

The Providence Housing Authority

FY 2019 Annual Plan

Draft for public comment 2/1/19



Includes Five Year Capital Fund Program Budget



Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: Providence Housing Authority PHA Code: <u>RI001</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: 07/19 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>2,606</u> Number of Housing Choice Vouchers (HCVs) <u>2,624</u> Total Combined <u>5,222</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> The PHA's proposed Plan, Plan Elements, and all information relevant to the public hearing were available for inspection by the public at the PHA's Administrative Offices, 2nd Floor, 100 Broad Street, Providence, R.I. The public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from its streamlined submissions. PHA posts approved Plans, including updates the Administrative Office and at Management Offices located at: 285-F Chad Brown Street; 144 Dodge Street; 31 Salmon Street; 100 Atwells Avenue; 243 Smith Street; 160 Benedict Street; 25 Tobey Street, 300 Hartford Avenue, and 100 Broad Street. PHA posts PHA Plans on its website and provides each resident council a copy of its Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" data-bbox="167 1627 1459 1921"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA: N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA: N/A																	
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B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

Financial Resources

- Manton Pathway Project, \$155,370, from Rhode Island Housing (Acquisition and Rehabilitation Program) and Woonasquatucket River Watershed Council, to create a new pathway from Manton Heights to the Woonasquatucket Greenway.
- Victims of Crime Act Grant, \$138,566, from Rhode Island Department of Public Safety, to establish a VOCA Community Safety Coordinator. (See description below in new elements in the PHA’s safety and crime prevention strategy.)
- SAMSHA State Opioid Response Grant, \$300,000, from Rhode Island Department of Behavioral Healthcare, Developmental Disabilities, Hospitals, to pilot the Health and Wellness and Stabilization Program.
- VASH, \$55,893 in budget authority and \$7,584 in administrative fees, eight new vouchers; effective date 2/1/19.
- Mainstream Voucher, \$395,940 in budget authority and \$47,400 in administrative fees, 50 new vouchers to meet the housing needs of non-elderly persons (between the ages of 18 and 61) with disabilities who are: transitioning out of institutional settings; at serious risk of institutionalization; homeless or: at risk of homelessness; effective date 1/1/19.
- PHA received an award, in the amount of \$974,400, from HUD’s Lead-Based Paint Capital Funds Program to conduct lead-based paint testing and abatement at the following developments: Chad Brown; Hartford Park; and Manton Heights.
- Rhode Island Foundation Food and Housing Security Grant, \$50,000, to prevent homelessness by providing funds for security deposits and payment of utility bills for public housing and HCV program participants.
- Get Connection Digital Literacy Grant, in the amount of \$12,000, from United Way of Rhode Island to fund digital education classes and provision of devices to PHA residents.
- Climate, Health and Community Resilience Grant program, in the amount of \$4,888, from the Rhode Island Department of Health to fund the development of emergency preparedness plans for PHA elderly developments.
- R.I. Division of Elder Affairs, \$28,322, to partially fund security guards at elder high rises.
- City of Providence C.D.B.G. grant funds for safety and security facility improvements at various developments a Tot Lot at Hartford Park.
- City of Providence, \$12,049 to install new security cameras.
- City of Providence, Providence Summer Youth Employment Project, \$31,240.

Safety and Crime Prevention

PHA added a new strategy to its element concerning safety and crime prevention. PHA, with a Victims of Crime Act (VOCA) grant, has created a VOCA Safety Coordinator to provide direct services to victims of crime residing in PHA developments and participating in the HCV program, as well as developing an awareness of all residents of the impact of crime and availability of prevention and intervention resources in the community.

<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><u>Hope VI/Choice Neighborhood and Mixed Finance Modernization or Development/Demolition and/or Disposition/Conversion of Public Housing to Tenant Based Assistance/Conversion of Public Housing to Project-Based assistance Under RAD</u></p> <p>PHA plans to consider all strategies noted in HUD’s Repositioning of Assets Initiative, including Choice Neighborhood Initiative, demolition and/or disposition under Section 18, conversion of public housing to tenant-based assistance, RAD, and any combination of recapitalization that should be considered to preserve hard units for the low-income families PHA serves.</p> <p><u>Update on Approved Disposition of Property</u></p> <p>A disposition application was submitted by PHA and approved by HUD in 2007 for a small portion of land located behind its elderly high-rise building known as Dominica Manor in order to permit a neighboring land owner, Talon Realty, LP, to construct shared parking facilities in conjunction with its proposed construction of a new commercial and residential development to be known as Vista Delle Torre. In January 2012, the PHA entered into a Conveyance and Easement Agreement with Talon Realty, LP, that granted to it the right to right to obtain ownership to the designated portion of land with the understanding that it would pay a fee to the PHA and provide 50 spaces of reserved parking for Dominica Manor residents upon completion of construction. In March 2015, the PHA learned that the Vesting Period specified in its Agreement (which was based on the then current Zoning Ordinance of the City of Providence) was delayed pursuant to State law with passage of R.I.G.L. §4524-61.1. The Housing Authority currently awaits further action by the Talon Realty, LP or the final expiration of its building and zoning approvals.</p> <p><u>Project-Based Vouchers</u></p> <p>PHA will project-base 50 of its existing allocation of HCV Program vouchers as a strategy to deconcentrate poverty and provide program participants with increased access to units in neighborhoods of opportunity. The PHA issued a Request for Proposals (RFP) seeking landlords from across the City interested in project-basing units. The RFP’s evaluation criteria included the awarding of points for responses proposing project-basing in neighborhoods of opportunity and neighborhoods with a high degree of revitalization activity. PHA will explore project-basing up to 30% of its HCV allocation based on the outcome of this pilot project-basing activity.</p> <p><u>Units with Approved Vacancies</u></p> <p>The PHA anticipates that it will have eight units with approved vacancies for modernization in FY 2019.</p> <p><u>Other Capital Grant Programs</u></p> <p>PHA has received an award, in the amount of \$974,400, from HUD’s Lead-Based Paint Capital Funds Program to conduct lead-based paint testing and abatement at the following developments: Chad Brown; Hartford Park; and Manton Heights. This funding award is in addition to the Capital Fund Award amount already provided to PHA for FY 2018 planned capital projects. Testing has been conducted at all of these developments but additional tests will be conducted if necessary, as well as various lead abatement projects to be completed in FY 2019.</p> <p><u>Renewal of Designated Housing Plan</u></p> <p>In FY 2019, PHA intends to renew its elder-only designation of the Dominca Manor and Carroll Tower developments.</p> <p><u>Policy for Over-Income Families</u></p> <p>In FY 2019, PHA will enact a policy, in accordance with HOTMA, that defines whether residents of public housing whose family incomes exceed 120% of the area median income are eligible to continue to reside in public housing.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Please see the attached document highlighting the PHA’s progress in meetings its mission and goals described in the 5-Year Plan.</p>

<p>B.4.</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> PENDING</p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N Please see attached document. <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.4</p>	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<p>D.1</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The PHA's most recent HUD-approved 5-Year Action Plan was approved by HUD on 8/17/17.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.12\(b\)](#). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(2\)\(ii\)](#) and [24 CFR §903.12\(b\)](#).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to [24 CFR §903.2\(b\)\(2\)](#) for developments not subject to deconcentration of poverty and income mixing requirements. [24 CFR §903.7\(b\)](#) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. [24 CFR §903.7\(b\)](#) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. [24 CFR §903.7\(b\)](#)

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#) and [24 CFR §903.12\(b\)](#)).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and 2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

11.12 The PHA's Deconcentration Policy

It is PHA's policy to provide for the deconcentration of poverty and to encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The PHA may skip families on the waiting list to reach other families with a lower or higher income. This will be done in a uniform and non-discriminating manner.

The PHA will affirmatively market its housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, the PHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which each development is located, and the income levels of the families on the waiting list. Based on this analysis, the PHA will determine the level of marketing strategies and deconcentration incentives to implement.

11.13 Deconcentration Incentives

The PHA may offer one or more incentives to encourage applicant families whose income classification would help meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

11.14 Targeting

Per the QHWRA, in each fiscal year the PHA will reserve at least 40 percent of its new admissions for families who have incomes that do not exceed 30 percent of area median income as published by HUD.

The PHA will follow the statutory requirement that at least 40 percent of newly admitted families in any fiscal year be families whose annual income is at or below 30 percent of the area median income. To ensure that this requirement is met, the PHA will quarterly monitor the incomes of newly admitted families and the incomes of families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, the PHA will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list, the PHA will consider outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

FY 2019 Annual Plan Update (Draft as of 1/24/19)

UPDATES on PHA's Goals and Objectives in 5-Year Plan

1. Continue to operate and adhere with federal, state and local mandates as well as formal regulations associated with public housing authorities.

PHA, with assistance from a consultant from Nan McKay, comprehensively reviewed its Administrative Plan for the HCV program, the Public Housing Admission and Continued Occupancy Plan (ACOP), and the Family Self-Sufficiency Action Plan in FY 2018 and began the process of drafting updates.

Fair Housing Act: In FY 2019, staff drafted revisions to Chapter 2 of the Public Housing ACOP and the HCV Program Administrative Plan. Revisions updated policy relating to non-discrimination, serving persons with disabilities and improving access to persons with limited English proficiency. PHA also revised the Section Administrative Plan concerning adoption of participation in the Rhode Island Centralized Waiting List and the adoption of local preferences for the PHA's new Mainstream Voucher Program. In FY 2019, PHA revised its Family Self-Sufficiency Program Action Plan. The activity of revising policies and plans was done in consultation with the Resident Advisory Board and applying public comment procedures; PHA anticipates Board approval and implementation of these revised policies and plans Action Plan before the end of FY 2019.

Policy Concerning Over-Income Public Housing Residents: In FY 2018, PHA monitored the number of residents whose family income has exceeded 120% of the area median income; in FY 2019, PHA anticipates revising its policy concerning the treatment of an over-income family when a second annual income determination indicates the family's income continues to be in excess of 120% of median area income.

Renewal of PHA Designated Housing Plan: In FY 2018, PHA monitored its elderly only designation of Dominca Manor and Carroll Tower, two high-rise buildings that are home to 398 elderly families. PHA intends to seek HUD approval to renew the elderly only designation of Dominca Manor and Carroll Tower in FY 2019.

Update on the Vera Institute of Justice Project: As a result of a collaboration with the Vera Institute of Justice in FY 2017, PHA revised its public housing applicant screening policy in FY 2017 to decrease the look-back period when considering involvement in criminal behavior from 10 years to 5 years for felony criminal acts, remove consideration of involvement in misdemeanor criminal activity in screening considerations, and provide all applicants with a history of criminal activity the opportunity of a review meeting with PHA to discuss criminal history and provide evidence of mitigating circumstances or rehabilitation prior to any decision-making concerning eligibility. PHA implemented the new policy in FY 2018. In the first year of implementation, PHA identified 81 individuals with past criminal convictions who were offered a review meeting. Of these 81 individuals: 60 appeared for a review meeting and were considered for eligibility; 7 applicants were found ineligible due to the nature of the criminal history and absence of evidence of mitigating circumstances or rehabilitation; 6 were placed on deferred status until pending criminal charges could be resolved; and 31 were later found ineligible due to non-criminal history issues. Of the remaining applicants who were found to be eligible after the review meeting, 23 were offered a unit in public housing. Fifteen of these individuals accepted the unit offer and became tenants and eight refused a unit offer due to the location or size of the unit. Thirteen of these tenants maintained their tenancies; two were evicted for reasons involving lease violations not involving criminal behavior.

Handicapped Accessibility, Reasonable Accommodation, and VAWA: In FY 2018, the Facilities Maintenance Department completed renovations necessary for the creation of fully handicapped accessible units. Five percent of PHA's housing stock is now fully handicapped accessible. In order to ensure prompt and consistent responses to requests for reasonable accommodations, PHA established a multi-disciplinary committee, led by PHA's Reasonable Accommodation Coordinator (Director of Tenant Selection and Property Management) to review and respond to all requests in FY 2018. This committee, comprised of Facilities Maintenance, Leased Housing, and Property Management representatives as well as the Executive

Director, meets twice per month to review and act upon requests. The PHA has designated one staff member to serve a VAWA Coordinator who is responsible for receiving and responding to emergency transfer requests from residents from all properties. This coordination system ensures a prompt and consistent response to VAWA requests. A new Victims of Crime Act (VOCA) grant-funded Community Support Coordinator will work closely with the VAWA Coordinator in FY 2019.

2. Continue to (1) research and explore modern, affordable housing strategies and programs, (2) generate opportunities with public, non-profit and private partnerships that result in the creation of affordable housing and (3) seek membership in appropriate organizations advocating for affordable housing (Choice, comprehensive neighborhood revitalization initiatives, the Rental Assistance Demonstration).

Over the past year, two members of the PHA staff joined the membership of the Rhode Island Continuum of Care (RiCoC), which PHA was not previously represented in. PHA and its partners in the RiCoC identified a significant need for housing resources for non-elderly persons (between the ages of 18 to 61) with a disability who are: transitioning out of institutional settings; at serious risk of institutionalization; homeless; or at risk of becoming homeless. PHA has received an award of 50 vouchers from HUD to establish the Mainstream Housing Voucher Program; the effective date of these vouchers in 1/1/19. We expect to begin leasing these vouchers as soon as February 2019.

In FY 2018, PHA convened two community stakeholders meetings to solicit input and comments concerning the Family Self-Sufficiency Program, Jobs Plus Providence, and the PHA's intention to project-base HCV vouchers as a means to support affordable housing for low-income residents. PHA received helpful guidance through these community engagement activities, including engaging the assistance of community partners in the development of a Request for Proposals for the project-basing of 50 of the PHA's HCV vouchers.

PHA was a past recipient of a Choice Neighborhoods Planning Grant (2010) for the Manton Heights public housing site and the Olneyville neighborhood. The PHA officially submitted the final Transformation Plan ("Build Olneyville Plan") to HUD on June 27, 2014. Although PHA and its community partners were not successful in securing a Choice Neighborhood Implementation Plan due to a lack of ability to secure matching funds, the collaboration remains strong and we continuously seek and support opportunities for neighborhood revitalization, redevelopment, and creation of mixed-income communities. In the past year, notable development has occurred in the Choice Neighborhood Transformation Plan target area, including the renovation of a former factory on King Street into 60 housing units by a developer known as Trinity Financial. Fifty-four of the sixty units are designated by the owner as affordable housing units. Although this development passed a City inspection and the owners obtained a certificate of occupancy, the property did not pass HQS standards because units do not have a window in the bedrooms. PHA filed a request for a waiver from the HQS standard in November 2018. If approved, up to 20 low-income families could use their HCV vouchers to access these new units at the King Street development.

During FY 2018, various inquiries have been made to determine the PHA's interest in the purchase and/or leasing of unused land adjacent to PHA properties. In the future, with HUD approval, the PHA would like to consider the purchase and/or leasing of land in order to enhance operations, property amenities and/or the surrounding neighborhood.

In FY 2018, PHA staff participated in NAHRO, Nan McKay, and CLPHA training events and conferences concerning RAD 2 Authorization. The PHA will consider all strategies noted in HUD's Repositioning of Assets Initiative, including Choice Neighborhood Initiative, demolition and/or disposition under Section 18, project-basing vouchers, conversion of public housing to tenant-based assistance, RAD, and any combination of recapitalization that should be considered to preserve hard units for the low-income families PHA serves. PHA is an active member of NAHRO, CLPHA and PHADA and keeps abreast of and engaged in efforts designed to advocate for affordable housing.

Commented [MB1]: IS PHA a member of PHADA?

3. Continue to create, maintain and nourish sustainable partnerships with community stakeholders in order to increase opportunities that positively impact PHA residents, properties and employees.

PHA is engaged in a wide range of sustainable partnerships with community stakeholders in order to increase opportunities that positively impact PHA residents, properties and employees. The following are examples of the fruits of the PHA's efforts to create and maintain partnerships:

Family Unification Program. PHA submitted an application in FY 2018 for up to 100 vouchers through the Family Unification Program (FUP) that would provide vouchers for families involved in the State's child welfare program, as well as homeless and at risk youth. The application involved a collaborative effort with the Pawtucket and Newport housing authorities, with Providence as the lead agency. The RI Continuum of Care which coordinates housing resources for homeless people across the state, and the Rhode Island Department of Children, Youth and Families were key partners in the application. Although PHA was not selected as an award recipient, PHA received recognition from partners in the Continuum of Care and across State government for our efforts to bring FUP resources to Rhode Island. As a result of this collaborative application, PHA made relationships that resulted in PHA being approached by the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals to partner in the Health and Wellness and Housing Stabilization Program now funded by a SAMHSA State Opioid Response Grant. The substantial work involved in developing this application together with state and other HA partners positions the PHA to respond to future RFPs or to consider pilot programs to serve families involved with the child welfare system.

Health and Wellness and Housing Stabilization Program /SAMHSA State Opioid Response Grants (SOR): The Rhode Island Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals (BHDDH) is the recipient of Federal Fiscal Year 2018 SAMHSA State Opioid Response Grant (SOR). The program aims to address the opioid crisis by increasing access to medication-assisted treatment, reducing unmet treatment need, and reducing opioid overdose related deaths through the provision of prevention, treatment and recovery activities for opioid use disorder (including prescription opioids, heroin and illicit fentanyl and fentanyl analogs). Through this grant, BHDDH has awarded a contract to PHA, in the amount of \$300,000 to ensure trauma-informed housing retention services are provided to young adults and families who experience conditions that place them at higher risk for opioid use disorder including, involvement with the Department of Youth and Families, housing instability, and low-income status. PHA is partnering with Pawtucket Housing Authority to use the funds to pilot the Health and Wellness and Housing Stabilization Program in both housing authorities, with PHA administering the grant funds. This grant may be renewed for an additional year upon successful completion of Year One. A part of this program will provide opioid abuse awareness training and prevention strategies to PHA residents, program participants, and employees.

Dunamis Synergy Initiative. In early July 2018, PHA was informed that the State of RI Health Department and West Elmwood Housing received a \$1.8M federal grant from the U.S. Department of Health and Human Services to support the Dunamis Synergy initiative. While the initiative ultimately seeks to develop housing for young families where the parents are pursuing higher education, this grant will allow a range of partners, including PHA, to work together to provide and coordinate services to teen and young adult parents pursuing education, including young parents living in public housing and those receiving Section 8 rental assistance. The grant will provide funds for a community navigator hired by West Elmwood Housing to work two to three days a week at a PHA family site, allowing public housing, HCV program participants, and external neighborhood residents access to educational and supportive services. This program will be implemented in FY 2019.

ConnectHomeUSA: Digital Equity and Inclusion Initiative: Recognizing that Internet access and digital literacy are critical in our efforts to promote resident self-sufficiency and close the digital divide, PHA has long provided residents with access to computer labs and technology education. Although these labs are important components to our Resident Services programming, in-home access to low-cost Internet and technology continue to be key resident empowerment and self-sufficiency goals for our communities. PHA joined the State of Rhode Island's Office of Innovation as one of several housing authorities in the State to participate in a national digital inclusion pilot project led by HUD and EveryoneOn called ConnectHomeUSA. The initiative led to funding for digital literacy training for residents and PHA joined Pawtucket and Rhode Island Housing in a pilot to collect data as part of our annual re-certification process regarding digital access. We look forward to using the survey piloted with HUD and Rhode Island Housing and using HUD Form 50058 as a means to collect and share survey data with HUD and ConnectHome. In FY 2018, PHA was selected as a stand-alone member of ConnectHomeUSA. PHA looks forward to the ways in which we can learn from the best practices of earlier ConnectHomeUSA cohort groups, how our ConnectHomeUSA partners may be able contribute to fruitful discussions with service providers to identify ways to provide low-cost wifi and device access, and continue

exploring opportunities to fund programs that provide access to training and tools residents need to live, connect, and work in an internet-based world. On December 6, 2018, PHA conducted its ConnectHome convening event, which was attended by partners from the non-profit, for profit, public and philanthropic sectors.

Family Support: In collaboration with the Mayor's Youth Cabinet and Familias Unidas, PHA provided residents of the Chad Brown development with the Family Strengthening Home Visiting Program, consisting of in-home visiting and weekly group sessions over a six-week period. The program, funded and conducted by Family Service of Rhode Island, was designed to increase family communication, parenting skills, and problem solving. Participants expressed a high degree of satisfaction with the program and reported a significant and positive impact on families. PHA intends to repeat the program in FY 2019 and/or to pursue other opportunities to bring evidence-based interventions to our family developments through partnerships.

Food Insecurity and Access to Fresh Fruits and Vegetables. In FY 2018, PHA continued two important initiatives that address food insecurity and access to fresh fruits and vegetables for public housing residents, especially elders and persons with disabilities: *Parenti Villa Food Pantry*, *Food on the Move Mobile* market, and the expansion of the Boxed Lunch Program boxed lunch programs. At Parenti Villa, ten resident volunteers team- up with PHA staff each month to distribute a wealth of fresh produce, canned goods, and other vital food items. This initiative, a partnership with the Rhode Island Community Food Bank, served 80 individuals and 74 households each month in FY 2018. At four of the PHA's six sites for elders and persons with disabilities, residents had access to fresh, nutritious and affordable fresh fruit and vegetables at weekly *Food on the Move* mobile markets. This partnership with *Food on the Move* results in residents receiving a discount when they use SNAP benefits to purchase produce at these mobile markets. PHA is advocating for a mobile market to be sited at one of our family developments as well in FY 2019. Recognizing a need for increased access to mid-day meals and opportunities for socialization by elders, PHA added to two Boxed Lunch Programs at Dexter Manor and Dominca Manor in FY 2018.

Manton Project Bike and Walking Path Project. A partnership, among PHA, the City of Providence, the Acquisition and Rehabilitation Program of Rhode Island Housing, and the Woonatucket River Watershed Council, will create a new resource for the residents of the Manton Heights development and the surrounding community. The path will connect Salmon Street, the Manton Heights development, and the Woonatucket River Greenway via a new sidewalk and winding path in 2019. New signage, fencing, and plantings will create a more secure, visible, and easy to maintain amenity for neighborhood residents utilizing the Greenway for exercise, recreation, or transportation in general.

4. Continue to provide quality service to meet stakeholder expectations through conducting a comprehensive service satisfaction survey, updating operational goals and monitoring performance management indicators.

PHA has instituted regularly scheduled walk-throughs of properties by a multi-disciplinary team of staff. These events provide an opportunity for staff and residents to interact: each walk-through involves home visits to residents to gather information about customer satisfaction levels and resident needs for services and programs. Regularly scheduled Resident Advisory Board meetings provided an opportunity for staff to obtain valuable feedback from resident leaders concerning the needs for services and programs, as well as a wide range of customer service issues. During walk-throughs and in meetings, residents have provided feedback that parking is a source of dissatisfaction and conflict in some developments. In FY 2019, PHA will explore options for increasing parking, as well as examine if new parking policies and enforcement of them could increase parking options for residents and improve resident satisfaction in this area. In the past year, we have successfully applied to the City of Providence to allow some residents at several developments to receive permits to park overnight on City streets (such permits are usually not given to residents at six-unit-plus developments).

In FY 2019, PHA will integrate a bilingual orientation video developed in FY 2018 into the public housing admissions process. The goal of the video is to provide applicants with comprehensive information regarding their lease, house rules, opportunities, programs, amenities and policies in order to maximize their housing experience and establish clear expectations between residents and management. Also, in FY 2019, PHA will explore new methods for gathering satisfaction information from residents and program participants.

As a means of updating operational goals and monitoring performance management indicators, all Departments are required to provide detailed, written reports on a monthly basis that serve to update the Board and Executive Team on the status of performance management goals and indicators. These reports inform decision-making regarding overcoming obstacles to meeting operational goals and performance management indicator benchmarks, as well as guiding updates to and developing new strategies for meeting goals and performance indicator benchmarks.

5. Continue to cultivate Resident Advisory Board and Resident Association relations and communication to maintain transparency and provide a forum for valuable resident participation in planning activities guided by PHA goals and objectives.

In FY 2018, PHA convened a Resident Advisory Board (RAB) retreat/meeting on June 20th. Nine members of the RAB from six different developments attended along with five PHA staff. Attendees discussed Resident Advisory Board by-laws, a request for conflict resolution training to increase RAB members' leadership skills, and ideas for future RAB activities and meeting agendas. The resident nomination process for the RAB and the resident representative on the Board of Commissioners occurred in May, June and July of 2018. After PHA Management received completed nomination forms, it reviewed the forms for "good standing" verification and forwarded a list of the residents interested in being considered for the Board of Commissioners to the Mayor of the City of Providence for his consideration over the following year. The new RAB held its first meeting in September and approved new by-laws in October, which included a provision that will allow RAB members to serve two-year rather than one-year terms beginning in FY20.

PHA continued to convene regularly scheduled meetings with the RAB and Resident Associations as a means of increasing resident participation in planning and governance of the PHA. Meetings continued to be well-attended, with resident leaders providing valuable information and guidance to staff. Staff from PHA Departments attended these meetings to provide answers to questions, note and address customer service issues, and to gather information about needed services and programs. PHA worked with existing tenant leaders to identify impediments to the formation of additional resident associations. In FY 2019, PHA looks forward to working with tenant leaders to develop and deploy a strategy that results in the formation of more fully developed tenant councils.

In response to the RAB request for conflict resolution training, PHA is researching conflict resolution training programs and plans to implement a training program for the RAB during FY 2019. In FY 2019, the PHA will explore the possibility of developing a Youth Leadership Council, representatives of which we would propose adding to the Resident Advisory Board in FY 2020. The PHA seeks to create an inter-generational leadership development program that builds collaboration among youth and representatives from family and elderly/ handicapped developments.

6. Continue to improve the appearance of PHA properties, reduce work order and unit turnaround time, reduce energy consumption and costs as well as conduct authority wide inspections and proper procurement processes.

Appearance of Properties: In FY 2018, PHA piloted a new "Walk-through Initiative" in which the directors and staff of Property Management, Facilities Management and Residents Services walked the grounds of developments. The main purpose of this initiative was to increase the PHA's presence on the grounds, promote resident engagement and stimulate staff and resident accountability in all PHA communities. Additional staff from across the agency are now being encouraged to participate. Regularly scheduled walk-throughs of properties conducted by these teams assisted in identifying development appearance issues for which the Facilities Management Department implemented prompt corrective action. The Walk-through Initiative will continue and will expand in scope in the coming year.

Reducing Work Order and Unit Turnaround Time: The Facilities Maintenance Department established a Unit Turnaround Task Force, comprised of an inter-disciplinary team of maintenance staff, which is deployed to design and implement a vacancy reduction strategy in developments whenever a pre-determined vacancy threshold occurs in a development. The team coordinated closely with Property Management and Applications staff to forecast vacancies and ensure prompt leasing of returned units. During FY 2018, there were 37,779 work order (WO) requests; a 9% increase from FY 2017 (34,624). The

average length of time to complete a WO was 7.4 days in FY 2018, an increase of one day per WO from the previous year (6.4). There was a 12% increase in the number of vacancies, with 337 vacant units authority-wide during FY 2018, up from 300 units from the previous year. The average vacancy days for unit turnaround in FY 2018 was 32 days; an increase of seven days from FY 2017 (25 days). The increases in unit turnaround and WO completion days is largely attributable to the 9% increase in vacancies, 12% increase in WOs, and the number of scattered site units requiring extensive repairs in FY 2018.

Reducing Energy Consumption Cost: The Facilities Maintenance Department continued to partner with National Grid and RISE Engineering, National Grid's regional program administrator of the EnergyWise program. RISE has provided energy assessments and upgrades that have lowered energy-related operating costs. Some of the upgrades were provided at no cost to PHA, the cost of others was covered by ratepayer-funded financial incentives and rebates. Included in energy upgrades to date have been high-efficiency lighting upgrades and controls, high-efficiency heating and cooling equipment and controls, and insulation. The value of no cost upgrades to PHA properties is nearly \$1 million over the past several years. In FY 2019, the PHA will partner with RISE to replace inefficient boilers at Dexter Manor.

Authority-wide Inspections: PHA contracted with U.S. Inspection Group to conduct pre-inspections of all units in FY 2018. PHA has contracted with Nan McKay & Associates to conduct annual pre-inspections of all PHA units in FY 2019.

Proper Procurement Process: PHA, as a result of examining departmental functions, restructured its Finance Department to include responsibility for agency procurement, with Procurement transferring from Facilities Maintenance. The re-assignment of this key function will result in increased efficiency and a streamlined process for procuring goods in a manner that maximizes savings.

7. Continue to maintain public housing occupancy rates above 97%, stream line the application process and improve tenant collections.

In FY 2018, PHA continued to consistently maintain occupancy rates above 98%. At 6/30/18, the PHA –wide occupancy rate was 99.2%, with four of the PHA's 13 developments at 100% occupancy. This PHA accomplishment is attributed to enhanced communication between Admissions, Property Management, and Facilities Maintenance supervisory staff in a teamwork approach that better tracks vacancies and fosters unity of efforts in attaining a shared goal of unit turnaround time at 21 days or less. HUD Guidelines provide 14 days for a vacant unit to be returned for leasing and seven days for Admissions staff to process an application and property management staff to lease a unit. This occupancy accomplishment is also attributed to a new system of processing applications that assigns concrete tasks in the application screening process to individual staff, as well as to property management staff prioritizing the showing and leasing of units in the field. The Facilities Maintenance Department's Vacancy Turnaround Task Force supported maintaining occupancy rates above 97% by applying specialized strategies to developments with vacancy rates exceeding pre-determined benchmarks.

In an effort to improve collections, the PHA instituted a system whereby the Property Management Department supervisor tracks the collection rates of each property manager and participates in developing general and site-based strategies to improve tenant collections. Included in strategies developed is the request for inclusion of a clause in every court repayment agreement that requires the resident to make timely rent payment for the next twelve months, a measure, that when coupled with a referral to financial literacy training, often results in residents developing improved rent payment habits. The Court enforces these agreements when a resident fails to make timely rent as agreed. PHA ended FY 2018 with an authority-wide collection rate of 89%; the goal for FY 2019 is a 93% collection rate. In FY 2019, PHA will review the effectiveness of existing collections strategies, develop new strategies, and institute training to deploy new strategies.

8. Continue to maintain Section 8 leasing rates (at least 95%), monitor the de-concentration policy and rent reasonableness standards, develop innovative methods to re-open the waiting list, maximize administrative fees, expand the VASH voucher program and refer participants to the Family Self-Sufficiency and Homeownership Programs.

HCV Program Performance. PHA has consistently utilized budget authority at or above 97% and PHA accomplished high performer status once again in FY 2018. The Department closely monitored the de-concentration policy and received the de-

concentration bonus points on SEMAP this year. PHA expanded its VASH Program by receiving 8 additional vouchers in FY 2018 – the effective date of these new vouchers is 2/1/19 and our new total allocation is 219 vouchers. In FY 2018, the PHA Board of Commissioners voted to join the RI Centralized Waiting List for the HCV program; the centralized waiting list will be administered by Rhode Island Housing. PHA anticipates a start date of 2/1/19 and it looks forward to both the efficiency to PHA and the expanded access to housing opportunities for applicants that membership in a centralized waiting list will provide.

Outreach to Landlords: In an effort to outreach to and attract more landlords to the HCV program and to educate existing HCV program landlords in FY 2019, PHA will partner with the City and other organizations to explore the possibility of outreach vehicles, such as a newsletter or e-mail blasts communicating training opportunities and information about accessing weatherization or lead-based paint abatement programs and designing and delivering workshops for landlords to provide education about a range of issues, including fair housing and availability of local, state and federal funds to improve affordable housing conditions, including weatherization and lead-based paint abatement programs. In FY 2019, PHA will explore the possibility of developing and administering a survey to HCV landlords to solicit information about how PHA can enhance service to landlords and provide them with useful information.

FSS and Homeownership: In FY 2018 four HCV families became new homeowners through the PHA Homeownership Program. At the end of FY 2018, PHA had 55 homeowner families in the program. In addition to these families, since the programs' inception in 2003, 30 other families became homeowners and graduated from the program. Please see more information about the Homeownership Program on page 8. In FY 2018, 92 HCV families were participants in the FSS program. In FY 2019, PHA will assign an FSS Coordinator to be on-site one day each week in the Leased Housing Department to increase the number of HCV participant referrals to and engagement with the FSS Program.

9. Continue to address the education, economic, social services and healthcare needs of youth, adults, and the elderly and disabled populations through direct service, referrals and creative partnerships. The PHA will increase homeownership rates (PH, S8) and explore the Job Plus Pilot Program and opportunities for new digital literacy and youth programming.

Jobs Plus: PHA received a Jobs Plus grant in FY 2017. In FY 2018, PHA hired and trained staff, conducted outreach to the Manton Heights and Hartford Park developments, conducted 95 Jobs Plus events, and implemented programming. The following statistics highlight some of the results of Jobs Plus staff efforts in FY 2018: 267 residents had a Jobs Plus assessment; 263 residents met with a case manager; 213 residents were provided with a post-assessment service; 140 participants were provided with job search assistance; 40 residents began new part-time employment and 28 residents began new full-time employment; 44 workable residents connected with a Jobs Plus Community Coach; 27 residents enrolled in a training/certification program; and 18 residents enrolled in an employment readiness program.

As part of the PHA's strategy to build a "culture of work" within its family properties, it applies an inter-general approach that reaches parents and youth. In addition to efforts to foster workforce development and employment with adults, PHA partnered with the City's *One Providence Summer Youth Internship Employment Program* in FY 2018. PHA conducted outreach to youth and assistance to them in the application process for employment in a wide range of private sector and non-profit organizations in Providence. In addition, PHA was a site for 14 *One Providence* internships in which PHA youth were paired with staff to gain hands-on works skills four days each week, as well as one day each week learning the "soft" skills needed for employment in any work environment in specially designed workshops

The Jobs Plus grant award, in addition to bringing significant financial resources to increase resident employment at a living wage and self-sufficiency, has fostered new collaborations and partners investing in such programming for residents as youth programming and digital literacy.

Digital Literacy Classes: PHA and the Providence Public Library's RI Family Literacy Initiative collaborated, with funding provided by the Jobs Plus grant, to deliver a multi-week digital literacy basic skills training for residents. Participation in the program was incentivized by the provision of a desk top computer, purchased with a grant from Santander Bank, to participants

who completed the training. PHA and Providence Public Library also partnered with the United Way of Rhode Island, with funding from the Jobs Plus grant, to provide residents with a multi-week, basic skills digital literacy training. Participation in this program was incentivized by the provision of a laptop and WiFi hotspot, purchased with a grant from the UWRO's Olneyville Fund, to residents who attended all sessions.

Youth Programming: In partnership with the City of Providence and a host of community employers, PHA participated in the City's new *One Providence Summer Youth Program* in FY 2018. This six-week program included work readiness skills development, career exploration, and paid internships at a variety of businesses, public agencies and non-profit organizations. PHA anticipates participating in the program in FY 2019. PHA partnered with the Providence Public Library to deliver the Teen Squad program designed to develop leadership, public speaking, and teamwork skills among youth residing in the Chad Brown development. Teens created and delivered well-received digital presentations that capped their participation in the program and were celebrated for their participation in a graduation ceremony attended by their families. PHA anticipates repeating this program in FY 2019. In collaboration with the YMCA of Providence, PHA provided youth residing in Coddington Court with the *Culinary Arts Academy*, an eight-week program designed to introduce them to careers in the culinary arts industry. The program included a meal prepared by youth and a graduation ceremony, attended by parents, which honored the youth for their participation. Parents praised the program and requested that PHA consider additional programs for youth in the development. In FY 2019-FY2020, PHA will develop and implement a *Youth Leadership Academy*, with the intention of establishing a *PHA Youth Leadership Council*. The *Youth Leadership Council* would assist in conducting a needs assessment concerning youth development programming, identifying, developing and implementing new programs, and designating several members to possibly serve on the PHA Resident Advisory Board.

Financial Opportunity Center: The Financial Opportunity Center (FOC) continued to provide residents with a wide range of programming and support designed to help families realize their financial dreams through personalized coaching. Included in FOC programming is financial literacy, budgeting, credit repair, job application coaching, resume preparation assistance, training in interviewing techniques, and communication and interpersonal skills development. Participants in FOC programming continue to demonstrate: increased goal attainment; better employment readiness skills; improved money management skills; improved savings; lowered debt levels and improved credit scores; and increased financial confidence. As of 6/30/18, the FOC served a caseload of 136 families.

Success Closet: Often, PHA staff note that residents encounter a lack of appropriate work attire as an obstacle to employment. Resident Services staff, supported by donations of clothing, accessories, and toiletries from PHA staff, created the *Success Closet*. The *Success Closet* is a free boutique where residents, with assistance from Financial Opportunity Center and Jobs Plus staff, can select suitable clothing and related items necessary for making a positive first impression and securing employment. Staff provided residents who secure employment with referrals to additional sources of clothing required for employment.

Resident Opportunities and Self-Sufficiency Program (ROSS): In FY 2018, ROSS resident service coordinators continued to engage in a wide array of activity designed to meet the needs of all residents, including assessing needs, connecting residents to community resources, developing and nurturing relationships with community partners, and fostering self-sufficiency and workforce development in family developments. In FY 2019, the new position of Direct Service Community Support Specialist will provide services specifically to residents of elderly and disabled developments to prevent social isolation.

Family Self-Sufficiency Program. PHA provided public housing residents and HCV participants with the opportunity to improve family income and attain self-sufficiency through involvement in its long-standing Family Self-Sufficiency (FSS) program. In FY 2018, the program maintained a caseload of 184 families with 50% of participants being from the HCV program and 50% from public housing. In FY 2018, PHA distributed \$326,180 in FSS escrow funds to graduates of the program. PHA reviewed its FSS Action Plan in FY 2018; it will revise and implement an updated Plan in FY 2019.

Homeownership Program. PHA continued to provide residents and HCV participants with information, referrals, and coaching necessary to become homeowners. In FY 2018 seven families became homeowners, down from 12 in FY 2017. Four families were HCV program participants and the remaining three were public housing families. Prices for single family homes in

Providence continue to increase, making it more difficult for our participants to become homeowners. In addition to providing coaching and counseling to support families becoming homeowners, PHA continues to provide post purchase support to homeowners, including educational programs such as energy efficiency, debt management, and information about resources available to homeowners. PHA expects that five new program participants will become homeowners in FY 2019.

10. Continue to provide security and safety to residents by advocating for more housing unit officers, nourishing community relations, maintaining partnerships with federal, state and local law enforcement agencies, tracking and monitoring crime trends and seeking funding opportunities to support and enhance safety initiatives and methods.

In FY 2018, PHA conducted a needs assessment of its camera system (269 cameras) on the Milestone Camera System that is deployed across PHA. It was determined that several of the rooftop Bridgewave Wireless Radio Links equipment, which drives the Milestone System and part of the PHA's IT, needed to be replaced or updated as they are most at-risk of failing in the near future or had failed. Also, several of the camera recording servers and security cameras in several developments and elevators were found to be in need of replacement; the SHA replaced this equipment using budgeted Capital Program grant funds. PHA has received two awards from the HUD Emergency Safety and Security Capital Program; it is now ineligible to apply for an additional award. PHA continues to explore sources of funding from local, state, federal, and foundation sources that will allow it to maintain existing and expand security cameras in its portfolio.

There was an increase in opioid overdoses in Providence in FY 2018. In an effort to combat this trend, the Safety and Security Department brought training to Department staff, as well as staff from other departments, that was designed to raise awareness of the signs of overdose and how to administer Naloxone; total staff trained was 64 to date. Each trainee received a kit containing two doses of Naloxone. Shortly after the completion of training, a security officer used his training to revive a resident who had overdosed on heroin. In FY 2019, the training will be offered to additional PHA staff, members of the Resident Advisory Board, and resident groups.

In FY 2018, the Security and Safety Department populated its database with additional fields, including fields that allow Department staff to more effectively track No Contact Orders, Protection Orders, and No Trespass Orders to promote the safety of residents and staff. This expanded database allows Security and Management staff to have the same information in the same format. The Safety Director, other key PHA staff, Housing Police Unit members, and Providence Police Department (PPD) supervisors closely review incident reports and PHA crime statistics to note trends and plan for effective, site-based safety measures and crime suppression, intervention and prevention strategies.

The PHA Security and Safety Department logged 263 reported crimes in FY 2018, compared to 210 in FY 2017. In FY 2018, 24% of reported crimes were Part 1 Crimes (category includes murder, rape, robbery, assault, B & E, larceny, and motor vehicle theft) and 76% were Part 2 Crimes (simple assault, stolen property, malicious mischief, weapons offenses, prostitution/vice, other sex offenses, narcotics, gambling, family and children, DUI, liquor violations, disorderly conduct, all other offenses); these percentages mirror last year's figures. It should be noted that there were no murders or rapes on PHA property in FY 2018; in FY 2017, there was one murder and two rapes reported. In FY 2018, 51% of the reported crimes were resolved with arrests on-site. In addition to response to calls concerning crime, the Department responded to 1,873 calls for service in FY 2018; response to calls for service totaled 1,572 in FY 2017. Calls for service figures include safety checks, emergency situations, meeting attendance, and motor vehicle summonses and tags.

The Safety and Security Department welcomes the addition of a grant-funded Victims of Crime Act (VOCA) Community Support Coordinator in the Resident Services Department. PHA has been awarded a one year \$138,566 VOCA grant from the Rhode Island Department of Public Safety to establish a VOCA Community Safety Coordinator to provide direct services to persons affected by crime who reside in PHA developments or participate in the HCV program. The Coordinator will also develop heightened awareness among residents, program participants, and staff of the impact of crime and violence, as well as available prevention and intervention resources in the community. The Safety and Security Department, as well as members of other PHA Departments plan to meet with the Coordinator daily to share information to ensure that she has the information necessary to be

aware of a victim of a crime and to effectively liaise with other PHA Departments, the Providence Police Department, the court system, and appropriate agencies to support the victim and assist in promoting his/her safety.

The Youth and Police Initiative (YPI), coordinated by the Resident Services Department and in its tenth year of operation in FY 2018, continued to build positive relationships between youth and police and expose youth to careers in law enforcement. In FY 2018, PHA conducted two YPI training programs at the Cotting Court and Scattered Site developments, one all male and one coed. Following these trainings, Providence Police and the PHA's Security Department reported an increase in positive interactions with youth and families, as well as parents expressing thanks for the program, requesting assistance in addressing issues with children, and reporting information about safety and crime concerns that enabled law enforcement and staff to take action to protect the community. PHA anticipates conducting two sessions in FY 2019.

The Safety and Security Department will incorporate two new components into its safety and security strategy in FY 2019. PHA will collaborate with the Providence Police Department to develop and deliver a best-practices in policing public housing communities seminar for police academy cadets to both introduce cadets to best practices and dispel myths and stereotypes about public housing residents. PHA will also partner with the Providence Police Department to develop a Police Explorer Program as a follow-up for older youth who participate in the existing Youth and Police Initiative. The program will follow the Law Enforcement Explorer Program that provides career orientation and experience for youth contemplating a career in the field of criminal justice. The program will serve both males and females, ages 14 – 21 and will provide a personal awareness of the criminal justice system through training, practical experiences, and other activities. The program will have a focus on leadership development and fostering trusting relationships between youth and police officers and police and the community.

11. Continue to ensure adherence of legal risk management, safety and insurance best practices as well as maintain the PHA Safety Committee to promote policies to make the PHA a safe and healthy place to live and work.

In FY 2018, PHA assigned one staff member to serve as the PHA's point person for risk management. In FY 2018 a database was created that contains all claims of injury and loss filed by residents, guests and visitors to PHA properties, including the resolution of claims, for a ten-year period. This database serves to identify trends and conditions contributing to injury or loss claims, as well as trends in resolving claims. In FY 2019 the PHA will review the agency's process for reporting, documenting, and responding to injury and/or loss claims filed by residents, guests and visitors to PHA properties and revise procedures and forms utilized for documenting and responding to claims, along with training for staff to implement any new forms or procedures.

The PHA Safety Committee, an interdepartmental group of employees led by the Director of Security continued to meet bi-monthly to review safety information, plan training activity, and develop programming. The Committee conducted safety inspections of grounds and common areas of developments to note any safety issues which require correction.

In FY 2018, all maintenance staff participated in a two-hour, required OSHA safety training. In addition, all foremen participated in a two-day, 10-hour OSHA general safety training that enabled them to apply enhanced safety measures in their assigned properties; the PHA's risk management point person also participated in this training. PHA continued to utilize its maintenance training facility and partnered with Beacon Mutual Insurance, its worker's compensation insurance carrier to provide safety training sessions for facilities maintenance staff.

PHA, FEMA and the Providence Fire Department (PFD) collaborated to design emergency preparedness plans for all elderly developments; this activity was funded by a grant to PHA from the Rhode Island Department of Public Health. In FY 2019, PHA and its partners will begin developing emergency preparedness plans for family developments. PHA also partnered with PFD in

FY 2018 to bring an interactive fire safety and prevention training sessions to all elderly developments. In FY 2019, PHA and the PFD will develop fire safety and prevention training for family developments.

12. Continue to maintain and improve finance procedures to assure regulatory compliance, refine reporting systems (based on the most recent audit review), advance department cross training and improve the newly acquired payroll system.

In FY 2018, the PHA Finance Department received training about developing Administrative Standard Operating Procedures (SOP) manuals. These SOP manuals will be specific to each job description within the Finance and Procurement Department. The first step in developing the Department SOP Manual, conducting an inventory of Departmental tasks by job, has been completed. In the next year, the Department will work to complete a draft of the SOP Manual for all finance positions. In 2018, the Finance Department continued to conduct cross-training of staff to ensure coverage of key functions in the event of staffing changes. In FY 2019, the Department will experience two retirements, including that of the Procurement Officer. In preparation for these staffing changes, the Department will re-assess departmental assignment of duties and make a determination of future staffing needs and patterns. In terms of improving inventory control, the Department is considering consolidating the storage of appliances and other high value items from storage at local PHA sites to the central warehouse and implementing a small tool inventory system to improve the tracking of tools. PHA transitioned to a new payroll system in FY 2018, which has resulted in a more user-friendly tool for the Department and PHA staff in general. In FY 2018, PHA issued RFPs and awarded contracts for audit services, actuary services (OPEB calculation) and defined contribution plan. In FY 2019, the will issue an RFP and award a contract for banking services.

13. Continue to maintain, reorganize and improve the general infrastructure of the organization and ensure compliance with Section 3 requirements.

General Infrastructure: In FY 2018, PHA continued to assess its organizational structure and make adjustments in the assignment of functions to improve efficiency and effectiveness. In FY 2018, PHA's Finance Department conducted an inventory of departmental tasks, examined the assignment of duties, cross-trained staff and began the process of developing a departmental standard operating procedures manual for completion in FY 2019. PHA also revised its procurement policy and transferred supervision of procurement activities from the Facilities Maintenance Department to the Finance Department. After examining the needs of the PHA, the Special Projects Office was transformed into a Strategy and Development Department that supports policy and program evaluation, program and policy development, establishes and fosters partnerships within the PHA and in the community, and secures new funding for PHA initiatives. In its Property Management and Leased Housing Departments, staff teams worked with a consultant to review and make recommendations for revising the ACOP for public housing, the Administrative Plan for the HCV program, and the Action Plan for the FSS program. In the Property Management Department, PHA streamlined forms used across various AMP offices to ensure consistency in procedures and clarity in communication. The Security and Public Safety Department populated its database to better track data and share information across departmental lines. In the Facilities Maintenance Department, staff was provided with ongoing training opportunities that promoted efficiency and safety and the Department developed a specialized Vacancy Reduction Task Force to improve unit turn-around time. In FY 2018, PHA restructured the leadership of the Resident Services Department after the retirement of the Department's long-term Director in late FY 2017 by replacing the position with two Associate Directors. In this model, each Associate Director has a portfolio of programs and staff for which she has primary supervisory responsibility; both Associate Directors work as a team to ensure linkages between Department programming and to the overall mission of the PHA. During this time of transition, Department staff received two important Nan McKay trainings: one was a Family Self-Sufficiency (FSS) training; the other was a case management training. Both training events increased knowledge of best practices that will be applied to standardizing practices for specific programs, as well as for the Department as a whole. For example, a common intake form was developed for the Department that aligned with HUD and other funder requirements. Staff also worked with a consultant from Nan McKay to draft a revised FSS Action Plan; the revised plan will be brought to the PHA Board of Commissioners for approval in FY 2019.

The PHA's IT Department implemented a number of upgrades to equipment and systems in FY 2018 to ensure staff has the necessary tools and technology necessary for effectiveness and efficiency; the Department will implement an upgrade of the agency's software system in FY 2019. One of the most important efforts in maintaining, reorganizing, and improving the general infrastructure at PHA has been an effort to reinforce an appreciation for the shared responsibility of all staff for providing high quality public housing and programs for the community we serve. In the past year, PHA established an inter-departmental project, the *Walk-through Initiative*, in which staff teams, including line staff and managers from different departments, walk properties on a regular basis to view site conditions, interact with residents, and provide a management presence in our housing communities. This Initiative has fostered new understanding among Departments of the critical role each plays in the important work of the PHA and has served to strengthen a sense of unity of mission in accomplishing the goals and objectives of our Annual Plan.

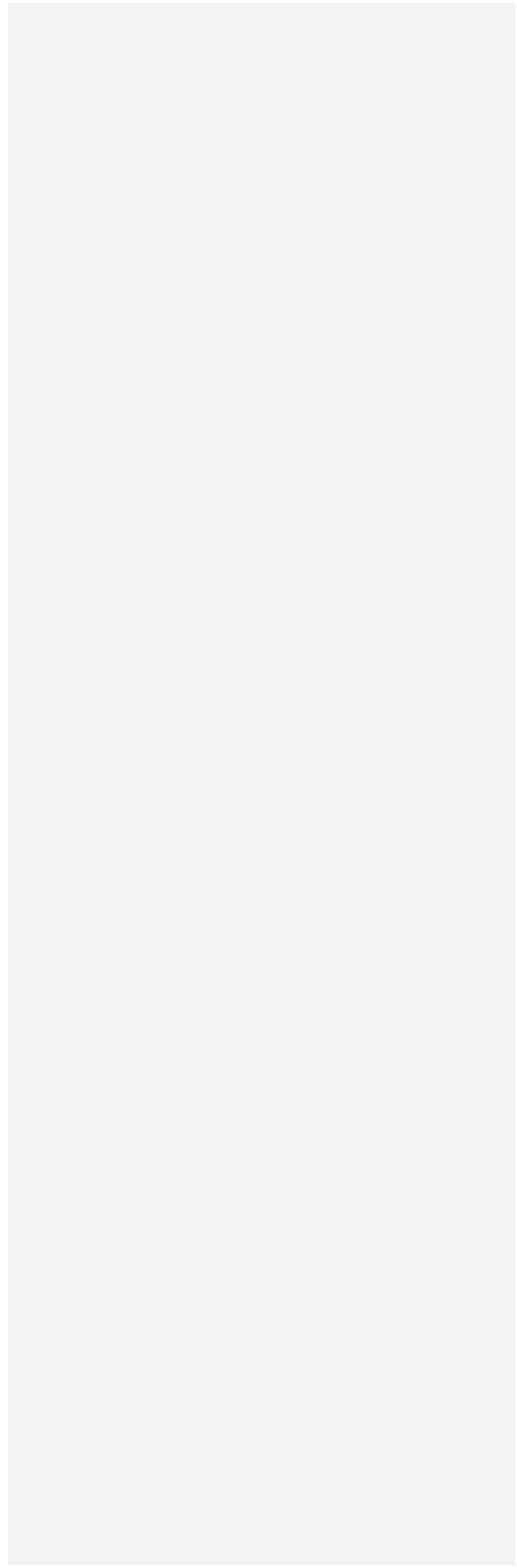
Section 3 Goals: In FY 2018, PHA exceeded its Section 3 Goal of 30% of new hires being Section 3 hires. Of the 42 new hires in the fiscal year, 14 or 33% of new hires were Section 3 hires. In the coming year, PHA will continue to raise resident awareness of employment opportunities by posting all job vacancies on resident bulletin boards, distributing job vacancy information to Resident Advisory Board members, coordinating with the Resident Services Department and the Job Plus Program, and by participating in job fairs geared toward Section 3 eligible persons. In addition to meeting Section 3 goals concerning new hires, the PHA met its goal of having 10% of all contractors being Section 3 contractors. In FY 2019, PHA will pursue new initiatives designed to assist in maintaining Section 3 participation at or above the required percentage of contracting opportunities: 1). Design and deliver an outreach workshop that will acquaint Section 3 vendors and contractors with public procurement process and requirements involving PHA invitations for quotes, bids, and requests for proposals for goods and services; 2). Update an existing database that identified residents who have an interest in specific training programs, as a means of guiding the development of training programs that would produce qualified resident candidates for Section 3 employment opportunities; 3). Explore an initiative in which the SHA would gather information for a database that would identify tenants with skills who are interested in being hired by SHA contractors so that the SHA may provide contractors with access to potentially qualified Section 3 residents; and 4). Explore language for insertion in SHA procurement documents that requires contractors to engage in more defined activities designed to yield and develop more qualified Section 3 hires.

14. Continue (1) to ensure that the PHA computer hardware, software and network are updated and upgraded to maximize operational efficiency, (2) maintain a secure digital environment and (3) provide support and technological tools to employees and residents of the PHA.

The Resident Services GED & ESL Teachers' computers along with 17 Facilities Maintenance (FM) Department computers were replaced in FY 2018 with new Dell OptiPlex 7450 AIO (All-In-One) computers. Since IT technology changes so quickly, our goal (if possible) is not to have any staff computers older than 4 years. Due to the age of the computers, three computers that use the Milestone (Cameras) and Andover (HVAC and Card Access) software were replaced in October with new Dell Precision 3630 computers. Also in FY 2018, two computers located in the Security Office and the remaining computer located in the FM Dispatch office were replaced. In the fall of 2017 MRI Software purchased three Public Housing software vendors, HAB Inc., Tenmast and HAPPY; the PHA was a customer of HAB's - Encompass software. In FY 2018, the PHA decided to upgrade its existing operational software system to MRI software. MRI Software will bring together the best of these software packages, creating a web-enabled platform that will address the needs of PHA. In FY 2019, the PHA's operating software will be upgraded to MRI software, with anticipated improvements in PHA software functionality and operational efficiency. PHA will upgrade its Microsoft Office products to Office 365; the project completion date is January 2019. During the Office 365 upgrade project, user's external email will be moved from Cox Communication to the Office 365 cloud. Also included in the Office 365 upgrade project, PHA will change our Domain to provhousing.org, and change external emails to first letter of first name and full last name. Our Network Backup will be upgraded in FY 2019 and the EMC 2200 Data Domain installed in the Dexter Data Center will be upgraded to an EMC 6300 Data Domain with 32 TB of hard drive space. A Data Domain with the same specifications will also be installed at the Hartford Data Center. The software will be configured so each Data Domain will automatically synchronize the data being backed up to the other Data Center, resulting in off-site backups. Due to instability with our Wireless Network during inclement weather, PHA will be installing Verizon as a backup. Once installed should our Wireless Network fail,

for whatever reason, the Verizon backup will take over and staff will have access to all resources with the exception of cameras that are not installed at that location.

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**Providence Housing Authority
Security Plan
2018**

Table of Contents

Introduction

- Section 1: Security Table of Organization and Equipment**
The Public Housing Unit Officers
PHA Security Dispatch Monitors

PHA High-Rise Security Officers
Security Department Director
PHA Fraud Investigator
Resident Crime Watches
Security/PHU Office and Equipment
- Section 2: General Duties and Responsibilities**
PHA Development Patrol Areas and Responsibilities
Additional Patrol Areas/Developments
- Section 3: Police and Security Deployment**
PHU Officer Patrol Hours and Areas of Responsibility
PHA Security Dispatch Monitor Schedule
PHA Security Officer Schedule
- Section 4: Police and Security Tactics**
PHU and Security Patrol Methods
Tactics Used for Addressing Identified Problem Areas
Security Tactics
- Section 5: Community Relations**
Relationship between PHU Officers and the Residents/Programs
Relationship between PHA Staff and Police/Security Personnel
- Section 6: PHA Staff and Security Guard Training**
PHA Personal Safety and Security Training
Department of Elderly Affairs Security Guard Training Program
- Section 7: Resident Safety and Education**
- Section 8: Goals, Objectives and Performance Indicators**
Maintaining an Acceptable Level of Security
Timely Information Referred to Decision Makers
Image of PHU and Security
Crime Prevention Information
Performance Indicators
- Section 9: Funding Development**
- Section 10: Reporting, Data-basing of Information and Analysis**

Daily Activity Report
Weekly Activity Report
Monthly Managers Report
Fiscal Year Report
Calendar Year Report

Section 11: Supporting Manuals and Reports

PHU & Security Office Operations Manual
Security Dispatch Monitor Operating Procedures Manual
Emergency Operations Manual
Annual Reports

Section 12: Summary

Appendices:

Appendix 1: Security Monthly Management Report
Appendix 2: Primary Daily, Weekly, Monthly & Annual
Duties & Responsibilities
Appendix 3: Staff Primary Duty Descriptions

Introduction

The Providence Housing Authority's (PHA) mission is to provide safe, decent, and affordable housing for its residents. The Providence Police Department's Public Housing Unit (PHU) and the PHA's own security staff comprise the PHA's Security Program. The police and security staff work collectively along with the entire PHA staff to fulfill the agency's mission.

The program primarily provides policing and security services to six family developments, seven elderly/disabled/handicapped high-and moderate-rise developments and 245-units of scattered site housing located throughout the city.

The PHA Developments are located in the following sections of the City of Providence:

- Smith Hill
- Lower South Providence
- West End
- Hartford
- Olneyville
- Wanskuck
- Federal Hill
- Downtown Providence
- Carroll Tower
- Roger Williams
- Coddington Court
- Hartford park
- Manton Heights
- Chad Brown, Admiral Terrace, Sunset Village
- Dominica Manor, Parenti Villa
- Dexter Manor I & II

The Providence Housing Authority has a total of 2,606 housing units citywide, these units being conventional public housing and scattered site single-family and duplex homes. Approximately 6,000 residents are housed in the PHA's developments.

The PHA is dedicated to maintaining a high level of security for the residents of all of the developments. Achieving this involves not only the utilization of the sworn police officers and the PHA security personnel, but also utilizing the entire staff of the PHA and its residents.

Section 1: Security Table of Organization and Equipment

The Security Operation Office of the PHA is comprised of the following entities:

- Providence Police Public Housing Unit
- PHA Security Dispatch Monitors
- PHA Security Officers
- PHA Security Department Director
- PHA Fraud Investigator
- Resident Crime Watches

All of the above components provide an integrated effort to achieve and maintain a high level of security in the developments.

The Public Housing Unit Officers

The PHU Officers are Providence Police Officers who are assigned by the Providence Police Department to patrol the PHA developments and other subsidized housing located throughout the city. This unit is recognized as being expert in addressing the problem of crime in public housing. In the Police Department Table of Organization the 6 officers assigned to this police unit are divided into three teams consisting of two officers per team. These three teams are under the direct supervision of the PHU sergeant.

The 6 patrol officers assigned to the PHU allow for three to four officers to be available for duty daily. Two officers are on day-off status due to the four day on and two day off rotating duty schedule. This unit operates at peak efficiency when there are no fewer than six patrol officers assigned to the unit. When vacancies occur in the PHU they are filled by the police department in a timely manner.

PHU Weekly Duty Schedule (Sample)

Providence Police Department Public Housing Unit Weekly Duty Hours Assignment								
For the week of Sunday 9/10/2006 to Saturday 9/16/2006								
Officers	Sun. 9/10	Mon. 9/11	Tues. 9/12	Wed. 9/13	Thurs. 9/14	Fri. 9/15	Sat. 9/16	
Officer E. Johnston	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	Day Off	Day Off	
FFD Assigned Hours		1700-0100	1700-0100	1700-0100	1700-0100			
PHA Assigned Hours		1300-1700	1300-1700	1300-1700	1300-1700			
Officer D. Murphy	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	Day Off	Day Off	
FFD Assigned Hours		1700-0100	1700-0100	1700-0100	1700-0100			
PHA Assigned Hours		1300-1700	1300-1700	1300-1700	1300-1700			
Officer J. Sarasin	1700-0100	Day Off	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100			1700-0100	1700-0100	1700-0100	1700-0100	
PHA Assigned Hours				1300-1700	1300-1700	1300-1700	1300-1700	
Officer E. Lepore	1700-0100	Day Off	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100			1700-0100	1700-0100	1700-0100	1700-0100	
PHA Assigned Hours				1300-1700	1300-1700	1300-1700	1300-1700	
Officer C. A. Morgan/Kill	1700-0100	1300-0100	1300-0100	Day Off	Day Off	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100	1700-0100	1700-0100			1700-0100	1700-0100	
PHA Assigned Hours		1300-1700	1300-1700			1300-1700	1300-1700	
Officer B. Hill	1700-0100	1300-0100	1300-0100	Day Off	Day Off	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100	1700-0100	1700-0100			1700-0100	1700-0100	
PHA Assigned Hours		1300-1700	1300-1700			1300-1700	1300-1700	
Officer M. Bartley	1700-0100	Day Off	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100			1700-0100	1700-0100	1700-0100	1700-0100	
PHA Assigned Hours				1300-1700	1300-1700	1300-1700	1300-1700	
Officer J. McCreary	1700-0100	Day Off	Day Off	1300-0100	1300-0100	1300-0100	1300-0100	
FFD Assigned Hours	1700-0100			1700-0100	1700-0100	1700-0100	1700-0100	
PHA Assigned Hours				1300-1700	1300-1700	1300-1700	1300-1700	
Officer C. Brown								
FFD Assigned Hours								
PHA Assigned Hours								

The PHU officers maintain a good working relationship with all of the departments in both the Police Department and the PHA. They also maintain a good working, cooperative and coordinating relationship with outside law enforcement agencies such as the Rhode Island State Police, FBI, DEA and the HUD OIG. This relationship goes a long way in

addressing the problems of crime in the developments and addressing the quality of life issues.

The City of Providence and the PHA share in the budgeting of the PHU and the officers. The city is responsible for the payment of the officer's police salaries, benefits, pension plan contribution and the time spent testifying in court. The PHA compensates the officers for hours worked beyond the hours that are paid by the city. When working the additional hours the PHU officers are actually compensated directly by the PHA so, in effect, this is an additional job opportunity for the officers. The officers are compensated at 33% less than they could earn performing "regular" details for the department. The number of hours per week that a PHU officer can work for the PHA is dependant on the PHA annual budget. Historically the officers have usually worked 20 hours per week per officer but budget reductions have had a negative impact on the weekly hours an officer is assigned.

PHA Security Dispatch Monitors

In 2000, the PHA upgraded its security systems and placed into operation cameras and alarms at all ground floor access points of the high-rises, including the main lobby and service doors. In addition, cameras were installed in elevators, community rooms, laundry areas and at strategic locations on the exterior of the buildings with the specific intent to monitor the parking lots. Card access readers were also installed with individual access cards being issued to the residents and staff.



Central Security Dispatch Monitor Station

As part of this upgrade, a centralized monitoring system was installed in the PHU/Security office located in the high-rise at 335 Hartford Avenue. Two Security Dispatch Monitors, along with Facilities Management Dispatchers, monitor this system 24 hours per day, 7 days a week. A secondary (backup) system was also installed in the Facilities Management Dispatch Office to allow for those PHA Facilities Management Dispatchers to also monitor the security system. Since initial installation, the system has been upgraded and expanded to the family developments. Over 230 cameras authority wide are now in use monitoring PHA properties and high-rise buildings.

In addition to monitoring the security system, the Dispatch Monitors are also responsible for conducting criminal background checks on resident applicants, processing of access cards, data-basing security and police activity, and general administrative duties. They also serve to dispatch the PHU officers and PHA security personnel to calls for service or to contact the regular Police Department to respond for a call for service should the PHU officers be off duty or unavailable. The Dispatch Monitors will also notify fire/rescue services if needed.

Security Dispatch Monitor Weekly Duty Schedule (sample)

**Providence Housing Authority
PHA Security Monitor
Weekly Duty Hours Assignment**

For the week of Sunday 9/10/06 to Saturday 9/16/06

Monitors	Sun. 9/10	Mon. 9/11	Tues. 9/12	Wed. 9/13	Thurs. 9/14	Fri. 9/15	Sat. 9/16
Michael Durand	0000-0800	0000-0800	Day Off	Day Off	0000-0800	0000-0800	0000-0800
						Cover FMA	Cover FMA
Regina Perreault	Day Off	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	Day Off
James Lynch	1600-2400	1600-2400	1600-2400	1600-2400	Day Off	Day Off	0800-1600
							Cover
Elizabeth Perreault	Day Off	Day Off	0000-0800	0000-0800	1600-2400	1600-2400	FMA Dispatch 1600-2400
			Comp Day				
FMA Dispatcher	0800-1600						
	Rigby						

Shifts: The actual first shift of the day is the 0000-0800 shift.

PHA High-Rise Security Officers

The PHA established a security force in 1991. The PHA Security Force currently is staffed by 9 full-time (40 hours) uniformed security officers and 2 part-time (24 hours) uniformed security officers. Staffing levels are subject to change depending on circumstance, need and funding availability. These uniformed security officers, who are unarmed and have no arrest powers, patrol the PHA’s elderly/disabled high-rise buildings. The PHA Security Officer hours are dependent on the hours that are identified as being, or potentially being, the most active.

In 2017, the PHA’s full-time Security Officers became a certified, collective bargaining unit called “The Providence Housing Authority Security Guards” under the Rhode Island Laborers Union, Local 1217.

PHA Security Weekly Schedule

PROVIDENCE HOUSING AUTHORITY HIGH-RISE SECURITY PROGRAM							
	WEEKLY DUTY SCHEDULE						
	SUN	MON	TUE	WED	THUR	FRI	SAT
	9/10/06	9/11/06	9/12/06	9/13/06	9/14/06	9/15/06	9/16/06
Dexler Manor 71	4pm-12mid FERRELL 12am-8am KOHLOFF	8am-4pm T. GREEN 4pm-12mid PORTER 12am-8am KOHLOFF	8am-4pm T. GREEN 4pm-12mid PORTER 12am-8am KOHLOFF	8am-4pm T. GREEN 4pm-12mid PORTER 12am-8am KOHLOFF	8am-4pm T. GREEN 4pm-12mid PORTER 12am-8am KOHLOFF	8am-4pm T. GREEN 4pm-12mid PORTER 12am-8am BUZZELL	4pm-12mid BUZZELL 12am-8am FERRELL
Kilmartin Plaza 72	7pm-2am WYNN	7pm-2am WYNN	7pm-2am WYNN	7pm-2am WYNN	7pm-2am WYNN	7pm-2am NAH	7pm-2am NAH
Carroll Tower 73	7pm-3am D. PERREAULT	7pm-3am BUZZELL	7pm-3am BUZZELL	7pm-3am D. PERREAULT	7pm-3am D. PERREAULT	7pm-3am D. PERREAULT	7pm-3am D. PERREAULT
Parenti Villa 74	6pm-2am AGGREY	6pm-2am AGGREY	6pm-2am FERRELL	6pm-2am FERRELL	6pm-2am AGGREY	6pm-2am AGGREY	6pm-2am AGGREY
Dominica Manor 75	6pm-2am NAH	6pm-2am CUFFEY	6pm-2am CUFFEY	6pm-2am CUFFEY	6pm-2am CUFFEY	6pm-2am CUFFEY	6pm-2am PAGAN
Harford Tower 76	4pm-12mid	4pm-12mid	4pm-12mid PAGAN	4pm-12mid PAGAN	4pm-12mid PAGAN	4pm-12mid PAGAN	4pm-12mid
Supervisor & Harford	4pm-12mid MEYERS	4pm-12mid MEYERS	4pm-12mid	4pm-12mid	4pm-12mid MEYERS	4pm-12mid MEYERS	4pm-12mid MEYERS
Details			45-47 Barbara St 7:30am PORTER	45-47 Barbara St 7:30am PORTER Parenti Villa Buzzell 8am-4pm Meyers 12noo-8pm	45-47 Barbara St 7:30am BUZZELL	45-47 Barbara St 7:30am BUZZELL	

Hrs: Cuffey 40 T. Green 40 Pagan 40 Kohloff 40 Porter 40 Hch 22 Aggrey 40 Meyers 40 Wynn 35 Buzzell 32 D. Perreault 40 Ferrell 32

Security Officers are recruited, trained and supervised by the Security Department Director, and the PHU officers. All Security Officers must have successfully completed a criminal background check.

Security Officers provide approximately 300-400 hours of service weekly. The amount of hours that are worked by the Security Officers depends on the need and the annual budget.

The Security Officers are in direct radio communication with the Security Dispatch Monitors, the Facilities Management Dispatcher and also the PHU Officers. This allows for the Security Officers to receive immediate advice or assistance if needed.

While on duty, the Security Officers are responsible for patrolling buildings that they are assigned to, as well as the parking areas. The officers complete and submit a written security report that is used to inform management of any problems that occurred in the building. In addition, that information is reviewed by the Security Department Director and is data-based by the Security Dispatch Monitors. Any incidents that need immediate attention are e-mailed directly to the respective manager or other PHA staff.

Nighttime Security Supervisor

Providing afternoon, evening, and weekend coverage of the Security Monitors, the Supervisor provides training and guidance to PHA Security and PHU Officers and acts as a liaison between the two entities. The Supervisor generally works four days per week on a 2 PM -midnight shift. They are a member of the PHU, but are paid directly by the PHA.

Security Department Director

Responsibilities of the Security Department Director include: scheduling and administrative oversight of the security program, maintaining and updating all records and other data related to police/security activity and operations in the PHA developments. This information is updated on a daily basis. The information generated is compiled in a PHU weekly police/security activity report, a monthly report, a fiscal year report and also a calendar year report. On a monthly basis the Director attends the PHA staff meeting where security problems and possible solutions are discussed.

The Director periodically attends management and resident meetings to discuss security concerns. There is close coordination between the Director and department directors to maintain and insure that new or future security measures will be effective. This is especially true for the education of residents (Community Services), lighting and security systems (Facilities Management).

The Director has the responsibility to insure that the PHA is in compliance with the Department of Elderly Affairs mandates related to resident safety and safety education in the elderly/disabled/ handicapped high-rises. This includes training of the security officers and the maintenance of the management files.

PHA Fraud Investigator

The PHA Investigator is responsible for investigating fraud related complaints in both the PHA developments and Section 8/Leased Housing. The PHA Fraud Investigator is a retired Providence Police Officer with PHU experience. The Investigator coordinates his investigations with numerous agencies such as the HUD OIG, Department of Human Services and the US Attorney's Office as well as the PHA Senior Staff and management offices.

Resident Crime Watches

Over the years several resident crime watches have been organized in both high-rise and in the family developments. They are resident-lead activities with PHA providing technical assistance as needed. The PHA will assist in organizing a crime watch if and when requested.

Security/PHU Office and Equipment

The PHU police and the PHA security operations main office is located at 335 Hartford Avenue, a PHA high-rise located in Hartford Park. This office/sub-station serves as a base of operations for the PHU officers, the PHA Security Dispatch Monitors, the PHA Security Officers and the Security Department Director and the Fraud Investigator.

There are a total of six (6) computers located in this office. These computers and their uses are as follows:

- **The Security Main Station Computer.** This computer, installed by the PHA and located at the monitor's station, monitors the cameras located in the high-rises and the family developments. There are 7 screen panels from which a total of 230 cameras can be viewed at the same time.
- **Secondary Camera Station Computer.** This computer, installed by the PHA and located at the monitor station is utilized as a general work station computer. This computer also contains the entire access card database.
- **PHU Police Area.** There are two computers located in the police sub-station area. One of the computers was installed and is maintained by the Providence Police Department. This computer is utilized by the officers to complete their police reports and also to obtain copies of police reports when needed. The PHA security staff also utilizes this computer for conducting preliminary criminal background checks through the FBI data-base on all resident applicants using the **HOUSING** code instead of the **CRIMINAL Code**. The second computer was installed by the PHA for use by the officers as a general workstation computer.

This computer serves as an access point for the officers to various PHU/PHA Activity Reports, activity data-bases and frequently used police forms.

- **The Security Department Director's Office.** There are two PHA computers located in the Director's office. Both are utilized as general workstation computers that are linked to the necessary PHA files and databases.

There are also four printers for the computers and a printer used expressly for the production of the access cards.

Fingerprinting Station

A fingerprinting station is located in the PHU/Security Office. This fingerprinting station is used to fingerprint resident applicants after a preliminary criminal background check indicates that there is a criminal record on file with the FBI. The fingerprints, once taken, are sent to First Advantage, a recognized channeling agency, and after review are sent to the FBI for processing. The FBI reviews the fingerprints and any arrest information associated with the person indicated on the fingerprint card is sent directly to the PHA for review.

Police Vehicles

The police vehicles assigned to the PHU consists of one older Chevy Impala and two newer Ford Explorers. The police department also assigns other police vehicles to the PHU for use by the PHU officers. All of the PHU vehicles are equipped with department issued laptop computers which enables the officers access to NCIC/NILETS for warrant checks and DMV information and also the police department reporting system.

Section 2: General Duties and Responsibilities

The PHU officers have the duty and responsibility to patrol all of the PHA family developments, high-rises and scattered sites, as well as to address the problems of crime at specific locations. The PHU officers also assist in the training and supervision of the PHA security officers.

The patrol area of the PHU is quite extensive due to the number of PHA family developments, high-rises and scattered sites located throughout the City. Each type of development has problems that are particular to them and require specific strategies to address them. Six of these elderly/disabled developments are high-rises and are patrolled by the PHA security officers and are linked to the PHA security camera/alarm system.

PHA Development Patrol Areas and Locations as follows:

- | | |
|------------------------------|-------------------------------------|
| • Hartford Park | Hartford neighborhood |
| • Manton Heights | Olneyville/Manton neighborhood |
| • Chad Brown/Admiral Terrace | Wanskuck neighborhood |
| • Sunset Village | Wanskuck neighborhood |
| • Codding Court | West End neighborhood |
| • Roger Williams | Lower South Providence neighborhood |

The PHA High-Rise Area and Locations are as follows:

- | | | |
|-----------------------|------------------|-----------------------|
| • Dexter Manor I & II | 100 Broad St. | Downtown neighborhood |
| • Kilmartin Plaza | 160 Benedict St. | West End neighborhood |

- | | | |
|------------------|-------------------|----------------------------|
| • Parenti Villa | 25 Tobey St. | Federal Hill neighborhood |
| • Dominica Manor | 100 Atwells Ave. | Federal Hill neighborhood |
| • Carroll Tower | 243 Smith St. | Smith Hill neighborhood |
| • Hartford Tower | 335 Hartford Ave. | Hartford Park neighborhood |

Scattered Site Patrol Areas:

The PHA scattered sites are located throughout the City.

Additional Patrol Areas/Developments

Over the years PHU assistance has been requested by other privately-owned housing developments and high-rises in the city. This is due to the known expertise of the PHU in addressing problems particular to these types of housing developments. Developments requesting assistance provide funding as contributors to the PHU “extended coverage” budget, through the PHA. Some of the housing developments that have requested PHU patrol assistance or technical assistance in setting up their own security protocols include: Lockwood Plaza, Sutterfield Homes, Wiggin Village, and Williams Woods which all have PHA Section 8/Leased Housing tenants.

Section 3: Police and Security Deployment

The PHU, PHA Security Dispatch Monitors and the PHA Security Officers provide security at different times of the day. There is some form of security coverage throughout a day, that coverage being provided by one or more of the previously mentioned police/security entities. The PHA Security Director is responsible for overseeing the scheduling and deployment of the police/security personnel to insure that the needs of the residents are satisfied and that the identified high problem times are adequately covered.

PHU Officer Patrol Hours and Areas of Responsibility

The PHU officers are assigned to work 8 hours per day on their regular city time and work schedule and then, on average, 4 additional hours on PHA extended coverage time. This provides for a total of 12 hours per day of police coverage, availability and visibility. All PHA hours are assigned to be worked before the police department scheduled hours. For instance, the if the police department scheduled hours are 5:00pm to 1:00am (8 hours), than the PHA hours assigned to the officers would be 1:00pm to 5:00pm (4 Hours). The actual number of hours assigned to work for the PHA is dependant on the budget status of the PHA. There have been periods where the PHU officers have worked more hours on PHA time and there have also had to be less hours assigned due to budget constraints.

The 6 PHU officers are divided into 3 teams consisting of two officers each. The 3 teams are assigned to the following developments:

- Hartford Park and Manton Heights area
- Codding Court and Wiggin Village and Roger Williams
- Chad Brown, Admiral Terrace & Sunset Village

Each of the teams patrol area is located in one of the nine police patrol districts in the City, the district assigned being dependant on the location of the housing developments to be patrolled. PHU officers can respond to calls at public and private housing locations that are located outside the boundaries of their assigned districts. Since 2012, there has been a sergeant assigned to the PHU as overall “Officer in Charge” of the PHU team and

they work closely with the Security Director to provide appropriate strategic interventions, patrol plans, training, etc. for the PHA.

PHA Security Dispatch Monitor Schedule

There are two PHA Security Dispatch Monitors that are assigned the duty of monitoring the security system. The Security Dispatch Monitors are also cross-trained in the duties of the Facilities Management (FM) Dispatchers. The security system is monitored 24 hours a day 7 days a week by the Security Dispatch Monitors and by the FM dispatchers. The scheduling of the Security Dispatch Monitors requires that during several shifts during the week FM dispatcher monitor the system from their location.

The Security Dispatch Monitors are scheduled to work the following shifts:

- 0800-1600
- 1600-2400

In an effort to be cost effective, should a Security Dispatch Monitor call in ill or be on vacation the Facilities Management Dispatcher will monitor the security system from their office location. Should a Facilities Management Dispatcher be out sick or on vacation, the Security Dispatch Monitor performs their duties from the Facilities Dispatcher office and monitors the security system from that location.

PHA Security Officer Schedule

The duty hours for the PHA Security Officers are determined by location. The number of hours provided is also influenced by the PHA budget and funding from outside sources such as the Department of Elderly Affairs and the City of Providence. The security officers are scheduled to patrol the high-rises during the identified heavy traffic times and/or the times determined to pose the most risk. Generally, with the exception of Dexter Manor, there is no day coverage assigned to the high-rises. This is due to the presence of management and staff on site during those hours.

Section 4: Police and Security Tactics

Various methods and tactics are used to address the problems of crime in the developments. These methods involve traditional policing practices, community policing tactics and also tactics that have been devised by the PHU officers to address problems. Any tactic used must have the approval of the police department and also the PHA to insure that they are tactics that are receptive to the residents of the developments, effective and operate within the legal guidelines for law enforcement.

PHU and Security Patrol Methods

The PHU officers practice two methods of patrolling the family developments and high-rises. These methods are mobile/vehicle patrol and foot patrol. Mobile patrol is the norm due to the extensive area that has to be patrolled by the PHU. Foot patrol is utilized to access those areas not easily accessible by vehicle or viewed from a vehicle and also areas/developments with high activity. The PHA security officers patrol from a fixed location during the 4pm to midnight shift, which is the individual high-rise that they are assigned to patrol. The midnight to 8am shift is patrolled utilizing a Security vehicle, this being a roving patrol. Visual patrolling is also conducted by the Security Dispatch Monitors through the use of the cameras located in all the high-rises and family developments.

The PHU officers practice random patrolling throughout the developments. If there is an identified problem in a development or area of a development it is patrolled more frequently. Patrol hours vary and are dependant on the police department designated hours with the PHA extended hours of coverage attached. Historically the police department hours and the PHA hours have allowed for a minimum of 12 hours of coverage per day. The Elderly/Disabled High-Rises are patrolled by the PHA Security officers. Most buildings have 8 hrs of security daily with Dexter Manor having 24-hour coverage on weekdays and 16 hours of coverage on weekend days.

Tactics Used for Addressing Identified Problem Areas

There are four tactics that are used by the PHU in addressing problems and they are as follows:

- ***Zero Tolerance:*** The problem area is identified and an increase in police visibility is implemented. The strict enforcement of all laws, city ordinances and traffic regulations is utilized to convey the message to the people responsible for the problem that all infractions of the law, including minor infractions, will not be tolerated. Historically this type of operation will result in the problem being greatly reduced or completely eliminated.
- ***Use of Outside Enforcement Agencies:*** The assistance of the Narcotics Division and the Detective Division of the Providence Police Department are used in addressing situations that require the specialized services of these Divisions and other specialized units of the department. This assistance is needed in order to be effective against narcotics and such serious cases such as murder and other major crimes committed in the developments. The PHU also works closely with other outside law enforcement agencies such as the Rhode Island State Police, the FBI, ATF and the HUD Office of Inspector General. Periodically the PHU and the PHA will become involved in long term crime suppression operations, especially pertaining to drugs, with these various agencies. Some of these crime suppression operations have required the use of PHA assets such as a vacant unit to be utilized for the length of any related investigation. The PHA staff would follow the proper procedure with HUD in order to utilize any vacant, PHA units to conduct such operations by complying with the approval, usage and documentation guidelines as set forth in the United States Department of Housing and Urban Development's Notice: PIH-2011-7 (more specifically subcategory: Special Use: Anti-Drug/Crime). These tactics of operations have proven to be very effective in reducing crime in the past.
- ***Referral of Information to Management:*** It has been the practice that the information and reports on any person arrested in any of the developments is immediately referred to management for follow up action. Depending on the seriousness of the offense management will decide on what action is to follow. One practice is the issuance of a No Trespass Order issued by management when a non-resident is arrested in a PHA development, especially for a serious offense.
- ***Monitoring of a Problem Area:*** After the problem has been reduced or resolved the officers continue monitoring the problem area to ensure that the problem does not return. Management and residents are informed that if they see the people responsible returning to the area to notify the police immediately so the situation can be quickly addressed before it becomes a major problem again.

Security Tactics

The security tactics are very basic, yet effective. The security officers are assigned to work in their designated high-rises during the hours that are identified as being the most at risk. Those hours are usually during the hours that the management and staff assigned to that building are off duty. The only exception to the rule is Dexter Manor. Due to the fact that the administration offices for the PHA are located in that building, a guard is required to be on duty weekdays 8am-4pm for traffic and parking control. Dexter Manor also requires a midnight to 8:00 A.M. shift due to heavy activity in that building post-midnight.

The security officers are primarily stationed in the main lobby of the building, conducting periodic patrols of the upper floors, stairwells and parking lots. A roving security patrol is the practice for the midnight to 8am shifts. In addition to the security officer coverage, the high-rises each have cameras installed that are linked to the PHA Security Dispatch Monitor Central Station. These cameras are viewed 24 hours per day by the monitors.

Should a situation arise that requires an increase in security coverage for a particular building, that need is addressed and the officers needed to address the situation will be assigned.

Section 5: Community Relations

The ability to maintain strong community relations is mostly determined by the attitudes of both the police and the residents. The primary mission of any police officer or department is the detection and suppression of crime and the identification and apprehension of criminals. The more the community assists and supports the police, by reporting crimes and assisting in identifying those engaged in criminal activity, the quicker most of the problems of crime in that community will be addressed and reduced. Trust is a major ingredient needed to establish a good solid relationship between the police and the community.

Relationship between the PHU Officers and the Residents

The PHU is basically a Community Policing orientated unit. As an example, the officers that patrolled public housing in the early 1970s were in fact called Community Protection Officers.

The PHU "sells" itself to the residents by its ability to act on a problem quickly and efficiently due to the fact that the criminals are easily identifiable to the PHU officers. This ability reflects the officer's knowledge of the criminal element that frequents the developments, as well as their relationship with the good, law abiding residents. This knowledge decreases the chance of a good tenant from being mistaken for a criminal and, thus, being insulted by the actions of the police. Many times the police will conduct an operation in a high crime area and consider everyone in the area a suspect. This obviously places a strain on community relations between the police and the community.

The overall relationship between the PHU officers and the residents of the housing developments appears to be one of trust. There are several reasons this relationship exists. The primary reason is due to the length of time some of the PHU officers have been assigned to the PHA developments. Because they have spent so much time in one place, they have the ability to establish relations with the residents. The PHA Security night supervisor is a retired PHU officer beginning his career as a Community Protection

Officer in 1972. He had been assigned to the PHA developments for his entire career as a police officer. Historically the majority of officers that have been assigned to the PHU remain with the unit for an average of 5 years and some even longer. The primary reason for an officer to leave the unit is promotion within the police department. For instance, if a PHU officer takes the sergeants exam or the detective exam and successfully completes the process, that officer will be transferred from the unit upon promotion to that rank/specialty. Also some of the officers have transferred from the PHU to other police department specialized units such as the narcotics division. It is actually a good thing that some of the PHU officers move on to other areas of the department. It allows for officers who are thoroughly indoctrinated in policing public housing tactics to spread that knowledge throughout the department and the area of the department that they are currently assigned.

The relationship between the community and the officers becomes extremely important when incidents involving the police show them in an unfavorable light. The instances would normally place a strain on the general relationship between the police and the community. The PHU officers have never hesitated to explain or discuss controversial police actions with the residents and in effect engage in an exchange of views and opinions. Most of these exchanges are informal but are usually a learning experience for both the police and the residents. An example of this trust and relationship came to light during the rioting in L.A. due to the Rodney King incident. It was unknown if these problems would spread to the major cities across the country, including Providence. However, during the height of the rioting, several of the resident youth of Hartford Park entered the police substation and while watching the rioting taking place in L.A. actually engaged in open conversation with the officers discussing the Rodney King incident and the resulting rioting. To assist in reinforcing the relationship between the PHU officers and the residents, especially the youth of the developments, the officers periodically organize hot-dog roasts during the summertime along with other youth orientated events. At other times, during the Thanksgiving holiday season for instance, the officers distribute food baskets to the more needy families. The baskets are solely donated by the PHU officers. During Christmas season the PHU officers also seek toy donations to distribute to the children of the developments.

A PHU Sponsored Hot-Dog Roast In A Family Development



It should be noted that due to the relationship with the residents, many have voluntarily furnished information pertaining to criminal activity. This information has greatly assisted the officers in their effort to combat crime in the developments. The PHU has also established a reputation in the developments that the officers will go that "extra mile" to assist a resident who is in need of advice, help or any other type of assistance.

Providence Housing Authority, Public Housing Unit, and Providence Police Department Involvement in Community-Based Strategies in Policing



The **Youth & Police Initiative (YPI)** is a community-based intervention strategy intended to bring positive changes in the relationship between at-risk youth and the police officers. YPI facilitators engaged youth and officers in an interactive program that sought to prevent gang involvement, reduce crime, and limit delinquency among city teens. The program aims to enlighten officers of adolescent development, increase their knowledge of urban socialization issues, and to improve communication strategies when

interacting with local youth. For youth, the program teaches conflict de-escalation skills and leaves youth with a greater understanding of the responsibilities and challenges faced by police officers.

In order for the PHA to also address preventative efforts to prevent crime, the PHA decided to partner with the North American Family Institute (NAFI) and PPD to bring the Youth & Police Initiative (YPI) to the PHA community. Since then, the PHA has run numerous YPI trainings affecting numerous PHA youth (male and female) and 70 police officers. This program's successful outcomes and wide-spread press was enabled by long-term, successful partnerships and aligned visions with various local and state policing agencies.



The YPI program led to NAFI's **Youth Leadership Program (YLA)** designed as the more intense "next step" for YPI graduates that involved leadership, conflict resolution and civic engagement activities that will better prepare them for becoming positive role models and achieving their career goals and job readiness. This program has also exhibited major successes and strides in our PHA youth community and police officer relationships.

Youth Programs such as the Youth Police Initiative and Youth Leadership Academy have proven to assist in cementing a good relationship between the "cops and the kids". The continuation of such programs requires funding so the PHA's Security Operations, Resident Services Department and Executive Office will actively search for additional funding opportunities to continue/expand these vital programs within the PHA developments and Providence community.

**It is important to note that as these programs are in place mainly in our largest family development, Hartford Park, an overall decrease in arrests has been observed since these programs were initiated.*

Relationship between PHA Staff and the Police/Security Personnel

The relationship between the officers of the PHU and the PHA staff is well established. Through the combined efforts of the PHU officers, and the PHA, the quality of life for the residents has substantially improved. This was mostly attained through the constant exchange of information between the PHA and PHU, and the ability to address the problems together as a team. Over the years the PHU and its officers seem to have become excepted members of the PHA family.

Section 6: PHA Staff and Security Guard Training

The PHA has recognized that awareness is a key element in the detection and prevention of criminal activity. All staff members of the PHA, regardless of job assignment, are trained in the methods and tactics used to detect and prevent crime. The following are two examples of the type of training provided to PHA employees to assist them in keeping safe in the workplace. There are other forms of training also made available with the same purpose in mind.

PHA Personal Safety and Security Training

Periodically all employees of the PHA are scheduled to attend the PHA Personal Safety and Security Training. The goal of this training is to not only emphasize awareness of crime detection and prevention tactics, but to also define what crime actually is, its impact and the threats posed by the criminal element. The topics and sub-topics discussed during this training are as follows:

- Crime Detection and Prevention
 - Types of crime
 - Who profits from crime?
 - What crimes do you fear most?
 - How to prevent being a victim of crime
- Types of Weapons
 - Different types of weapons
 - Rhode Island weapons laws
 - PHA Weapons Policy
- Violence in the Workplace
 - Who may be at risk and why?
 - Intervention procedure
 - Post-Incident procedure
 - Entering apartments
 - Working on the grounds
 - Licenses
 - Vehicle safety
- Tactics and Tips to Assist in your Safety and Security
 - Principals of survival
 - Six major concerns of personal safety
 - Cover and concealment
- Planning Defensively
 - Security in the home
 - Security in the neighborhood and about
 - Security at work
 - Security measures when traveling locally
 - Security measures when traveling long distance and abroad
- Terrorism
 - Definition of terrorism
 - Terrorist group categories

- Types of terrorist attacks
- Prevention measures
- Evacuation or Basic Bug Out Bag

This training, presented with the use of a PowerPoint presentation and the use of various training aides, is conducted by the PHA Security Director of the PHA or designee. The Security Director utilizes his police experience and training, along with his knowledge of the PHA and recent research and data trends, to keep this training as realistic and updated as possible.

Department of Elderly Affairs Security Guard Training Program

The PHA was the designated agency that provides training specifically addressing the needs of security officers that are assigned to patrol high-rises. The PHA produced a *Security Officer Manual* and a training program for all security agencies/officers assigned to PHA high-rises.

This training is an eight-hour course where, at the end of the training, a 20 question exam is given to the trainees.

The training topics discussed at these sessions addresses the following:

- Participating agencies
- Training concept
- DEA Rules and Regulations Governing Security for Housing for the Elderly
- Security procedures
- First aid

The Security Procedures section specifically addresses topics such as:

1. Security Regulations and Procedures
2. Techniques of patrol
3. Communications
4. Crime Prevention
5. Alarms
6. Bomb Threats
7. Emergency Procedures and Fire Control
8. Dealing With Difficult Situations & Crimes Against the Elderly
9. Laws and Evidence
10. Theft and Pilferage
11. Use of Public Areas
12. Doors, Hallways and Other Property
13. Monitoring
14. Safety Procedures
15. Report Writing
16. Uniform, Grooming and Appearance
17. Public Relations
18. General Sensitivity

The Rhode Island Department of Elderly Affairs no longer requires the training as a security guard requirement however the PHA continues to train its security officers to this standard.

Additional Training

Periodically, the PHA will offer trainings on relevant topics pertaining to current events or concerns. Examples of these training topics include: Naloxone Interventions and Preventing Opioid Overdose, Active Shooter Training, etc. The ability to offer these opportunities is budget dependent but allows the PHA to remain flexible in its provision of professional development to its staff and the security team members.

Section 7: Resident Safety and Education

The PHA takes an active part in the safety, education and training for the residents of all PHA developments. New residents at orientation are instructed in the different methods to call the police, particularly the PHU officers should they need police assistance.

These new residents are instructed to contact the police in the following manner:

- In an extreme emergency dial 911
- The telephone number for the Providence Police is 272-1111
- After dialing 911, or the police department, and giving the necessary information the residents are instructed and encouraged to call the PHA Security Dispatcher at 421-6980
- If a tenant needs to speak with a PHU officer for advice, information or a non-emergency that can contact them at their office telephone number, also 421-6980.

Residents are especially encouraged to call the PHA Security Dispatcher to report suspicious activity and/or quality of life problems. The PHU officers will usually receive these non-priority calls in a more timely fashion from the PHA dispatcher than from the police department dispatcher.

At the family sites the youth are given instruction on fire safety, which is presented by a representative of the Providence Fire Department.

In the elderly high-rises the PHA Safety Committee organizes and presents at least two security/safety presentations per year. These presentations instruct the residents on individual security, building security and fire safety.

Over the years various agencies, such as the Attorney Generals Office, have given presentations in the high-rises. These agencies provide this training when their agencies deem the training as necessary.

Section 8: Goals, Objectives and Performance Indicators

The Providence Housing Authority's Strategic Plan lists all the PHA goals and objectives by department or function. The security section of the Strategic Plan incorporates the security departments' goals and objectives. The following topics are what the PHA and the security department considers the most important goals and objectives to achieve and maintain.

Maintaining an Acceptable Level of Security

A primary goal of the PHA is to maintain an acceptable level of security in both the high-rises and the family developments.

In the **high-rises** security services are provided by both the PHU officers and the security staff. The PHU officers are responsible for responding to calls for service from the high-rises. The PHA Security Officers are assigned to patrol the high-rises, usually when management and Facilities Management staff that are assigned to that building are off duty. The hours patrolled by the Security Officers is determined by the known high incident hours and also the heavy visitor traffic times. The Security Dispatch Monitors also keep the building under camera surveillance 24 hours per day.

The **family developments** are patrolled by the PHU officers, on average 12 hours per day. The officers are assigned to patrol the hours that have been identified as having the most problems. To be effective and to maintain an adequate level of police visibility and availability there should be no less than eight officers assigned by the police department to the PHU. It has been recognized by the PHA and the police department that police visibility is a key element in both resolving issues of crime and prevention of crime. As mentioned previously the police department compensates the officers for 8 hours per day, while the PHA compensates the officers for the additional 4 hours per day. The staffing of the PHU and the daily hours of coverage is determined by staffing issues within the police department and budgetary issues for the PHA.

Timely Information Referred to Decision Makers

There is a strong partnership between the PHU officers, the security and PHA staffs, especially the management staff. The information contained in the police and security daily reports are placed in a database and a weekly report of all police and security activity is produced and sent, via e-mail, to selected PHA staff. The weekly reports serve to alert staff about problems, or potential problems, which exist in their developments. These staff members can then decide what action to take to assist the police and security in finding a resolution to the problem. If a serious incident takes place, all of the information pertaining to that incident is immediately delivered to the select staff in order that the particular problem can be addressed without delay.

The Security Department Director attends the monthly senior staff meetings where there is an opportunity involving all departments to discuss problems. The Security Department Director is in constant contact with the Executive Director, Deputy Director, department directors and other staff in an effort to address an identified or potential problem while that problem is still manageable.

Image of PHU and Security

The police officers of the PHU practice a form of policing that utilizes both conventional and traditional policing tactics and community policing tactics. This form of policing has been successful and appears to have satisfactorily addressed both the needs of the staff and the residents of the developments. Since many of the PHU officers have served in the unit for a lengthy period of time, they are thoroughly familiar with the residents and in most cases with those residents with particular problems or needs. The image that the PHU strives to promote is that the officers are approachable and that they will take that extra step to address a problem. The goal is to address the problem of crime successfully, but by not being invasive when dealing with the good, law abiding residents. For instance when a development is experiencing a problem the PHU officers have the ability to move into that area and address the problem swiftly due to their ability to focus on the problem causers. This is due to the fact that the officers know the good people, many of whom actually furnish the officers with information, and don't waste time stopping them. This has the additional benefit of establishing and maintaining good community relations.

The PHU officers sponsor annually hotdog roasts in all of the developments. These roasts provide an opportunity for resident youth and adults to interact with the PHU officers in a relaxed atmosphere. The PHU officers have also distributed Turkey Baskets to needy residents during that holiday and toys to the children of the developments during the Christmas Holiday.

Realistically, it is the day-to-day contacts that promote the image of the PHU officers. Accessibility to the officers and their positive and courteous demeanor and attitude when dealing with the public is the key ingredient in promoting a positive image.

Participation in both the YPI and YLA Programs assist with the relationship between the PHU, police district officers and the resident youth.

The security staff, who are actually supervised by the PHU officers, follow the same model and that has in effect helped to insure the success of the security program.

Crime Prevention Information

The most effective means to prevent crime, or reduce the incidents of crime, is to assist the staff and residents in recognizing problems or potential problems and to insure that they have the ability to report their suspicions. The PHA staff has been trained in recognizing crime and criminal activity through their attendance of the *PHA Personal Safety and Security Training* session. The security officers receive the same level of training during the Department of Elderly Affairs mandated training which the PHA sponsors.

The residents are given crime prevention training during the Preparation for Community Living, which they are required to attend during their initial move-in period. The police officers of the PHU visit all developments regularly and alert the residents to problems taking place in the area. That information is mostly distributed on a one-on-one informal basis periodically at a formal meeting. The security staff that are assigned to the high-rises are alerted to any problems that are occurring in their assigned buildings and they alert the residents to the problem accordingly. Management and Facilities Management staff are alerted to any serious problems occurring in their developments. If residents have a particular security related concern, the Security Department Director or a PHU officer will attend the resident/managers meeting to discuss the problem or, if it a serious concern, a security meeting with the residents will be conducted.

Performance Indicators

All departments of the PHA must have established Performance Indicators as part of the PHA Performance Management and Accountability Plan.

The Security Department has established 20 key performance indicators addressing and monitoring the performance of General Administration, Manpower/Patrol, Crime/Activity Analysis, Resident Background Screening, PHA Security Officers, Security Dispatch Monitors and Public Affairs.

The key performance indicators for **General Administration** insures the following:

- Standard Operating Procedures Manual is up to date
- Monthly Management and Annual Reports are completed
- Security Section of the Goals Management Plan is up to date
- Updating of the Performance Management Plan

- Weekly Duty Schedules are prepared

Key performance indicators for **Manpower/Patrol** attempts to achieve:

- A minimum of 12 hours per day of PHU policing coverage
- Tracks the total crimes reported to the PHU
- Tracks arrests made for both Part 1 and 2 offenses
- Establishes a Clearance Rate by arrest for all crimes reported to the PHU
- Number of Radio Calls responded to

The only performance indicator for Crime/Activity Analysis pertains to conducting a security analysis of all PHA properties. Resident Background Screening also has only one key performance indicator that being percentage of prospective residents screened for criminal background. The key indicators for the PHA Security Officers addresses the percentage of elderly-disabled high-rises with evening security on duty. The Security Dispatch Monitor key indicators pertain to the average coverage hours per week and the time taken to forward security violations and police reports to site managers for action. Public Affairs has only one key indicator that being the percentage of PHA resident-management meetings at which a PHU officer is present to participate.

The above represents the key performance indicators only. There are more indicators that are monitored to insure the smooth and effective operation of the Security Department.

Section 9: Funding Development

HUD's Public Housing Program and other supporting funding sources, such as the RI Department of Elderly Affairs Housing Security Grant, which sustain and augment the PHA's Security Operations Office staffing, activities and equipment can be considered fragile and unpredictable. In addition, the reduction in local police department resources and budgets can be problematic to PHA's Public Housing Unit resources. The importance of providing safety to the PHA residents and the surrounding community as well as the unpredictable financial environment necessitates the Security Operations Office to seek out new funding development opportunities. In order to successfully position this office to increase funding prospects, the staff will:

- Security Office, Special Projects will monitor HUD's PIH notice releases regularly (bi-monthly) in order to be abreast of additional funding sources for security measures.
- Continue to meet regularly with the PPD and other outside anti-crime agencies to discuss possible grants, programs or funding opportunities
- Continue to coordinate and collaborate with relevant PHA department/offices in order to research available programs or grant notices of funding relevant to safety/security
- Seek new partnerships that may enhance the service to the Providence community
- Continue to track and monitor security and crime data in order to establish records that are required and enrich funding/grant applications

Section 10: Reporting, Data-basing of Information and Analysis

The collection of police/security data is compiled in several ways. Data are collected and reported by daily, weekly, monthly, fiscal and calendar year reports.

The specific reports are:

Daily Activity Report (DAR)

The PHU reports on their daily activity in the Daily Activity Report. All activity generated by the officers such as arrests, dispersals, types and locations of radio calls and the originating dispatcher (PPD or PHA) are entered in this report. The Daily Activity Report is an important report because additional reports are generated from the data included in the DAR. All arrests entered in the activity report are entered in the PHU Arrest Database on a daily basis and all activity entered that occurs in the PHA developments are entered in the PHA Police Activity Database on a daily basis.

PHU Daily Activity Report

Providence Police Department Public Housing Unit Daily Activity Report			
To:	Districts- 2, 4, 5 & 7 Lieutenants		
From:	PHU Officers		
Date:	9/7/2006		
Officers	Hours	Reserve Officers	Hours / Car # / Plate
P.O. P. O'Rourke		R.O.	
P.O. D. Murphy		R.O.	
P.O. B. Lapore		R.O.	
P.O. J. Sarraain		R.O.	
P.O. E. Bogda		R.O.	
P.O. D. Hull			
P.O. M. Dorley			
P.O. S. McGregor			
On this date the PHU recorded the following activity in the below listed districts:			
<u>District 2: Car-24, Officer Dorley, & Officer McGregor</u>			
<u>District 4: Car-48, Officer Bogda, & Officer Hull</u>			
<u>District 5: Car-53, Officer O'Rourke, & Officer Murphy</u>			
<u>District 7: Car-79, Officer Lapore, & Officer Sarraain</u>			
<u>Reserve Activity</u>			
• Page 1			

The PHA security officers also submit a daily report which is entered into the PHA Police Activity Database. Information entered on these reports that require immediate action by PHA staff is immediately forwarded to that staff via e-mail.

Weekly Activity Report (WAR)

At the end of each week the Security Department Director or a member of the staff gathers the information in the PHA Police Activity Database to complete a weekly report. The report is generated using an Access Program and then forwarded via e-mail to the PHA Executive Director, Director of Housing Management, Director of Facilities Management, all PHA site managers and other select staff. Those in receipt of these reports possess information on all police/security activity and problems from the previous week. After reviewing these weekly reports, managers can determine if and when further action on their part is required.

Monthly Management Report (MMR)

The Monthly Management Report is divided into nine separate reporting forms. (See Appendix A)

The first page of the MMR contains the activity summary for the month, which includes the arrests made, the offenses reported and the number of those apprehended for those offenses. This first summary page also lists the major incidents that occurred and the numbers of vehicles tagged or towed by the police or security staff.

The second page contains the PHU Monthly Part 1 and Part 2 Crimes Cleared by Arrest. This report also contains the monthly PPD and PHA Radio Call information, Motor Vehicle Summons/Tags issued, Dispersals, Lease Violations, Meetings attended and Eviction Hearings. This data is broken down by individual development.

The third page of the MMR contains the PHU FY Year-to-Date Part-1 and Part-2 Crimes Cleared by Arrest. This report also contains the Fiscal Year PPD and PHA Radio Call information, Motor Vehicle Summons/Tags issued, Dispersals, Lease Violations, Meetings attended and Eviction Hearings. This data is broken down by individual development.

Page four of the MMR contains the PHU Monthly Crime and Incident Report. This report contains all of the Part-1 and Part-2 crimes reported to the PHU for that month.

Page five of the MMR contains the PHU FY Year-to-Date Crime and Incident Report. This report contains all of the Part-1 and Part-2 crimes reported to the PHU for that current fiscal year.

The sixth page of the MMR is the Monthly Security Work Order Report. This report contains all of the calls addressed by the Security Dispatch Monitor Dispatchers. These calls are broken down by development and into the following codes:

- **Code 1:** The number of responses by the fire department to fires, fire alarms or medical emergencies
- **Code 2:** Violations of the building's security regulations, such as exiting an emergency door, or leaving an apartment door open. Usually detected and reported by PHA security guards or Security Dispatch Monitors.
- **Code 3:** An act or incident requiring the presence of a uniformed Providence Police officer that is not entered on the PHU Daily Activity Report. Usually a call monitored on a scanner by the PHA Security Dispatch Monitor or called into the PPD by the monitor when the PHU officers are off-duty.
- **Code 4:** An act or incident, such as a minor disturbance between residents that the PHA Security Officer can resolve without the police. Also includes security or safety concerns/issues reported to the security guards.

Page seven of the MMR contains the Monthly Fraud Investigation Report, the Monthly BCI Checks report and the BCI Checks Year-to-Date Report. Those individual reports track the following:

- **Monthly Fraud Investigations Report:** Tracks any and all fraud investigations conducted by the PHU or security personnel during that month.
- **Monthly BCI Checks:** Records the BCI checks conducted during the month. The BCI checks are tracked by Employee checks, Housing Applicant checks and also

contains the number of applicants fingerprinted who are in need of a more extensive criminal background check with the FBI.

- **BCI Checks year-To-Date:** Records the fiscal year-to-date number of criminal background checks and those who were in need of being fingerprinted.

Page eight of the MMR contains the Monthly Access Cards Issued report and the Access Cards Issued Year-to-Date. The Monthly Card Access Report contains the number of access cards produced and distributed to employees and residents for the month, while the Access Cards Issued Year-to-Date report contains the number of cards produced and distributed to employees and residents during the current fiscal year.

Fiscal Year Report

The Fiscal Year Report is the PHA's yearly report beginning July 1 and ending on June 30. The Fiscal Report incorporates reports from all PHA departments with Security having its own section. The Security Section of the fiscal report contains the MMR totals for the fiscal year. This report also contains a narrative that outlines the status of the following:

- Status of the PHU and Security
- Equipment
- PHU activity (arrests and other) for that period which is generated from the MMR information
- Identification of primary problems
- Actions taken to address/resolve the problems
- Analysis of statistical information

The PHA Fiscal Year Report is accessible to the public on the PHA web site.

Calendar Year Report

A Calendar Year Report is a summary report prepared for the Providence Police Department that contains the calendar year activity information for the PHU. This report is prepared for the police department due to the fact that their fiscal year covers the period from January 1 to December 31. This report contains the identical statistical information as in the PHA Fiscal Year Report however covering the calendar year period.

Through the use of these reports the PHA and the PHU can readily identify the most problem areas or developments and the types of crime occurring at these locations. Once it is indicated that a problem exists in a particular development, the PHU and the PHA can devise a plan of action to address/resolve the problem. The type of action taken is dictated by the specific types of problems or crimes being committed that have been identified. For instance an increase in a narcotics problem in a particular development, and an increase in the crimes associated with the drug problem, would indicate the type of action to be taken by the police to address the problem, such as a "Zero Tolerance" operation (see table below).

Report Distribution Table

Type of Report	Frequency	Executive Director	Managers	PPD	Security Director	Public
Daily Activity Report	Daily	Yes		Yes	Yes	
Weekly Activity Report	Weekly	Yes	Yes		Yes	
Monthly Managers Report	Monthly	Yes	Yes	Yes		
Fiscal Year Report	Annually	Yes	Yes	Yes	Yes	Yes
Calendar Year Report	Annually	Yes		Yes	Yes	

Section 11: Supporting Manuals and Reports

The PHA and the Security Operations Office have several manuals and reports related to security and emergency operations. These reports and manuals address operational procedures, emergency procedures and statistical information and analysis. These supporting manuals and reports are as follows:

PHU & Security Office Operations Manual

The PHU & Security Office Operations Manual defines the daily, weekly, monthly and annual duty and reporting requirements for this department. This manual also lists all of the computers located in the office and a description of their use. Databases are defined along with the information management protocol. The sections of this manual are as follows:

- Section 1: Daily Duties and Reports
- Section 2: Weekly Duties and Reports
- Section 3: Monthly Duties and Reports
- Section 4: Quarterly Duties and Reports
- Section 5: Fiscal Year and Calendar year Duties and Reports
- Section 6: Office Computers
- Section 7: Databases
- Section 8: Information Management
- Appendix: To include Staff Primary Duties, Primary Daily, Weekly, Monthly & Annual Duties and Responsibilities and Security Monthly Management Forms

This manual provides a guide for all office personnel to follow in order to ensure that all duties and responsibilities, especially administrative, are successfully completed. This manual also serves as a guide for the department should key personnel be absent during the times when key reports are due or primary duties to be performed.

Security Dispatch Monitor Operating Procedures Manual

The Security Dispatch Monitor Operating Procedures Manual specifically addresses the duties and responsibilities of the Security Dispatch Monitor/dispatcher staff. This manual is divided into the following sections:

- Section 1: Primary Duties and Responsibilities of PHA Security Dispatch Monitors
- Section 2: Security System Defined
- Section 3: Starting and Launching (the system)
- Section 4: Door/Siren Control
- Section 5: Remote View
- Section 6: Reports Suites
- Section 7: PHA Security Dispatch Monitor Operating Procedures
- Section 8: Emergency Contact Personnel and Numbers
- Section 9: First Line Remote View
- Appendix 1: Quick Action Reference Guide
- Appendix 2: PHA/PHU Police/Security Radio Call List
- Appendix 3: Emergency Contact Telephone Numbers
- Appendix 4: Labeling of Captured Video
- Appendix 5: Security Dispatch Monitor Shift Responsibilities

This manual allows for a quick reference guide for the Security Dispatch Monitors and also the Facilities Management dispatchers as a refresher or quick reference guide.

Emergency Operations Manual

The Emergency Operations Manual serves as a guide for all PHA staff and employees in the event of a severe weather related incident, natural disaster, man made disaster or a serious crime related incident. This manual includes historical information and probability and vulnerability analysis to determine the probable events that the PHA may encounter and should prepare for. The Emergency Operations Manual establishes procedures for dealing with the following events:

- Hurricane
- Tornado
- Blizzard or Sever Winter Storm
- Severe Thunderstorm
- Earthquake
- Extreme Heat Wave
- Extreme Cold Weather
- Hazardous Materials Incidents
- Natural Gas Leak
- Water Main Break
- Extended Power Outage
- Fire
- Explosion
- Structural Failure
- Bomb Threat
- Civil Disorder
- Hostage Situation
- Work Place Violence

The Appendix of this manual contains the following information:

- Evacuation Procedure
- Pre Storm Check List

- Sit Rep Radio Log
- Site Crew Sheet
- Damage report Radio Log
- Damage Assessment Report
- Bomb Threat Report
- The Salvation Army/Providence Canteen Truck's General Operations Plan
- Emergency Telephone Numbers
- Resident Notices
- Development Site Maps
- Aerial Photos
- Evacuation Floor Plans

This manual provides a guide for all PHA personnel to address an event before it occurs, during the event and after the event. This manual is very well thought out and is periodically revised should any procedure be subject to change due to input from emergency response organizations.

Annual Reports

The PHA Annual Report is based on the fiscal year which covers the period beginning July 1 and ending on June 30th. This annual report contains statistical information and analysis for the period along with information pertaining to the staffing of the police and security unit and the equipment. All Part-1 and Part-2 Arrests and Offenses Reported are totaled for the year and then an analysis is conducted to determine information such as the most active months and the most common types of crimes encountered. Security Work Orders are tabulated and reviewed to determine the most active developments. In addition the total number of BCI checks, persons fingerprinted and access cards produced for this period is contained in this report.

The annual report information is utilized to determine trends in criminal activity not for just a particular year but for an extended period of time. This information and analysis assists in determining the deployment of both police and security personnel to effectively address the problems.

Section 12: Summary

As the information in this Security Plan indicates, the police and security operations that are conducted in the developments are quite extensive and have proven to be successful. The security of the PHA's developments is achieved through the combined efforts of the police officers assigned to the PHA, PHA security staff, PHA staff and the residents of the developments. Many of the tactics used to address and reduce the problem of crime in the developments has proven to not only be successful, but also acceptable by the residents themselves.

It is the goal of the PHA to continue to provide an acceptable level of security and police services to the residents of the developments. The success or failure of that goal in the future will be dependant on the motivation of the police and security staff, federal funding for personnel and the equipment needed and the continued personnel and other assistance provided by the Providence Police Department.

Appendices

Appendix 1: Security Monthly Management Report

Security Section MMR Page 1 Summary

Section 2 Security

SUMMARY

For the month of July the Public Housing Unit apprehended a total of 9 individuals for a total of 11 criminal offenses. In addition the PHU officers effected 30 dispersals, issued 13 summonses, and attended 2 meetings. The officers of the unit also responded to 272 Providence Police Department radio calls and 8 PHA dispatcher radio calls.

Of the 9 individuals apprehended by the PHU officers, 4 individuals were apprehended in PHA developments for a total of 4 criminal offenses that occurred in the developments. Of the 30 dispersals 11 were effected in the PHA developments and of the 3 summons, all were issued in the developments. Of the 272 police department radio calls, 98 were for incidents in the PHA developments. Of the 8 PHA radio calls, 7 were for incidents in the PHA developments.

MONTHLY ARREST SUMMARY

Location	Number of Offenses Reported	Number Of Offenses Cleared by Arrest	Number of Individuals Apprehended
PHA Family Developments	18	2	1
PHA Elderly/Disabled High-Rises	2	2	3
Subtotal	20	4	4
Wiggin Village	0	0	0
Other HUD Locations	10	6	4
Other City Locations	3	1	1
Subtotal	13	7	5
Total for the Month	33	11	9

The most serious incidents or activity in the housing developments for this month were as follows:

- 7/28/06 The PHU officers sponsored a Hot Dog Roast in Hartford Park. 500 hotdogs were served

Due to excessive high temperatures in the area at the end of the month the PHU officers and security personnel paid special attention to the elderly in the high-rises.

Also in the month, 8 vehicles were towed from PHA developments and an additional 84 were tagged.

Security Section MMR Page 6 Security Work Order Report

Providence Housing Authority Monthly Management Report

MONTHLY SECURITY WORK ORDER REPORT

Development	Code #1 (Fire/Rescue)	Code #2 (Building)	Code #3 (Criminal)	Code #4 (Civil)	Total Security w/o	Percent	Year-to-Date Total
FAMILY DEVELOPMENTS							
Chad / Ad / Sun	2		16		18	9%	18
Roger Williams			4		4	2%	4
Coding Court	1		6		7	3%	7
Hartford Park	17	5	39	3	64	32%	64
Manton Heights	1		13		14	7%	14
Scattered Sites			12		12	6%	12
Subtotal	21	5	90	3	119	59%	119
ELDERLY / DISABLED DEVELOPMENTS							
Dexter Manor I - II	10	5	6	10	31	15.5%	31
Dominica Manor	4			1	5	2.5%	5
Carroll Tower	6	1	3	7	17	8.5%	17
Kilmartin Plaza	4		4		8	4%	8
Parenti Villa	7	2	6	6	21	10.5%	21
Subtotal	31	8	19	24	82	41%	82
Total	52	13	109	27	201	100%	201
Percent	26%	6.5%	54%	13.5%			
Year to Date	52	13	109	27			201

Code Definitions

<p>CODE #1 The number of responses by the fire department to fires, fire alarms or medical emergencies.</p> <p>CODE #3 An act or incident requiring the presence of a uniformed Providence Police Officer not entered on the PHU Daily Activity Report. Usually a call monitored on a scanner by the PHA Security Monitor or called into the PPD by the Monitor when the PHU officers are off-duty.</p>	<p>CODE #2 Violations of the building's security regulations, such as exiting an emergency door, or leaving an apartment door open. Usually detected and reported by PHA security guards or the Security Monitors.</p> <p>CODE #4 An act or incident, such as a minor disturbance between residents that the PHA Security Officer can resolve without the police. Also includes security or safety concerns/issues reported by the security guards.</p>
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6

Security Section MMR Page 7 Fraud Investigation Report & BCI Checks

Section Security July 2006

MONTHLY FRAUD INVESTIGATION REPORT

Development	Referrals Received	Referrals Cleared by Investigation	Referrals Cleared Administratively	Referrals Determined Unfounded	Previously Outstanding Investigations cleared	Total Cleared	Total Active
FAMILY DEVELOPMENTS							
Hartford							
Manton							
Chad Brown							
Roger Williams							
Coding Court							
Scattered Sites							
Subtotal							
ELDERLY / DISABLED DEVELOPMENTS							
Dexter 1 & 2							
Dominica Manor							
Carroll Tower							
Kilmartin Plaza							
Parenti Villa							
Subtotal							
Section-8							
Sub-Total							
MONTHLY Total							0
Year-to-Date Total							N/A

*** NO FRAUD INVESTIGATOR FOR THIS MONTH***

MONTHLY BCI CHECKS

Number New Employee BCI Checks	Number New Housing Applicant Checks	Total BCI Check Requests Received	Total Completed	Total Applicants Fingerprinted This Month
1	276	277	277	6

IN ADDITION 634 NCIC WARRANT CHECKS WERE CONDUCTED AND 0 OUTSIDE AGENCY BCI CHECKS WERE COMPLETED

BCI CHECKS YEAR-TO-DATE

Number New Employee BCI Checks	Number New Housing Applicant Checks	Total BCI Check Requests Received	Total Completed	Total Applicants Fingerprinted (YTD)
1	276	277	277	6

7

Security Section MMR Page 8 Access Cards Issued Report

Providence Housing Authority Monthly Management Report

MONTHLY ACCESS CARDS ISSUED		
Number Access Cards Issued To Employees	Number Access Cards Issued To Tenants	Total Access Cards Issued This Month
7	39	46

ACCESS CARDS ISSUED YEAR TO DATE		
Number Access Cards Issued To Employees	Number Access Cards Issued To Tenants	Total Access Cards Issued Year to Date
7	39	46

8

Appendix 2: Primary Daily, Weekly, Monthly & Annual Duties & Responsibilities

Time Frame	Staff	Task
Daily	PHU Officers	Patrol all assigned developments
Daily	PHU Officers	Submit a Daily Activity Report
Daily	Security Guards	Patrol all assigned high-rises
Daily	Security Guards	Submit an Activity Report
Daily	Monitors & Director	Record Activity Info into databases
Daily	Director	Review activity sheets and update monthly tally sheets
Daily	Monitors	E-Mail information of a serious nature to involved staff
Daily	Monitors	Conduct Preliminary Criminal Background Checks
Daily	Monitors	Produce Access Cards
Daily	Monitors	Search PPD Computer and print related reports
Daily	Monitors	Fax Police Reports to PHA and other management
Daily	Monitors	Office cleaning/upkeep as required
Monday	Director & Monitors	Produce Weekly Activity Report & E-Mail to select PHA Staff
Monday	Director	Adjust staff time sheets and report changes to Finance
Monday	Director	PHU and Security Time Reports to Ex. Dir. & Finance
Monday	Director	Print current week time sheets and distribute
Wednesday	Director	Fingerprint applicants for thorough Criminal Background Ck
Thursday	Director	Produce, print and distribute schedules to security staff
Friday	Director	Compile and submit time sheets to Finance
2 x Monthly	Monitors	Complete Security Systems check
Monthly	Monitors	Database search to identify problems
Monthly	Director	Complete and submit Security Section MMR
Quarterly	Director	Update Goals management Plan

Annually	Director	Complete Fiscal Year Annual Report
Annually	Director	Complete Calendar Year Report (If Required)

Appendix 3: Staff Primary Duty Descriptions

Staff	Primary Duty
Public Housing Unit Officers	Provide policing services for the PHA and other public housing developments located in the City. Specifically assigned by the PPD to the PHA
Security Dispatch Monitors	Monitoring of the PHA security system, conducting criminal background checks, processing access cards, maintaining and up-keeping of the security office and equipment, administration duties as assigned and maintaining and updating all informational databases on a daily basis. Refer calls for service to police/fire departments. Provide replacements for a vacant Facilities Management dispatch shift
Security Guards	Patrolling and securing of the PHA elderly/disabled high-rises
Security Department Director	Supervision of security personnel and overseeing of police operations. Producing reports (weekly, monthly & annual) as required and performing all other administrative duties. Fingerprinting of tenant applicants when required.
Fraud Investigator	Investigating Fraud complaints
Nighttime Security Supervisor	Senior member of the PHU team that works directly for the PHA providing nighttime coverage of the security monitors, training, and staff guidance. He is also the liaison between the PHU "Officer in Charge" and the PHA Security Director.

DRAFT
PROPOSAL TO ESTABLISH AN OVER INCOME POLICY FOR FAMILIES WHOSE INCOMES EXCEED 120% OF THE AREA MEDIAN INCOME FOR TWO CONSECUTIVE YEARS (IN ACCORDANCE WITH THE HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT OF 2016)

Background

The Housing Opportunity through Modernization Act of 2016 (HOTMA), signed into law on July 26, 2016, added a new income limit to the Public Housing program. The law requires that, after a family's income has exceeded 120% of the area median income (AMI)¹ for two consecutive years, a public housing authority must either terminate the family's tenancy within six months of the second determination or charge the family a monthly rent equal to the greater of one of two calculations: 1) the HUD-determined Fair Market Rent; or 2) the amount of the monthly subsidy for the unit including amounts from the operating and capital fund.

In accordance with 24 CFR 960.261, Federal Register 11/26/04, p. 68786, and Federal Register 7/26/18, p. 35490, unless required to do so by local law, the PHA may not evict or terminate the tenancy of a family solely because the family is over income if: (1) the family has a valid contract of participation in the Family Self-Sufficiency (FSS) program, or (2) the family is currently receiving the Earned Income Disallowance. Regulations, rules, and HOTMA do not require PHAs to terminate over-income residents, but rather gives PHAs the discretion to do so, thereby making units available for applicants who are income-eligible.

Eighty-two percent of current PHA residents have incomes at the extremely-low level, or below 30% of the area median income. Currently the PHA does not have any residents who have incomes in excess of 120% of AMI. The vacancy rate for the City of Providence is very low and there is a significant shortage of units affordable for low-income families, particularly the very-low and extremely-low families that comprise the PHA's waiting list. The chart below provides information concerning the expected time an applicant for public housing spends on a waiting list:

Approximate Waiting Period	
Studio	1-2 years
1 Bedroom High-Rise	2-3 years
2 Bedroom High-Rise	3-5 years
1 Bedroom Family Development	3-5 years
2 Bedroom Family Development	2-4 years
3 Bedroom Family Development	2-4 years
4 Bedroom Family Development	2-4 years
5 Bedroom Family Development	3-4 years
6 Bedroom Family Development	3-4 years
7 Bedroom Family Development	3-4 years
Pre-Application	3-5 years

Balancing the critical need in the community for access to public housing and the long waiting lists for the Public Housing Program with the interest of families whose income are over 120% of AMI who wish to remain in public housing, the PHA should, as an agency charged with housing low-income families, make units available to families who are most economically disadvantaged.

¹ HUD calculates the 120% AMI income limit by multiplying its Very-Low Income limit by a factor of 2.4%. The attached chart provides the 120% limit by family size for PHA.

**Proposed Draft Policy Language
Over-Income Families [24 CFR 960.261; FR Notice 7/26/18]**

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family's income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary) for two consecutive years, the PHA must either terminate the family's tenancy within six months of the determination, or charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit, including amounts from the operating and capital funds, as determined by regulations. PHAs also have discretion, under 24 CFR 960.261, to adopt policies allowing termination of tenancy for families whose income exceeds the limit for program eligibility. Such policies would exempt families participating in the Family Self-Sufficiency (FSS) program or currently receiving the earned income disallowance.

PHA Policy

It is the policy of the PHA that after a family's income has exceeded 120% of Area Median Income for two consecutive years that the PHA will terminate the family's tenancy within six months of the determination. This policy does not apply to a family that has a valid contract of participation in the Family Self-Sufficiency (FSS) program or a family currently receiving the Earned Income Disallowance

At annual or interim reexamination, if a family's income exceeds 120% of the Area Median Income (AMI), the PHA will document the family file, begin tracking the family's over-income status, and notify the family that it is the policy of the PHA to terminate tenancy within six months of a second consecutive year of a determination that the family's income exceeds the AMI income limit.

If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will notify the family in writing that their income has exceeded the over 120% of AMI limit for one year, and that if the family continues to be over-income for next 12 consecutive months, the family will be subject to the PHA's over-income policies. The notification to the family will also include a referral to the PHA's Financial Opportunity Center and the Homeownership Program or another appropriate partner agency program to assist the family in planning for economic self-sufficiency and graduating from the public housing program. If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will send the family written notification that their assistance will be terminated six months from the date of the PHA's notice. Thirty days prior to the expiration of the six-month period, the PHA will send the family a 30-day notice of lease termination.

If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing that over-income policies no longer applies to them.

The PHA will begin tracking over-income families once these policies have been adopted, but no later than March 24, 2019.

Providence Housing Authority
Property Management Department
 100 Broad Street
 Providence, RI 02903
 (401) 709-1300

Number of Family Members	Extremely Low	Very Low	Low	Very low x 2.4 (HOTMA)
1	\$16,900	\$28,150	\$45,000	\$67,561
2	\$19,300	\$32,150	\$51,400	\$77,160
3	\$21,700	\$36,150	\$57,850	\$86,760
4	\$25,100	\$40,150	\$64,250	\$96,360
5	\$29,420	\$43,400	\$69,400	\$104,160
6	\$33,740	\$46,600	\$74,550	\$111,840
7	\$38,060	\$49,800	\$79,700	\$119,520
8	\$42,380	\$53,000	\$84,850	\$127,200

INCOME LIMITS EFFECTIVE APRIL 1, 2018
 FY 2018 MFI: \$80,600

- ❖ Extremely Low = very low-income families whose income do not exceed the higher of the Federal poverty level or 30% of Area Median Income
- ❖ Very Low < 50% of median income
- ❖ Low < 80% of median income

HOTMA -HUD is proposing to use the VLI as the basis for the 120 percent income limit by multiplying the VLI limit by a factor of 2.4.

PROPOSAL TO RENEW THE PROVIDENCE HOUSING AUTHORITY'S ELDER-ONLY DESIGNATION OF DOMINICA MANOR AND CARROLL TOWER

The Providence Housing Authority is requesting HUD approval of a renewal of the elder-only designation of two high-rise developments in its portfolio. The plan was first approved in 1995 and most recently approved for renewal in July of 2017. The two developments for which PHA is seeking an elder-only designation renewal are as follows:

Development	HUD Project #	Address	# of Units	# of Units in Development
Dominica Manor	RI001-009	100 Atwells Avenue	204	100%
Carroll Tower	RI001-011	243 Smith Street	194	100%
TOTAL			398	

Dominica Manor is a 16-story, 204-unit building located in the Federal Hill section of Providence. As of 1/30/19, the development houses 204 residents. Twenty-one percent of the residents of Dominica Manor identify as Black/African American, 75% as White, 4% as American Indian/Alaska Native and 3% as Asian. Sixty four percent of residents identify as Hispanic. Ninety-four percent of residents at Dominica Manor have annual incomes that are at or below 30% of the AMI.

Carroll Tower is a 15-story, 194-unit building located in the Smith Hill neighborhood of Providence. As of 1/30/19, the development houses 193 residents. Twenty percent of the residents of Carroll Tower identify as Black/African American, 78% identify as White, 1% as American Indian/Alaska Native, and 2% as Asian. Seventy percent of residents identify as Hispanic. Ninety-two percent of the residents at Carroll Tower have annual incomes that are at or below 30% of the AMI.

Residents of these developments are served by a Spanish-speaking Resident Services Coordinator and provided with programs such as lunch time meal programs, health and wellness clinics, safety and security presentations, field trips, holiday dinners, coffee hours, raffles, bingo and other recreational activities designed to promote wellness and prevent isolation. The Resident Service Coordinator provides referrals to a wide wage of outside services, such as housekeeping assistance, medical transportation, and counseling that promote healthy aging in place for residents. The same level of services and similar social service programming are offered to residents at the non-designated sites.

Since the original designation, both of these developments have well served the special needs of the elderly community. Since 1995, these two developments have admitted only persons aged 62 or older. This designation has not negatively impacted non-designated units, nor has it prevented non-elderly disabled persons from accessing public housing. PHA has not encountered any difficulties since the original designation in 1995. The PHA will discuss this intention to renew the elder-only designation of these two developments with the Resident Advisory Board and include it as an activity in the FY 2019 Annual Plan that will be addressed in a public hearing.

As part of the PHA's past agreement with HUD for its designated housing plan, PHA agreed to ensure that the PHA's public housing stock holds ample units to house non-elderly disabled persons. With the designation, PHA has had the opportunity to serve all applicants on the waiting list. It is important to note that, in addition to Dominica Manor and Carroll Tower, PHA operates six other developments that offer housing to elderly and disabled persons, including Dexter Manor I, Dexter Manor II, Hartford Park Tower, Kilmartin Plaza, Parenti Villa, and Sunset Village. Including Dominica Manor and Carroll Tower, PHA's elderly/disabled developments contain 1,133 units and comprise

44% of the PHAs total housing stock. The renewal of the designation of Dominica Manor and Carroll Tower as elderly-only will comprise 35% of all elderly/disabled units. The remaining six developments, totaling 739 units, will remain as "mixed population" developments with non-elderly disabled and elderly persons in residence.

As of January 2019, the PHA's waiting list for elderly/disabled housing was as follows:

	Number of Applicants	Percent of Waiting List
Elderly	259	28%
Non-Elderly Disabled	653	72%
Total	912	100%

The current occupancy rate at Dominica Manor is 99.34 % and the occupancy rate at Carroll Towers is 99.48%. These developments were consistently above a 98% occupancy rate in FY 2018 and continue to be so occupied in FY 2019 to date. In order to maintain occupancy rates in accordance with HUD standards, if a unit were vacant in an elderly-only designated site in excess of 21 days and there were no elderly applicants on the waiting list, PHA would admit an eligible near-elderly applicant to fill the vacancy. There are currently 557 applicants on the PHA waiting list for family housing who are near-elderly (50-61). If such a situation were to occur, PHA would identify applicants on the public housing waiting list that are near-elderly, choosing first someone 61 years of age, then 60, then 59 and so on until the vacancy is filled. This exception to the elder-only designation of Dominica Manor and Carroll Tower would be made only when there are no elderly applicants on the waiting list to fill the vacancy.

The overall long and short-term goals is to keep Dominica Manor and Carroll Tower elderly-only, unless there is absolutely no other applicant available except a non-elderly person. Once again, if this were to be the situation, every attempt would be made by the PHA to fill the vacancy with someone as close to 62 years of age as possible.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number	FFY of Grant: 2019
	Capital Fund Program Grant No: RI 43 P001 50119	FFY of Grant
	Replacement Housing Factor Grant No:	Approval: 2019
	Date of CFP: 1/01/19	

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	1,141,337.01	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	570,668.00	0.00	0.00	0.00
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ -	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ -	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ -	\$ -	\$ -	\$ -
11	1465.1 Dwelling Equipment—Nonexpendable	\$ -	\$ -	\$ -	\$ -
12	1470 Non-dwelling Structures	\$ -	\$ -	\$ -	\$ -
13	1475 Non-dwelling Equipment	\$ -	\$ -	\$ -	\$ -
14	1480 General Capital Fund	2,843,757.07	0.00	0.00	0.00
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part I: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number	FFY of Grant: 2019
	Capital Fund Program Grant No: RI 43 P001 50119	FFY of Grant
	Replacement Housing Factor Grant No:	
	Date of CFP: 1/01/19	Approval: 2019

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18ba	1501 Collateralization or Debt Service paid by PHA				
19	9000 Collateralization or Debt Service paid Via System of Direct Payment				
	9001 Bond Debt Obligation	\$ 1,187,562.92	\$ -	\$ -	\$ -
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-19)	\$ 5,743,325.00	\$ -	\$ -	\$ -
22	Amount of line 20 Related to LBP Activities	\$ -			
23	Amount of line 20 Related to Section 504 Activities	\$ -			
24	Amount of line 20 Related to Security - Soft Costs	\$ -			
25	Amount of line 20 Related to Security-Hard Costs	\$ -			
26	Amount of line 20 Related to Energy Conservation Measures	\$ -			

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000001	Operations	1406	N/A	46,224.15				
Chad Brown	Re-Caulk/Repaint Windows	1480	50 units	5,000.00				
	Upgrade Kitchens	1480	10 units	5,000.00				
	Install Transfer Switch-Generator	1480	1	50,000.00				
	Repair/Replace Roofs	1480	10 units	100,000.00				
	Mold Remediation	1480	5 units	1,000.00				
	Mold Testing	1480	30 units	1,000.00				
	Appliance Purchases	1480	10 units	5,000.00				
	Replace Security Camera Server	1480	1 server	25,000.00				
	Security Cameras	1480	2 units	3,000.00				
	Bond Repayment	9001	N/A	48,096.29				
Total				289,320.44	0.00	0.00	0.00	
Admiral Terrace	Operations	1406	N/A	46,224.15				

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number: Capital Fund Program Grant No: RI 43 P00150119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Admiral Terrace	Upgrade Kitchens	1480	10 units	5,000.00				
(continued)	Re-Caulk/Repaint Windows	1480	50 units	5,000.00				
	Replace Concrete Stairs	1480	10 units	25,000.00				
	LBP Testing	1480	5 units	2,000.00				
	LBP Remediation	1480	30 units	2,000.00				
	Appliance Purchases	1480	10 units	5,000.00				
	Security Cameras	1480	2 units	3,000.00				
	Bond Repayment	9001	N/A	48,096.30				
Total				141,320.45	0.00	0.00	0.00	
Sunset Village	Ext. Bldg Repairs/Paint	1480	1 bldg	100,000.00				
Total				100,000.00	0.00	0.00	0.00	
RI001000001 Total				530,640.89	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P00150119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000002	Replace Boilers/DHW Heaters	1480	2 bldgs	200,000.00				
Roger Williams	Install New Fire Alarm	1480	1 bldg	50,000.00				
	Security Cameras	1480	4 units	1,000.00				
Total				251,000.00	0.00	0.00	0.00	
Codding Court	Operations	1406	N/A	34,810.78				
	LBP Remediation	1480	3 units	2,000.00				
	LBP Testing	1480	10 units	2,000.00				
	Install Transfer Switch-Generator	1480	1	50,000.00				
	Replace Domestic Water Heaters	1480	10 units	15,000.00				
	Security Cameras	1480	2 units	3,000.00				
	Bond Repayment	9001	N/A	36,220.67				
Total				143,031.45	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
Scattered Sites	Operations	1406	N/A	34,810.78				
15, 17, 18, 21, 28,	Paint/Vinyl Side Buildings, Rebuild Porches	1480	4 bldg	150,000.00				
29, 30, 31, 32, 33,	Repair/Replace Roofs	1480	1 unit	75,000.00				
34, 35, 36, 37, 38,	Replacement Windows	1480	1 unit	30,000.00				
39, 40, 41, 42, 43	Mold Testing/Removal	1480	1 unit	1,000.00				
	Fence Replacement	1480	10 units	15,000.00				
	Bond Repayment	9001	N/A	36,220.66				
Total				342,031.44	0.00	0.00	0.00	
RI001000002 Total				736,062.89	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000003	Operations	1406	N/A	313,867.68				
Hartford Park	Upgrade Emergency Generator	1480	1 gen	100,000.00				
	LBP Abatement	1480	2 bldgs	30,000.00				
	LBP Asbestos Testing	1480	5 bldgs	5,000.00				
	Roof Replacement	1480	2 roofs	15,000.00				
	Upgrade Fire Alarm	1480	1 system	50,000.00				
	Bike Rack	1480	1 rack	5,000.00				
	Install Child Playground	1480	1 lot	10,000.00				
	Ext. Building Repairs/Paint/Vinyl Siding	1480	2 bldg	200,000.00				
	Replace Rugs- FM Bldg & Comm Ctr	1480	2 bldg	30,000.00				
	A & E Fees - Fire Alarm/Sprinklers	1480	1 system	127,871.53				
	Heating/Domestic HW System Repairs	1480	N/A	50,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	326,579.81				
RI001000003 Total				1,268,319.02	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000004	Operations	1406	N/A	44,512.14				
Manton Heights	Repair/Replace Gas/Water Lines	1480	N/A	10,000.00				
	Bike Rack	1480	1 rack	5,000.00				
	Install Bike Path	1480	1 path	75,000.00				
	Resurface Basketball Court	1480	1 court	30,000.00				
	LBP Testing	1480	25 units	2,500.00				
	LBP Remediation	1480	4 units	5,000.00				
	Install Discharge Exit Door-Comm Ctr	1480	1 exit	50,000.00				
	Ext Bldg. Repairs	1480	2 bldgs	20,000.00				
	Repair/Replace Roof on Brick Bldgs	1480	2 bldgs	80,000.00				
	Repair/Replace Doors & Hardware	1480	10 bldgs	32,385.54				
	Replace Security Camera Server	1480	1 server	25,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	46,314.96				
RI001000004 Total				430,712.64	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000005	Operations	1406	N/A	187,179.27				
Dexter Manor	Upgrade Windows	1480	1 bldg	25,000.00				
	Install Panic Hardware-Exit Doors	1480	50 doors	50,000.00				
	Elevator Modernization	1480	2 units	300,000.00				
	Boiler Replacement	1480	3 boilers	200,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	194,760.33				
RI001000005 Total				961,939.60	0.00	0.00	0.00	

Part II: Supporting Pages								
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50119 CFFP (Yes/ No): Replacement Housing Factor Grant No:								
							Federal FFY of Grant: 2019	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000006	Operations	1406	N/A	166,635.20				
Dominica Manor	Replace Shower/Tub Mixing Valves	1480	20 Units	5,000.00				
	Paint Stairwells	1480	2	25,000.00				
	Replace Roof-Comm Room	1480	1 roof	20,000.00				
	Appliance Purchases	1480	5	5,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	173,384.19				
RI001000006 Total				400,019.39	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000007	Operations	1406	N/A	84,458.94				
Carroll Tower	Upgrade/Paint Hallways	1480	2 halls	5,000.00				
	Paint Stairwells	1480	2	5,000.00				
	Upgrade Kitchens	1480	2 units	10,000.00				
	Replace DHW Riser	1480	1 system	50,000.00				
	Appliance Upgrade	1480	5 unit	5,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	87,879.65				
RI001000007 Total				252,338.59	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE
 Grant Type and Number
 Capital Fund Program Grant No: RI 43 P001 50119
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:
 Federal FFY of Grant: 2019

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated2	Funds Expended2	
RI001000008	Operations	1406	N/A	45,653.48				
Kilmartin Plaza	Repair/Replace Windows	1480		10,000.00				
	Appliance Upgrade	1480	5 units	5,000.00				
	Elevator Modernization	1480	2 units	200,000.00				
	Security Cameras	1480	2 units	5,000.00				
	Bond Repayment	9001	N/A	47,502.51				
RI001000008 Total				313,155.99	0.00	0.00	0.00	

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OBM no. 2577-0226
 Expires 6/30/2017

Part II: Supporting Pages									
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised 1	Funds Obligated2	Funds Expended2	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50119						Federal FFY of Grant: 2019	
		CFFP (Yes/ No):							
		Replacement Housing Factor Grant No:							
RI001000009		Operations	1406	N/A	136,960.44				
Parenti Villa		Upgrade Entrance Lobby	1480	1 bldgs	5,000.00				
		Appliance Purchases	1480	3	5,000.00				
		Security Cameras	1480	2 units	5,000.00				
		Bond Repayment	9001	N/A	142,507.55				
RI001000009 Total					294,467.99	0.00	0.00	0.00	
COCC		CFP Administrative Costs	1410	N/A	570,668.00	0.00	0.00	0.00	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000001			RI001000001		
Annual	Chad Brown			Chad Brown		
Statement	Operations	N/A	46,642.43	Operations	N/A	46,642.43
	Mold Remediation	2 units	2,500.00	Mold Remediation	2 units	2,500.00
	Mold Testing	10 units	2,500.00	Mold Testing	10 units	2,500.00
	Lead Abatement	1 bldg	75,000.00	Lead Abatement	1 bldg	75,000.00
	Replace Shower Surrounds	10 units	20,000.00	Replace Shower Surrounds	10 units	25.00
	Exterior Repair/Paint	1 bldg	5,000.00	Exterior Repair/Paint	1 bldg	5,000.00
	Repair/Replace Gas/Water Lines	2 bldgs	10,000.00	Repair/Replace Gas/Water Lines	3 bldgs	10,000.00
	Re-Caulk/Repaint Windows	4 units	5,000.00	Re-Caulk/Repaint Windows	4 units	5,000.00
	Upgrade Kitchens	4 units	10,000.00	Upgrade Kitchens	4 units	10,000.00
	Appliance Purchases	10 units	10,000.00	Appliance Purchases	15 units	10,372.00
	Repair/Replace Roofs	5 bldgs	50,000.00	Repair/Replace Roofs	2 bldgs	50,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	48,096.30	Bond Repayment	N/A	48,096.30
	Total		289,738.73	Total		270,135.73
	Subtotal of Estimated Cost		289,738.73	Subtotal of Estimated Cost		270,135.73

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Admiral Terrace			Admiral Terrace		
Annual	Operations	N/A	46,642.43	Operations	N/A	46,642.43
Statement	Repair/Replace Roofs	1 bldg	75,000.00	Repair/Replace Roofs	1 bldg	75,000.00
	Repair Gutters/add Guards	5 bldg	5,000.00	Repair Gutters/add Guards	5 bldg	10,000.00
	Entrance Stairway Repairs	10 units	10,000.00	Entrance Stairway Repairs	10 units	25,000.00
	Lead Abatement	1 bldg	50,000.00	Lead Abatement	1 bldg	75,000.00
	Upgrade Kitchens	4 units	10,000.00	Upgrade Kitchens	4 units	10,000.00
	Re-Caulk/Repaint Windows	7 bldgs	5,000.00	Re-Caulk/Repaint Windows	7 bldgs	7,500.00
	Mold Remediation	2 units	2,500.00	Mold Remediation	2 units	2,500.00
	Mold Testing	10 units	2,500.00	Mold Testing	10 units	2,500.00
	Appliance Purchase	11units	10,000.00	Appliance Purchase	11units	5,000.00
	Repoint/Seal Exterior	1 bldg	5,000.00	Repoint/Seal Exterior	1 bldg	5,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	48,096.30	Bond Repayment	N/A	48,096.30
	Total		274,738.73	Total		317,238.73
	Sunset Village			Sunset Village		
	Repaint Exterior Doors/Trim	1 bldg	50,000.00	Paint Exterior	1 bldg	50,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		55,000.00	Total		55,000.00
	RI001000001 Total		619,477.46	RI001000001 Total		642,374.46
	Subtotal of Estimated Cost		329,738.73	Subtotal of Estimated Cost		372,238.73

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000002			RI001000002		
Annual	Roger Williams			Roger Williams		
Statement	Repair/Replace Windows	5 units	5,000.00	Repair/Replace Windows	5 units	5,000.00
	Roof Repair	1 bldg	5,002.93	Roof Repair	1 bldg	5,000.00
	Upgrade Boiler	2 bldgs	100,000.00	Install Fire Reporting System	2 bldgs	100,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		115,002.93	Total		115,000.00
	Codding Court			Codding Court		
	Operations	N/A	35,125.78	Operations	N/A	35,125.78
	Mold Remediation	2 units	2,500.00	Mold Remediation	2 units	2,500.00
	Mold Testing	10 units	2,500.00	Mold Testing	10 units	2,500.00
	Replace Domestic Water Heaters	4 unit	5,000.00	Replace Domestic Water Heaters	1 unit	10,000.00
	Appliance Purchase	3 units	5,000.00	Appliance Purchase	3 units	5,000.00
	Repair/Replace Roofs	1 bldg	10,000.00	Repair/Replace Roofs	1 bldg	7,500.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67
	Total		101,346.45	Total		103,846.45
	Subtotal of Estimated Cost		216,349.38	Subtotal of Estimated Cost		218,846.45

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See	Scattered Sites			Scattered Sites			
Annual	Operations	N/A	35,125.78	Operations	N/A	35,125.78	
Statement	<i>Building Repairs (All Projects)</i>	4 bldgs	118,756.00	<i>Building Repairs (All Projects)</i>	5 bldgs	120,000.00	
Statement	Paint Buildings, Rebuild Porches	4 bldgs	150,000.00	Paint Buildings, Rebuild Porches	4 bldgs	150,000.00	
	Replace DHW Tanks, Boilers	8 units	25,000.00	Replace DHW Tanks, Boilers	8 units	50,000.00	
	Replace Asphalt Driveways	5 bldgs	30,000.00	Replace Asphalt Driveways	5 bldgs	30,000.00	
	Repair/Replace Roofs	1 unit	75,000.00	Repair/Replace Roofs	1 unit	75,000.00	
	Upgrade Kitchens	1 unit	20,000.00	Upgrade Kitchens	1 unit	10,000.00	
	Appliances	5 units	10,000.00	Appliances	5 units	10,000.00	
	Replace Windows, Deferred Painting	1 unit	25,000.00	Replace Windows, Deferred Painting	1 unit	20,000.00	
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67	
	Total		525,102.45	Total		536,346.45	
	RI001000002 Total		741,451.83	RI001000002 Total		755,192.90	
	RI001000003 Hartford Park			RI001000003 Hartford Park			
	Operations	N/A	316,707.88	Operations	N/A	316,707.88	
	A&E Fees and Costs Fire Alarm System	1 system	10,000.00	A&E Fees and Costs Fire Alarm System	1 system	35,000.00	
	Utility Survey	1 unit	1,000.00	Utility Survey	1 unit	1,000.00	
	LBP/Asbestos Testing	N/A	5,000.00	LBP/Asbestos Testing	N/A	5,000.00	
	Upgrade Fire Alarm System	1 system	60,000.00	Upgrade Fire Alarm System	1 system	201,805.30	
	Relocate Existing Generators to Outside	3 gens.	230,000.00	Relocate Existing Generators to Outside	3 gens.	230,000.00	
	Subtotal of Estimated Cost		525,102.45	Subtotal of Estimated Cost		536,346.45	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Hartford Park (continued)			Hartford Park (continued)		
Annual Statement	Exterior Building Repairs	15 bldgs	180,000.00	Exterior Building Repairs	15 bldgs	80,000.00
	LBP Abatement	2 units	100,000.00	LBP Abatement	2 units	100,000.00
	High-Rise Walkway Repairs	1 bldg	100,000.00	High-Rise Walkway Repairs	1 bldg	100,000.00
	Handicapped Unit Renovation	2 units	87,855.04	Heat/Domestic HW System Repairs	1 unit	10,000.00
	Bldg. Repairs/Paint/ Vinyl Siding	2 bldgs	174,088.50	Bldg. Repairs/Paint/ Vinyl Siding	2 bldgs	174,088.50
	Exterior Basement Doors	5 doors	20,000.00	Exterior Basement Doors	5 doors	30,000.00
	Repair/Replace Roofs	1 unit	75,000.00	Repair/Replace Roofs	1 unit	100,000.00
	Appliance Upgrade	2 units	10,000.00	Appliance Upgrade	2 units	10,000.00
	Heat/Domestic HW System Repairs	1 unit	10,000.00	Security Cameras	2 cameras	10,000.00
	Security Cameras	2 cameras	5,000.00	Bond Repayment	N/A	326,579.80
	Bond Repayment	N/A	326,579.79			
	RI001000003 Total		1,711,231.21	RI001000003 Total		1,730,181.48
	RI001000004 Manton Heights			RI001000004 Manton Heights		
	Operations	N/A	44,914.94	Operations	N/A	44,914.94
	Mold Remediation	3 units	5,000.00	Mold Remediation	3 units	5,000.00
	Mold Testing	10 units	2,500.00	Mold Testing	10 units	2,500.00
	Lead Abatement	1 bldg	30,000.00	Lead Abatement	1 bldg	50,000.00
	Exterior Building Repairs	4 bldgs	20,000.00	Exterior Building Repairs	4 bldgs	30,000.00
	Upgrade Exterior lighting	1 bldg	10,000.00	Upgrade Exterior lighting	1 bldg	7,500.00
	Repair/Replace Gas/Water Lines	1 unit	10,000.00	Repair/Replace Gas/Water Lines	1 unit	10,000.00
	Appliance Upgrade	2 units	10,000.00	Appliance Upgrade	2 units	10,000.00
	Exterior Repairs/Paint	1 bldg	10,000.00	Exterior Repairs/Paint	1 bldg	10,000.00
	Interior Repairs Mgmt Office	1 unit	5,000.00	Interior Repairs Mgmt Office	1 unit	5,000.00
	Subtotal of Estimated Cost		1,711,231.21	Subtotal of Estimated Cost		1,730,181.48

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Manton Heights (continued)			Manton Heights (continued)		
Annual	Repair/Replace Roof on Brick Bldgs	1 bldg	114,760.32	Repair/Replace Roof on Brick Bldgs	1 bldg	100,000.00
Statement	Repair/Replace Doors and Hardware	25 units	89,751.79	Repair/Replace Doors and Hardware	25 units	30,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	46,314.95	Bond Repayment	N/A	46,314.95
	RI001000004 Total		403,242.00	RI001000004 Total		356,229.89
	RI001000005 Dexter Manor			RI001000005 Dexter Manor		
	Operations	N/A	188,873.06	Operations	N/A	188,873.06
	Upgrade Windows	9 units	5,000.00	Upgrade Windows	5 units	10,000.00
	Paint Stairwells	1 stair	5,000.00	Paint Stairwells	2 stairs	33,222.00
	Appliance Upgrade	2 units	5,000.00	Appliance Upgrade	2 units	5,000.00
	Security Cameras	2 cameras	10,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	194,760.32	Bond Repayment	N/A	194,760.32
	RI001000005 Total		408,633.38	RI001000005 Total		436,855.38
	Subtotal of Estimated Cost		811,875.38	Subtotal of Estimated Cost		793,085.27

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000006 Dominica Manor			RI001000006 Dominica Manor		
Annual Statement	Operations	N/A	168,143.09	Operations	N/A	168,143.09
	Replace Shower/Tub Mixing Valve	15 units	5,000.00	Replace Shower/Tub Mixing Valve	15 units	5,000.00
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	Security Cameras	2 cameras	10,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	173,384.19	Bond Repayment	N/A	173,384.19
	RI001000006 Total		361,527.28	RI001000006 Total		356,527.28
	RI001000007 Carroll Tower			RI001000007 Carroll Tower		
	Operations	N/A	85,223.21	Operations	N/A	85,223.21
	Upgrade/Paint Hallway	1 unit	5,000.00	Upgrade/Paint Hallway	1 unit	30,000.00
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	Upgrade Kitchens	8 units	35,000.00	Upgrade Kitchens	8 units	35,000.00
	Replace DHW Riser	1 unit	35,000.00	Replace DHW Riser	2 units	35,000.00
	Security Cameras	2 cameras	10,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment CFFP	N/A	87,879.66	Bond Repayment CFFP	N/A	87,879.66
	RI001000007 Total		263,102.87	RI001000007 Total		283,102.87
	Subtotal of Estimated Cost		624,630.15	Subtotal of Estimated Cost		639,630.15

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2020 FFY 2020			Work Statement for Year 2021 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza		
Annual	Operations	N/A	46,066.60	Operations	N/A	46,066.60
Statement	Repair/Replace Windows	6 units	5,000.00	Repair/Replace Windows	4 units	3,000.00
	Appliance Upgrade	10	5,000.00	Paint Stairwells	1 stair	2,000.00
	Paint Stairwells	2 stairs	32,500.00	Appliance Upgrade	10	5,000.00
	Security Cameras	2 cameras	10,000.00	Security Cameras	2 cameras	5,701.77
	Bond Repayment	N/A	47,502.52	Bond Repayment	N/A	47,502.52
	RI001000008 Total		146,069.12	RI001000008 Total		109,270.89
	RI001000009 Parenti Villa			RI001000009 Parenti Villa		
	Operations	N/A	138,199.80	Operations	N/A	138,199.80
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	A & E Fees/Costs_Elevator Mod	N/A	25,000.00	Upgrade Kitchens	2	10,000.00
	Elevator Modernization	1 unit	200,000.00	Elevator Modernization	1 unit	200,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	142,507.55	Bond Repayment	N/A	142,507.55
	RI001000009 Total		515,707.35	RI001000009 Total		500,707.35
	CFP Administrative Costs		587,882.50	CFP Administrative Costs		587,882.50
	Subtotal of Estimated Cost		5,758,325.00	Subtotal of Estimated Cost		5,758,325.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000001 Chad Brown			RI001000001 Chad Brown		
Annual Statement	Operations	N/A	46,642.43	Operations	N/A	46,642.43
	Mold Remediation	2 units	5,000.00	Mold Remediation	2 units	5,000.00
	Mold Testing	10 units	5,000.00	Mold Testing	10 units	5,000.00
	Exterior Repair/Paint	1 bldg	20,000.00	Exterior Repair/Paint	1 bldg	50,000.00
	Repair/Replace Gas/Water Lines	3 bldgs	10,000.00	Repair/Replace Gas/Water Lines	3 bldgs	10,000.00
	Re-Caulk/Repaint Windows	4 units	20,000.00	Re-Caulk/Repaint Windows	4 units	50,000.00
	Upgrade Kitchens	4 units	10,000.00	Upgrade Kitchens	4 units	25,000.00
	Appliance Purchases	15 units	10,372.00	Appliance Purchases	15 units	15,000.00
	Repair/Replace Roofs	2 bldgs	75,000.00	Repair/Replace Roofs	2 bldgs	100,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	48,096.30	Bond Repayment	N/A	48,096.30
	Total		255,110.73	Total		359,738.73
	Subtotal of Estimated Cost		255,110.73	Subtotal of Estimated Cost		359,738.73

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See	Admiral Terrace			Admiral Terrace			
Annual	Operations	N/A	46,642.43	Operations	N/A	46,642.43	
Statement	Repair/Replace Roofs	1 bldg	75,000.00	Repair/Replace Roofs	1 bldg	100,000.00	
	Repair Gutters/add Guards	5 bldg	10,000.00	Repair Gutters/add Guards	5 bldg	10,000.00	
	Upgrade Kitchens	4 units	20,000.00	Upgrade Kitchens	4 units	25,000.00	
	Re-Caulk/Repaint Windows	7 bldgs	20,000.00	Re-Caulk/Repaint Windows	7 bldgs	25,000.00	
	Mold Remediation	2 units	5,000.00	Mold Remediation	2 units	5,000.00	
	Mold Testing	10 units	5,000.00	Mold Testing	10 units	5,000.00	
	Appliance Purchase	11units	10,000.00	Appliance Purchase	11units	20,000.00	
	Repoint/Seal Exterior	1 bldg	20,000.00	Repoint/Seal Exterior	1 bldg	30,000.00	
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00	
	Bond Repayment	N/A	48,096.30	Bond Repayment	N/A	48,096.30	
	Total		264,738.73	Total		319,738.73	
	Sunset Village			Sunset Village			
	Paint Exterior	1 bldg	100,000.00	Paint Exterior	1 bldg	20,000.00	
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00	
	Total		105,000.00	Total		25,000.00	
	RI001000001 Total		624,849.46	RI001000001 Total		704,477.46	
	Subtotal of Estimated Cost		369,738.73	Subtotal of Estimated Cost		344,738.73	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000002 Roger Williams			RI001000002 Roger Williams		
Annual	Repair/Replace Windows	5 units	10,000.00	Repair/Replace Windows	5 units	50,000.00
Statement	Roof Repair	1 bldg	10,000.00	Roof Repair	1 bldg	10,000.00
	A & E Fees/Costs-Fire Alarm Upgrade	N/A	100,000.00			
	Install Fire Reporting System	2 bldgs	300,000.00	Install Fire Reporting System	2 bldgs	300,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		425,000.00	Total		365,000.00
	Codding Court			Codding Court		
	Operations	N/A	35,125.78	Operations	N/A	35,125.78
	Mold Remediation	2 units	5,000.00	Mold Remediation	2 units	5,000.00
	Mold Testing	10 units	5,000.00	Mold Testing	10 units	5,000.00
	Replace Domestic Water Heaters	1 unit	10,000.00	Replace Domestic Water Heaters	1 unit	10,000.00
	Repair/Replace Roofs	1 bldg	50,000.00	Repair/Replace Roofs	1 bldg	50,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67
	Total		146,346.45	Total		146,346.45
	Subtotal of Estimated Cost		571,346.45	Subtotal of Estimated Cost		511,346.45

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Scattered Sites			Scattered Sites		
Annual	Operations	N/A	35,125.78	Operations	N/A	35,125.78
Statement	<i>Building Repairs (All Projects)</i>	5 bldgs	150,000.00	A & E Fees/Costs Roof Repairs	N/A	50,000.00
				Replace Roof/ Gutters/Downspouts	4 bldgs	100,000.00
	Paint Buildings, Rebuild Porches		100,000.00	Paint Buildings, Rebuild Porches		100,000.00
	Replace DHW Tanks, Boilers		10,000.00	Replace DHW Tanks, Boilers		10,000.00
	Repair/Seal Foundation Cracks		20,000.00	Repair/Seal Foundation Cracks		20,000.00
	Carb Monoxide/Smoke Detectors		5,000.00	Carb Monoxide/Smoke Detectors		5,000.00
	Replace Windows, Deferred Painting		20,000.00	Replace Windows, Deferred Painting		20,000.00
	Install Vinyl Siding, Vinyl Floor Tile		10,000.00	Install Vinyl Siding, Vinyl Floor Tile		10,000.00
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67
	Total		386,346.45	Total		386,346.45
	RI001000002 Total		957,692.90	RI001000002 Total		897,692.90
	RI001000003 Hartford Park			RI001000003 Hartford Park		
	Operations	N/A	316,707.88	Operations	N/A	316,707.88
	A&E Fees and Costs Fire Alarm System	1 system	50,000.00	A&E Fees and Costs Fire Alarm System	1 system	10,000.00
	Utility Survey	1 unit	1,000.00	Utility Survey	1 unit	1,000.00
	LBP/Asbestos Testing	N/A	5,000.00	LBP/Asbestos Testing	N/A	5,000.00
	Upgrade Fire Alarm System	1 system	301,805.30	Exteriors & Paint (Hi-Rise)		300,000.00
	Relocate Existing Generators to Outside	3 gens.	230,000.00			
	Subtotal of Estimated Cost		386,346.45	Subtotal of Estimated Cost		386,346.45

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Hartford Park (continued)			Hartford Park (continued)		
Annual Statement	Exterior Building Repairs	15 bldgs	100,000.00	Exterior Building Repairs	15 bldgs	250,000.00
	LBP Abatement	2 units	5,000.00	LBP Abatement	2 units	5,000.00
	Bldg. Repairs/Paint/ Vinyl Siding	2 bldgs	95,315.29	Bldg. Repairs/Paint/ Vinyl Siding	2 bldgs	224,088.50
	Heat/Domestic HW System Repairs	1 unit	20,000.00	Heat/Domestic HW System Repairs	1 unit	10,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	326,579.80	Bond Repayment	N/A	326,579.79
	RI001000003 Total		1,456,408.27	RI001000003 Total		1,453,376.17
	RI001000004 Manton Heights			RI001000004 Manton Heights		
	Operations	N/A	44,914.94	Operations	N/A	44,914.94
	Mold Remediation	3 units	5,000.00	Mold Remediation	3 units	5,000.00
	Mold Testing	10 units	5,000.00	Mold Testing	10 units	5,000.00
	Exterior Building Repairs	4 bldgs	50,000.00	Exterior Building Repairs	4 bldgs	30,000.00
	Upgrade Exterior lighting	1 bldg	7,500.00	Upgrade Exterior lighting	1 bldg	7,500.00
	Repair/Replace Gas/Water Lines	1 unit	10,000.00	Repair/Replace Gas/Water Lines	1 unit	10,000.00
	Exterior Repairs/Paint	1 bldg	25,000.00	Exterior Repairs/Paint	1 bldg	30,000.00
	Interior Repairs Mgmt Office	1 unit	30,000.00	Interior Repairs Mgmt Office	1 unit	20,000.00
	Subtotal of Estimated Cost		1,456,408.27	Subtotal of Estimated Cost		1,453,376.17

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Manton Heights (continued)			Manton Heights (continued)		
Annual	Repair/Replace Roof on Brick Bldgs	1 bldg	100,000.00	Repair/Replace Roof on Brick Bldgs	1 bldg	83,598.78
Statement	Repair/Replace Doors and Hardware	25 units	30,000.00	Repair/Replace Doors and Hardware	25 units	10,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	46,314.95	Bond Repayment	N/A	46,314.95
	RI001000004 Total		358,729.89	RI001000004 Total		297,328.67
	RI001000005 Dexter Manor			RI001000005 Dexter Manor		
	Operations	N/A	188,873.06	Operations	N/A	188,873.06
	Upgrade Windows	5 units	100,000.00	Upgrade Windows	5 units	10,000.00
				Replace Boilers/DHW Heaters		381,805.30
	Paint Stairwells	2 stairs	33,222.00	Replace Roof Exhaust Fans		33,222.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	194,760.32	Bond Repayment	N/A	194,760.32
	RI001000005 Total		521,855.38	RI001000005 Total		813,660.68
	Subtotal of Estimated Cost		880,585.27	Subtotal of Estimated Cost		1,110,989.35

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000006 Dominica Manor			RI001000006 Dominica Manor		
Annual	Operations	N/A	168,143.09	Operations	N/A	168,143.09
Statement	Replace Shower/Tub Mixing Valve	15 units	10,000.00	Replace Shower/Tub Mixing Valve	15 units	5,000.00
	Appliance Upgrade	10	10,000.00	Appliance Upgrade	10	5,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	173,384.17	Bond Repayment	N/A	173,384.19
	RI001000006 Total		366,527.26	RI001000006 Total		356,527.28
	RI001000007 Carroll Tower			RI001000007 Carroll Tower		
	Operations	N/A	85,223.21	Operations	N/A	85,223.21
	Upgrade/Paint Hallway	1 unit	5,000.00	Upgrade/Paint Hallway	1 unit	5,000.00
	Appliance Upgrade	10	10,000.00	Appliance Upgrade	10	5,000.00
	Upgrade Kitchens	6 units	25,000.00	Upgrade Kitchens	6 units	25,000.00
	Replace DHW Riser	2 units	35,000.00	Replace DHW Riser	2 units	35,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	87,879.66	Bond Repayment	N/A	87,879.66
	RI001000007 Total		253,102.87	RI001000007 Total		248,102.87
	Subtotal of Estimated Cost		619,630.13	Subtotal of Estimated Cost		604,630.15

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2022 FFY 2022			Work Statement for Year 2023 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza		
Annual	Operations	N/A	46,066.60	Operations	N/A	46,066.60
Statement	Repair/Replace Windows	4 units	30,000.00	Repair/Replace Windows	4 units	3,000.00
	Paint Stairwells	1 stair	2,000.00	Paint Stairwells	1 stair	2,000.00
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	47,502.52	Bond Repayment	N/A	47,502.52
	RI001000008 Total		135,569.12	RI001000008 Total		108,569.12
	RI001000009 Parenti Villa			RI001000009 Parenti Villa		
	Operations	N/A	138,199.80	Operations	N/A	138,199.80
	Appliance Upgrade	10	10,000.00	Appliance Upgrade	10	5,000.00
	Elevator Modernization	1 unit	200,000.00			
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	142,507.55	Bond Repayment	N/A	142,507.55
	RI001000009 Total		495,707.35	RI001000009 Total		290,707.35
	CFP Administrative Costs		587,882.50	CFP Administrative Costs		587,882.50
	Subtotal of Estimated Cost		5,758,325.00	Subtotal of Estimated Cost		5,758,325.00