

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
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
Agency Identification**

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY

PHA Number: RI007

PHA Fiscal Year Beginning: 10/2001

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)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[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 H
- FY 2001 Capital Fund Program Annual Statement Attachment G
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart Attachment A
- FY 2001 Capital Fund Program 5 Year Action Plan Attachment G
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- Component #3 De-concentration and Income Mixing Attachment B
- Grievance Policy Attachment C
- Maintenance Manual Attachment D
- Comp Grant 1999 P & E Report Attachment E
- Capitol Fund Program 2000 P&E Report Attachment F
- Pet Policy Attachment I
- Community Service Policy Attachment J
- Resident Advisory Board List Attachment K
- Resident Members on Governing Boards Attachment L
- Statement of Progress Attachment M

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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	1769	5	5	3	4	2	2
Income >30% but <=50% of AMI	1414	5	5	3	4	2	2
Income >50% but <80% of AMI	1549	3	5	3	4	2	2
Elderly	2137	5	5	3	5	2	2
Families with Disabilities	N/A	5	5	4	5	4	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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: 1990
- 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	382		12
Extremely low income <=30% AMI	317	83	
Very low income (>30% but <=50% AMI)	55	15	
Low income (>50% but <80% AMI)	10	2	
Families with children	340	89	

Housing Needs of Families on the Waiting List			
Elderly families	6	1	
Families with Disabilities	14	3	
Black	99	25	
White	272	71	
American Indian or Alaskan Native	10	3	
Asian or Pacific Islander	2	1	
Hispanic	36	9	
Non-hispanic	346	91	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
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)? 44			
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			

C. 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
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	113		61
Extremely low income <=30% AMI	85	75	
Very low income (>30% but <=50% AMI)	17	15	
Low income (>50% but <80% AMI)	12	10	
Families with children	28	24	
Elderly families	45	39	
Families with Disabilities	37	32	
Black	13	12	
White	91	80	
American Indian or Alaskan Native	7	6	
Asian or Pacific Islander	2	2	
Hispanic	7	6	
Non-hispanic	106	96	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	68	60	
2 BR	30	27	
3 BR	7	6	
4 BR	8	7	
5 BR	0	0	

Housing Needs of Families on the Waiting List			
5+ BR	0	0	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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 2001 grants)		
a) Public Housing Operating Fund	109,049.00	
b) Public Housing Capital Fund	689,200.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,177,844.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capitol Fund FY2000	517,958.00	MODERNIZATION

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	1,359,689.80	OPERATING COSTS
4. Other income (list below)		
Excess Utilities	21,570.00	" "
Non-Dwelling Rents	78,000.00	" "
Interest	50,750.00	" "
4. Non-federal sources (list below)		
Total resources	4,004,060.80	

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: (10)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping

- Other (describe)
- 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?
NONE

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

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

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

- PHA main administrative office
- All PHA development management offices

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

(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:

Request a list of addresses that the applicant has seen and will grant an extension of an additional 60 days to any applicant that is searching for an apartment.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 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

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)

Contacting local outreach agencies

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:

Ceiling Rents or Flat Rents

0 Bedroom	\$393.00	1 Bedroom	\$534.00
2 Bedroom	\$642.00	3 Bedroom	\$805.00
4 Bedroom	\$992.00		

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)

As adopted with resolution #342 in May 1999 by using the 1999 FMRs.

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below
Any time a family experiences an income increase/decrease of \$40.00 or more per month.
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(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.
- 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 10/01/2000	Expected Turnover
Public Housing	450	70
Section 8 Vouchers	87	45
Section 8 Certificates	135	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Main Stream 6	2
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
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)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

SECTION 8 ADMINISTRATIVE 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 CFP2001-ANNUAL-5YR PLAN

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment CFP2001-ANNUAL-5YR PLAN

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved: _____)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

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:

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:

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)

(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: 30/09/00)
Public Housing	0	2
Section 8	0	19

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

C. Welfare Benefit Reductions

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

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

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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

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

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

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 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) LIST OF CANDIDATES SUBMITTED TO MAYOR
- 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)
SELECTED BY THE MAYOR

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 EAST PROVIDENCE
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

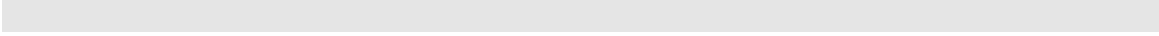
Use this section to provide any additional information requested by HUD.

Attachments

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

ATTACHMENT

Organizational Chart	A
De-concentration addendum	B
Grievance Policy	C
Maintenance Manual	D
Comprehensive Grant Prog 1999 Performance and Evaluation	E
Capitol Fund Program 2000 Performance and Evaluation	F
Capitol Fund Program 2001 5-year Plan Capitol Fund 2001	G
De-concentration Policy	H
Pet Policy	I
Community Service Policy	J
Resident Advisory Board List	K
Resident Members on Governing Board	L
Statement of Progress	M



EAST PROVIDENCE HOUSING AUTHORITY ORGANIZATIONAL CHART

COMMISSIONERS

JOSEPH G. SILVEIRA, JR. CHAIRMAN
DANIEL GARZA, VICE CHAIRMAN
JOHN BAXTER
EDWARD SUTTON

ANTERO BRAGA
ANTHONY ALMEIDA
ANTHONY PALUMBO



EXECUTIVE DIRECTOR

DOROTHY L. PATTI



COMPTROLLER

LINDA A. FURTADO



TENANT SLECTOR/ SOCIAL SERVICES

LORI S. PONTUS



ACCOUNT CLERKS

MARYANN ALMEIDA
PATRICIA GALVAO
GLORIA M. GRACE

SECTION 8 COORDINATOR

DOMENIC J. BUTLER



SECTION 8 HOUSING SPECIALIST

MICHELLE M. WILLIAMS
CHRYSTAL WALSH

MAINTENANCE SUPERVISOR

JOSEPH BOTELHO



MAINTENANCE WORKERS

JAMES DFAULT
STAN DICKERSON
MELVIN JEFFERIES
JOHN MEDEIROS
MANUEL DAROSA

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

MAINTENANCE MANUAL

1. INTRODUCTION

Managing maintenance is a major role for any Housing Authority. The complexity of the job is determined by the number of public housing units in the Authority's inventory, the age of the units, the characteristics of the occupants, and the location of the units. A well managed maintenance operation will provide for:

A maintenance work force appropriately trained, staffed, and supervised.

Work order system organized by type of work.

Timely response by maintenance employees to emergencies.

Minimal backlog of maintenance work orders.

A program for preparing vacant unit(s) for occupancy within an acceptable time.

Routine maintenance program including regular janitorial services and grounds maintenance.

Regular servicing of mechanical systems and equipment.

Unit inspections conducted annually for occupied units.

Move-in and move-out inspections

A preventative maintenance program

The manual outlines the procedures that will provide for the effective performance of the Maintenance Operation of the East Providence Housing Authority's (EPHA) staff.

The importance of quality maintenance performed in a timely fashion cannot be over emphasized as a priority for a PHA. Systematic and prudent maintenance will keep the Authority's physical plant in good state of repair and extends its useful life. This results in lower operating and upkeep costs. A competent maintenance program also enhances Tenant satisfaction and encourages tenant cooperation.

2. PERFORMANCE STANDARDS

The performance standards established for the maintenance function is:

Respond to emergency service requests as received and perform whatever permanent or temporary repairs needed to insure the health and safety of the resident and the security of the building.

Respond to resident generated service requests within three (3) working days.

Prepare vacant units for occupancy within four (4) calendar days whenever possible.

Adhere to a documented preventative maintenance program.

Inspect all units for preventative maintenance annually.

Complete all work orders generated from the inspections in a timely fashion.

Adopt and adhere to a cyclical painting program.

Provide maintenance employees with the necessary tools, equipment, and supplies and materials.

Maintenance plays a vital role in the management of the East Providence Housing Authority's property. The function and responsibility of maintenance is to preserve the physical assets, and to provide services to the EPHA residents, enabling them to live in decent, safe and sanitary housing.

The EPHA has established standards defining that level of performance that is expected of its employees. Meeting these standards will assure the EPHA residents good service and will assure the public preservation of an important asset.

3. MAINTENANCE PRIORITIES

In order to effectively maintain the physical condition of the Authority's properties, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine needs. Maintenance work shall be performed according to the following priority of work order categories:

- Emergency Maintenance
- Resident generated work orders
- Vacant unit turnover
- Routine and planned maintenance
- Unit inspection maintenance

During the course of each work-day, current work requests must be evaluated as to priority. Current evaluations may require rescheduling of the daily work to accomplish all work within the established priorities. The ordering of work according to established priority does not excuse failure to attain the maintenance performance standards.

A. EMERGENCY WORK ORDERS

Emergency items are those that if not repaired promptly could cause loss of life, injury, threaten health, or cause serious property damage. Included under this priority are, but not limited to, broken gas lines or leaks, fires, loss of power, broken water lines, exposed electrical wires, structural damage which could cause injury, lack of proper heat (when outside temperature is less than 40 degrees F), broken door locks, other conditions that might cause harm to people, or damage to property. **EMERGENCY WORK WILL BE RESPONDED TO IMMEDIATELY.** If the nature of the emergency is beyond the normal capabilities of the maintenance worker, the appropriate services must be called, (i.e. fire department, water department, gas or electric company, elevator service provider, etc.)

B. RESIDENT SERVICE MAINTENANCE

Included in this category are all work items initiated as a result of resident requests. These may include electrical, plumbing repairs, light bulbs, etc. Resident service maintenance is performed within three (3) working days whenever possible.

C. VACANT UNIT TURNOVER

All vacant units requiring only minor rehabilitation shall be made ready for occupancy according to the condition and size of the unit, which shall be determined by the maintenance supervisor. The average unit should be completed within three (3) to five (5) days.

D. UNIT INSPECTION MAINTENANCE

Unit inspection work orders are generated as part of the annual inspection process.

E. PLANNED MAINTENANCE

Planned maintenance work orders are those generated to assure completion of all necessary non-dwelling scheduled maintenance. This includes janitorial work, grounds upkeep, and scheduled maintenance tasks.

4. MAINTENANCE WORK ORDER SYSTEM

Work orders are generated to notify the maintenance departments of a problem or repair. Resident requests for service are made to the office or answering service after normal office hours. Work orders will be generated during office hours. Emergency call backs after office hours will be entered on the OVERTIME REPORT and the nature of the work performed noted. A work order will be generated the next scheduled working day for the resident's signature.

A. EMERGENCY

When the office or answering services receives notice that indicates an emergency situation, the maintenance employee is contacted immediately. He/she will then proceed to the location of the emergency, and verify the existence of the emergency situation.

The employee will then either complete the repair or notify the proper emergency service. The maintenance foreman, and or, Administration should be notified, if the emergency is such that a major problem has occurred, or that outside contracting services should be called, or additional staffing may be required.

B. RESIDENT SERVICE

Service requests, that are of a routine nature, are generated by the resident and an appropriate work order will be written.

Maintenance employees will pick up work orders in the office or as distributed by the supervisor. The employee should determine the parts, supplies, and tools Necessary to complete the work order at the time the work order is assigned.

The employee completing the work will record the time started and completed. He/she will also record all material and supplies used on the work order form. The employee will have the resident sign the work order when work is completed.

The supervisor shall review completed work orders to ensure that they are complete and correct. The completed original work order will then be returned to the office for matching. The supervisor will retain a copy filed by building and unit number. The supervisor will check ten (10) percent of all completed work orders for quality of work.

C. MAINTENANCE AND MANAGEMENT GENERATED REQUESTS

The majority of work requests initiated by management or the maintenance supervisor will be those attributable to preventative or planned maintenance or annual inspections. Time frame for completion of these work orders will be determined by the nature of the work and current work load. All other aspects of these work orders are handled as with routing work orders.

5. ASSESSING RESIDENT CHARGES

Residents will be charged for repairs made to their units in excess of what is normal wear tear. Damage that is caused by the resident, member of the resident's household, or the resident's guest will be assessed. A listing of all resident charges is made available to the residents.

When a work order generated by a resident, maintenance, or management is completed The employee completing the work should confirm the type of work completed and indicate whether it appears that the resident's abuse or neglect was the cause of the problem. The employee will do so by marking the section of the work order "Tenant Charge".

During the review of completed work orders, the supervisor will determine whether the employee's conclusion is reasonable and records the amount to be charged. The amount is drawn from the list of resident charges, and or, cost of the materials and labor actually used for the repair. The Executive Director in consultation with the supervisor will make the final determination as to whether or not the resident will be charged.

6. VACANT UNIT PREPARATION

It is the goal of the EPHA to prepare vacant units for occupancy as soon as possible. Normal circumstances should require that a one-bedroom unit requiring painting and cleaning should be ready within five (5) days. Family units needing more extensive work will be determined on an individual basis by the supervisor, as to the staff needed, to ready the unit for occupancy. If the vacancies are more than can be expeditiously painted by our staff, and outside contractor may be utilized for painting to insure a speedy lease-up. Timely and efficient preparation of the units for occupancy is essential to maximize rental income. Close cooperation and communication between management and maintenance is required to efficiently prepare and lease-up vacant units.

On the day before a resident is scheduled to vacate, the unit shall be inspected. The resident shall certify to the condition of the unit on the Move-Out Inspection form. In cases where the resident (or family, if the resident is deceased or has been relocated) vacates before the Move-Out Inspection can be conducted, and inspection shall be performed immediately upon learning of the vacancy. During this inspection, all items that must be repaired or replaced, appliances that are dirty, refuse, furniture, rugs, or other personal items that were left for disposal should be noted and appropriate charges made against the security deposit. Following the inspection, a work order should be generated to make the unit ready for occupancy.

Circumstances will occur that will cause the maintenance department to exceed the average preparation time for a unit. These are individual exceptions and are included as the following situations:

Fire damaged units.

Major rehabilitation of vacant unit.

If any one of the following work items are required in a vacant unit, it shall be classified as a major rehabilitation.

- Replace roof.
- Replace/repair major part of plumbing system.
- Re-wiring of electrical.
- Replace wall studs.
- Replace floor joists in any room.
- Replace entire stairwells.
- Replace bathtub.
- Replace tile with tub enclosure.
- Replace entrance door.
- Replace two or more windows (entire sash).
- Replace fifty (50) percent of interior doors.
- Replace gutters and downspouts.
- Replace kitchen cabinets.
- Replace three or more walls and ceilings (plaster or drywall).
- Install commode sets.
- Replace/repair three or more floors.
- Replace radiators, baseboard heating and connectors.
- Replace/repair fifty (50) percent or more of floor tile.
- Replace kitchen sink.
- Replace bathroom basin.
- Replace interior/exterior steps.
- Replace closet flange.
- Replace hot water heater.
- Replace/repair bulkheads.
- Replace walkways.

The supervisor and the Director shall perform the final inspection. Following this inspection the Director shall accept the unit, if all work has been satisfactorily completed.

7. STEPS IN TURNOVER PROCESS

The following steps shall be performed in all turnover units:

- Remove range and refrigerator.
- Exterminate if infestation is observed.
- Remove debris and surface clean unit.
- Remove nameplate from door (mail box & directory by office staff).
- Remove all picture hooks, nails, curtain rod, shower rods, vent covers, etc.
- Patch holes as required.
- Remove shades, replace if torn, rewind if necessary.
- Clean all light fixtures, replace bulbs if needed.
- Repair/replace floor tiles and baseboard as needed.
- Check faucet and plumbing for leaks and or drips.
- Check ceramic tile and grout and caulk as needed.
- Check toilet tank, replace parts as needed.
- Check toilet base for leaks, reseal if needed.
- Check all drains, clean if needed.
- Check wall receptacles, replace if loose or broken.
- Check emergency bells, replace cords if needed.
- Check shower control for ease of operation.
- Check all tub, basin, and sink stoppers, repair/replace as needed.
- Wash walls and paint as needed.
- Wash doors and cabinets, paint or polyurethane as needed
- Clean under draws and inside cabinets.
- Clean plumbing fixtures thoroughly.
- Replace toilet seat.
- Wash windows inside and out.
- Strip, wash and wax floors.
- Replace vent in bathroom and kitchen (louvers face downward)
- Replace closet poles if bent or distorted.
- Check doorbell and locks for proper operation.
- In family units basements and yards are to be cleaned.
- In family units locks are to be re-keyed.

Final inspection for cleanliness and conformance to standards will be conducted by the supervisor and/or management.

8. PREVENTATIVE MAINTENANCE PROGRAM

Preventative maintenance is an important component of the overall maintenance effort. By regularly scheduling preventative maintenance inspections and identifying minor problems before they become major. The following objectives are accomplished:

Potential costly maintenance problems are identified before they become serious.

Housing units are preserved for use by qualified low income residents.

The public housing resident becomes aware of the Authority's concern for their well being.

The Preventative Maintenance Program established by the EPHA meets the objectives stated above. On the following pages the scheduling method, procedure, and monitoring process are detailed.

A. PREVENTATIVE MAINTENANCE SCHEDULING

When equipment or vehicle are purchased, manufacturers' recommended maintenance schedules are reviewed and the data is entered on the appropriate maintenance department forms. The forms and schedules are maintained in the office.

Maintenance forms used to establish schedules are:

Unexpendable Equipment Controls Record.]

This form identifies and tracks maintenance or replacement performed on all equipment and vehicles.

Planned Maintenance Task Record

Identifies the daily, weekly, monthly, quarterly, and annual planned maintenance for various tasks.

Quarterly Building and Grounds Inspection Form

Used as an inspection checklist for grounds and buildings. It is the supervisor's responsibility to inspect the buildings and grounds during the months of May and October. Items that are identified as in need of repair or replacement will be classified as follows:

Acceptable--no work required.

Immediate Attention--items requiring immediate attention and the cost factor is within manpower and budget requirements.

Immediate Attention/Cost--items requiring immediate attention but which are not within the manpower and budget requirements of the department.

Emergency--work requiring the immediate attention of the department.

The semi-annual inspection form will serve as a planning tool in preparing the annual budget for the department.

Work orders are made for all items that must be done on a daily basis. These work orders are to be completed and returned to the file at the end of each work-day. The same procedure is followed on the first of each week, month, etc.

At the beginning of each quarter (April 1st, July 1st, Oct 1st, and Jan 1st) the process is repeated in order to obtain an accurate quarterly reporting system. For items that must be performed on a semi-annual basis, the process is repeated.

9. ANNUAL INSPECTION SCHEDULE

To ensure that all units are serviced under the Preventative Maintenance Schedule, the following schedule will be implemented:

All units will be inspected in the month of the resident's annual re-certification. Units will be scheduled by building(s) and the residents will be given a minimum of 72 hours notice prior to the inspection.

A. PROCEDURE FOR ANNUAL INSPECTION

Greet resident, identify yourself, if the resident is not familiar with the staff, reassure that the purpose of the inspection is for preventative maintenance and not necessarily for housekeeping review.

If the resident is not home, and prior notice has been given, the inspection will be scheduled in their absence, leave notification that the inspection has been conducted.

Complete the Occupied Unit Inspection Report

Ask the resident if present, if there are any problems that may have gone unnoticed. Make note of any problems and identify the items that the work order will repair or replace. Do not make vague promises regarding

the replacement of stove, refrigerator, or cycle painting unless there is a certainty that these items are scheduled or budgeted.

Work orders should be generated from the inspection report. Regular procedures should be followed with emergency, routine, resident charges, etc. indicate on the work order.

B. BUILDING AND SYSTEMS MAINTENANCE

BUILDINGS

Monthly inspections of the buildings and facilities will be conducted. The inspection will include the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, doors, stairs, railings, and foundations including and inspection for termite infestations. In each development, the inspection will review the condition of the grounds, walks and driveways. Particular attention will be given to evidence of sewer problems, gas leaks, electrical distribution system, including security lighting, electrical drops, and gas meter installations.

The inspector will report the conditions found and indicate the exact location of needed repairs and replacements.

EQUIPMENT

Whenever a new piece of equipment is purchased, a file is started including all recommended preventative maintenance servicing dates. This information is also used in scheduling. A copy of the work order, which confirms the performance of scheduled maintenance or repair or replacement of any parts is placed in the file to establish a record of all work performed on the equipment or system.

GENERAL PROCEDURE

All preventive and planned maintenance work performed is indicated of a work order. All preventative and planned maintenance work orders should be generated on a daily, weekly, or monthly basis. Weekly work items are generated at the end of the preceding week, while monthly work items are produced on the first working day of the month. Work to be accomplished quarterly is confirmed by work orders produced on the first of March, June, September, and January.

10. PAINTING

Scheduled painting of the East Providence Housing Authority owned structures is essential to maintain good appearance, as well as, to protect the structures from deterioration and structural damage.

The interior of dwelling units shall be painted at intervals no longer than every five (5) years for the family units and every seven (7) years for the elderly units.

A. EXTERIOR

The scheduling of exterior painting is the responsibility of the Supervisor, and is programmed to accomplish the painting of the benches, trim, bulkheads, exterior doors, fences, etc. on a rotating basis every five (5) years.

Harbor View
Warren Avenue Apartments
City View/Goldsmith
Project RI 7-5
Project RI 7-6

B. INTERIOR

The condition of the interior paint finish of each unit will be inspected when vacated, and a unit will be re-painted as necessary prior to occupancy to bring it to a standard of good property management.

The interior of occupied units will be painted according to the cycle painting standard or as soon as feasible. The Director will determine which occupied units have not been painted within the standard period and schedule them for painting as funding availability permits. Date of move in will be the determining factor in selection.

Units that are in need of painting due to situations such as marking, soiling, or heavy smoking by the occupants may be painted more frequently at the occupant's expense.

Painting of a unit must be approved by the Director, and much be done by a qualified painter. The work must be reviewed by the Supervisor on a daily basis. Paint must be supplied by the Authority and must be Antique White or a comparable brand approved by the Authority. No variation in color will be approved, unless a signed statement is obtained to return the

interior to standard color. Security deposit must be sufficient to cover the restoration.

Common areas should be checked monthly for scratched or chipped paint, and the areas should be touched up with the matching paint.

11. JANITORIAL STANDARDS

Grounds and building areas shall be maintained in a manner that will provide a pleasant environment for the East Providence Housing Authority residents and will bring credit to the Authority.

The following tasks will be completed according to the frequency indicated:

All public corridors and stairwells will be swept, mopped, or vacuumed on a weekly basis. Heavy traffic areas, such as, foyers and lobbies will be swept, mopped or vacuumed on a daily basis.

Spots will be attended to immediately using the approved carpet cleaning methods. Any damage should be reported to the office.

Walls and doors should be wiped clean of spots and fingerprints daily.

Stripping and waxing of common area floors will be done every two months or more if needed. High speed buffing will be done in the interim to keep the floors in good condition.

Burned out bulbs in common areas will be replaced immediately. Exit lights on all floors should be checked daily.

12. MAINTENANCE ROOMS

In order to perform duties in an efficient manner, the maintenance room, janitors' closets, and storage rooms must be kept in a neat, orderly, and organized manner.

Maintenance employees are issued a complete set of tools at the time of hire. These tools are their responsibility and must be replaced at the employee's expense if lost or damaged through carelessness. If a tool becomes worn through normal use, a replacement will be issued when the original is returned to the Supervisor.

All common tools are to be replaced on the board after use. No tools are to be left on or at the job site at any time. When completing a work order, all supplies, cleaning materials are to be returned to the proper place.

Paint containers are to be tightly covered when not being used. Brushes, trays, and rollers are to be cleaned immediately after use and returned to the proper location.

Electric tools, such as, drills, saws, etc. must be obtained by permission and listed on the sign-out sheet in the storage room.

All cleaning supplies and materials must be listed on the sign-out sheets in the storage room.

Tools and equipment are to be used in accordance with the proper use of the item. Tools and equipment are to be cleaned and maintained after each use. Tools and equipment should **only be used EPHA property**.

An equipment repair sheet should be completed and given to the Supervisor if any tool or equipment needs repair.

Maintenance room floors should be swept and kept free of spills.

Janitor's closets are to be kept clean and the sinks and drains flushed weekly.

Mops are to be washed after use. Buckets must be emptied and washed.

No cleaning solutions are to be transferred to other containers unless clearly marked.

All cleaning supplies are to be returned to the designated areas after use.

13. WINDOW WASHING

Glass will be washed as follows:

Lobbies	every other week
Corridors and hallways	semi-annually

14. GROUNDS CARE

The policing of landscaped areas are best performed by an employee with a trash bag or barrel and a metal tipped spear. Gloves should be worn for protection. Large litter should be raked or swept and placed in the appropriate disposal container. Particular attention should be given to the accumulation near bushes and fences.

15. SNOW REMOVAL

The EPHA will keep its' sidewalks, drives, and parking areas clear of snow and ice in order to maintain the free flow of traffic and the safe passage if pedestrians.

By October 1st of each year, the Supervisor will make certain that all snow removal equipment is fully operational. He/she will ensure that the necessary material, including sand, or salt are on hand.

On receiving the first snow forecast, all vehicles are to be made ready for plowing by preparing as follows:

- Gas up all equipment
- Attach plows to vehicles
- Load sand in trucks

Sanding and plowing equipment will be dispersed to the appropriate locations.

Sanding should commence as soon as the snowfall starts.

Snow removal should commence as soon as possible after snow stops.

Maintenance employees should be reminded to contact the Supervisor to obtain instructions as to whether call back time is ordered.

In the event of freezing rain, the sand trucks will sand all parking areas. All walkways, sidewalks, and porches will be sanded. Salt and sand should be swept as soon as possible after the snow melts to avoid excessive tracking inside.

16. TRASH REMOVAL

Compactors are to be maintained and serviced on a daily basis. Containers are to be removed when full. The electric eyes are to be cleaned on a daily basis. An empty container should be installed before each weekend.

Containers should be placed for pickup on Monday and Friday mornings. Empty containers should be hosed out before bringing into the building.

Recycling containers should be removed as soon as full, and replaced with clean, deodorized containers.

Compactor rooms and recycling areas should be mopped daily and deodorized.

17. LAWN CARE

The EPHA will keep all lawns and landscaped areas cut and trimmed during the growing season to enhance the image of the Authority and to provide an attractive setting for its residents and the general public.

By March 1st of each year, the Supervisor and the Director will prepare a schedule of cleanup activities.

By March 31st all equipment will be operational and necessary supplies ordered.

LAWNS

Cleanup

In early spring maintenance staff will clear debris (tree limbs, leaves, rocks, etc.) from lawn areas and report excessive lawn damage to the Supervisor.

Duplex projects RI 7-5 and 7-6 will have initial cleanup grass cutting, hedge trimming, tree trimming, and brush removal done by the maintenance department. Lawn mowers will be sharpened and repaired as needed.

Grass Cutting

At the duplex units is the responsibility of the resident. A doctor's statement is necessary to relieve the resident of this responsibility.

Grass at all locations will be cut every ten days, or as necessary depending of the rate of growth.

Trees and Hedges

All dead and broken limbs should be cut clean near the trunk of the tree. No tree limbs should touch the buildings.

Hedges should be trimmed so as not to create visual obstructions and kept below window height for safety.

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE, EAST PROVIDENCE, RI 02914	Grant Type and Number COMP GRANT RI43P00770799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 3/2001 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	55,000.00	50,000.00	50,000.00	33,631.34
4	1410 Administration	43,000.00	36,550.00	36,550.00	21,935.43
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	47,000.00	42,500.00	42,500.00	32,560.17
8	1440 Site Acquisition				
9	1450 Site Improvement	105,100.00	0.00	0.00	0.00
10	1460 Dwelling Structures	417,752.00	542,802.00	542,802.00	149,767.60
11	1465.1 Dwelling Equipment—Non-expendable	20,500.00	20,500.00	20,500.00	0.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	4000.00	0.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000.00	5,000.00	5,000.00	702.61
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	15,000.00	15,000.00	15,000.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	712,352.00	712,352.00	712,352.00	238,597.15
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE, EAST PROVIDENCE, RI 02914		Grant Type and Number COMP GRANT RI43P0770799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
P007001	KITCHENS, BATHTUB CONTROLS,							
HARBOR VIEW	WATER CLOSETS, REPLACE							
	OUTLETS & SWITCHES, REMOVE							
	DIVIDERS, CERAMIC TILES IN							
	BATHROOMS, GRAB BARS,							
	FLOORING, PAINT INTERIOR,							
	CEILINGS, SELF CLOSING HINGES,							
	FIREPROOF MATERIALS AROUND							
	ALL PIPES	1460		354,000.00	354,000.00	354,000.00	149,767.60	In progress
	STOVES & REFRIGERATORS	1465		20,500.00	20,500.00	20,500.00	0.00	Pending
	UPGRADE COMMUNITY ROOM	1460						
	KITCHEN			0.00	14,000.00	14,000.00	0.00	Pending
	UPGRADE STAIRWELLS, PAINTING	1460		0.00	12,802.00	12,802.00	0.00	Pending
	AND LIGHTING							
	REPLACE COMMON AREA DOOR	1460		0.00	36,000.00	36,000.00	0.00	Pending
	HARDWARE							

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE, EAST PROVIDENCE, RI 02914		Grant Type and Number COMP GRANT RI43P0770799 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
P007002	CITY VIEW	1450		35,800.00	0.00	0.00	0.00	Canceled
P007004	GOLDSMITH	1450		69,300.00	0.00	0.00	0.00	Canceled
P007005	OLD DUPLEXES	1460		63,752.00	0.00	0.00	0.00	Canceled
HA-WIDE	COMPUTER SOFTWARE	1408		10,000.00	10,000.00	10,000.00	0.00	Pending
MGMT	SOCIAL SERVICE COORDINATOR	1408		40,000.00	35,000.00	35,000.00	33,631.34	In progress
IMPROVMTS	TENANT WORK & TRAINING	1408		5,000.00	5,000.00	5,000.00	0.00	Pending
ADMINIST	ADMIN SALARIES	1410		43,000.00	36,550.00	36,550.00	21,935.43	In progress
FEES & COSTS	A&E SERVICES							
	ADVERTISING & PRINTING	1430		47,000.00	42,500.00	42,500.00	32560.17	In progress
NONDWELLING	EQUIP	1475		4,000.00	0.00	0.00	0.00	Canceled
	RELOCATION COSTS	1495.1		5,000.00	5,000.00	5,000.00	702.61	In progress

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

PHA Name: EAST PROVIDENCE HOUSING 99 GOLDSMITH AVE, EAST PROVIDENCE, RI 02914		Grant Type and Number COMP GRANT RI43P00770799 Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-WIDE								
1408	03/31/01		03/31/01	09/30/02				
1410	03/31/01		03/31/01	09/30/02				
1430	03/31/01		03/31/01	09/30/02				
1495.1	03/31/01		03/31/01	09/30/02				
P007001								
HARBOR VIEW	03/31/01		03/31/01	09/30/02				

Annual Statement/Performance and Evaluation Report

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVE., EAST PROVIDENCE, RI 02914	Grant Type and Number Capital Fund Program Grant No: RI43P00750100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/2001
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	35,200.00		35,200.00	
4	1410 Administration	35,350.00		35,350.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,993.00		75,993.00	41,171.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	487,533.00		9,575.00	9,575.00
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	40,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	674,076.00		156,118.00	50,746.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	487,533.00			
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVE, EAST PROVIDENCE, RI 02914		Grant Type and Number Capital Fund Program Grant No: RI43P00750100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P007001A	HARBOR VIEW							
	REPLACE MASTER FIRE ALARAM CONTROL PANEL	1460		17,062.00				Pending
RI43P007002	CITY VIEW							
	INSTALL SPRINKERLER SYSTEM IN ALL COMMON AREAS, LOBBIES AND HALLWAYS	1460		153,286.00				Pending
	PUMPS AND RELATED WORK	1460		55,000.00				Pending
	ELECTRICAL AND RELATED WORK--NEW--FIXTURES, RELOCATION OF EXISTING EQUIP & FIRE ALARM TIE IN	1460		60,126.00			9575.00	In progress
	REPLACE MASTER FIRE ALARM CONTROL PANEL	1460		2,651.00				
RI43P007004	GOLDSMITH							
	INSTALL SPRINKLER SYSTEM IN ALL COMMON AREAS, LOBBIES & HALLWAYS	1460		94,907.00				
	PUMPS AND RELATED WORK	1460		55,000.00				
	ELECTRICAL & RELATED WORK--NEW FIXTURES-- RELOCATION OF EXISTING EQUIPMENT, FIRE ALARM TIE-IN	1460		32,791.00				
	REPLACE MASTER FIRE ALARM CONTROL PANEL	1460		16,710.00				

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVE, EAST PROVIDENCE, RI 02914		Grant Type and Number Capital Fund Program Grant No: RI43P00750100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE MANAGEMENT IMPROVEMENT	SOCIAL SERVICES COORDINATOR	1408		35,200.00		35,200.00		Pending
ADMIN	ADMINISTRATIVE SALARIES	1410		35,350.00		35,350.00		Pending
FEES & COSTS	A&E SERVICES	1430		62,000.00		75,993.00	41,171.00	In progress
	PRINTING & ADVERTISING	1430		2,500.00				
	PERMITS, FEES & BONDS	1430		11,493.00				
	CONTINGENCY	1502		40,000.00		0.00		

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: RI43P00750100 Replacement Housing Factor No:					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
RI43P007001A HARBOR VIEW	03/31/2002			09/30/2003				
RI43P007002 CITY VIEW	03/31/2002			09/30/2003				
RI43P007004 GOLDSMITH	03/31/2002			09/30/2003				
PHA-WIDE	03/31/2002			09/30/2003				

Annual Statement/Performance and Evaluation Report

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE EAST PROVIDENCE, RI 02914	Grant Type and Number Capital Fund Program Grant No: RI43P00750101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	47,898.00			
4	1410 Administration	37,095.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	76,782.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	497,425.00			
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	30,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	689,200.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE EAST PROVIDENCE, RI 02914		Grant Type and Number Capital Fund Program Grant No: RI43P00750101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RI43P007001A	HARBOR VIEW							
	NONE							
RI43P007001B	WARREN AVE							
	NONE							
RI43P007002	CITY VIEW							
	SPRINKLER SYSTEMS--APT INTERIORS	1460		389,030.00				
	FIRE RATED CIEILINGS & ASSEMBLIES--BATHROOMS	1460		30,000.00				
	ELECTRICAL AND RELATED WORK--NEW FIXTURES, RELOCATING EXISITING EQUIP, ALARM TIE-INS	1460		78,395.00				
RI43P007004	GOLDSMITH							
	NONE							
RI43P007005	OLD DUPLEXES							
	NONE							
RI43P007006	NEW DUPLEXE							
	NONE							
	SUB-TOTAL			497,425.00				

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

PHA Name: EAST PROVIDENCE HOUSING AUTHORITY 99 GOLDSMITH AVENUE EAST PROVIDENCE, RI 02914		Grant Type and Number Capital Fund Program Grant No: RI43P00750101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE								
MANAGEMENT IMPROVEMENT	COMPUTER SOFTWARE & TRAINING	1408		2,938.00				
	SOCIAL SERVICES COORIDNATOR	1408		36,960.00				
	RESIDENT COMMISSIONER TRAINING	1408		8,000.00				
ADMIN	ADMINISTRATIVE SALARIES	1410		37,095.00				
FEES & COSTS	A&E SERVICES	1430		62,000.00				
	PRINTING & ADVERTISING	1430		2,500.00				
	PERMIT FEES & BONDS	1430		12,282.00				
	CONTINGENCY	1502		30,000.00				
	SUB-TOTAL			191,775.00				
	TOTAL ALL			689,200.00				

Annual Statement/Performance and Evaluation Report

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

Part III: Implementation Schedule

PHA Name: EAST PROVIDENCE HA 99 GOLDSMITH AVENUE EAST PROVIDENCE, RI 02914			Grant Type and Number Capital Fund Program No: RI43P00750101 Replacement Housing Factor No:				Federal FY of Grant: <p style="text-align: center; font-weight: bold;">2001</p>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
RI43P007002 CITY VIEW	03/31/2003			09/30/2004				
PHA-WIDE	03/31/2003			09/30/2004				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name EAST PROVIDENCE HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
RI43P007001A HARBOR VIEW		252,008.00	443,095.00	40,000.00	203,294.00
RI43P007002 CITY VIEW		0.00	41,652.00	63,877.00	121,570.00
RI43P007004 GOLDSMITH		261,931.00	22,719.00	424,410.00	205,839.00
PHA-WIDE		175,261.00	181,734.00	160,913.00	158,497.00
CFP Funds Listed for 5-year planning		689,200.00	689,200.00	689,200.00	689,200.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	RI43P007001A	SPRINKLER SYSTEM-COMMON		RI43P007001A	SUSPENDED CEILINGS--	
	HARBOR VIEW	AREAS, LOBBIES, HALLWAYS	136,253.00	HARBOR VIEW	COMMON AREAS, LOBBIES, & HALLWAYS	34,079.00
		PUMPS & RELATED WORK	60,000.00		SPRINKLER SYSTEMS-APT	
Annual		ELECTRICAL & RELATED WORK			INTERIORS	323,016.00
		NEW FIXTURES, RELOCATION OF EXISTING, FIRE ALARM TIE-INS	55,755.00		FIRE RATED CEILINGS & ASSEMBLIES--BATHROOMS	26,000.00
Statement		SUB-TOTAL	252,008.00		ELECTRICAL & RELATED WORK	
	RI43P007004	SPRINKLER SYSTEM--APARTMT			NEW FIXTURES, RELOCATION OF EXISTING EQUIP, FIRE ALARM TIE-INS	60,000.00
	GOLDSMITH	INTERIORS	189,769.00		SUB-TOTAL	443,095.00
		FIRE RATED CEILINGS & ASSEMBLIES--BATHROOMS	20,000.00			
		ELECTRICAL & RELATED WORK		RI43P007002	SUSPENDED CEILINGS-COMMON	
		NEW FIXTURES, RELOCATION OF EXISTING EQUIP, FIRE ALARM TIE-INS	37,162.00	CITY VIEW	AREAS, LOBBIES, & HALLWAYS	41,652.00
		REPLACE SMOKE & HEAT DETECTORS	15,000.00		SUB-TOTAL	41,652.00
		SUB-TOTAL	261,931.00			
					SUB-TOTAL	22,719.00
	PHA-WIDE					
	MGMT IMPROVE	COMPUTER SOFTWARE & TRAINING	2,778.00	PHA-WIDE		
		SOCIAL SERVICES COORDINATOR	38,808.00	MGMT IMPROV	COMPUTER SOFTWARE & TRAINING	5,000.00
		SUB-TOTAL	41,586.00		SOCIAL SERVICES COORDINATOR	40,750.00
					SUB-TOTAL	45,750.00
		Total CFP Estimated Cost	\$			\$

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
RI43P007001A	REPLACE HORNS & ADA STROBES	20,000.00	RI43P007001A	POINTING, CAULKING, SEALANT	
HARBOR VIEW	REPLACE SMOKE & HEAT		HARBOR VIEW	& WATERPROOF MASONERY	168,650.00
	DETECTORS	20,000.00		REPLACE CARPETING IN	
				COMMON AREAS & HALLWAYS	34,644.00
	SUB-TOTAL	40,000.00			
				SUB-TOTAL	203,294.00
RI43P007002	REPLACE HORNS & ADA STROBES	25,000.00			
CITY VIEW	REPLACE SMOKE & HEAT		RI43P007002	REPLACE CARPETING IN	
	DETECTORS	25,000.00	CITY VIEW	COMMON AREAS & HALLWAYS	46,578.00
	REPAIR KITCHEN CABINETS	6,000.00		REPLACE EXT. WALKWAYS	5,617.00
	UPGRADE MAIN LOBBY	7,877.00		REPLACE FINISH FLOORING IN	
				APTMTS (EXCEPT KITCHENS)	69,375.00
	SUB-TOTAL	63,877.00			
				SUB-TOTAL	121,570.00
RI43P007004	REPLACE HORNS & ADA STROBES	15,000.00			
GOLDSMITH	REFURBISH N/S WING		RI43P007004	ROOF REPLACEMENT	178,638.00
	BATHTUB CONTROLS, TOILETS,		GOLDSMITH	REPLACE CARPETING IN	
	OUTLETS & SWITCHES (GFI),			COMMON AREAS & HALLWAYS	21,584.00
	REPLACE KITCHEN CABINETS,			REPLACE EXT WALKWAYS	5,617.00
	COUNTERTOPS, BATH VANITIES,				
	FINISH FLOORING, REMOVE			SUB-TOTAL	205,839.00
	DIVIDERS, REPAIR CERAMIC TILE,				
	ADD GRAB BARS, PATCH & PAINT,				
	REFURBISH INTERIOR APT DOORS	409,410.00			
	SUB-TOTAL	424,410.00			
Total CFP Estimated Cost		\$			\$

Capital Fund Program Five- Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-WIDE			PHA-WIDE		
MGMT IMPROVE	COMPUTER SOFTWARE & TRAINING	5,000.00	MGMT IMPROVE	COMPUTER SOFTWARE & TRAINING	5,000.00
	SOCIAL SERVICES COORDINATOR	42,785.00		SOCIAL SERVICES COORDINATOR	44,069.00
	SUB-TOTAL	47,785.00		SUB-TOTAL	49,069.00
ADMINISTRATIVE	ADMIN SALARIES	42,950.00	ADMINISTRATIVE	ADMIN SALARIES	44,250.00
	SUB-TOTAL	42,950.00		SUB-TOTAL	44,250.00
FEES & COSTS	A&E SERVICES	40,000.00	FEES & COSTS	A&E SERVICES	40,000.00
	PRINTING & ADVERTISING	2,500.00		PRINTING & ADVERTISING	2,500.00
	PERMITS, FEES & BONDS	7,678.00		PERMITS, FEES & BONDS	7,678.00
	SUB-TOTAL	50,178.00		SUB-TOTAL	50,178.00
OTHER	CONTINGENCY	15,000.00	OTHER	CONTINGENCY	15,000.00
	RELOCATION COSTS	5,000.00			
	SUB-TOTAL	20,000.00		SUB-TOTAL	15,000.00
	Total CFP Estimated Cost	\$689,200.00			\$689,200.00

Chapter 10

PET POLICY – ELDERLY/DISABLED PROJECTS & FAMILY PROJECTS

[24 CFR 5.309]

INTRODUCTION

The purpose of this policy is to establish the EAST PROVIDENCE HOUSING AUTHORITY'S policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals who assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household and

That the animal has been trained to assist with the specified disability.

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the EAST PROVIDENCE HOUSING AUTHORITY management.

The pet owner must submit and enter into a Pet Agreement with the EAST PROVIDENCE HOUSING AUTHORITY.

Registration of Pets

Pets must be registered with the EAST PROVIDENCE HOUSING AUTHORITY before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual re-certification date and proof of license and inoculation will be submitted at the annual reexamination.

Dogs and cats must be spayed or neutered.

Chapter 16

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7]

INTRODUCTION

A. REQUIREMENT

Each adult resident of the EAST PROVIDENCE HOUSING AUTHORITY shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The EAST PROVIDENCE HOUSING AUTHORITY shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

RESIDENT ADVISORY BOARD MEMBERS
EAST PROVIDENCE HOUSING AUTHORITY

CITY VIEW MANOR

Anthony Palumbo
Lottie DeVerter
John Disley
Joseph Souza Jr.
Patricia Diffley
Alice Buckley
Harry Manning

GOLDSMITH MANOR

Charles Tuttle
Thomas Defalco
Violet Lusignan

HARBOR VIEW MANOR

Timothy Gormally
Dorothy Tillou
Barbara Wall
Adeline Hardy
Edna Martin

A letter was mailed to all residents of The East Providence Housing Authority. Any person interested was to reply. Any person that applied was made a member of the Board.

RESIDENTS MEMBERS ON PHA GOVERNING BOARD
EAST PROVIDENCE HOUSING AUTHORITY

	Appointed	Expires
Anthony Palumbo 99 Goldsmith Avenue, Apt. 1015 East Providence, RI 02914	02/06/2001	12/16/2003
Edward Sutton 3663 Pawtucket Ave, Apt. 903 Riverside, RI 02915	02/06/2001	12/16/2003

PHA asked interested residents to submit their names. A list was compiled of all interested parties and passed along to the Mayor. The two appointments were made from the list by the Mayor.

STATEMENT OF PROGRESS
EAST PROVIDENCE HOUSING AUTHORITY

MISSION:

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Revised the Admissions and Occupancy Policy
Establish resident work programs.
Ongoing modernization projects to maintain viability of the public housing properties.

GOALS:

Expand the supply of assisted housing.

Have applied for additional vouchers.
Have worked to maintain 98% occupancy rate.
Spoken with private developers to sponsor bond funding.

Improve the quality of assisted housing.

Working on weak scoring areas.
Meeting with RAB groups to disseminate information and get feed back from residents.
Completion of modernization projects to renovate units and site improvements.

Increase assisted housing choices.

Attending seminars to start homeownership programs.
Working with landlords and City of East Providence to promote lead-safe housing, and availability of funding.

Improve community quality of life and economic vitality.

Adoption of de-concentration policy.
Working agreement to receive all police reports for calls to all Housing Authority Properties.

Promote self-sufficiency and asset development of families.

Giving preferences to applicants of local, working families.
Adoption of ceiling/flat rents to keep working families in housing.