown		
	15 Oct 2009	Admin Admin	District Lieutenants, in coordination with the PHU officers and PHA staff , have organized youth activities that place the police and resident youth in a relaxed atmosphere to discuss law enforcement issues and concerns. Youth Police Initiative Program begun in Hartford Park to expand to other developments		


Objective 03

Conduct a tour of Security Operations for the Resident Advisory Board in June 2009			30 Jun 2009		Completed
Comments	15 Jan 2010	Admin Admin	Tour conducted on Jan 13th. Briefing given on camera operation, Fraud Investigator and handout distributed on FY 2009 operations.		
	15 Oct 2009	Admin Admin	Not yet begun. Will schedule in the near future		


Objective 04

Attend a minimum of six Resident-Management meetings at each PHA development annually				31 Jul 2011		Completed/Ongoing
Comments	21 Jul 2010	Jack Costa	PHU officers attend regularly			
	15 Jan 2010	Admin Admin	PHU officers do attend as has been the practice			
	15 Oct 2009	Admin Admin	PHU officers do attend as has been the practice			


Objective 05

Conduct two focus groups with residents/year concerning security issues commencing May 2009				30 May 2011		Completed/Ongoing
Comments	19 Oct 2010	Jack Costa	PHU officers have been attending the Tenant & Managers meetings in all developments where police and security issues are regularly identified and discussed. In fact periodically the District Lieutenants, or a representative also attend.			
	15 Jan 2010	Admin Admin	PHU officers have been attending the Tenant & Managers meetings in all developments where police and security issues are regularly identified and discussed. In fact periodically the District Lieutenants, or a representative also attend.			
	15 Oct 2009	Admin Admin	PHU officers have been attending the Tenant & Managers meetings in all developments where police and security issues are regularly identified and discussed. In fact periodically the District Lieutenants, or a representative also attend.			

Objective 06


Conduct a minimum of one security workshop per development per year				27 Jan 2012		Completed/Ongoing
Comments	11 Jan 2011	Jack Costa	Youth programs being utilized to provide outreach to resident youth. Utilizing tenant and managers meetings to provide outreach to resident adults.			
	18 Feb 2010	Jack Costa	YPI expanding to Manton Heights.			
	02 Feb 2010	Jack Costa	Utilizing Youth Police Initiative Program to provide outreach to resident youth. Utilizing tenant managers meetings to provide outreach to resident adults.			
	15 Jan 2010	Admin Admin	Exploring the prospect of conducting security presentation along with a scheduled managers meeting and a hot dog roast.			
	15 Oct 2009	Admin Admin	Exploring the prospect of conducting security presentation along with a scheduled managers meeting and a hot dog roast.			

Objective 07


Create, publish and distribute a security brochure for residents by June 2009				30 Jun 2009		Completed
Comments	15 Jan 2010	Admin Admin	The PHA Newsletter has been utilized to publish security related articles. A brochure has been developed to explain the police and security services of the PHA			
	15 Oct 2009	Admin Admin	The PHA Newsletter has been utilized to publish security related articles. A brochure has been developed to explain the police and security services of the PHA			

Goal 007 Resident & Staff Security & Crime Prevention Education


Objective 01

Conduct Personal Safety and Security training for site staff commencing March 2009 and annually thereafter				30 Mar 2009		Completed
Comments	06 Apr 2010	Jack Costa	Periodic security training alerts issues via e-mails since initial training			
	15 Jan 2010	Admin Admin	Power-point presentation and manual completed. All PHA employees received training during February 2009			
	15 Oct 2009	Admin Admin	Power-point presentation and manual completed. All PHA employees received training during February 2009			


Objective 02

Conduct Personal Safety and Security training for administrative staff annually beginning March 2009				30 Mar 2009		Completed
Comments	07 Apr 2010	Jack Costa	Security related alerts distributed via e-mail to staff as needed since initial training			
	15 Jan 2010	Admin Admin	Power-point presentation and manual completed. All PHA employees received training during February 2009			
	15 Oct 2009	Admin Admin	Power-point presentation and manual completed. All PHA employees received training during February 2009			

Objective 03


Conduct a crime prevention training session at each high-rise annually beginning March 2009				30 Mar 2012		Completed/Ongoing
Comments	15 Mar 2011	Jack Costa	Continuing to utilize managers meetings to discuss resident and management security concerns and offer crime prevention advice			
	02 Feb 2010	Jack Costa	Utilizing tenant managers meetings to discuss resident and management security concerns and offer crime prevention suggestions			
	15 Jan 2010	Admin Admin	Exploring the prospect of conducting security presentation along with a scheduled managers meeting and a hot dog roast.			
	15 Oct 2009	Admin Admin	Exploring the prospect of conducting security presentation along with a scheduled managers meeting and a hot dog roast.			

Objective 04

Write a security related article for the PHA resident newsletter at least twice annually commencing January 2009				31 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	Newsletter article submitted for this period and will be submitted in the future			
	15 Oct 2009	Admin Admin	Newsletter article submitted for this period and will be submitted in the future			


Goal 008 Security Technology

Objective 01

Review and recommend expansion and/or upgrade of the security camera system located in all of the high-rises by January 2008				30 Jun 2013		Completed/Ongoing
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Comments	19 Oct 2010	Jack Costa	Camera system upgraded and continually expanding in and to all developments. \$250,000 grant secured to expand on camera system and improve infrastructure
	07 Apr 2010	Jack Costa	All high-rises covered with conversion from Remote Line View program to Milestone Program. New card access panels also being installed
	15 Jan 2010	Admin Admin	Review has been completed. Chad Brown expansion and installation in progress. Expansion in other developments also being explored and planned
	15 Jan 2010	Admin Admin	Upgrading has been determined to integrate family development and high-rise camera systems into one system
	15 Oct 2009	Admin Admin	Upgrading has been determined to integrate family development and high-rise camera systems into one system

Objective 02


Review and recommend expansion of security camera system at family developments by April 2009			30 Jun 2013		Completed/Ongoing
Comments	19 Oct 2010	Jack Costa	Security system expanded to all developments and upgraded. \$250,000 grant secured to add cameras and upgrade infrastructure		
	07 Apr 2010	Jack Costa	Hartford, Manton, Chad Brown and Coddington Court have camera system installed with additional cameras planned. Roger Williams planned to have cameras installed by end of summer at the latest.		
	15 Jan 2010	Admin Admin	Review conducted and determined that the state of readiness of the PHU and security department is acceptable and well defined.		
	15 Oct 2009	Admin Admin	Review has been completed. Chad Brown expansion and installation in progress. Expansion in other developments also being explored and planned		

Goal 009 Emergency Preparedness

Objective 01

Review PHU/Security duties and responsibilities during emergency events as cited in the PHA Emergency Operations Manual by September 2008			30 Sep 2008		Completed
Comments	15 Jan 2010	Admin Admin	Review conducted and the capabilities, which have been tested in the past, are acceptable for both long and short term events		
	15 Oct 2009	Admin Admin	Review conducted and determined that the state of readiness of the PHU and security department is acceptable and well defined.		

Objective 02

Determine capabilities of PHU personnel during an emergency event (long term and short term event) by September 2008			30 Sep 2008		Completed
Comments	15 Jan 2010	Admin Admin	Review conducted and the capabilities, which have been tested in the past, are acceptable for both long and short term events		
	15 Oct 2009	Admin Admin	Review conducted and the capabilities, which have been tested in the past, are acceptable for both long and short term events		

Objective 03

Determine capabilities of security personnel during an emergency event (long term and short term event) by September 2008			30 Sep 2009		Completed
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Comments	15 Jan 2010	Admin Admin	Daniel Murphy, a retired PPD officer with PHU 16 years of experience policing public housing was hired to fill this position
	15 Oct 2009	Admin Admin	Review conducted and the capabilities, which have been tested in the past, are acceptable for both long and short term events

Goal 010 Conduct Effective Fraud Investigations

Objective 01

Hire a trained person to fill this investigative position			30 Sep 2008		Completed
Comments	15 Jan 2010	Admin Admin	Investigative methods developed, database to record all complaints and outcomes developed. Investigative search tools obtained and functional. Fraud Investigator fully operational by end of Oct 2008		
	15 Oct 2009	Admin Admin	Daniel Murphy, a retired PPD officer with PHU 16 years of experience policing public housing was hired to fill this position		

Objective 02

Develop methods to investigate fraud and fraud related complaints			30 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Method for exchange on information developed and in place. Investigation follow-up conducted and monitored by use of database and files		
	15 Oct 2009	Admin Admin	Investigative methods developed, database to record all complaints and outcomes developed. Investigative search tools obtained and functional. Fraud Investigator fully operational by end of Oct 2008		

Objective 03

Develop effective method to report outcomes to management and conduct follow-up on investigations			30 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Line of communication established and open with these and other agencies		
	15 Oct 2009	Admin Admin	Method for exchange on information developed and in place. Investigation follow-up conducted and monitored by use of database and files		


Objective 04

Establish a working relationship with other agencies such as the HUD OIG, RI DHS, ACI / Probation Services, School Department, Postal Service and the DMV.			30 Oct 2008		Completed
Comments	15 Jan 2010	Admin Admin	Attended Nan-McKay fraud investigation training in January 2009. Also HTVN training continuously. Training also received for search tools.		
	15 Oct 2009	Admin Admin	Line of communication established and open with these and other agencies		


Objective 05

Seek and obtain training pertaining to conducting fraud investigations in public housing			21 Jan 2009		Completed
Comments	15 Jan 2010	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining to the PHA family development and elderly high-rise addresses		
	15 Oct 2009	Admin Admin	Attended Nan-McKay fraud investigation training in January 2009. Also HTVN training continuously. Training also received for search tools.		


Objective 06

Investigate fraud related complaints in the PHA family and elderly high-rise developments				30 Jun 2013		Completed/Ongoing
Comments	15 Jan 2010	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining Section 8 addresses			
	15 Oct 2009	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining to the PHA family development and elderly high-rise addresses			


Objective 07

Investigate fraud related complaints at Section 8 addresses				30 Jun 2013		Completed/Ongoing
Comments	15 Jan 2010	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining HUD privately owned and other housing authority addresses			
	15 Oct 2009	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining Section 8 addresses			

Objective 08

Investigate fraud related complaints at other HUD privately owned addresses and other housing authorities				30 Jun 2013		Completed/Ongoing
Comments	15 Jan 2010	Admin Admin	Monthly results monitored and documented by the use of the PHA Monthly Management Report and future Fiscal Year Annual Reports.			
	15 Oct 2009	Admin Admin	The Fraud Investigator aggressively investigates fraud related complaints pertaining HUD privately owned and other housing authority addresses			

Objective 09

Monitor investigative results				30 Jun 2013		Completed
Comments	15 Oct 2009	Admin Admin	Monthly results monitored and documented by the use of the PHA Monthly Management Report and future Fiscal Year Annual Reports.			

Section 11.0 (f) Resident Advisory Board (RAB) Comments and PHA Analysis

After participating in five meetings on the Providence Housing Authority's (PHA) Annual and Five-Year Plan that included mini-presentations on each department and/or office and having significant amount of time to review all supporting documentation defined in Section 6.0 of the Annual and Five-Year Plan template, the RAB had the following comments for inclusion regarding the newly implemented Integrated Pest Management Policy:

- **Integrated Pest Management Policy** The PHA is committed to providing the best possible living conditions to its residents. It is our intent to provide a comprehensive plan and course of action for combating the ever growing problem of insect and rodent infestations. This policy includes unit to unit inspections, detailed preparations, and quality reporting standards used to track current and future infestations.

The new course of action in combating infestations at the PHA will be one of a more proactive nature. While our policy of tenant notification will remain an option for our residents and maintenance staff, several new steps will be undertaken to insure a greater effectiveness in dealing with all types of infestations, particularly bed bugs. One of the most important steps that will be taken is a unit by unit inspection. While we have relied on tenant notification in the past, a comprehensive inspection of each unit will provide better insight into the type of infesting species, the degree of infestation, and the amount of awareness that each resident has regarding infestations.

Once preliminary inspections are complete at any given PHA development or high-rise, an action plan to determine the best practice for treatment will be initiated. Preparation of the unit for extermination will be performed by not only the tenant, but also our qualified, trained staff to insure that all steps are taken to properly treat the infested unit.

RAB COMMENTS:

- RAB members were concerned with the amount of time between when inspected units were identified and when these units were treated.
- RAB members were concerned with needing more notification time is needed for residents to prepare units for treatment.
- Another concern of the RAB was how infested furniture is dealt with. If it needs to be thrown away due to the extent of the infestation, how are residents (especially the elderly and disabled) suppose to replace this said furniture.
- A main concern of the residents was that management will not enforce the inspection of incoming tenant's belongings to help prevent the bedbug problem.

PHA RESPONSE: The RAB brings to light an important issue, which the PHA senior staff has addressed on numerous occasions when we encounter situations where PHA staff are not following through or communication is lacking to the point of not adhering to an established policy. We encourage warnings by supervising employees on annual Performance Evaluations which are submitted to our Human Resource Manager and carefully maintained in the personnel file. In addition to regular Performance Evaluations, the PHA sends senior staff to regular trainings on Management and Best Business Practices in order to encourage top performances from our staff.

Regarding the notification time for residents to prepare units for treatment, the policy has been amended to a week's notice versus the previously set 2 days and residents identified by PHA management staff as special needs will receive additional preparation assistance.

After completing the initial unit to unit inspections, this will allow for a more immediate expedition of treatment services, thereby reducing the treatment response time.

Management is required to have tenants sign a waiver if resident furniture is not able to be treated allowing for furniture to be properly discarded. If tenant refuses to sign the waiver, the responsibility of the extermination will fall to the tenant and if tenant fails to pay, management will follow due process of noncompliance.

**RESIDENT ADVISORY BOARD
OF THE
PROVIDENCE HOUSING AUTHORITY
March 22, 2011**

RESOLUTION

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

WHEREAS, the Providence Housing Authority has prepared its eleventh episode of the Annual Plan for the fiscal year of 2011; and,

WHEREAS, the Resident Advisory Board has participated in the planning and review of this Annual Plan FY 2011.

NOW, THEREFORE, may it be resolved that the Resident Advisory Board of the Providence Housing Authority hereby approves the Providence Housing Authority's Annual Plan FY 2011.

Resolution Action	
Moved By: Sherman Johnson (Kilmartin Plaza)	Second: Paul Cavalho (Coddling Court)
Vote	
Ayes: 6	Nays: 0
Resolution Status	
Passed (X)	Failed ()

Section 11.0 (g) Challenged Elements

There were no elements of the PHA Plan that were challenged during the public review hearing held on April 6, 2011 at the PHA administrative offices located at 100 Broad Street, Providence, RI 02903.

Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Garry Bliss the Director of Compliance certify that the Five Year and
Annual PHA Plan of the Providence Housing Authority is consistent with the Consolidated Plan of
City of Providence prepared pursuant to 24 CFR Part 91.

Garry Bliss 4.1.2011

Signed / Dated by Appropriate State or Local Official

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Providence Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program (CFP)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

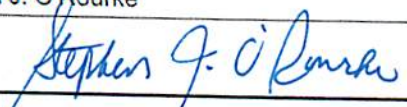
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Stephen J. O'Rourke	Title Executive Director
Signature 	Date 3/18/2011

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Providence Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program (CFP)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

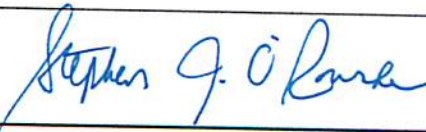
Name of Authorized Official

Stephen J. O'Rourke

Title

Executive Director

Signature



Date (mm/dd/yyyy)

3/18/2011

**PHA Certification of Compliance
With PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board
Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

- 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
- 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
- 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
- 21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
- 22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Providence Housing Authority

RI 0001


PHA Name

PHA Number Code

____ 5-Year PHA Plan for Fiscal Years 20__ - 20__

X Annual PHA Plan for Fiscal Years 2011 - 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Paul F. Waldman	Chairman, Board of Commissioners
Signature	Date
	3/24/2011

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Providence Housing Authority

RI 001

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)			
Name of Authorized Official	Paul F. Waldman	Title	Chairman, Board of Commissioners
Signature		Date	03/18/2011

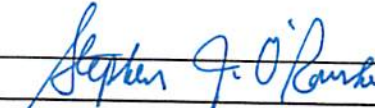
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: RI 1st and 2nd	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Stephen J. O'Rourke</u> Title: <u>Executive Director</u> Telephone No.: <u>401-709-1101</u> Date: <u>3/18/2011</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)