

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES
PHA Plan – Run 1/23/01**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Agency Identification

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

PHA Number: *RI003*

PHA Fiscal Year Beginning: (mm/yyyy) *01/2001*

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (*Attachment A*)
- FY 2001 Capital Fund Program Annual Statement (*Attachment B*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

And also the following Required Attachments:

- PHA Management Organizational Chart (*Attachment C*)
- FY 2000 Capital Fund Program 5 Year Action Plan (*Attachment D*)
- Public Housing Drug Elimination Program (PHDEP) Plan (*Attachment E*)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*Attachment F*)
- Other (List below, providing each attachment name)
 - Pet Policy (Attachment G)*
 - Community Service Requirement (Attachment H)*
 - Progress on 5 Year Plan (Attachment I)*
 - Resident Advisory Board Members (Attachment J)*
 - Section 8 Home Ownership Program (Attachment K)*
 - Resident Membership on Board of Commissioners (Attachment L)*

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives	5 Year and Annual Plans

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	to affirmatively further fair housing that require the PHA's involvement.	
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	<i>Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]</i>	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	<i>Section 8 Administrative Plan</i>	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership * Note The Woonsocket Housing Authority is in the process of formulating policy in regards to a Section 8 Home Ownership Program.
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	321		17% Applicant Turnover (FY 99)
Extremely low income <=30% AMI	266	83%	
Very low income (>30% but <=50% AMI)	43	13%	
Low income (>50% but <80% AMI)	12	4%	
Families with children	304	95%	
Elderly families	17	5%	
Families with Disabilities	77	24%	
Race/ethnicity (White)	279	87%	
Race/ethnicity (Black)	40	13%	
Race/ethnicity (Asian)	2	0.6%	
Race/ethnicity (Hispanic)	157	49%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 20			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	370		22% Unit Turnover (FY 99)
Extremely low income <=30% AMI	280	76%	
Very low income (>30% but <=50% AMI)	62	17%	
Low income (>50% but <80% AMI)	28	7%	
Families with children	245	66%	
Elderly families	125	34%	
Families with Disabilities	117	32%	

Housing Needs of Families on the Waiting List			
Race/ethnicity (<i>White</i>)	328	89%	
Race/ethnicity (<i>Black</i>)	41	11%	
Race/ethnicity (<i>Asian</i>)	1	0.3%	
Race/ethnicity (<i>Hispanic</i>)	143	39%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	150	41%	
2 BR	124	34%	
3 BR	68	18%	
4 BR	23	6%	
5 BR	4	1%	
5+ BR	1	0.3%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	* \$1,961,000	
b) Public Housing Capital Fund	* \$2,913,000	
c) HOPE VI Revitalization	--	
d) HOPE VI Demolition	--	
e) Annual Contributions for Section 8 Tenant-Based Assistance	* \$2,531,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	* \$ 296,000	
g) Resident Opportunity and Self-Sufficiency Grants	--	
h) Community Development Block Grant	--	
i) HOME	--	
Other Federal Grants (list below)		
<i>FY 2000 – ROSS – Service Coordinators</i>	* \$ 74,471	<i>Public Housing Supportive Services</i>
2. Prior Year Federal Grants (unobligated funds only) (list below)		
<i>PHDEP – FY 1997</i>	<i>\$89,000</i>	<i>Public Housing Safety/Security</i>
<i>PHDEP – FY 1998</i>	<i>\$108,000</i>	
<i>PHDEP – FY 1999</i>	<i>\$192,000</i>	
<i>PHDEP – FY 2000</i>	<i>\$214,000</i>	
<i>CGP – FY 1999</i>	<i>\$1,700,000</i>	<i>Public Housing Capital Improvements</i>
<i>FY 1999 ROSS – Resident Service Delivery Model</i>	<i>\$100,000</i>	<i>Public Housing Supportive Services</i>
<i>FY 1999 ROSS – Service Coordinators</i>	<i>\$73,011</i>	
3. Public Housing Dwelling Rental Income	* \$3,440,000	<i>Public Housing Operations</i>

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
<i>Interest</i>	* \$60,000	<i>Public Housing Operations</i>
<i>Misc. (Laundry/Antenna)</i>	* \$15,000	
4. Non-federal sources (list below)		
<i>RI Dept Elderly Affairs</i>	\$30,000	<i>Public Housing Safety/Security</i>
Total resources	\$13,796,482	

* = Based on FY 2000 Budget

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: *At initial application stage due to short waiting list.*

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other: *Credit check, character references, home visits.*

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:
Two offers (of 3 sites) in CV Program
Three offers (of 4 sites) in CVE Program

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and **Disabled in the line of duty*
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) *National Service Program Participants*
Police Officers
Severe Medical Emergency.

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 2 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) *National Service Program Participants*
Police Officers
Severe Medical Emergency

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source – *Tenant Handbook*

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

Veterans Memorial *RI 3-2*
Morin Heights *RI 3-1*

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

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other – *Most recent landlords name and address.*

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

N/A Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs N/A

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

Other (list below)

f. Rent re-determinations:

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

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) *\$150.00 / Month*
 Other (list below)

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

(2) Flat Rents *N/A*

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
(*Shown as Attachment C*)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1284	22%
Section 8 Vouchers	334	17%
Section 8 Certificates	-	-
Section 8 Mod Rehab	-	-
Special Purpose Section 8 Certificates/Vouchers (list individually)	-	-
Public Housing Drug Elimination Program (PHDEP)	586	-
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

Admissions and Occupancy Policy
Grievance Policy
Family and Elderly Handbooks
Pest Control Policy
Blood Borne Disease Policy
Ethics Policy
Personnel Policy
Pet Policy
Community Service Requirements Policy

- (2) Section 8 Management: (list below)

Section 8 Admin Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

Applicants have a right to informal and formal grievances.

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

Applicants have a right to informal and formal grievances.

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

- PHA main administrative office
- Other – (*Section 8 Office*)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B.
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: <i>Morin Heights</i> 1b. Development (project) number: <i>RI 3-1</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(30/06/01)</i>
5. Number of units affected: <i>8</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>10-2001</i> b. Projected end date of activity: <i>04-2002</i>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: <i>Parkview Manor</i>	
1b. Development (project) number: <i>RI 3-3</i>	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
Date this designation approved, submitted, or planned for submission: <i>Planned for submission Winter of 2001</i>	
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>150</i>	
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name: <i>Kennedy Manor</i>	
1b. Development (project) number: <i>RI 3-4</i>	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
Date this designation approved, submitted, or planned for submission: <i>Planned for submission Winter of 2001</i>	
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: <i>198</i>	
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name: <i>Crepeau Court</i>	

1b. Development (project) number: <i>RI 3-5A</i>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
Date this designation approved, submitted, or planned for submission: <i>Planned for submission Winter of 2001</i>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
8. Number of units affected: <i>153</i> 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: <i>St. Germain Manor</i> 1b. Development (project) number: <i>RI 3-5B</i>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
Date this designation approved, submitted, or planned for submission: <i>Planned for submission Winter of 2001</i>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
9. Number of units affected: <i>153</i> 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

The Woonsocket Housing Authority is in the process of formulating policy in regards to a Section 8 Home Ownership Program.

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements: *The Woonsocket Housing Authority is working with the statewide Housing Authority Professional Association for a statewide agreement with the TANF Agency.*

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Better Health Collaborative – Preventive Health Promotion Programming</i>	<i>200 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Telephone Reassurance Program – Once a day health and safety check</i>	<i>25 residents</i>	<i>Other</i>	<i>PHA Security Department</i>	<i>Public housing residents</i>
<i>Americorps*VISTA Program – Volunteer develops health programs, socialization and volunteer opportunities</i>	<i>100 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Computer Labs</i>	<i>75 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Transportation to medical appointments</i>	<i>90 residents</i>	<i>Specific criteria</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Mal -Site Program – Noon day meals served in the community room of each highrise</i>	<i>15,000 meals served annually</i>	<i>Other</i>	<i>Woonsocket Senior Services</i>	<i>Public housing residents</i>
<i>Home delivered meal program – Noon day meals delivered to apartments</i>	<i>9000 meals served annually</i>	<i>Specific criteria</i>	<i>Woonsocket Retired Senior Volunteer Program</i>	<i>Public housing residents</i>
<i>Transportation to local markets</i>	<i>50 residents per week</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Movie Nights</i>	<i>360 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Mental Health Support Group</i>	<i>40 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Line Dancing Classes</i>	<i>40 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Quarterly newsletter</i>	<i>750 residents</i>	<i>Other</i>	<i>PHA Highrise Resident</i>	<i>Public housing</i>

			<i>Services Department</i>	<i>residents</i>
<i>Project Linus – Group of resident volunteers make quilts for hospitalized children</i>	<i>10 residents</i>	<i>Other</i>	<i>PHA Highrise Resident Services Department</i>	<i>Public housing residents</i>
<i>Campus of Learners Program-Case management and life skill classes</i>	<i>39 residents</i>	<i>Specific criteria</i>	<i>Campus of Learners Buildings at Veterans Memorial Development</i>	<i>Public housing residents</i>
<i>Project Opportunity Program-job training and skill building program</i>	<i>25 adults</i>	<i>Specific Criteria</i>	<i>Campus of Learners Buildings at Veterans Memorial Development</i>	<i>Both & Community</i>
<i>Monthly Calendar in English and Spanish</i>	<i>635 households monthly</i>	<i>Other</i>	<i>PHA Family Resident Services Department</i>	<i>Public housing residents</i>
<i>GED, ESL and Literacy Classes</i>	<i>30 adults</i>	<i>Other</i>	<i>Project RIRAL</i>	<i>Both & Community</i>
<i>Fairmount Branch Library</i>	<i>3000 items circulated</i>	<i>Other</i>	<i>A branch of the City's Woonsocket Harris Library</i>	<i>Both & Community</i>
<i>Womens II Womens Group</i>	<i>25 adults</i>	<i>Other</i>	<i>Campus of Learners Buildings at Veterans Memorial Development</i>	<i>Public Housing residents</i>
<i>Kids First Garden Nutrition Program</i>	<i>40 children</i>	<i>Other</i>	<i>Kids First, Inc Share Our Strength</i>	<i>Public Housing residents</i>
<i>Learning Express- A Tutoring & Mentoring Program</i>	<i>30 students</i>	<i>Other</i>	<i>WHA, Woonsocket Education Dept</i>	<i>Public Housing Residents</i>
<i>Health Adventures Program- Helping youngsters learn about careers in the health field</i>	<i>15 middle school students</i>	<i>Specific</i>	<i>Landmark Hospital Retired Senior Volunteer Program, WHA</i>	<i>Public Housing residents</i>
<i>Drug Education Classes</i>	<i>83 Adults and youth</i>	<i>Other</i>	<i>Family Resources</i>	<i>Public Housing residents</i>
<i>Adventures in Law Academy-mentoring and career exploration program</i>	<i>13 students</i>	<i>Other</i>	<i>Retired Senior Volunteer Program, Woonsocket Police Department</i>	<i>Public Housing residents</i>
<i>Summer Youth Employment</i>	<i>4 youth</i>	<i>Specific</i>	<i>Family Resources</i>	<i>Public Housing residents</i>
<i>Athletic Scholarships</i>	<i>12 youths</i>	<i>Other</i>	<i>Cracovia Soccer League, Baseball</i>	<i>Public Housing residents</i>
<i>Woonsocket Head Start Therapeutic Summer Camp</i>	<i>6 youths</i>	<i>Specific Criteria</i>	<i>Woonsocket Head Start</i>	<i>Public Housing residents</i>
<i>Boy Scouts/Cub Scouts</i>	<i>8 boys</i>	<i>Other</i>	<i>Boy Scouts of America</i>	<i>Public Housing residents, Section 8 and Community</i>
<i>Girl Scouts</i>	<i>10 girls</i>	<i>Other</i>	<i>Girl Scouts of America</i>	<i>Public Housing residents, Section 8 and Community</i>
<i>Summer Camps</i>	<i>80 youths</i>	<i>Other</i>	<i>YMCA, Girl Scouts, Camp Costa, YWCA</i>	<i>Public Housing residents</i>
<i>Cyberbuilders Summer</i>	<i>15 residents</i>	<i>Other</i>	<i>WHA</i>	<i>Public Housing</i>

<i>Computer Camps</i>				<i>residents</i>
<i>Computer Labs at Family Developments</i>	<i>1600 residents (number may be duplicated)</i>	<i>Other</i>	<i>PHA Family Resident Services Department</i>	<i>Public Housing residents</i>
<i>VISTA-Volunteers help to develop leadership skills among Resident Assoc. & promotes vocational & socialization activities</i>	<i>700 residents</i>	<i>Other</i>	<i>PHA Family Resident Services Department</i>	<i>Public Housing residents</i>
<i>Cultural Fairmount Project-youth designed a book of the past and future of neighborhood</i>	<i>10 youth</i>	<i>Other</i>	<i>Woonsocket Neighborhood Development Corporation & WHA</i>	<i>Public Housing residents and community</i>
<i>City Year School Vacation Camps</i>	<i>250 youths</i>	<i>Other</i>	<i>City Year of Rhode Island</i>	<i>Public Housing residents, Section 8 and Community</i>
<i>LEAP-after school homework club</i>	<i>25 youth</i>	<i>Other</i>	<i>WHA-Resident Services</i>	<i>Public Housing Residents</i>
<i>Various Youth Activities</i>	<i>500 youth</i>	<i>Other</i>	<i>WHA-Resident Services</i>	<i>Public Housing and Section 8 Residents</i>
<i>Even Start Program-Family Literacy Program</i>	<i>30 Adults</i>	<i>Specific</i>	<i>Even Start Program</i>	<i>Public Housing residents, Section 8 and Community</i>
<i>Even Start Day Care</i>	<i>10 children</i>	<i>Specific</i>	<i>Even Start Program</i>	<i>Public Housing residents, Section 8 and Community</i>
<i>Home Day Care Licensing Program</i>	<i>6 Adults</i>	<i>Specific</i>	<i>Connecting for Children And Families</i>	<i>Public Housing and Section 8 Residents</i>

(2) Family Self Sufficiency program/s*

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>Not mandated -21</i>	<i>21 (09/08/00)</i>
Section 8	<i>Not mandated-39</i>	<i>29 (09/08/00)</i>

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

** The Woonsocket Housing Authority is not mandated to have a Family Self Sufficiency Program. Our program size is 60. We are gearing it more towards Section 8 households and encouraging Public Housing residents to participate in our Campus of Learners Program.*

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

<i>Morin Heights</i>	<i>RI 3-1</i>
<i>Veterans Memorial</i>	<i>RI 3-2</i>
<i>Scattered Sites</i>	<i>RI 3-7</i>
	<i>RI 3-8</i>

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

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

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

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

Morin Heights, Veteran’s Memorial and Scattered Sites.

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. *See Attached Template*

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (*Attachment F – WRAB Comments*)
 Provided below:

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

 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Woonsocket, Rhode Island
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

In regards to what constitutes a substantial change in the plan the Housing Authority will consider the following a substantial change:

- 1) *Any policy change that has an adverse financial impact on the residents.*
- 2) *Any change in admissions criteria including a change in preferences and/or ordering of the waiting list.*
- 3) *Any additions to the Capital Fund Program.*
- 4) *Any change to proposed designation of housing from what is indicated in the plan.*
- 5) *Any change to proposed demolition plans.*
- 6) *Any change to the pet policy in regard to number of animals, size, height, weight restrictions, deposit amounts and/or any other item involving a financial cost to the resident in owning said pet.*

Attachment "A"

10.7 DECONCENTRATION POLICY

(Resolution 885)

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

Whereas, the Woonsocket Housing Authority developments, RI 3-1 Morin Heights, RI 3-2 Veterans' Memorial, RI 3-7 and 3-8 Scattered Sites, RI 3-3 Parkview Manor, RI 3-4 Kennedy Manor, RI 3-5 Crepeau Court and RI 3-6 St. Germain Manor are subject to the aforementioned Deconcentration, and

Whereas, the Housing Authority has established a preference for working persons and persons near working, and

Whereas, the Housing Authority has established a ceiling rent to sustain families whose incomes increase, and

Whereas, the Housing Authority has a Campus of Learners and a Family Self Sufficiency Program to promote residents becoming wage earners, and

Whereas, the Housing Authority has adopted an optional income disregard where the Housing Authority will exclude from annual income interim increases in household income less than \$150 per month, and

Whereas, the Housing Authority has developed a Master Plan for its two family developments with enhancements to further attract a broader range of incomes.

Now therefore, be it resolved:

Section 1: The Woonsocket Housing Authority has implemented a public housing Deconcentration of poverty policy that primarily relies on increasing the incomes of persons already living in its public housing developments by providing incentives for working families to remain in public housing. Further, the Woonsocket Housing Authority will monitor the effects of the agency's policy and as necessary make future revisions in its admissions policy in consultation with the Woonsocket Residents Advisory Board, to continue to provide for Deconcentration of poverty and income mixing.

Attachment "C"

WOONSOCKET HOUSING AUTHORITY BOARD of COMMISSIONERS

EXECUTIVE DIRECTOR

Stephen A. Vadnais

Legal Counsel

Croll & Fontaine

Assistant Director of Operations & Development

Duncan C. Speel

Modernization Coordinator

Judi Lacroix

Work Order Intake Specialist

Rhonda Ducharme

Housing Manager

Mary Ann Jolicoeur
(Veterans' Memorial)

Senior Housing Data Clerk

Linda Boulay

Data Clerk (part time)
(open)

Housing Manager

Patricia Keefe
(Morin Heights)

Senior Housing Data Clerk

Joann Koppelman

Data Clerk (part time)
Sandra Morel

Housing Manager

Rita Ornstedt
(Hirises)

Senior Housing Data Clerk

Elizabeth Cole

Data Clerk (open) (Part Time)

Maintenance Foreman

Paul Gamache
(Morin Heights)

Lead Man

- Francis Beauparlant

- Edgar Baril
- Richard Horent
- Gerard Laplume
- Roland Laprade
- Marcel Beauregard
- Gerard Levreault
(Mobile Van)
- Ernest Richard
(Central Whse)
- Charles Rossi
- William Stein III
- Robert Lafrenaye
(Parkview Manor)
- Roger Plante
(St Germain Manor)

Maintenance Foreman

Michael Piedmonte
(Veterans' Memorial)

Lead Man

- George Laplume

- Raymond Cournoyer Jr
- Richard Girard
- Raymond Gray
- Paul Levreault
- Bernabel Martinez
- Michael Pelfrey
- Richard Robidoux
- Robert Scott
- Bob Neri
(Crepeau Court)
- Jean Menard
(Kennedy Manor)

Assist to Executive Director

Judith Pouliot

Human Resources Assistant

Paulette Tarmey

Receptionist / Typist
(open)

Service Center Manager

Rhonda Mitchell

Tenant Selector

Stephanie Cifizzari

Tenant Selector

Neddy Nieves

Housing Data Clerk

Monique Bergeron

Housing Data Clerk

Elaine Boutillier

Housing Data Clerk

Debra Yarborough

Data Clerk

Maritzabel Diaz

Sonia Alpen

Date Clerk

S8 Administrator

Jacqueline Allard

Senior Housing Data Clerk

Regina Lindblad

Gloria Wilson

Data Clerk (Part time)

Resident Program Specialist

Kathleen Muhr

(Family Developments)

Resident Services Co ordinator

Jeannie Sharpe

Family Developments

Alisha Jackson

Carlton Morse

Darren Robinson

Vista Volunteers

Resident Program Specialist

Lisa Galligan

Highrises

Resident Services Co ordinator

Sandra McCarthy

Resident Services Co ordinators

Jennifer Janelle

Clerical Aide (PT)

VISTA volunteers

Security Administrator

Donald Beauregard

Security Activities Co ordinator

Charlotte Vieira

Security Lead Person

Tracy Maynard

Part-time Security

Accountant

Janet A Lemieux

Tenant Accounting Bookkeeper

Joyce Menard

Accounts Payable Bookkeeper

Velma Lavoie

Bookkeeper (1/2 time)

Lisa Joseph

Technology Coordinator

Richard Gravel

Information Specialist

Kevin Greenough

Attachment "E"

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$295,927.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

The focus of this grant would be Drug Prevention. There will be drug education for adults and youth. As well as utilizing our Campus of Learners designation and the other family development to distributed prevention information with the cooperative efforts of the Harris Public Library, Police Sub Stations and utilizing assistance from the Woonsocket task Force on Substance Abuse. Other initiatives will be adult education such as GED and ESL classes, Camperships in the summer, youth activities on site and community based athletic scholarships. Other aspects will be tutoring and mentoring programs, a Cyberbuilders (build to own computers) program for adults, and resident leadership training. There will also be a continuance of Operation Safe Home, Resident patrols and physical improvements to CCTV and access control.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Veterans Memorial	300	888
Morin Heights	300	833
Scattered sites	51	140

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	\$326,250.00	RI43DEP0030197	\$86,123.13		01-07-01
FY 1998	\$329,300.00	RI43DEP0030198	\$140,903.30		01-07-01
FY 1999	\$286,093.00	RI43DEP0030199	\$279,093.00		02-08-02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Continue to provide educational classes of GED & ESL classes. Increase attendance at drug educational classes for adults and youth. The need for job preparation and job training skills are essential and in demand. Provide on going recreational programming to youth. Numerous partners include Dept. Human Services, who assists with job training programs, Even Start and Project RRAL provide on-site educational classes; Family Resources provide on-site substance abuse education, the YMCA & YWCA camperships, the Police Department, and many other local agencies. A consultant will be hired to evaluate this grant.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	\$39,923.00
9140 - Voluntary Tenant Patrol	\$1,500.00
9150 - Physical Improvements	\$10,000.00
9160 - Drug Prevention	\$143,520.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$100,984.00
TOTAL PHDEP FUNDING	\$295,927.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9130 - Employment of Investigators					Total PHDEP Funding: \$39923.00		
Goal(s)	<i>To continue operation Safe Home with a contract with the Woonsocket Police Department for the service of one full time detective.</i>						
Objectives	<i>To reduce the availability of drugs within out Family Developments and Scattered Sites.</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Enter into contract			01/01	12/02	\$39923		Drug arrest
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$1500.00		
Goal(s)	<i>To continue Resident Patrols at both development</i>						
Objectives	<i>To purchase equipment for the resident patrols</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Purchase needed equipment			01/01	03/01	\$1500		
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$10000.00		
Goal(s)	<i>To continue to ad and upgrade access and CCTV equipment at both developments</i>						
Objectives	<i>To better monitor common areas at both developments</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Purchase and install			1/1/01	6/1/01	\$10000		
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$143,520.00		
Goal(s)	Increase resident participation in positive activities in order to prevent & decrease drug and alcohol usage.						
Objectives	Engage and increase resident participation in educational, vocational, and recreational activities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug Education Classes	50	Adult/youth	01/01	12/02	\$13,000		Pre & post tests
2. Adult Education	50	Adult	01/01	12/02	\$20,000		Increase in grade level
3. Youth Activities	250	Youth	01/01	12/02	\$11,000		Involvement in activities
4. Camperships	100	Youth	03/01	12/02	\$25,000		Consistent attendance
5. Tutoring/Mentoring Programs	50	Youth	01/01	12/02	\$22,000		Attain next grade level
6. Cyberbuilders	10	Adults	01/01	12/02	\$16,520		Pre & post tests
7. Vocational Training	25	Adult/Youth	01/01	12/02	\$18,000		Completion of training & find employment
8. Resident Leadership Training	10	Adults	01/01	12/02	\$18,000		Seek new skills

9190 - Other Program Costs					Total PHDEP Funds: \$100984.00		
Goal(s)	<i>To assure quality of programs by staff and the effectiveness of the PHDEP grant.</i>						
Objectives	<i>Continue to fund certain positions, provide training and hire consultant to evaluate grant</i>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<i>1. Fund Youth Activities Coord. Partial Resident Program Specialist & Security Activities Coord.</i>			<i>01/01</i>	<i>12/02</i>	<i>\$81,984</i>		<i>Annual Evaluations</i>
<i>2. Program Evaluation Consultant</i>			<i>01/01</i>	<i>12/02</i>	<i>\$5,000</i>		<i>Completion of Evaluation</i>
<i>3. Staff Training</i>			<i>01/01</i>	<i>12/02</i>	<i>\$5,500</i>		<i>Ongoing staff development.</i>
<i>4. Transportation</i>			<i>01/01</i>	<i>12/02</i>	<i>\$8,500</i>		<i>Transportation service as needed.</i>

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130			<i>Activity 1</i>	<i>\$39923.00</i>
9140	<i>Activity 1</i>	<i>\$1500.00</i>		
9150	<i>Activity 1</i>	<i>\$2500.00</i>	<i>Activity 1</i>	<i>\$7500.00</i>
9160	<i>Activities 1,2,3,5,6,7,8</i>	<i>\$29,630.00</i>	<i>Activities 1,2,3,4,5,6,7,8</i>	<i>\$84260.00</i>
9170				
9180				
9190	<i>Activities 1</i>	<i>\$20,496.00</i>	<i>Activities 1,2,3,4</i>	<i>\$59,92.00</i>
TOTAL		<i>\$54,126.00</i>		<i>\$119,675.00</i>

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attachment "F"

Woonsocket Resident Advisory Board Comments and Woonsocket Housing Authority Responses

WRAB Comment:

Housing Authority should Grandfather in pets currently owned by residents that already have a written approval with management in both Mooin Heights and Veteran's Memorial Family Developments. As of 1/1/01 those residents who already house a pet legally and desire any addition pets will be required to pay an administrative fee (pet deposit).

Response:

The only pets that should be grandfathered in are cats at the family developments as dogs have never been allowed in the family developments and as there has been a pet policy in place at the elderly complexes since 1988.

As for cats, I agree that up to three cats should be grandfathered in and that the Housing Authority should give residents 30 days prior to 1/1 to declare the cats; I additionally recommend though that these cats have to comply with all aspects of the policy including pet deposits (we could give these residents up to six months to comply) and that the policy remains not more than two cats. I am further recommending that the pet deposit for cats be lowered to a flat fee of \$50 regardless of what their monthly rent is.

WRAB Comment:

Upon the requesting an application for housing a pet, WRAB recommends that the Housing Authority attach a copy of the cities code violation ordinances pertaining to animals.

Response:

The Housing Authority will work on making sure that residents are educated concerning their responsibility for getting a city code but do not feel that this should be a policy, just a good faith effort.

WRAB Comment:

We are in agreement that there will be no Aquarium(s) totaling more than thirty (30) gallons per unit, in combination.

Response:

No comment necessary.

WRAB Comment:

Before Housing Authorities makes any substantial changes in the rule and regulations of the Pet Policy, the Resident Advisory Board should be notified in writing and allowed to make suggestive comments.

Response:

The Authority agrees that the WRAB should be notified in writing and allowed to make comments if there are any substantial changes to the Pet Policy. Substantial changes should be considered number of animals, size, height, weight, restrictions, deposit amounts and any other item involving a financial cost to the resident in owning said pet.

WRAB Comment:

Housing Authorities should suggest to each resident housing a pet to have Apartment Insurance with a Pet Clause attached. Housing Authorities Pet Policy Draft has a clause stating that the pet owner is to sign a document indemnifying (not to be held responsible) the Authority against pet related litigation, attorney's fees, and any and all personal injury claims.

Response:

I am not recommending requiring apartment insurance with a pet clause but certainly through educational materials the importance of apartment insurance can be stressed to residents both with pets and without pets. An indemnification document is a good idea and I will pursue the effectiveness and legality of this with our Attorney.

WRAB Comment:

Housing Authorities should have the Pet Policy document in language understandable to all residents and an explanation of just who is liable if the pet owned by the resident injures someone.

Response:

The pet policy will remain in its current form but upon revising our resident handbooks we will make sure we will use words and appropriate pictures to get our point across; that pet owners are responsible if their pet injures someone.

WRAB Comment:

Problems will arise because neighboring residents, (whose yard space has no separation) will argue over whose pet left waste where.

Response:

We agree that problems will arise among neighboring pet owners but there is nothing that can prevent this in any policy.

WRAB Comment:

In the high-rise buildings there is an elevator designated for use when transporting pets. Residents would like the lettering larger and the sign lowered to eye level.

Response:

The Housing Authority will review the signage in designating elevators for transporting pets but this is not related to the Pet Policy.

WRAB Comment:

Residents in Morin Heights and Veterans Memorial Family Developments that already house three (3) cats with manager's permission should be allowed to keep them.

Response:

See Comment 1.

WRAB Comment:

The Leash Panel (Leash Enforcement of Animal Safety in Housing) shall consist of five (5) individuals: two (2) representatives of the Authority, appointed by the Executive Director, two (2) representatives of the Resident Advisory Board, appointed by the elected officers of such and one (1) other individual who has an affiliation with the proper care and maintenance of animals (e.g. Veterinarian, Vet Technician, etc.).

Response:

The Leash Panel shall consist of two (2) representatives recommended by the Director, two (2) representatives recommended by the WRAB, and one (1) representative who has an affiliation with proper care and maintenance of animals. All five (5) representatives to be appointed by and approved by the Board of Commissioners as the Leash Panel should be considered a committee of the Housing Authority.

WRAB Comment:

All cats and dogs will be required to wear their ID Tags at all times.

Response:

We do not agree that this should be part of the policy. Cat and dog owners are responsible to follow the law concerning animals wearing ID tags and should be responsible for making sure they comply.

WRAB Comment:

We recommend that the Housing Authority work with the resident to select a veterinarian that will assist residents in having pets sprayed/neutered at a flat low cost rate.

Response:

We think this is a good idea and will ask that this be an assignment for the Leash Panel

WRAB Comment:

The Community Service section is well written and agreed upon by WRAB.

Response:

Thank you for the comment on Community Service.

WRAB Comment:

We strongly support page 17 of the Annual Plan.

Response:

We agree with the above comment on the ACOP

WRAB Comment:

Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate units.

Response:

We agree with the last comment.

Attachment "G"

PHA PLAN - Component 14

Pet Policy ñ Woonsocket Housing Authority

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

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

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

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

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

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

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

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

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

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

Attachment "H"

Woonsocket Housing Authority's Community Service Requirement

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

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

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

Residents exempted from the program are adults who are:

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

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

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

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

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

At least thirty days before end of the twelve-month term of a lease, eligible residents are required to produce documentation of their service. Verification will consist of a signed letter from the person who sponsored the service, that states the place at which the service occurred, the start date of service, the total number of hours of service, and the contact persons name, phone number, and address. The housing authority reserves the right to verify the information being presented by contacting the contact person.

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

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

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

Attachment 1

10/19/00

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

The following represent the Woonsocket Housing Authority Goals:

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

1. Maintain high performance status with HUD: (PHAS score).
2. Improve voucher management: (SEMAP score).
3. Develop marketing and outreach strategy and improve specific management functions to achieve and maintain 100% occupancy in public housing.
* **Occupancy levels at 97%**
4. Develop marketing and outreach strategy and improve specific management functions to achieve and maintain 100% in Section 8.
* **Improved Section 8 lease levels to 94%**
5. Implement Service Center to enhance customer satisfaction.
* **Service Center to be fully implemented by 12/30/2000.**
6. Evaluate and implement site-based waiting list.
7. Implement Redevelopment Master Plan at Veteran's Memorial.
8. Implement Redevelopment Master Plan at Morin Heights.
9. Renovate efficiency apartments at Parkview elderly high-rise to better meet space needs of residents (combine 0-bedrooms).
* **Design work has begun on Phase 1 of combining 0-bedrooms**
10. Address unit size and configuration at Crepeau Court and St. Germain Manor elderly high-rises.
11. Update leasing materials and resident handbooks and create related video presentation.
12. Provide one for one replacement of public housing and/or replacement vouchers as existing living units decline through redevelopment and conversions, except for the conversion of forty-four zero bedroom units at Parkview Manor, the twelve dwelling units already converted at Veterans Memorial with HUD approval, and the two dwelling units already converted at Morin Heights with HUD approval
13. Provide voucher mobility counseling and landlord outreach.
14. Establish 15% of available Section 8 vouchers as project based.
15. Apply for additional Section 8 vouchers funding, as it becomes available.
* **The Housing Authority is applying for 37 additional Section 8 Vouchers that have become available from a private owner opting out of project based.**

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

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

- * **The Authority continues to maintain, refine and monitor MOU's with the Police Department**
- 2. Increase participation in resident patrols.
- * **Participation in resident patrols has increased by 10**
- 3. Increase participation in drug prevention activities especially among the 16to-21 age group.
- 4. Establish a central location for monitoring of surveillance equipment and access control.
- * **A central location for monitoring surveillance equipment is 80% complete**
- 5. Upgrade direct access control for all high-rise buildings and associated apartments.
- 6. Refine emergency egress and evacuation plans for high-rises buildings and communicate the plans to the residents.
- 7. Increase participation of PH residents in sponsored domestic violence, elder abuse and substance abuse programs.
- * **Participation of PHA residents and sponsored domestic violence programs has increased by 30**
- 8. Establish and implement fraud prevention and investigation.

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

- 1. Develop home ownership opportunities.
- 2. Develop a housing and supportive service strategy to address integrated communities in high-rise buildings including evaluating needs and allocation development.
- 3. Conduct needs assessment for frail assessment for frail highrise residents to determine need and if feasible establish assisted living program.
- * **An allocation plan is 70% complete and will be forwarded to HUD next fiscal year.**

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

- 1. Increase Campus of Learners participants.
- * **Campus of Learners participants has increased by 34 participants, a 200% increase.**
- 2. Increase participation in volunteer programs and the number of volunteer opportunities.
- * **The number of volunteers has increased by 8 residents.**
- 3. Establish on-site health focus program in family developments.
- * **An on site health program has been established in the family developments.**
- 4. Increase participation in computer training.
- * **Participation in computer training has increased by 50%**
- 5. Expand and increase participation of financial management programming.
- 6. Increase day care slots for PH and Section 8 residents.
- * **Day care slots by PH residents has increased by 15**
- 7. Promote day care training opportunities that include all family & elderly developments and Section 8 residents in which residents would be licensed home day care providers.
- * **7 residents obtained day care jobs this year and 4 additional residents have been licensed as home day care providers.**
- 8. Conduct needs assessment of residents and assessment of area job market pool.

- * **A needs assessment of residents and a assessment of the job market pool is complete**
- 9. Provide vocational training to residents.
- 10. Expand FSS slots for Section 8 Program.
- 11. Establish an adult day care program at one high-rise for use of all qualified residents.
- 12. Establish business opportunities to public housing residents to become selfsufficient by providing entrepreneurial business workshops.

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

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

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

- 1. Evaluate Authority's staffing needs during annual budget process.
- 2. Provide ongoing staff computer, customer service, subsidized housing, real estate finance and professional development training opportunities, crosstraining where appropriate.
- * **Staff training is on-going**
- 3. Diversify staff to reflect resident population.
- * **HA continues to develop staff to reflect resident population, over 10% of the staff are now residents.**
- 4. Perform annual employee evaluations for all staff.
- 5. Implement team approach to decision making.
- 6. Develop enhanced staff communication.
- * **Staff communications enhanced by establishment of internal email system and internal Web pages**
- 7. Update personnel policy to include policy for part-timers and volunteers.
- 8. Conduct annual site visits of all properties with management and administrative staff, promoting cross-organization awareness.

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

- 1. To formalize the Resident Advisory Board (RAB) through supporting the creation of by laws, process for membership to the RAB and a MOU with the Housing Authority.
- * **Creation of by-laws and MOU for WRAB is in process.**
- 2. Review and update MOU with resident associations.

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

Attachment "J"

***Woonsocket Resident Advisory Board (WRAB)
Of the Woonsocket Housing Authority
Woonsocket, RI 02895***

Evelina Champagne, President 401-766-8673

Gail Michaud, Vice President 401-765-0905

Phyllis Anderson, Secretary 401-765-4902

Below is the list of the current members of the Woonsocket Resident Advisory Board as of September 13, 2000.

<i>Evelina Champagne</i>	<i>218 Pond Street (Parkview)</i>	<i>766-8673</i>
<i>Gail Michaud</i>	<i>96 Arnold Street (Scattered Site)</i>	<i>765-0905</i>
<i>Phyllis Anderson</i>	<i>94 Arnold Street (Scattered Site)</i>	<i>765-4902</i>
<i>Michael Lemire</i>	<i>237 Morin Heights (Morin Heights)</i>	<i>767-2575</i>
<i>Alice Mandeville</i>	<i>429 East School Street (St Germain Manor)</i>	<i>766-3965</i>
<i>Doris Mercure</i>	<i>429 East School Street (St Germain Manor)</i>	<i>766-2474</i>
<i>Mary Yvette Allen</i>	<i>28 Bourdon Blvd (Veterans Memorial)</i>	<i>765-1422</i>
<i>Peggy Morales</i>	<i>214 Rockridge Drive (Section 8)</i>	<i>765-6364</i>
<i>Janet C. Lavoie</i>	<i>218 Pond Street #313 (Parkview Manor)</i>	<i>766-7864</i>
<i>Denise Leveillee</i>	<i>547 Clinton Street (Kennedy Manor)</i>	<i>766-0963</i>
<i>Yvette A. Poiré</i>	<i>547 Clinton Street (Kennedy Manor)</i>	<i>766-6405</i>
<i>Evelyn Robinson</i>	<i>71 Bourdon Blvd (Veterans Memorial)</i>	<i>762-9058</i>

Attachment “K”

Plan Attachment

Section 8 Homeownership Program Capacity Statement

The Woonsocket Housing Authority plans to administer a Section 8 Homeownership Program and we will demonstrate our capacity to administer that Program by:

Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment come from the family’s resources.

Attachment "L"

Plan Attachment

Resident Membership on the Board

There is not currently a resident member on the board. A resident member has not been appointed to the board but there has been no vacancy since the final rule, only a reappointment. The date of the next term expiration is March of 2001. The appointing official is Mayor Susan D. Menard.