

The Providence Housing Authority

FY 2018 Annual Plan



Annual PHA Plan <i>(Standard PHAs and Troubled 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-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only 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 if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, 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: _____ PHA Code: _____ PHA Type: <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____ Total Combined Units/Vouchers _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C 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. 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> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</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> <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:																							
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B.5	<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 and Annual Plan.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) 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>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <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>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
C.1	<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>

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.

Deconcentration Policy

Total Income of all Covered Developments ÷ Number of Occupied Units = Development Wide Average Income (DWAI)

Established Income Range (EIR) = 85% DWAI – 115% DWAI

PHA Covered Developments

0001

Chad Brown
Admiral Terrace

0002

Roger Williams
Coddington Court

0003

Hartford Park

0004

Manton Heights

FY17	
Total Income	\$16,899,433
Occupied Households	1341
DWAI	\$12,602
EIR = \$10,712-\$14,492	
All AMPS within Established Income Range	

All Elderly/Disabled Developments and Scattered Sites are excluded.

Average Income by Development

(Project Total Income *divided by* Occupied Units= Average Income per Development)

Project	Total Income	#Occupied Units	Dev. Average Income
0001 (Chad)	\$2,149,704	197	\$10,912
0001 (Ad)	\$2,155,828	153	\$14,090
0002 (Roger Williams)	\$458,875	39	\$11,766
0002 (Coddington court)	\$1,475,759	120	\$12,298
0003 (Hartford Park)*	\$6,346,089	504	\$12,591
0004 (Manton Heights)	\$4,313,178	328	\$13,150
<i>Total</i>	\$16,899,433	1341	

*All Elderly/Disabled Developments should be excluded but Hartford Park Tower is part of AMP 0004 therefore, the data is all-inclusive.



The Providence Housing Authority's

Security Plan

June 2017



Providence Housing Authority Security Plan 2017

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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
- Wanskuk
- 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 an 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 Monitors
- PHA Security Officers
- PHA Security Department Director
- PHA Agency Inspector
- 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 five (5) 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 five 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)

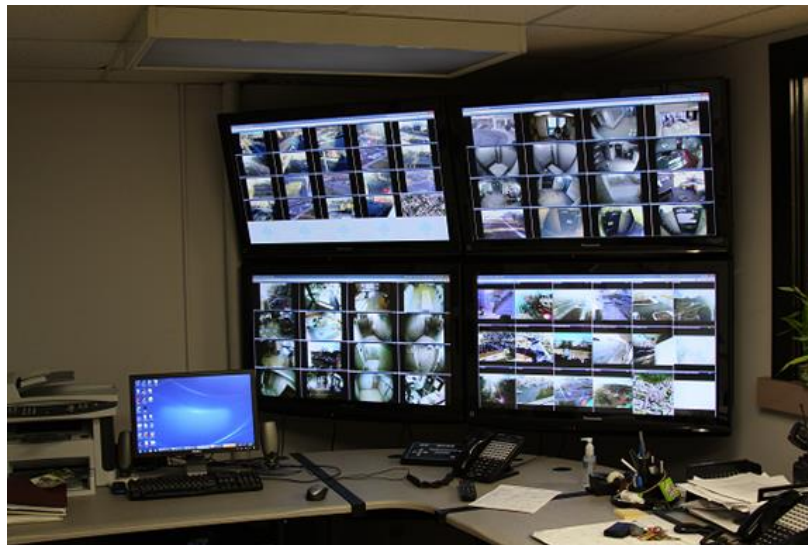
Providence Police Department Public Housing Unit Weekly Duty Hours Assignment								
For the week of Sunday 9/10/2006 to Saturday 9/16/2006								
Officers	Sun. 9/10	Mon. 9/11	Tues. 9/12	Wed. 9/13	Thurs. 9/14	Fri. 9/15	Sat. 9/16	
Officer A. Morrison	day off	1300-0100	1300-0100	1300-0100	1300-0100	day 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 B. 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 C. Wilson	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 D. Wilson	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 F. 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 G. Barley	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 H. McGregg	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	

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.

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 Monitors

In 2000 the PHA decided to conduct a complete upgrade of the security monitoring system that was in place. The camera system at that time consisted of a minimal amount of cameras with limited visibility that were only viewed/reviewed on VCR type recorders located in the site manager's office. The upgrade that was planned and was placed into operation allowed for camera and alarm installation at all ground floor access points of the high-rises, including 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 Monitor Station

A centralized monitoring system was installed in the PHU/Security office located in the high-rise at 335 Hartford Avenue. Two security 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 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.

In addition to monitoring the security system, the 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 Monitors will also notify fire/rescue services if needed.

Security 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 FFA	Cover FFA
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	FM Dispatch 1600-2400
			Comp Day				
FM 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 14 uniformed security officers. These security officers, who are unarmed and have no arrest powers, patrol the PHA's elderly/disabled high-rise developments. The PHA Security Officer hours are dependant on the hours that are identified as being, or potentially being, the most active.

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 12noon-8pm	45-47 Barbara St 7:30am BUZZELL	45-47 Barbara St 7:30am BUZZELL	
	Hn: Cuffey 40 T. Green 40 Pagan 40 Kohloff 40	Porter 40 Nah 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 and pass the mandated 8-hour Department of Elderly Affairs Security Guard Training. This training is specifically designed to address the topics determined to be necessary for security personnel assigned to elderly/disabled high-rises.

Security Officers provide approximately 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 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 Monitors. Any incidents that need immediate attention are e-mailed directly to the respective manager or other PHA staff.

Security Department Director

The current PHA Security Department Director has 20 years experience in the position and is a retired PHU officer having served 21 years as an officer assigned primarily to public housing. His responsibilities include: scheduling and administrative oversight of the security program. The Security Department Director is also responsible for 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 mandates regarding the training of the security officers and the maintenance of the management files.

The Director was designated, by the Department of Elderly Affairs, as the primary instructor for the state-mandated Department of Elderly Affairs Security Guard Training. This training, sponsored by the PHA is no longer a requirement by the RIDEA however the PHA security guards continue to be trained to this standard.

PHA Agency Inspector

The PHA Agency Inspector is responsible for investigating fraud related complaints in both the PHA developments and Section 8 Housing. The Agency Inspector is a retired Providence Police Officer with PHU experience. His dedication to his duties earned him the Association of Certified Fraud Examiners award for 2012 along with the PHA Security Department Director. The Agency Inspector coordinates his investigations with numerous agencies such as the HUD OIG, Department of Human Services and the US Attorneys Office

Resident Crime Watches

Over the years several resident crime watches have been organized in both high-rise and in the family developments. Currently only Dominica Manor and Kilmartin Plaza have an organized crime watch. The primary reasons for the failure of the crime watches is due to "the novelty" wearing off and people leaving the watch. Another reason was due to dissention between the members of the crime watch. 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 Monitors, the PHA Security Officers and the Security Department Director and the Agency Inspector.

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 Directors 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.

Vehicles

The police vehicles assigned to the PHU consists of one 1994 Ford Explorer and two newer Ford Explorers (2000 and 2001 models). All three of the Explorers were purchased new by the PHA then turned over to the Providence Police Department for use by the PHU officers. The police department also assigns other police vehicles to the PHU for use by the PHU officers. These vehicles usually have high mileage when received by the Unit from the police department. 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 supervise the police reserve officers when on duty and assist in the training and supervision of the PHA security officers.

PHA Development Patrol Areas and Responsibilities

The PHA family developments, and their locations in the city, patrolled by the PHU:

- | | |
|------------------------------|--------------------------------|
| • Hartford Park | Hartford neighborhood |
| • Manton Heights | Olneyville/Manton neighborhood |
| • Chad Brown/Admiral Terrace | Wanskuk neighborhood |
| • Sunset Village | Wanskuk neighborhood |
| • Codding Court | West End neighborhood |

- Roger Williams Lower South Providence neighborhood

The PHA elderly/disabled high-rises are located 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 |

The PHA scattered sites are located throughout the city.

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.

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. One privately owned development regularly patrolled by the PHU is Wiggin Village, which is located next to Coddington Court in the West End. The two developments share similar problems, due to their close proximity. The same people are usually responsible for the problems, and either cause or engage in criminal activity in both developments. Wiggin Village was a contributor to the PHU "extended coverage" budget, through the PHA, to extend the hours of coverage however as of 2012 that additional funding ceased. Some of the other privately-owned housing developments patrolled by the PHU are: Lockwood Plaza and Arbor Glen.

The PHU has assisted in organizing security programs in several of the privately-owned high-rises in the city that resemble the PHA security program.

Section 3: Police and Security Deployment

The PHU, PHA Security 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 Operations Manager 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, 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 current police department scheduled hours are 5:00pm to 1:00am (8 hours). Therefore the PHA hours assigned to the officers is currently 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 the budget.

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

- Hartford Park and Manton Heights area
- Coddington Court and Wiggin Village
- 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. The team officers are under the direct command and supervision of the lieutenant assigned as commander of that particular district. This current deployment practice became effective during a police department wide redeployment plan.

Initially the teams were district restricted, in that they could only patrol and respond to calls for service in their assigned districts. The police department rescinded those restrictions and now the PHU officers can respond to calls at public and private housing locations that are located outside the boundaries of their assigned districts.

As of 2012 there has been a sergeant assigned to the PHU as overall "Officer In Charge" of that unit.

PHA Security Monitor Schedule

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

The Security Monitors are scheduled to work the following shifts:

- 0800-1600 1600-2400

In an effort to be cost effective should a Security 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 Monitor will perform their duties from the Facilities Dispatcher office and monitor 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. 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, which is the individual high-rise that they are assigned to patrol. Visual patrolling is also conducted by the Security 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. In addition to the security officer coverage, the high-rises each have cameras installed that are linked to the PHA Security 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 senior PHU officer began his career as a Community Protection Officer in 1972. He is currently serving and has 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 Operations Manager of the PHA. The SOM utilizes his 21 years of police experience and training along with his knowledge acquired from research on recent 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 that conformed to, and even exceeded, the DEA training mandates. This training was so successful that the DEA selected the PHA to conduct the training for all security agencies with officers assigned to the high-rises.

This training session is an eight-hour session and is presented with the use of PowerPoint presentations, training aides and the use of several experienced instructors. At the end of this 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 has decided to eliminate this training as a security guard requirement however the PHA continues to train its security officers to this standard.

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 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, that 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 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 SOM 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 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 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. Sarasin		R.O.	
P.O. E. Bogda		R.O.	
P.O. D. Hull			
P.O. M. Dorley			
P.O. S. McGregor			

On the date the PHU recorded the following activity in the below listed districts:
 District 2: Car-29, Officer Dorley, & Officer McGregor

District 4: Car-49 Officer Bogda & Officer Hull

District 5: Car-53 Officer O'Rourke & Officer Murphy

District 7: Car-73 Officer Lapore & Officer Sarasin

Reserve Activity

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The PHA security officers also submit a daily report, high-rise and officer, on a daily basis. Security report information is also entered in the PHA Police Activity Database daily.

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 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 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 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 Monitor Operating Procedures Manual

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

- Section 1: Primary Duties and Responsibilities of PHA Security 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 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 Monitor Shift Responsibilities

This manual allows for a quick reference guide for the security 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 Severe 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 2 Part 1 & 2 Crimes Cleared By Arrest (Month)

Providence Housing Authority Monthly Management Report

PHU MONTHLY PART 1 AND 2 CRIMES CLEARED BY ARREST

Incident	Hartford Park	Manon Heights	Chad Brown	Roger Williams	Coddling Court	Dexter Manor	Parent Villa	Kilmartin Place	Dominic a Manor	Carroll Tower	Scattere d Sites	subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder																
Rape																
Robbery																
Assault																
B.E.E.																
Larceny																
Motor V. Theft																
Subtotal																
PART 2 CRIMES																
Simple Assault	1											1				1
Stolen Property																
Malicious Mischief																
Weapons Off																
Prostitution/Vice																
Other Sex offenses																
Narcotics														1		1
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly conduct						2										
All Other Offenses	1											3		5	1	9
Subtotal	2					2						4		6	1	11
Total	2					2						4		6	1	11
Radio Calls PPD	45	19	2	3	4	5	11	8			1	98	7	75	92	272
Radio Calls PHA	1	2	1		1	1		1				7		1		8
M/V Summons/Tags	13											13				13
Dispersals	2	2				1	2	3			1	11		15	4	30
Lease Violations															1	1
Meetings			1									1		1		2
Eviction Hearings																
Total	61	23	4	3	5	7	13	12			2	130	7	92	97	326

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Security Section MMR Page 3 Part 1 & 2 Crimes Cleared By Arrest (Fiscal YTD)

Section Security July 2006

PHU FY 2007 YEAR TO DATE PART 1 & 2 CRIMES CLEARED BY ARREST

Incident	Hartford Park	Manon Heights	Chad Brown	Roger Williams	Coddling Court	Dexter Manor	Parent Villa	Kilmartin Place	Dominic a Manor	Carroll Tower	Scattere d Sites	subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder																
Rape																
Robbery																
Assault																
B.E.E.																
Larceny																
Motor V. Theft																
Subtotal																
PART 2 CRIMES																
Simple Assault	1											1				1
Stolen Property																
Malicious Mischief																
Weapons Off																
Prostitution/Vice																
Other Sex offenses																
Narcotics														1		1
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly conduct						2										
All Other Offenses	1											3		5	1	9
Subtotal	2					2						4		6	1	11
Total	2					2						4		6	1	11
Radio Calls PPD	45	19	2	3	4	5	11	8			1	98	7	75	92	272
Radio Calls PHA	1	2	1		1	1		1				7		1		8
M/V Summons/Tags	13											13				13
Dispersals	2	2				1	2	3			1	11		15	4	30
Lease Violations															1	1
Meetings			1									1		1		2
Eviction Hearings																
Total	61	23	4	3	5	7	13	12			2	130	7	92	97	326

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Security Section MMR Page 4 Crime and Incident Report (Month)

Providence Housing Authority Monthly Management Report

PHU MONTHLY CRIME AND INCIDENT REPORT

Incident	Hartford Park	Monton Heights	Chad Brown	Roger Williams	Coddling Court	Dexter Manor	Parent Villa	Windsor Place	Dominic & Manor	Carroll Tower	Scotches & Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 (CRIMES)																
Murder																
Rape																
Robbery																
Assault				1		1						2				2
B&E	3											3				3
Larceny		1			1							2		3	2	7
Motor V. Theft	1											1				1
Sub Total	4	1		1	1	1						6		3	2	13
PART 2 (CRIMES)																
Simple Assault	4											4				4
Stolen Property	1											1				1
Malicious Mischief	3	1					1					5		2		7
Weapons Off																
Prostitution/Vice																
Other Sex offenses																
Narcotics		1										1		1		2
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly Conduct																
All Other Offenses	1											1		4	1	6
Subtotal	9	2					1					12		7	1	20
Total	13	3		1	1	1	1					20		10	3	33

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Security Section MMR Page 5 Crime and Incident Report (Fiscal YTD)

Section © Security July 2006

PHU FY 2007 YEAR TO DATE CRIME AND INCIDENT REPORT

Incident	Hartford Park	Monton Heights	Chad Brown	Roger Williams	Coddling Court	Dexter Manor	Parent Villa	Windsor Place	Dominic & Manor	Carroll Tower	Scotches & Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 (CRIMES)																
Murder																
Rape																
Robbery																
Assault				1		1						2				2
B&E	3											3				3
Larceny		1			1							2		3	2	7
Motor V. Theft	1											1				1
Subtotal	4	1		1	1	1						6		3	2	13
PART 2 (CRIMES)																
Simple Assault	4											4				4
Stolen Property	1											1				1
Malicious Mischief	3	1					1					5		2		7
Weapons Off																
Prostitution/Vice																
Other Sex offenses																
Narcotics		1										1		1		2
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly Conduct																
All Other Offenses	1											1		4	1	6
Subtotal	9	2					1					12		7	1	20
Total	13	3		1	1	1	1					20		10	3	33

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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
Coddling 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

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 the Security Monitors.
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.	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.

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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							
Coddling 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

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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

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 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.
Agency Inspector	Investigating Fraud complaints

NEW ACTIVITIES

Choice Neighborhoods & Other:

The PHA was past recipient of the one of the nation's first Choice Neighborhoods Planning Grants (2010) for the Manton Heights public housing site and the Olneyville neighborhood. The PHA officially submitted the final Transformation Plan (called the "Build Olneyville Plan") to HUD on June 27, 2014. The Build Olneyville Plan's housing component included a financing component through the Rental Assistance Program. In February 2016, the PHA and key partners applied for the Choice Neighborhood Initiative Planning & Action Grant but were denied. The PHA continuously seeks opportunities for neighborhood revitalization, redevelopment and mixed income communities. Also, various inquiries have been made to determine the PHA's interest in the purchase and/or leasing of unused land adjacent to PHA properties during the last year. 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.

Disposition:

A disposition application was submitted by the Housing Authority to and approved by HUD in 2007 for a small portion of land located behind its' elderly high-rise building known as Dominica Manor (AMP 6) 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 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. §45-24-61.1. The Housing Authority currently awaits further action by the Talon Realty, LP or the final expiration of its building and zoning approvals.

Conversion of Public Housing to Project-Based Assistance under RAD:

The PHA continues to research the potential of participating in the Rental Assistance Demonstration (RAD) program, which aims to convert public housing subsidies to project based subsidies to leverage private funding in order to revitalize affordable housing. The RAD program has become a popular tool for housing authorities to preserve affordable housing and address the backlog of capital improvements on aging public housing stock. The PHA remains interested in RAD and other affordable housing programs, resources and trainings.

Units with Approved Vacancies for Modernization:

In FY 2018, the PHA was approved to conduct modernization on 8 units for the following: (1) voluntary compliance with HUD, (2) two units experienced fire incidences and (3) two units are in need of kitchen upgrades such as floors and cabinets.

2018 HUD Emergency Safety and Security Grants:

Typically, the PHA applies for \$250K to address the authority wide community need for improved security with the following items: installation of exterior cameras at Hartford Park where needed, interior security cameras (136) on all floors of the six high-rise buildings, digital enhancement of the existing surveillance/ monitoring system in the security unit and required upgrades for the supporting fiber optic equipment. The NOFA is expected to be released soon.

FY2018 Update on Meeting Goals & Objectives:

Update on meeting the PHA's organizational goals and objectives:

1. **Continue to operate and adhere with federal, state and local mandates as well as formal regulations associated with public housing authorities.**
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).** **UPDATE:** (1) The PHA continually seeks available and viable redevelopment and revitalization opportunities to enhance affordable housing. (2) The PHA's Board established an ad hoc committee in order to explore various strategies to meet community housing needs such as the homeless, veterans, victims of domestic violence and elderly/disabled. (3) The PHA assigned development rights to SWAP and the Family Housing Development Corporation (FHDC) to develop their second phase of developing affordable housing on vacant lots adjacent to the Roger Williams site (AMP 02) which includes a homeownership component and (4) the PHA implemented a more lenient admissions policy for those with criminal records in order to remove housing barriers and reunite families in the Providence community.
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.** **UPDATE:** The PHA continues to maintain and establish an extensive variety of partnerships that positively impact the residents, properties and employees. For example, the PHA: (1) was awarded a TA grant by the RI Department of Health's Climate Change program to establish modern emergency preparedness plans for two elderly/disabled high-rises, (2) is working with the Public Housing Association of RI's membership to establish a centralized wait list for the state of Rhode Island to streamline the application process for affordable housing applicants,(3) continues to participate in the nationally awarded Working Cities Initiative with the City of Providence as Providence is targeting the unemployed, people of color living under the poverty level. The PHA's Jobs Plus and Financial Opportunities Center programs support and strengthen the Working City Initiative, an economic development effort designed to strengthen cross sector collaboration and leadership in the Ocean State's postindustrial cities, (4) expanded its Senior Box Program in two additional, elderly/disabled buildings with the RI Community Food Bank and worked closely with the City to offer the Summer Meals program to our family sites furthering the agency's efforts to address hunger, (5) continues its energy rebate program with National Grid which addresses the installation of LED fixture replacements for many older lighting fixtures in the buildings. The PHA implemented several projects within the high-rise staircases at Parenti Villa, Carroll Tower, and Dominica Manor, replacing older incandescent type fixtures with new LED efficient fixtures and (6) updated and improved its existing Section 3 Plan.

- 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.** **UPDATE:** The PHA conducts surveys regarding various programs and continues to engage the Resident Advisory Board (RAB) and residents utilizing a myriad of community engagement strategies regarding new policy and program ideas.
- 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.** **UPDATE:** In early FY 2018, the PHA Resident Representatives Nomination process took place. In this process, the PHA led an official nomination procedure to coordinate an authority-wide resident representative campaign. This campaign was used to inform and assemble a list of interested residents to represent their developments on the Resident Advisory Board and the PHA's Board of Commissioners. During this process, residents were provided bilingual informational packets highlighting the purpose of each committee. As a result, twelve members became part of the Resident Advisory Board and there were six residents nominated for consideration, by the Mayor, for the Board of Commissioners.
- 6. Continue to improve the appearance of PHA properties, reduce work order and unit turn-around time, reduce energy consumption and costs as well as conduct authority wide inspections and proper procurement processes.** **UPDATE:** During FY 2017, there were 34,624 work order (WO) requests; this was an increase of 710 work orders (33,914) from FY 2016. The average length of time to complete a WO was 6.4 days; a reduction of .6 days per WO from previous year (7). There were 300 vacant units Authority wide, a decrease of 17 units (317) from the year before. The average vacancy days for unit turn around in FY 2017 was 25 Days; this is a decrease of thirty two days (56 days) from FY 2016. Although there was a decrease in the total number vacancies and turn around days, this number is still high and is contributed to by the number of extensive interior repairs (floors) at Scattered Sites; Facilities Management is working hard to reduce the total number of turn around days for FY 2018. The FY 2017 consumption profile for the Energy Performance Contract (based on utility consumption and cost) showed contract compliance and a net energy savings of \$216,185K, an increase of \$4,587K from the previous year's savings (\$211,598K). In the eight years of EPC contract, the PHA has saved more than \$2.4M. The FY 2017 PHAS scores increased from an 86 to a 92 (high performer), with a physical score of 34 out of 40.
- 7. Continue to maintain public housing occupancy rates above 97%, stream line the application process and improve tenant collections.** **UPDATE:** The PHA's Property Management Department has consistently met or exceeded the occupancy goal of 97%. FY 2017 ended with an overall occupancy rate of 99.4% (also reflected in the individual AMPs consistently). In FY 2017, the PHA leased 258 units and vacated 240 units for a net gain of 18 occupied units. Throughout FY 2017, 903 applications for public housing were processed and an additional 1,080 pre-applications were received. A final eligibility notice was created to keep applicants informed of where they are in the application process and of the anticipated amount of rent. A projection analysis of needed completed files by bedroom size was implemented to ensure an adequate pool of ready to lease applicant

files. All pertinent forms were revised with VAWA (Violence Against Women Act) and Reasonable Accommodation language and a LEP (Limited English Proficiency) tagline was added. Revised the screening process by implementing an extended electronic court records search for previous evictions and an informal meeting with applicants to discuss any adverse findings rather than automatically initiating the denial process. Management persistently follows the legal process to collect rents, revised the repayment agreement process and ended FY 2017 with an authority-wide collection rate of 96%. Property Management staff participated in the annual EIV security awareness training and received in-house training on revised PHA procedures and policies.

- 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. UPDATE:** Leased Housing/Section 8 leasing rates continued to be high (at 96%) and for the 15th consecutive year received High Performer SEMAP score. The program size is at its highest point in more than ten years which maximizes the amount of admin fees earned. The staff administers a total of 209 VASH and have applied for another allocation; the award will not be announced until the first quarter of 2018. There are 80 FSS participants and 55 participants in the Homeownership Program. Deconcentration is monitored on a monthly basis. Families reside in all neighborhoods of the city with the exceptions of Wayland and Blackstone which have few rental units. PHA and Rhode Island Housing accomplished an innovative, successful method of opening the Section 8 waiting list in November 2016. Five thousand applicants were added to the waiting list. The joint effort served as a pilot program for the Centralized Waiting List for the State.
- 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. UPDATE:** Through its Resident Services Department (RSD), last year the PHA served 125 students in its Adult Education Program (ESL and ABE/GED). Computer labs have been established all family developments and at most of our elderly/disabled buildings; digital literacy is integrated into all RSD education programs for adults and youth. Over 140 clients received one-on-one financial coaching and employment support services through our Financial Opportunity Center (FOC) and our Family Self-Sufficiency program maintained a case load of 142 participants in FY 2017. Our Homeownership Program served 34 new clients last year; 12 residents purchased a home. Programming for youth ages 6-17 was provided through the PHA's established partnership with the Providence Boys and Girls Club and included an Open Door after school program and before and after school licensed childcare to meet the needs of working families, as well as a summer camp program. Last year, 273 youth were served authority-wide. In FY 2017, HUD awarded the PHA a four-year Jobs Plus Program (JPP) grant. In its first year of operations, JPP exceeded its proposed goal enrolling and serving over 200 residents. Through JPP, the PHA has established numerous partnerships with community based organizations to provide services that meet the identified needs of our residents including work readiness training, several specific job skills

trainings, digital literacy, and individual and behavioral health counseling services. Our elderly population continues to benefit from assistance provided by our Resident Service Coordinator (RSCs). This year, particular emphasis has been placed on health and wellness education and food access programs provided, again, through our network of established partnerships.

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. UPDATE:

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. For FY 2018 the PHA Security Department will conduct a needs assessment to determine the number of security cameras that are outdated and are at the most risk of failing in the near future. The current practice is to replace cameras as they fail however now we are in a time period where a substantial number of cameras have aged well beyond their warranty period. This needs assessment will hopefully prevent a situation where a number of cameras fail at the same time which would become a serious budget concern should they all have to be replaced. In addition the newer model cameras that would be used to replace the outdated cameras require more power which could also result in infrastructure upgrading to support the new camera technology. The PHA will apply for the HUD Emergency Safety and Security Grant once the application becomes available. Funding will be used to address the above stated concerns. The PHA and the Providence Police Department along with the National American Family Institute (NAFI) continued to organize and conduct Youth Police Initiative Programs (YPI). These programs are being conducted for Hartford Park and Manton Heights resident youth. The PHU officers periodically attend resident meetings, which assists in maintaining a trusting relationship between the officers and the resident population. One of the greatest challenges, nationwide, is the growing opioid addiction crisis. This crisis has produced deaths in excess of 50,000 nationwide for the past few years. There is continual discussion between the PHU officers and the PHA Security staff to develop strategies to address the impact of this problem in the PHA developments. Current strategy is to identify any apartment in the PHA family developments and High-rise developments that are actively involved in the selling of narcotics, especially fentanyl, which has proven to be the most deadly. Several drug raids have been conducted in which amounts of fentanyl was seized.

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. UPDATE:

The Authority has increased staff training to achieve improvement in areas of the Insurer's Risk Management Control Plan. The training is necessary to control losses and to maintain required general liability insurance coverage. Training is also being provided to facilitate the review, investigation, reporting and resolution of all incidents/claims involving the Authority, property damages and/or personal injury. Also, the newly appointed Chairman of the PHA's Safety Committee has

elicited several new members to join the Committee and they continue to meet quarterly: to review and assess reported incidents, to discuss best practices and areas for improvement in safety and training for both residents and staff, to carry-out and report on bi-annual self-inspections of properties. In an effort to combat the increase in fire incidences taking place at the PHA, Property Management (PM) and SPO have united to offer residents a new and improved Fire Safety intervention process. Once an incident is reported, PM contacts the resident via a letter requesting an in-person meeting. Once PM has met with the resident, a meeting is scheduled to take place with the Resident Liaison from SPO. After SPO conducts one-on-one training, PM conducts a home visit in order to assess if Resident Services are needed. In addition to this new process, residents involved in past fire incidents will be required to attend mandatory fire safety training in their buildings. In FY2017, the PHA was selected to work with the DOH and Yale New Haven Health System (YNHHS) in developing emergency preparedness plans and training for our staff at our Dominica Manor site (as a pilot) and fund an additional assessment for a second high-rise. As elderly and disabled are some of the most vulnerable in time of emergency, the PHA, the RI DOH and YNHHS completed two emergency preparedness plans for the Dominica Manor and Hartford Park buildings.

- 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. UPDATE:** Ongoing maintenance and improvement of finance procedures to assure regulatory compliance and refine reporting systems. Areas of concentration will include refining our inventory systems for better controls and streamlining procurement of most used materials and issuance of RFPs for Audit Services, Actuary Services (OPEB Calculation), Banking Services and Defined Contribution Plan. Annual review of cross training and general staff coverage.
- 13. Continue to maintain, reorganize and improve the general infrastructure of the organization and ensure compliance with Section 3 requirements. UPDATE:** The PHA continually seeks to improve performance and efficiency by evaluating existing operating procedures and functions to ensure compliance and improve ways to produce successful outcomes of the agency's goals and objectives. During fiscal year 2017 The Housing Authority's Section 3 Plan was updated. We met our goal Section 3 hiring goals. Section 3 reports were submitted on time. During the year employees participated in 101 different training sessions, an increase of 51% over the previous year. We evaluated the agency's payroll system/service and determined it to be unsatisfactory. We interviewed several payroll companies and selected one that best meets our needs. Implementation is underway.
- 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. UPDATE:** To ensure the security of the PHA Network, the PHA Firewalls have been replaced in order to adhere to best practices recommendations regarding Firewall hardware and software. New Virtual Environment hardware has been installed which replaced our existing hardware; a RFP was published for services to configure this new hardware to VMware best practices, we partnered with Advizex to complete this project. The project also included

testing the Disaster Recovery (DR) plan to ensure should one location (Dexter or Hartford) fail critical servers will start up at the other location with minimal staff assistance. A Password Policy was put in place in January 2016. Computers have been upgraded to Windows 2010; and older computers, printers and UPS's (Uninterrupted Power Supply) have been replaced throughout the agency. Lastly, staff is encouraged to report any software, computer, printer, fax, camera, phone and Internet usage problems or questions through the centralized Manage Engine software. Future plans: Create a RFP for IT Managed Services and a Cyber Security Policy. This will allow the IT Office to partner with a vendor where they will monitor critical hardware and software throughout the agency and inform the IT staff of any issues. Run a Network Vulnerability Scan which will show weakness/vulnerabilities in our network and setup a plan to resolve. Setup Encrypted e-mail, allowing users to encrypt e-mails containing personal information before sending. Also, Setup a Cyber Security policy where this vendor will monitor our Firewalls and address any unwanted attempts to access our network, ensuring our network is secure. Setup a Quarterly User Cyber Security training program to keep users abreast of the latest techniques to thwart virus and ransomware schemes. Monitor our Anti-Virus software informing IT staff of any unprotected computers or anti-virus software that is out of date. The vendor will also update users computers and servers with Windows patches and software updates to vulnerable software such as Adobe and Java as it becomes available.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/1/2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Providence Housing Authority

RI 1001

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2018

5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Nicholas Retsinas

Chairman, Board of Commissioners

Signature

Date

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Emily Freedman, the Director of the Division of Community Development
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Providence Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Providence

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The PHA established a more lenient Admissions Policy regarding applicants with criminal histories,
continues its deconcentration plan, implements healthy housing initiatives, administers 209 VASH vouchers
and recently opened its Housing Choice Voucher wait list via an on-line system in partnership with RI
Housing establishing 5,000 new applicants.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Emily Freedman	Director of the Division of Community Development
Signature	Date
	1/8/2018

Capital Fund Program-Five Year Action Plan

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

Part I: Summary						
THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI RI 43 P001 50118			Providence, RI		_ Original 5-Year Plan _ Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2018	Work Statement for Year 2 FFY 2019	Work Statement for Year 3 FFY 2020	Work Statement for Year 4 FFY 2021	Work Statement for Year 5 FFY 2022
B.	Physical Improvements Subtotal	Annual Statement	1,514,251.97	1,514,251.97	1,514,251.97	1,514,251.97
C.	Management Improvements		25,000.00	25,000.00	25,000.00	25,000.00
D.	PHA-Wide Non-dwelling Equipment		60,000.00	60,000.00	60,000.00	60,000.00
E.	Administration		399,543.70	399,543.70	399,543.70	399,543.70
F.	Other		10,000.00	10,000.00	10,000.00	10,000.00
G.	Operations		799,088.41	799,088.41	799,088.41	799,088.41
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service		1,187,562.92	1,187,562.92	1,187,562.92	1,187,562.92
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		3,995,447.00	3,995,447.00	3,995,447.00	3,995,447.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	57,493.96	Operations	N/A	57,493.96
	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
	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	50,546.00	Repair/Replace Roofs	2 bldgs	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		206,136.26	Total		160,962.26
	Subtotal of Estimated Cost		206,136.26	Subtotal of Estimated Cost		160,962.26

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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 Statement	Operations	N/A	57,493.96	Operations	N/A	57,493.96
	Repair/Replace Roofs	1 bldg	55,546.00	Repair/Replace Roofs	1 bldg	10,000.00
	Repair Gutters/add Guards	5 bldg	5,000.00	Repair Gutters/add Guards	5 bldg	10,000.00
	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	11 units	5,000.00	Appliance Purchase	11 units	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		201,136.26	Total		163,090.26
	Sunset Village			Sunset Village		
	Repaint Exterior Doors/Trim	1 bldg	30,000.00	Paint Exterior	1 bldg	20,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		35,000.00	Total		25,000.00
	RI001000001 Total		442,272.52	RI001000001 Total		349,052.52
	Subtotal of Estimated Cost		236,136.26	Subtotal of Estimated Cost		188,090.26

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	65,000.00	Install Fire Reporting System	2 bldgs	252,852.67
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		80,002.93	Total		267,852.67
	Codding Court			Codding Court		
	Operations	N/A	61,940.16	Operations	N/A	61,940.16
	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	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		123,160.83	Total		120,660.83
	Subtotal of Estimated Cost		203,163.76	Subtotal of Estimated Cost		388,513.50

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	61,940.16	Operations	N/A	61,940.16
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			Paint Buildings, Rebuild Porches		
	Replace DHW Tanks, Boilers			Replace DHW Tanks, Boilers		
	Repair/Seal Foundation Cracks			Repair/Seal Foundation Cracks		
	Carb Monoxide/Smoke Detectors			Carb Monoxide/Smoke Detectors		
	Replace Windows, Deferred Painting			Replace Windows, Deferred Painting		
	Install Vinyl Siding, Vinyl Floor Tile			Install Vinyl Siding, Vinyl Floor Tile		
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67
	Total		216,916.83	Total		218,160.83
	RI001000002 Total		420,080.59	RI001000002 Total		606,674.33
	RI001000003 Hartford Park			RI001000003 Hartford Park		
	Operations	N/A	155,769.31	Operations	N/A	155,769.31
	A&E Fees and Costs Fire Alarm System	1 system	10,000.00	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	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		216,916.83	Subtotal of Estimated Cost		218,160.83

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	95,546.00	Repair/Replace Roof on Brick Bldgs	1 bldg	50,000.00
Statement	Repair/Replace Doors and Hardware	25 units	10,000.00	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		320,550.32	RI001000004 Total		272,504.32
	RI001000005 Dexter Manor			RI001000005 Dexter Manor		
	Operations	N/A	89,230.63	Operations	N/A	89,230.63
	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
				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		298,990.95	RI001000005 Total		332,212.95
	Subtotal of Estimated Cost		619,541.27	Subtotal of Estimated Cost		604,717.27

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	62,553.43	Operations	N/A	62,553.43
Statement	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	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	173,384.19	Bond Repayment	N/A	173,384.19
	RI001000006 Total		250,937.62	RI001000006 Total		250,937.62
	RI001000007 Carroll Tower			RI001000007 Carroll Tower		
	Operations	N/A	59,487.09	Operations	N/A	59,487.09
	Upgrade/Paint Hallway	1 unit	5,000.00	Upgrade/Paint Hallway	1 unit	5,000.00
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	Upgrade Kitchens	6 units	25,000.00	Upgrade Kitchens	6 units	25,000.00
	Replace DHW Riser	1 unit	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 CFFP	N/A	87,879.66	Bond Repayment CFFP	N/A	87,879.66
	RI001000007 Total		222,366.75	RI001000007 Total		222,366.75
	Subtotal of Estimated Cost		473,304.37	Subtotal of Estimated Cost		473,304.37

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2019 FFY 2019			Work Statement for Year 2020 FFY 2020		
	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	32,503.25	Operations	N/A	32,503.25
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	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		127,505.77	RI001000008 Total		95,005.77
	RI001000009 Parenti Villa			RI001000009 Parenti Villa		
	Operations	N/A	59,487.09	Operations	N/A	59,487.09
	Appliance Upgrade	10	5,000.00	Appliance Upgrade	10	5,000.00
	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		411,994.64	RI001000009 Total		411,994.64
	CFP Administrative Costs		399,543.70	CFP Administrative Costs		399,543.70
	Subtotal of Estimated Cost		3,970,447.00	Subtotal of Estimated Cost		3,970,447.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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	Operations	N/A	57,493.96	Operations	N/A	57,493.96
Statement	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
	Exterior Repair/Paint	1 bldg	5,000.00	Exterior Repair/Paint	1 bldg	5,000.00
	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	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	15 units	10,372.00	Appliance Purchases	15 units	10,372.00
	Repair/Replace Roofs	2 bldgs	5,000.00	Repair/Replace Roofs	2 bldgs	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		160,962.26	Total		160,962.26
	Subtotal of Estimated Cost		160,962.26	Subtotal of Estimated Cost		160,962.26

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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 Statement	Operations	N/A	57,493.96	Operations	N/A	57,493.96
	Repair/Replace Roofs	1 bldg	10,000.00	Repair/Replace Roofs	1 bldg	10,000.00
	Repair Gutters/add Guards	5 bldg	10,000.00	Repair Gutters/add Guards	5 bldg	10,000.00
	Upgrade Kitchens	4 units	10,000.00	Upgrade Kitchens	4 units	10,000.00
	Re-Caulk/Repaint Windows	7 bldgs	7,500.00	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	11 units	5,000.00	Appliance Purchase	11 units	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		163,090.26	Total		163,090.26
	Sunset Village			Sunset Village		
	Paint Exterior	1 bldg	20,000.00	Paint Exterior	1 bldg	20,000.00
	Security Cameras	2 cameras	5,000.00	Security Cameras	2 cameras	5,000.00
	Total		25,000.00	Total		25,000.00
	RI001000001 Total		349,052.52	RI001000001 Total		349,052.52
	Subtotal of Estimated Cost		188,090.26	Subtotal of Estimated Cost		188,090.26

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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 Statement	Operations	N/A	61,940.16	Operations	N/A	61,940.16
	Building Repairs (All Projects)	5 bldgs	120,000.00	Replace Roof/ Gutters/Downspouts	4 bldgs	100,000.00
	Paint Buildings, Rebuild Porches			Paint Buildings, Rebuild Porches		
	Replace DHW Tanks, Boilers			Replace DHW Tanks, Boilers		
	Repair/Seal Foundation Cracks			Repair/Seal Foundation Cracks		
	Carb Monoxide/Smoke Detectors			Carb Monoxide/Smoke Detectors		
	Replace Windows, Deferred Painting			Replace Windows, Deferred Painting		
	Install Vinyl Siding, Vinyl Floor Tile			Install Vinyl Siding, Vinyl Floor Tile		
	Bond Repayment	N/A	36,220.67	Bond Repayment	N/A	36,220.67
	Total		218,160.83	Total		198,160.83
	RI001000002 Total		506,674.33	RI001000002 Total		486,674.33
	RI001000003 Hartford Park			RI001000003 Hartford Park		
	Operations	N/A	155,769.31	Operations	N/A	155,769.31
	A&E Fees and Costs Fire Alarm System	1 system	10,000.00	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		218,160.83	Subtotal of Estimated Cost		198,160.83

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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	80,000.00	Exterior Building Repairs	15 bldgs	150,000.00
	LBP Abatement	2 units	5,000.00	LBP Abatement	2 units	5,000.00
	Heat/Domestic HW System Repairs	1 unit	10,000.00	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	326,579.79	Bond Repayment	N/A	326,579.79
	RI001000003 Total		1,130,154.40	RI001000003 Total		968,349.10
	RI001000004 Manton Heights			RI001000004 Manton Heights		
	Operations	N/A	101,189.37	Operations	N/A	101,189.37
	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
	Exterior Building Repairs	4 bldgs	20,000.00	Exterior Building Repairs	4 bldgs	20,000.00
	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	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		1,130,154.40	Subtotal of Estimated Cost		968,349.10

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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 Statement	Repair/Replace Roof on Brick Bldgs	1 bldg	50,000.00	Repair/Replace Roof on Brick Bldgs	1 bldg	50,000.00
	Repair/Replace Doors and Hardware	25 units	10,000.00	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		272,504.32	RI001000004 Total		272,504.32
	RI001000005 Dexter Manor			RI001000005 Dexter Manor		
	Operations	N/A	89,230.63	Operations	N/A	89,230.63
	Upgrade Windows	5 units	10,000.00	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		332,212.95	RI001000005 Total		714,018.25
	Subtotal of Estimated Cost		604,717.27	Subtotal of Estimated Cost		986,522.57

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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	62,553.43	Operations	N/A	62,553.43
Statement	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	5,000.00	Security Cameras	2 cameras	5,000.00
	Bond Repayment	N/A	173,384.19	Bond Repayment	N/A	173,384.19
	RI001000006 Total		250,937.62	RI001000006 Total		250,937.62
	RI001000007 Carroll Tower			RI001000007 Carroll Tower		
	Operations	N/A	59,487.09	Operations	N/A	59,487.09
	Upgrade/Paint Hallway	1 unit	5,000.00	Upgrade/Paint Hallway	1 unit	5,000.00
	Appliance Upgrade	10	5,000.00	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 CFFP	N/A	87,879.66	Bond Repayment CFFP	N/A	87,879.66
	RI001000007 Total		222,366.75	RI001000007 Total		222,366.75
	Subtotal of Estimated Cost		473,304.37	Subtotal of Estimated Cost		473,304.37

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2018	Work Statement for Year 2021 FFY 2021			Work Statement for Year 2022 FFY 2022		
	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 Statement	Operations	N/A	32,503.25	Operations	N/A	32,503.25
	Repair/Replace Windows	4 units	3,000.00	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		95,005.77	RI001000008 Total		95,005.77
	RI001000009 Parenti Villa			RI001000009 Parenti Villa		
	Operations	N/A	59,487.09	Operations	N/A	59,487.09
	Appliance Upgrade	10	5,000.00	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		411,994.64	RI001000009 Total		211,994.64
	CFP Administrative Costs		399,543.70	CFP Administrative Costs		399,543.70
	Subtotal of Estimated Cost		3,970,447.00	Subtotal of Estimated Cost		3,970,447.00

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2017	Work Statement for Year 2018 FFY 2018		Work Statement for Year: 2019 FFY 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	RI001000001 Chad Brown		RI001000001 Chad Brown	
		0.00		0.00
	Admiral Terrace		Admiral Terrace	
		0.00		0.00
	RI001000002 Coddling Court		RI001000002 Coddling Court	
		0.00		0.00
	Scattered Sites		Scattered Sites	
		0.00		0.00
	RI001000003 Hartford Park		RI001000003 Hartford Park	
		0.00		0.00
	RI001000004 Manton Heights		RI001000004 Manton Heights	
		0.00		0.00
	RI001000005 Dexter Manor		RI001000005 Dexter Manor	
	Computer System Software	25,000.00	Computer System Software	25,000.00
	RI001000006 Dominica Manor		RI001000006 Dominica Manor	
		0.00		0.00
	RI001000007 Carroll Tower		RI001000007 Carroll Tower	
		0.00		0.00
	RI001000008 Kilmartin Plaza		RI001000008 Kilmartin Plaza	
		0.00		0.00
	RI001000009 Parenti Villa		RI001000009 Parenti Villa	
		0.00		0.00
	Subtotal of Estimated Cost	25,000.00	Subtotal of Estimated Cost	25,000.00

Part III: Supporting Pages – Management Needs Work Statement(s)					
Work Statement for Year 1 FFY 2017	Work Statement for Year 2020 FFY 2020			Work Statement for Year: 2021 FFY 2021	
	Development Number/Name General Description of Major Work Categories	Estimated Cost		Development Number/Name General Description of Major Work Categories	Estimated Cost
See	RI001000001 Chad Brown			RI001000001 Chad Brown	
Annual		0.00			0.00
Statement	Admiral Terrace			Admiral Terrace	
		0.00			0.00
	RI001000002 Coddling Court			RI001000002 Coddling Court	
		0.00			0.00
	Scattered Sites			Scattered Sites	
		0.00			0.00
	RI001000003 Hartford Park			RI001000003 Hartford Park	
		0.00			0.00
	RI001000004 Manton Heights			RI001000004 Manton Heights	
		0.00			0.00
	RI001000005 Dexter Manor			RI001000005 Dexter Manor	
	Computer System Software	25,000.00		Computer System Software	25,000.00
	RI001000006 Dominica Manor			RI001000006 Dominica Manor	
		0.00			0.00
	RI001000007 Carroll Tower			RI001000007 Carroll Tower	
		0.00			0.00
	RI001000008 Kilmartin Plaza			RI001000008 Kilmartin Plaza	
		0.00			0.00
	RI001000009 Parenti Villa			RI001000009 Parenti Villa	
		0.00			0.00
	Subtotal of Estimated Cost	25,000.00		Subtotal of Estimated Cost	25,000.00