

PROVIDENCE HOUSING AUTHORITY

**100 BROAD STREET
2ND FLOOR CONFERENCE ROOM
PROVIDENCE, RI 02903**

BOARD OF COMMISSIONERS

ANNUAL AND REGULAR MEETING: DECEMBER 8, 2016; 5:00 PM

PUBLICLY POSTED ON: DECEMBER 2, 2016



Commissioners
Nicolas Retsinas
Chairman
Thomas Ryan
Vice Chairman

Delores Cascella
Jessica Cigna
Roger Giraud
Mary Kay Harris
John Igliozi
Ricardo Patino
Hilary Silver
Gilberta 'JT' Taylor
Dorothy Waters

- **Call to Order**
- **Roll Call**
- **Approve Minutes of Previous Meeting**
October 20, 2016– Regular Meeting
- **Resident’s Comments**
- **Chairman’s Report**
- **Executive Director’s Report**
- **Committee Reports and Assignments**
Budget & Finance (Chairman Giraud)
Resident Services (Chairwoman Silver)
Capital Improvements (Chairwoman Patino)
Executive: (Chairman Retsinas)
- **Resolutions:**
- **Old Business:**
- **New Business:**
 - **2017 Meeting Schedule**
 - **Presentation: FY2016 Highlights by Department**
Presented by: Melissa Sanzaro
- *** Nomination and Election of Chair**
- *** Nomination and Election of Vice Chair**
- **Adjourn**

**Nominations accepted from the floor*

AGENDA



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING: Thursday, October 20, 2016; 5:00 p.m.

Codding Court

144 Dodge St.

Providence, RI 02907

CALL TO ORDER

Chairman Nicolas Retsinas called the meeting to order at 5:00 p.m.

ROLL CALL

Present:

Nicolas Retsinas
Dolores Cascella
Jessica Cigna
Roger Giraud
Ricardo Patino
Hilary Silver
Gilberta 'JT' Taylor
Dorothy Waters
Thomas Ryan

Absent:

Mary Kay Harris
John Iglizzi

Nine members were present, constituting a quorum to conduct business.

APPROVAL OF MINUTES

Chairman Retsinas asked for a motion to accept and approve the meeting minutes of 9/22/16. The motion was made by Commissioner Waters, seconded by Commissioner Cigna. The minutes were approved with a unanimous voice vote.

RESIDENTS' COMMENTS

None

CHAIRMAN'S REPORT

Chairman Retsinas provided a special thank you to Dottie Waters (resident and commissioner) for hosting the meeting at her development.

EXECUTIVE DIRECTOR'S REPORT

Paul Tavares introduced Nancy Davis who has been contracted to do legal work for the Housing Authority. He then spoke about Barbara Jordan, a project based development in South Providence that has 74 units, which fell into disrepair recently. PHA is providing 33 relocation vouchers for residents of the development. Paul was extremely concerned that the other 41 vouchers would be lost. HUD is giving a budget allocation for the vouchers which will be added to our inventory of portable vouchers. Of the 33 tenant protection vouchers, 32 tenants have moved and found housing. The last resident is struggling because they were in a five bedroom apartment and they are having difficulty finding a suitable apartment for the tenant. PHA is cognizant of this issue and working with outside agencies to find housing for this family. The family has been offered 40+ apartments and has turned them all down.

Rhode Island Housing and HUD have expressed interest in renovating Barbara Jordan in order to preserve affordable housing in Providence. PHA would be interested in utilizing project based

vouchers to fill the renovated vacancies. Chairman Retsinas asked how many of the 33 residents with portable vouchers stayed in the same neighborhood. Donna De La Rosa replied that the majority of the residents stayed in the neighborhood.

Paul then spoke about bond refinancing. The application has been submitted to HUS for approval. If HUD approves, we are on target for the refinancing in January 2017.

Local 1217 of the RI Laborer's Union, the largest bargaining unit in the PHA, has ratified the annual wage/benefit offer. The Teamsters and Painters' have also ratified their contracts.

Regarding the Carpenters' Union, an unsuccessful mediation session was recently held with a Federal Mediator concluding with a second session to be scheduled. Should no agreement be reached we may go to arbitration. It must be noted that arbitration is non-binding for any and all financial matters. An additional mediation is currently being scheduled.

Paul then spoke about the recent violence occurring in the city. There was a murder at Hartford Park on October 12th. On October 17th there was a stabbing at Hartford Park. In both cases the victims were non PHA residents, but the suspect was a non-resident, but a boarder and lodger. On October 19th there was a shooting at Chad Brown which is still being investigated. The victim of the shooting does not seem to have been the target. The victim was visiting a resident when the shooting occurred and the victim is still in the hospital receiving treatment.

Chairman Retsinas asked Jack Costa (Director of Security Operations) to speak about the events. Jack stated that actual stabbing on October 17th did not occur on PHA property, but the victim was leaving Hartford Park. Jack states that the Chad Brown shooting is under investigation but they believe it was a drive by incident.

Paul then turns the floor over to Melissa Sanzaro to talk about the Section 8 waiting list and Jobs Plus.

The Providence Journal released an article on Sunday, October 10th titled "Providence Opens Housing Assistance Wait List," written by Christine Dunn. The article has resulted in calls, questions and interest about the list. The public should be notified that the list is not open but stay tuned to the PHA and RI Housing Facebook pages and websites in order to stay informed. On Tuesday, October 11th, the Executive Director participated in a radio interview with Rhode Island Public Radio regarding the joint opening project.

The PHA and RI Housing JOINT WAITING LIST opening work plan is making forward progress but is dependent on the new software company, YARDI, selected recently. This element of the project is slow to develop but Rhode Island Housing is confident for a winter opening. The public outreach design is in the final draft format that outlines very detailed and informative public guidance. The list of community partners located throughout the state are meeting on Thursday, 10/13 to discuss the proposed marketing plan and opening plan in order to elicit feedback and solidify effective and efficient site openings. The November opening announced at the last update has been postponed for another 30 days.

Simultaneously, RI Housing is leading the charge on Rhode Island's proposed state-wide, Section 8 wait list plan. The RI Housing team met with the Public Housing Association of RI (PHARI) in order to introduce the necessary steps for housing agencies to participate in a future, state-wide

list. PHARI has established an internal committee developed within PHARI to further develop this initiative and anticipates a summer 2017 completion date. The PHA's joint list components have served as the "test pilot" for their future initiative.

The Providence Housing Authority is one of six public housing authorities in the country selected by the U.S. Department of Housing and Urban Development to participate in Jobs Plus, a federally-funded initiative to assist public housing residents enter the workforce. The PHA is excited and eager to launch the **Jobs Plus Providence (JPP)** program with \$3M in grant funding over 48 months in the Hartford Park and Manton Heights family developments.

An extensive network of partners have joined forces with aligned visions to create the JPP program which aims to increase residents' earned income and advance employment gains by effectively integrating the three main components of the Job Plus Initiative: employment related services; financial incentives and the creation of a network of peer and community "supports for work".

The JPP program incorporates workforce development strategies to help the unemployed secure jobs by offering industry-driven training programs, apprenticeships, progressive education and credentialing pathways. The agency identified local partners to deliver comprehensive employment-related services in five areas: (1) employment readiness, (2) job training; (3) job placement; (4) job retention and advancement, and (5) work-enabling services.

"Removing barriers that may prevent residents from working is vital for creating stronger and more vibrant communities in Providence," said Mayor Elorza. "I'm thrilled that families in our Hartford and Manton neighborhoods will greatly benefit from the employment services, training and resources that will be made available through the Jobs Plus Providence program."

Job Plus Providence will maximize access to critical supportive resources among public housing residents such as child care, counseling and mental health services and citizenship preparation. The program will financially encourage participants through what is called *earned income disregard*, which allows increased earnings without increased rent for the grant period of 4 years.

Also vital to JPP's success will be genuine resident engagement through the formation of a Mentor Advisory Board and the employment of four new Community Coaches. The PHA believes that community and peer involvement will be an essential ingredient for strategic program outreach and acceptance that will lead to achievable outcomes in the target sites.

The Jobs Plus Providence will offer public housing families an important opportunity to increase and sustain their level of employment and earnings. The funding from HUD will support a comprehensive and well-coordinated effort among committed agencies and public housing mentors to create a positive impact on our community and local economy.

The PHA is joined by 14 community partners in the JPP effort including the City of Providence, Providence/Cranston Workforce Solutions, Network RI, the RI Department of Labor, Family Service of Rhode Island, Boys & Girls Club of Providence, Children's Friend and Service RI,

GroundWork Providence, RI Family Literacy Initiative, Stepping Up Rhode Island, the Genesis Center, Sherwin Williams, Building Futures and Comprehensive Community Action Program.

Paul then congratulated the team who put together the Jobs Plus grant for all the work they did. Commissioner Silver expressed that the PHA had a lot of foresight with the way they have been handling programming which set them up for success with the Jobs Plus grant.

Budget & Finance: Please see attached.

Resident Services: Please see attached.

Capital Improvements: Please see attached.

Ad Hoc: Please see attached.

RESOLUTIONS:

None

OLD BUSINESS

None

NEW BUSINESS

Prior to introducing representatives from the Department of Corrections, Melissa reviewed the information presented to the board during last months' meeting regarding re-entry.

The Department of Corrections presentation highlighted services, statistics and future plans of the re-entry initiative.

After the presentation, discussion took place regarding the logistics of implementing the new admissions policy. Concern was expressed with respect to the return of ex-offenders to our communities. Follow up to questions and concerns will be provided at the next meeting.

Executive Session

None

ADJOURNMENT

There being no further business, Chairman Retsinas accepted a motion to adjourn from Commissioner Cigna, seconded by Commissioner Patino. Said motion passed with a unanimous voice vote.

The meeting adjourned at 6:25 p.m.

Minutes Submitted and Approved By:

Lindsay Satti
Recording Secretary

Melissa Sanzaro
Deputy Executive Director

Providence Housing Authority

Board of Commissioners
 Finance Sub-Committee
 Linda R Poole, Director of Finance
 Douglas Walker, Associate Director of Finance
 December 8, 2016

FINANCIAL HIGHLIGHTS

Providence Housing Authority			
Operating Summary - Major Programs			
YTD October 2016			
	AMPS	COCC	Section 8
Operating Revenue	8,276,422	1,974,813	1,008,859
Operating Expenses	(7,481,030)	(1,449,961)	(831,502)
Operating Surplus/(Shortfall)	795,392	524,851	177,357
Non-Operating Expense	(2,200,342)	(45,360)	(36,207)
Debt Service	(231,667)	-	-
Net Operating Surplus/(Shortfall)	(1,636,617)	479,492	141,150

Operating Overview AMPS

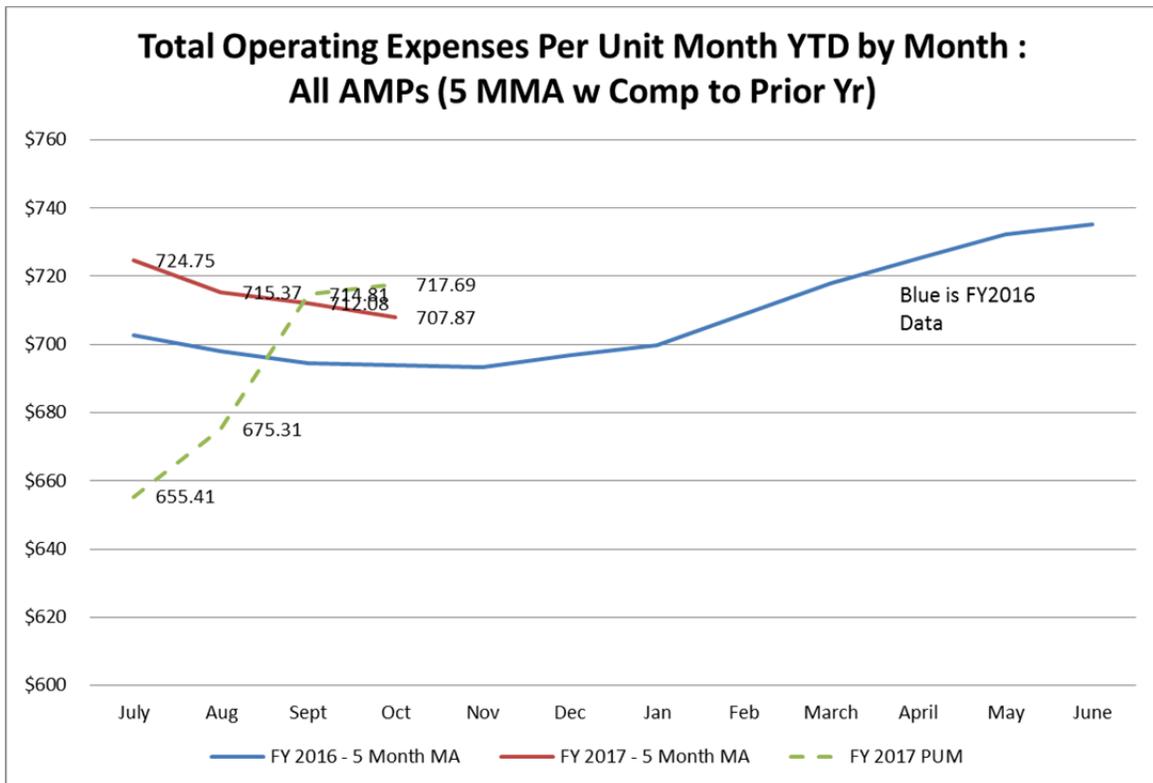
- Total YTD Operating Income for AMPS was just over \$8.2M (roughly \$456k over budget).
- Total YTD Operating Expenses for AMPS was \$7.4M, or \$394K under budget projections. Please note that budget amounts are presented on a straight line basis, and it is expected that as the fiscal year progresses, expenses will more closely align with budget values.

Per Unit Mont (PUM) Cost – Comparative Trend

On a PUM basis, using a 5-month moving average, September presented a \$715 PUM. The chart on the next page tracks this 5-month moving average across the FY 2017 with a comparison to FY2016 levels. Due to the moving average, if the raw PUM value remains high (dashed line), this metric will continue to increase, this trend will be monitored.

The overall PUM Trend tracks with the FY2016 moving average by month, however as seen in the table below, FY2017 is running about 3% higher than the same months in FY2016.

5 Month Moving Average PUM Comparison				
FY2017 to FY2016 July - October				
PUM % Increase/(Decrease)				
Expense Category	July	August	Sept	Oct
Total Administrative Expenses:	5%	3%	3%	1%
Total Resident Services:	7%	3%	1%	-4%
Total Utilities:	0%	0%	1%	1%
Total Maintenance:	2%	1%	1%	1%
Total Protective Services:	3%	4%	6%	6%
Total General Expenses:	11%	15%	14%	12%
Total Operating Expenses:	3%	2%	3%	2%



COCC

- Fee Income for the COCC is currently \$1.9M , or 1% (\$28k) below budget projections.
- COCC Expenses were below budget projections. The primary driver here is vacant positions within the COCC being included in the budget expenses, as these positions are filled actual should trend closer to budget going forward.

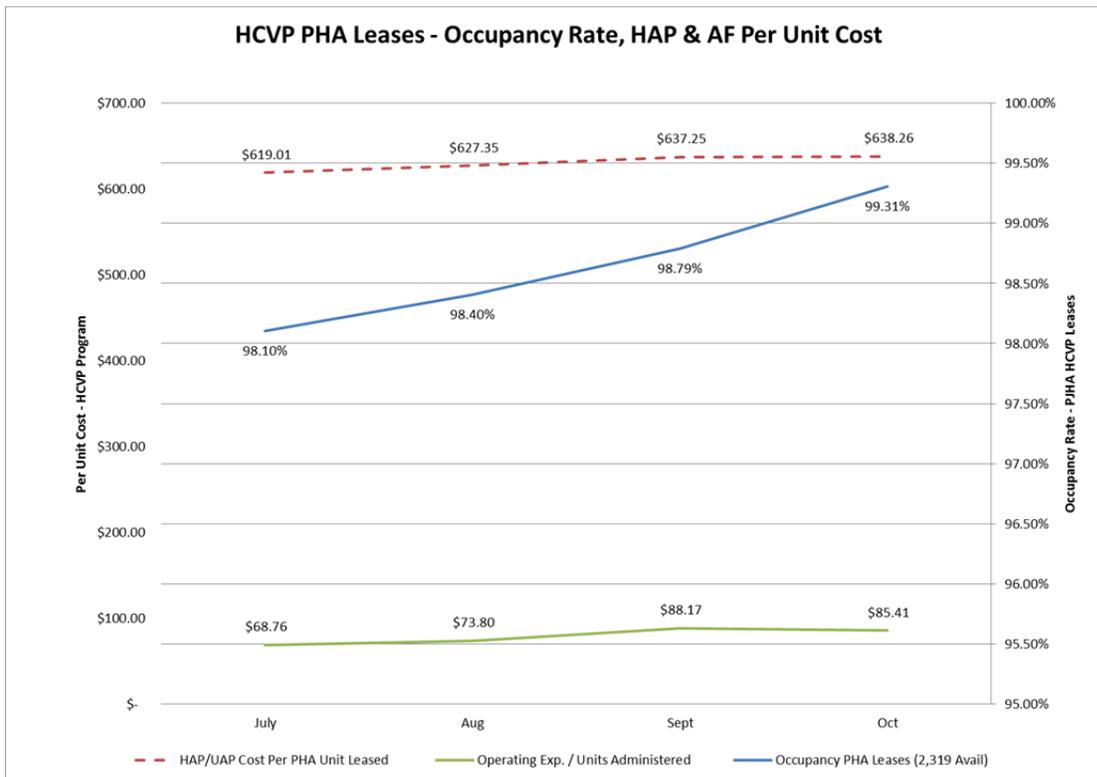
Audit FY 2016:

- The PHA Un-Audited Financial Data Schedule (FDS) was submitted to HUD REAC and PHA is awaiting the review and acceptance from REAC.
- The overall audit process has been moving along very well and we are expecting timely completion of the audit report.

Section 8:

- HCVP Occupancy was very stable in FY2016 and continues to be as we move across FY2017 YTD. The cost per voucher/unit administered has varied as a function of 4 and 5 week (**i.e. July**) payroll cycles, and the efforts involved with maintaining and keeping the flow of eligible applications moving into the program for consideration.
- The table on the following page was developed per the members of the Finance Sub-Committee. It reflects:
 - HAP/UAP Cost per Unit (PHA Leases)
 - HAP/UAP Cost per Unit (Portability IN Leases)
 - Administrative Costs per Units (All Leases Administered)

This data will be presented monthly and trended to offer a baseline of financial efficiencies. (See Graphic)



- MOD/Sub Rehabilitation:

The PHA has finalized, with approval from all stakeholders, the relocation of the Barbara Jordan II residents. These MOD Rehab vouchers will be changed to tenant protection vouchers within HCVP. The current MOD/Rehab Programs now represent 205 vouchers

Grants:

Obligations and Expenditures for open Capital Fund Program Grants are on schedule with HUD requirements.

Resident Service Grants are being maintained, billed, and serviced per compliance requirements.

PROVIDENCE HOUSING AUTHORITY

RESIDENT SERVICES BOARD OF COMMISSIONERS SUBCOMMITTEE MEETING Major Projects Report December 8, 2016

RESIDENT SERVICES DEPARTMENT

Fund Development

- **Job Plus Providence** - the PHA signed a contract with HUD in October awarding our agency **\$3M over four years** to implement the **Jobs Plus Providence (JPP)** program. JPP will provide work readiness training, employment supports and a variety of wraparound services to all work-able adults residing in our **Hartford Park** and **Manton Heights** developments. JPP's goal is to place residents in jobs where they can earn family sustaining wages. To this end, the JPP planning team is currently meeting and solidifying relationships with job skills training partners from in-demand industry sectors who have evidence of established relationships with employers including **Healthcare, Construction, Manufacturing, Technology** and **Hospitality**. These partners will provide the necessary training for our residents to be competitive and will assist JPP staff to help participants make the transition between training and that first entry level job. The JPP will officially launch in April 2017.
- **VITA** - the PHA was notified that, as a new member of the **Providence Volunteer Income Tax Assistance (VITA) Coalition**, we will receive grant funding from a mix of sources (**Community Development Block Grant, United Way RI**, and the **IRS**) to operate a VITA site in public housing this year. One of the goals of VITA is to put money back into participants' pockets and, thereby, into the community by increasing tax refunds through the **Earned Income Tax Credit (EITC)**. Many of our residents qualify for this credit, but not all are aware of this benefit. The PHA's VITA program will be based at the Resident Service Department Facility (50 Laurel Hill Avenue). A **VITA Site Coordinator** has been hired, VITA volunteer **Tax Preparers** are being trained, and we are in the process of hiring several residents to serve as **VITA "Greeters"** – participants' first point of contact for intake and assessment. The PHA's VITA site will operate Monday and Wednesday during the day and Tuesday and Thursday evenings (15 hours a week) starting mid-January and running through April 17th.

Professional Development

- **RSD Retreat** – all staff in RSD spent a day in "retreat" at United Way of RI in November. The morning was spent reviewing and offering input for revisions to the department's Service Plan. A brief review of the Strategic Planning process was also conducted and staff spent time developing one new Goal with "SMART" Objectives for their programs. In the afternoon, staff from Stepping Up RI facilitated a fun and enlightening activity using a Myers Briggs Type Instrument (MBTI) designed to improve staff communication and build teamwork.

Program Updates

Resident Service Coordinator (RSC) Program

- **Youth & Police Initiative (YPI)** – Orientation for this session was held on October 19th. Sixteen at risk teen girls from Hartford Park and Manton Heights participated. The graduation was held on November 9th. Special guests included Providence Police Department (PPD) Chief Hugh Clements and Councilwoman Sabina Matos.
- **RI Family Literacy Initiative (RIFLI)** – is providing free ESL classes at Manton Heights on T/TH for beginning level students. Fourteen (14) students are currently enrolled and participant in this class which is held on Saturdays.
- **Health Fairs** were held at Manton Heights, Coddington Court and Hartford Park. Over 80 residents participated this year. More than a dozen partners came and presented information on their programs and services. Clinica Esperanza offered free glucose and blood pressure screenings. Walgreens provided flu shots. The United Way 211 RV was on hand. URI SNAP Education brought a great chili and our FOC staff solicited a donation of apples from Sodexo for each site.
- **Cultural Events at High Rises** were organized by the RSCs and staff from RSD and property management was on hand to assist. These events took place in November.
- **Holiday Luncheons** – are planned in December for all our high rise developments:
 - **Hartford Towers** on December 8th
 - **Carroll Towers** on December 12th
 - **Dominica Manor** on December 13th

- **Dexter Manor** on December 14th
- **Kilmartin Plaza** on December 16th
- **Parenti Villa** on December 20th

Adult Education & Training Programs

- **Adult Education Classes** – classes, which officially start on 11/17/16, are in full swing now. Current enrollment for this FY is at 61.
- **Sherwin Williams Painter Training** – Due to low enrollment, we weren’t able to have the scheduled session in October. The next training is expected to take place in the Spring. Our clerk/typist continues to keep a list of those interested in the program.

Financial Opportunity Center (FOC) Program

- **Education and Training Center (ETC)** – FOC staff has been focusing energy on getting the FOC program going at that ETC - our new satellite site in Coddling Court. Funding from our UWRI Scaling Up for Success grant requires that we replicate this successful program at a new geographic location this year. So far, the numbers are low, but building (35 enrolled to date).
- **Homeownership Exploration Seminar** – was held at Manton Heights on Friday, 10/7.

SPECIAL PROJECTS OFFICE

PHA WEBSITE:

On October 18th, the PHA conducted two interviews with potential respondents. The interview panel consisted of staff from Facilities Management, IT and SPO. After completing the interview rating sheets and analyzing the responses to follow-up questions posed to Black Door, the PHA has selected Black Door Creative to complete the agency’s new website.

In addition to completing the tasks listed below, Black Door Creative will also work to move the Protect Providence with One Click site to the new PHA site and will design a new logo and page content for the Jobs Plus Providence Program.

- A redesign of the PHA website within the WordPress platform
- Site organization
- Page creation with content provided by the PHA
- Provide staff training to allow for PHA self-sufficiency to make content updates
- Site implementation
- Provide design and coding services for structural changes on an “as needed basis”
- Provide minor design changes.

Currently, the contract terms are being negotiated and will be executed prior to the end of the second week in November 2016.

GRANT UPDATES:

Health Equity Zone (HEZ) Grant: The Girls’ YPI Session for the residents of Manton Heights and Hartford Park has concluded. Eighteen youth participated. The graduation press event will take place on Wednesday, November 9th. Invites have been distributed to dignitaries, the Board of Commissioners, the Resident Advisory Board (RAB) and Directors.

RI Department of Transportation’s Seatbelt Safety Grant (2015): The Project Coordinator and Grants Manager worked to ensure the program close out activities and financial reports were finalized for the end of the grant period (9/30/16). A final reimbursement packet was sent over to RIDOT on October 5th. The final report was submitted on October 21st to successfully complete the 2015 grant activities.

RI Department of Transportation’s Seatbelt Safety Grant (2016): The PHA was awarded \$32,903.00 in funds to continue the Protect Providence with One Click Seat Belt Safety Grant Program. The goals of this grant period are to: increase seatbelt usage through expanded culturally-sensitive/multi-lingual education, promotion and outreach and resident engagement, expand driver safety and awareness programming to specifically target elderly drivers and expand driver safety and awareness programming to specifically new/young drivers.

Currently, the Project Coordinator is developing the grant work plan and will provide appropriate updates. Reporting to RIDOT will take place on the 15th of every month. More updates will follow.

RESIDENT ADVISORY BOARD (RAB):

A RAB meeting was held on Wednesday, October 19, 2016. During the meeting, members received a presentation on the Section 8 Joint Waiting List Opening and on the newly awarded Jobs Plus Providence Grant. Additional updates included the RI Department of Transportation FY 2016-FY 2017 Grant Award and the FY 2017 Annual Planning Process. Residents who assisted with the collection of surveys for the 2015 RIDOT Grant were entered into a raffle drawing to win one of three \$25 gift cards. The next meeting will be held on November 16, 2016 at 10am in the PHA Board Room.

FOOD ON THE MOVE FRESH PRODUCE TRUCKS:

- The produce trucks continue to visit 4 PHA high-rises during the first two weeks of each month.
- A standard schedule has been created. The food truck will visit Dexter Manor and Dominica Manor on the first Monday of every month and Parenti Villa and Carrol Tower will be visited the first Tuesday of every month.
- During October 2016, the PHA's Director of Facilities Management approved the maintenance teams at each of our four sites (Parent Villa, Dexter Manor, Dominica Manor and Carroll Tower) assisting with the set-up the tables and chairs once the Food on the Move markets leave the buildings. The PHA hopes this will assist the Food on the Move staff in meeting their demanding schedule goals as they travel from site to site across RI.

SMOKE FREE POLICY – MANTON HEIGHTS:

On October 13th, the SPO attended an Interdepartmental Meeting and informed attendees of the next steps for the Smoke Free Policy implementation. SPO is set to formally meet with Management Team in order to strategize the best strategy for dissemination of the Resident Letter, Addendum to Lease, Policy Posting and the finalization of signage and DSAs. The meeting date was set for November 10th.

2016 TOY DRIVE:

On October 13th, SPO attended a meeting regarding the 2016 Toy Drive. SPO offered assistance with the creation of a bilingual newspaper ad for community agencies to participate in donating and with the distribution of donation letters to the Mayor and the City Council. All correspondence and distribution took place before October 31st.

FY 2016 ANNUAL REPORT:

The format of the Annual Report will be changed from last year. Directors will create a YEAR END REPORT, due December 30TH, that will include cumulative data, highlights, trends and appropriate comparisons for the past fiscal year. The FY 2016 YEAR END REPORT will be mostly data-driven. In November, each Department will identify the most compelling projects or key factors that will then be extracted and placed into a promotional "puff piece" format. More details and guidance will follow.

RESIDENT ASSOCIATIONS & PLANNING COMMITTEES UPDATE:

Legislative Grants Update:

Carroll Tower: The Carroll Tower community received an application from Senator Goodwin for \$3,000.00 SPO will attend a meeting on November 9th in order to discuss ideas for the use of the grant funds. Updates will follow.

Chad Brown/Admiral Terrace/Sunset Village: The Chad/Ad/Sun Planning Committee met on October 19th with Julius Kolawole from the African Alliance of RI order to begin discussing the planning of a Community Garden. PC members were very excited to hear about this amazing opportunity. During this winter, the PHA and Julius will work to finalize the details of the partnership. The Community Garden will begin in April 2017.

Dexter Manor: Residents have submitted a request to Representative Christopher R. Blazejewski in order to fund the creation of a mural in the community room and to host a May Breakfast Event. Approval is pending.

Dominica Manor:

The FY 2016 – FY 2017 Representative John Lombardi funds are currently available and have been proposed for skill-based classes (resident requested-art classes), community-wide celebrations and community beautification. The Art Classes will begin in January 2017.

Hartford Park: The Hartford Park community has received a Legislative Grant application from Senator Ciccone, III for \$1,000. SPO is working with JT and will be hosting a resident meeting in order to discuss use of the funds and submit the application.

Kilmartin Plaza: A check from Representative Scott Slater was received and the funds will be used to conduct art classes and purchase art supplies. Also, a May Breakfast will be hosted. The Art Classes will begin in January 2017.

Manton Heights: A check from Representative Raymond Hull was received and will the funds will be used to purchase Holiday toys for the children of Manton Heights. The funds total \$2,000.

Parenti Villa: The FY 2016 – FY 2017 Representative John Lombardi funds (\$2,500) are currently available and have been purposed to purchase food and supplies for the food pantry.

On October 25th, the Planning Committee met to discuss upcoming events for the community and to receive updates regarding the Food Pantry. A discussion about the Food Pantry Volunteer Appreciation Event took place and attendees decided to host the Event in January 2017. More updates to follow.

PROVIDENCE HOUSING AUTHORITY

ASSET MANAGEMENT BOARD OF COMMISSIONERS SUBCOMMITTEE MEETING Major Project Report December 08, 2016

Major Projects Underway

- A Contract has been awarded to vinyl side 2 bldgs. at Hartford Park; construction should start soon.
- The first set of plans for the sprinklerization project for Dominica Manor has been completed and will be submitted to the City Fire Marshal's office for approval.
- The substation re-location project at Chad Brown is 100% complete and operational.
- An RFP is being created for lead testing at Dexter Manor I.
- Numerous roof repairs were made at Carroll Tower, Hartford Park and Manton Heights by Dome Construction.
- Further information will be provided in the Monthly Management Report.
- Extensive repairs and floor replacement continue at Scattered Sites; these are being performed by Union Hall Carpenters and Painters.
- An RFP is currently being written and will be advertised shortly for our vehicle leasing program 13 vehicles are up for renewal in September.
- The PHA has been awarded a \$25,000 CDBG Grant from the City of Providence to install 2 new hot water boilers at Manton Heights; additional costs of the project will be paid through Capital Funds.
- The Authority is currently working with National Grid for funding to upgrade the heating system at Roger Williams.
- An RFP is currently being created for vinyl siding and porch replacement at several Scattered Site bldgs.; construction will begin weather permitting.
- A contract was awarded to O'Brian and Son's to replace the flooring at all playgrounds at Coddington Court; replacement will take place in the spring.
- RISE Engineering has contacted the Authority and will be providing attic and basement insulation, LED bulb and fixture replacement, smart control installation for domestic hot water pumps and possible refrigerator replacement at no cost to the Authority. A walkthrough was scheduled for 10/18/16 at Hartford Park.

PROVIDENCE HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING SCHEDULE –2017



DATE	TIME	LOCATION
January 26, 2017	5:00 p.m.	Dominica Manor, 100 Atwells Avenue
February 23, 2017	5:00 p.m.	Board Room, 100 Broad Street
March 23, 2017	5:00 p.m.	Parenti Villa, 25 Tobey Street
April 27, 2017	5:00 p.m.	Board Room, 100 Broad Street
May 25, 2017	5:00 p.m.	Manton Heights, 460 Manton Avenue
June 22, 2017	5:00 p.m.	Board Room, 100 Broad Street
July 27, 2017	5:00 p.m.	Chad Brown, 194 Chad Brown Street
August 24, 2017	5:00 p.m.	Board Room, 100 Broad Street
September 28, 2017	5:00 p.m.	Codding Court, Scattered Sites/RW 144 Dodge Street
October 26, 2017	5:00 p.m.	Board Room, 100 Broad Street
December 14, 2017 Annual Meeting	5:00 p.m.	Dexter Manor Community Room, 100 Broad Street

* Sub-Committee meetings will take place one-half (1/2) hour prior to the board meeting, or at the discretion of the Committee Chair.

A large, black silhouette of a house with a chimney on the left side, centered on the page. The house is filled with a dark, textured pattern. The text is centered within the house's outline.

FY 2016

Highlights by Department

(July 2015-June 2016)

A vertical yellow dashed line is positioned in the center of the page, extending from the top of the house silhouette down to the bottom of the text area.

Presented by: Melissa Sanzaro
Annual Board Meeting, December 8, 2016

Providence Housing Authority Team

- PHA received **High-Performer** through its Public Housing Assessment Score (PHAS) with 91/100 for the previous year
- PHA scored 100 points on HUD's Section Eight Management Assessment (SEAMAP) which earned the PHA the designation of **High Performer** for the fourteenth (14th) consecutive year





U.S. Department of Housing and Urban
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 07/07/2016

PHA Code:	RI001
PHA Name:	Housing Authority Providence
Fiscal Year End:	06/30/2015

PHAS Indicators	Score	Maximum Score
Physical	33	40
Financial	24	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	91	100
Designation Status:	High Performer	

Published 07/07/2016 Initial published 01/22/2016

Financial Score Details	Score	Maximum Score
Audited/A-133		
1. FASS Score before deductions	23.91	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	23.91	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.39	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Executive Office

- Addressed the legal need to install automatic sprinkler systems into most of our high-rises by refinancing the bond (included elevators)
- Successfully negotiated 3 of the 4 union contracts for the three year term
- Jess Cigna joined the Board of Commissioners



Executive Office



Employee Appreciation /Awards

EMPLOYEE OF THE QUARTER - JANUARY 2015

Yessys Espinal, Management Aide - Kilmartin Plaza

EMPLOYEE OF THE QUARTER - APRIL 2015

Carol Dion-Reyes, Bookkeeping Specialist - Finance

EMPLOYEE OF THE QUARTER - JULY 2015

Gene Richardson, Exterminator - Facilities Management

EMPLOYEE OF THE QUARTER - OCTOBER 2015

Josselyn Velasquez-Florian, Workforce & Education/Employment Specialist-Resident Services

EMPLOYEE OF THE YEAR - RUNNER UP 2015

Lois Gordon, Program Representative - Leased Housing

EMPLOYEE OF THE YEAR 2015

Ed Patriarca, Foreman - Facilities Management

Human Resources



Demographics

White	45.5%
African American	16.5%
Hispanic	32%
Asian/Pacific Islander	3%
Other	3%

Gender

# Male	125 or 60%
# Female	87 or 41%

Average Age & Length of Service

Average Age	50 Years
Average Length of Employment	12 Years

Human Resources

New Hires	Perm	Temp
FY 2015	14	21
FY 2016	8	20

Medical/Dental Insurance			
	Health Care	Dental	% Inc.
FY 2015	\$1,948,211	\$122,999	9%
FY 2016	\$1,965,144	\$128,613	4%
FY 2017	+3.5%	-3.06%	

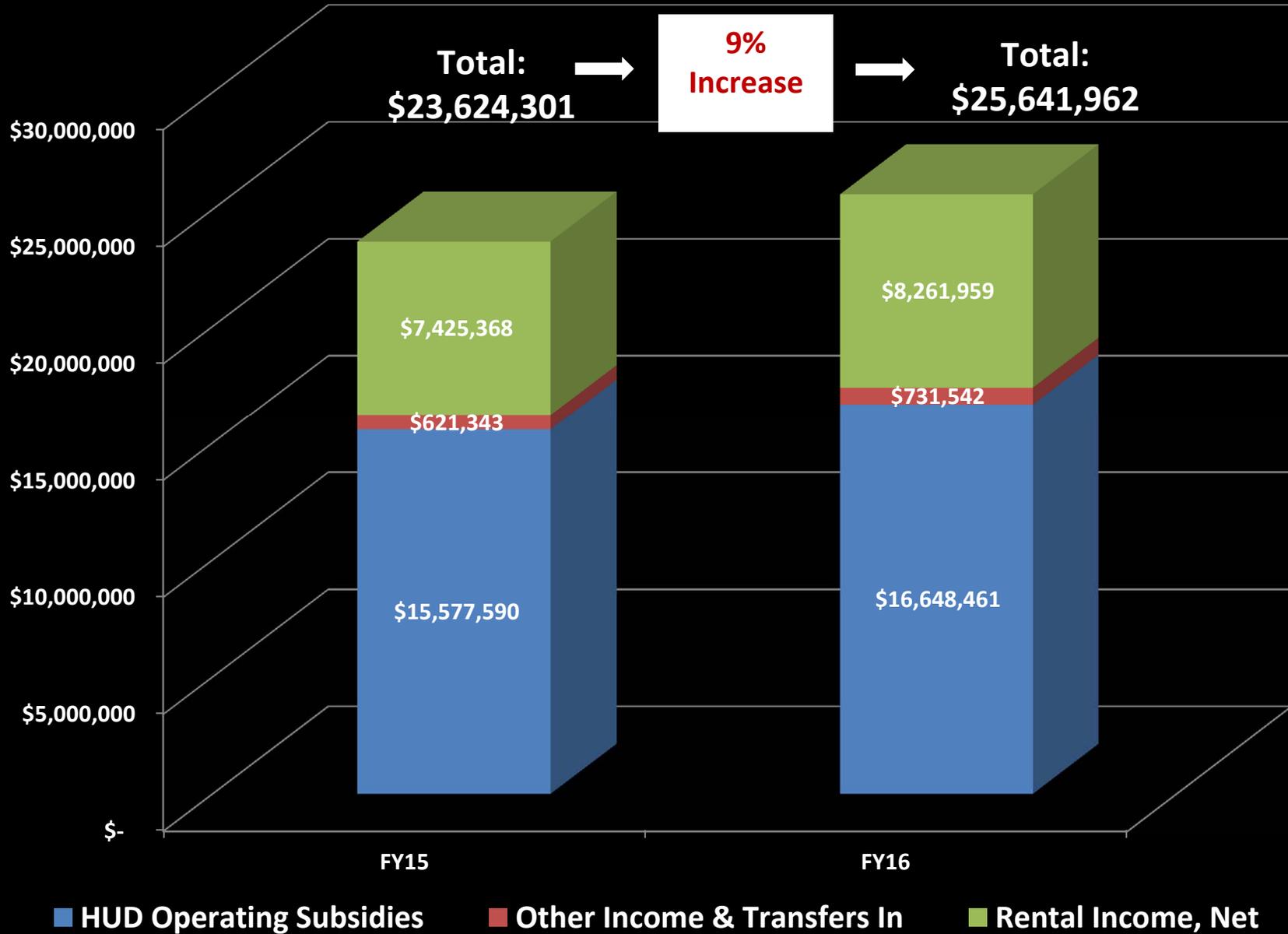
Workers Comp Premiums		
	Annual Premium	Risk Factor
FY 2015	\$254,903	1.21
FY 2016	\$429,548	1.50
FY 2017 (Projected)	\$333,100	1.35



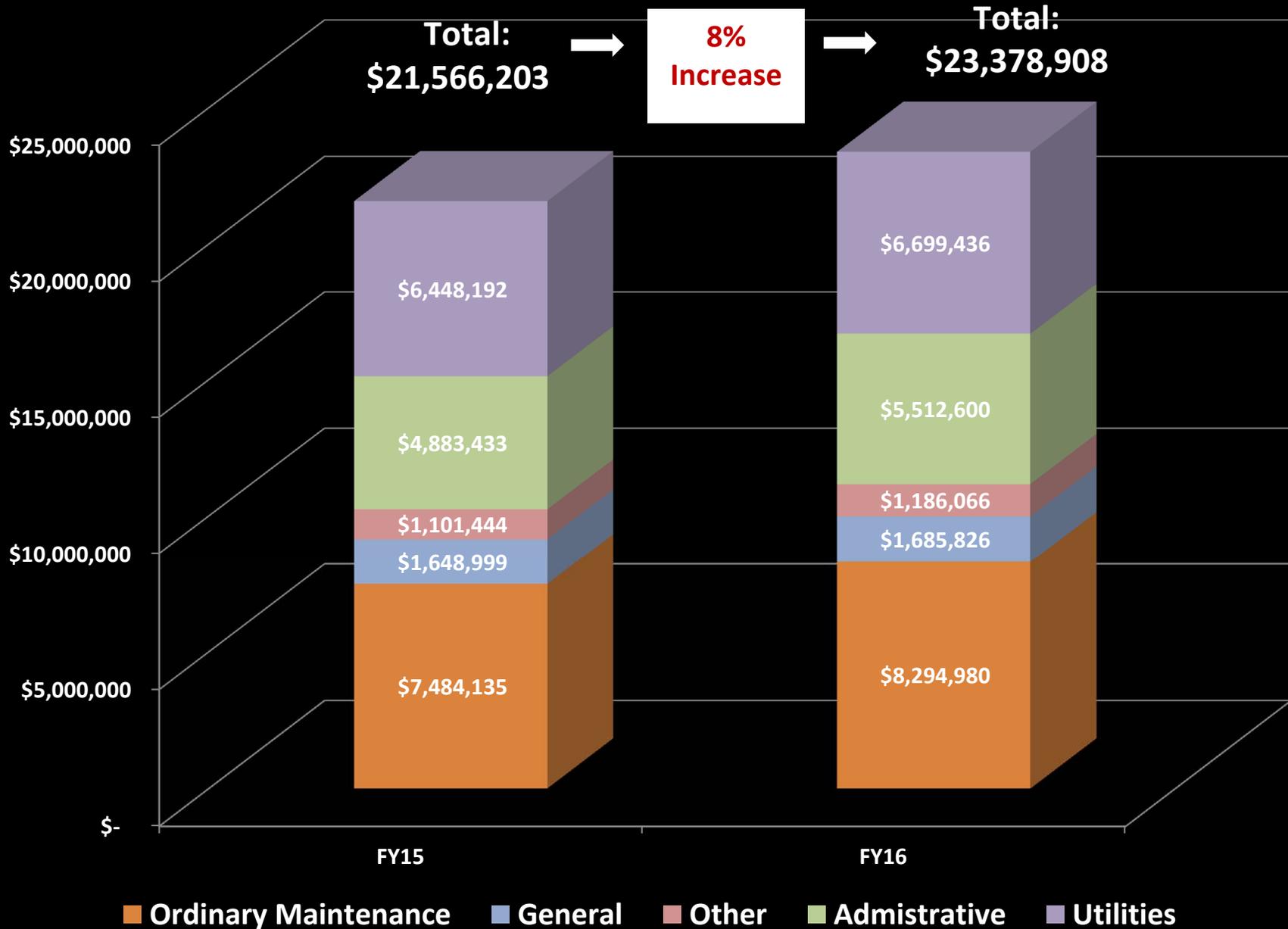
Finance & Accounting

- Department Structural Changes promoted efficiency, increased internal controls and cross training of duties in all funding source areas
- 2 new staff included the Purchasing Agent and new Staff Accountant
- Procurement function and staffing was integrated into Finance
- Auditors report went from 16 findings to 0

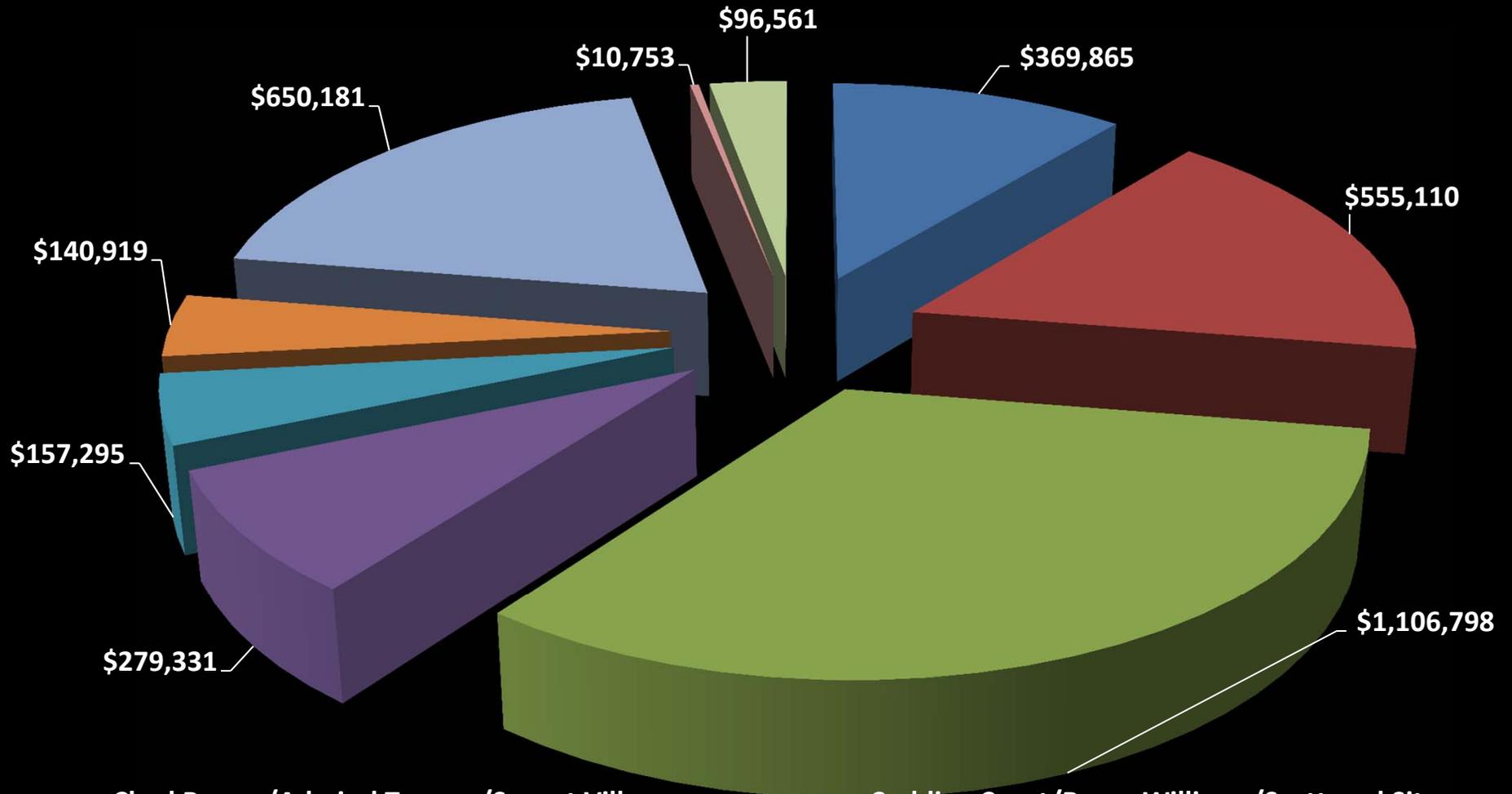
Operating Income FY15 & FY16



Operating Expenses FY15 & FY16



CFP Funds Expended by AMP FY 16



■ Chad Brown/Admiral Terrace/Sunset Village

■ Hartford Park

■ Dexter Manor

■ Carroll Tower

■ Parenti Villa

■ Codding Court/Roger Williams/Scattered Sites

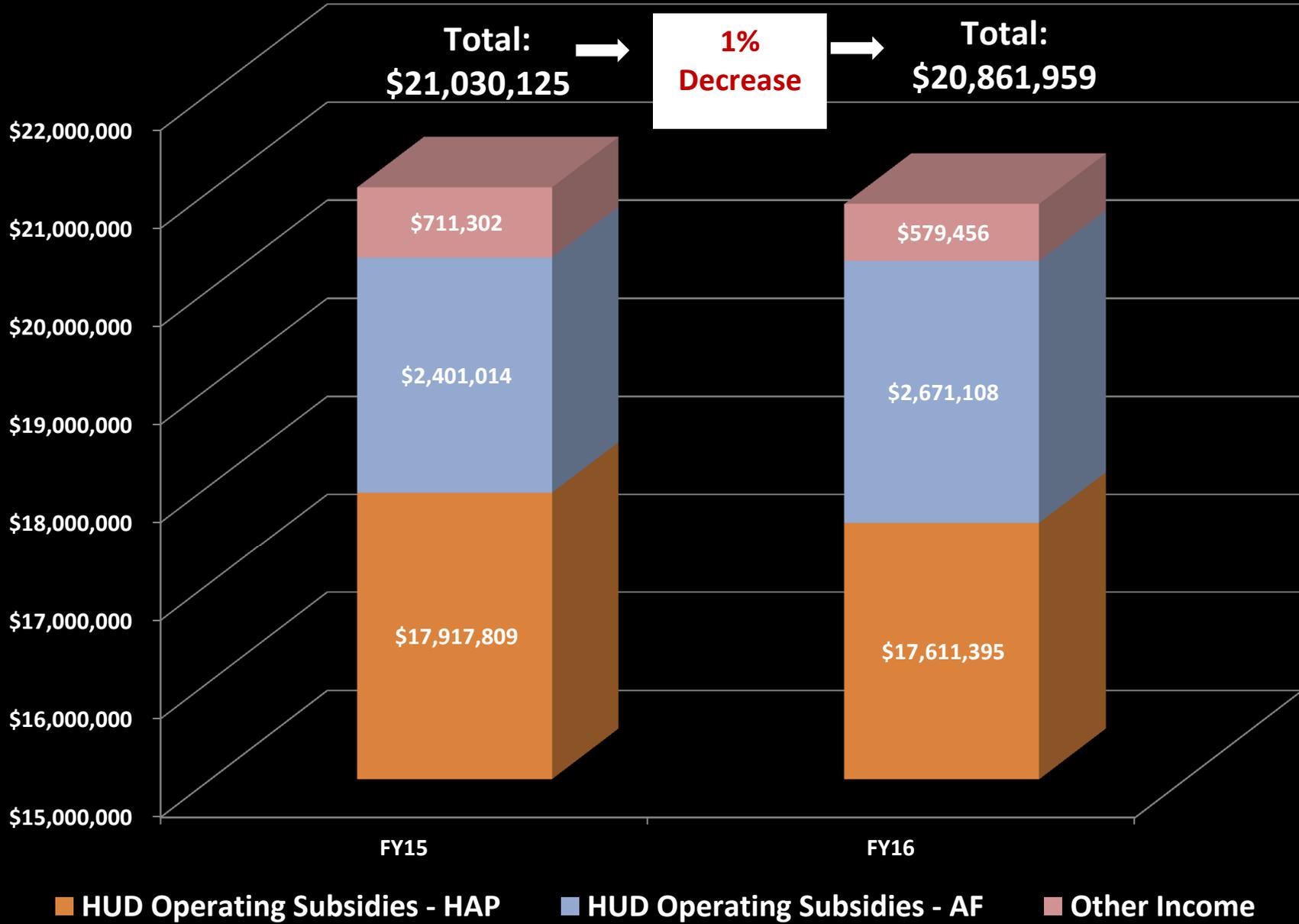
■ Manton Heights

■ Dominica Manor

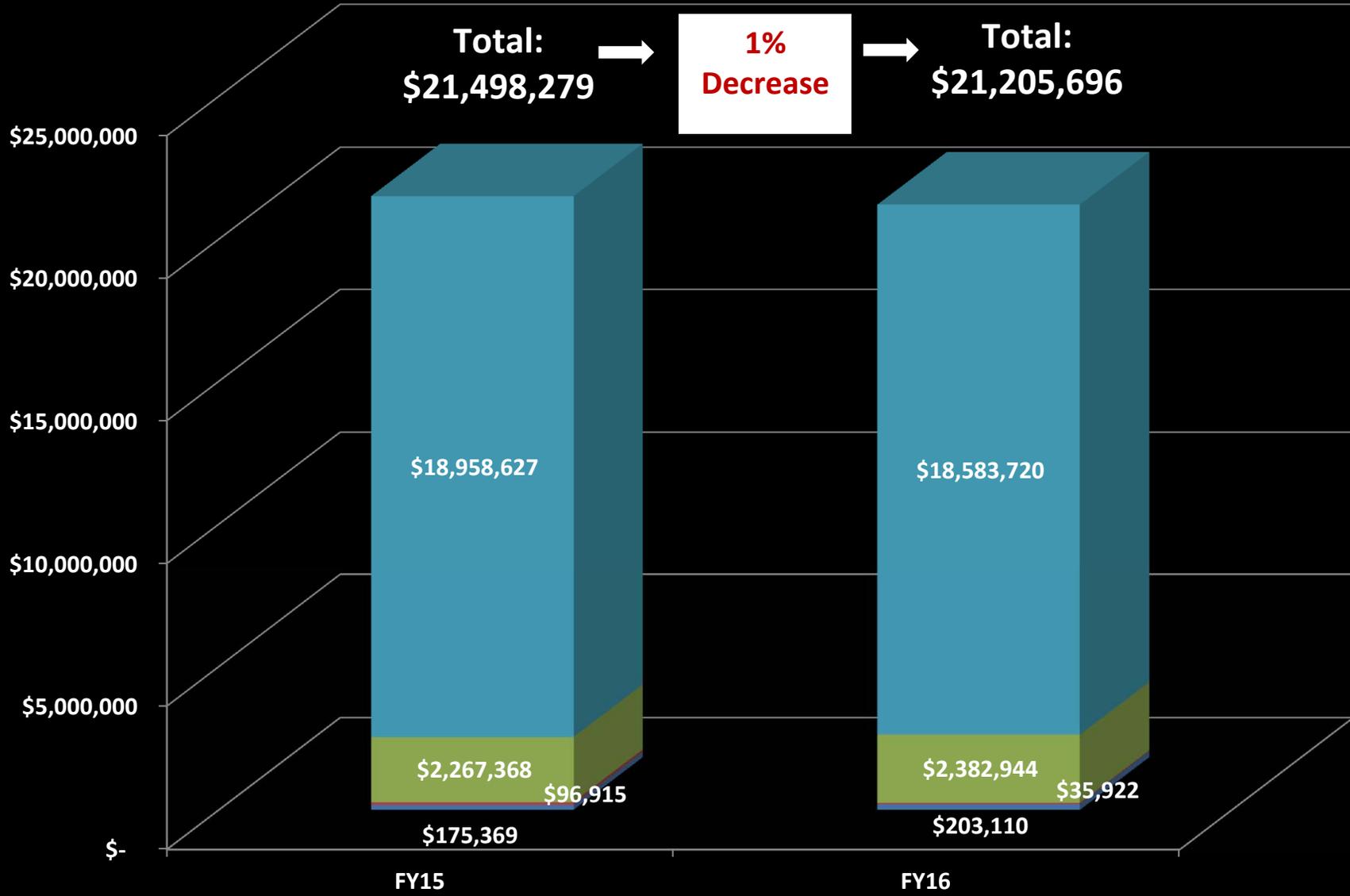
■ Kilmartin Plaza

Total: \$3,366,813

S8 Operating Income FY15 & FY16



S8 Operating Expenses FY15 & FY16



■ Ordinary Maintenance
 ■ General
 ■ Other
 ■ Administrative
 ■ Utilities
 ■ HAP Expense

Security and Operations



Continues their efforts to build and maintain community policing efforts and relationships

Importance of Community Relations

- Builds Community (safety is the foundation of any community)
- A cooperative effort between the police and the community to address issues of safety and crime



- The effort produces mutual trust and respect between the police and the community
- The ultimate result is police become accepted members of the community they are tasked to protect and to serve



Youth Police Initiative (YPI)



- YPI is a program that positively impacts the relationships and interactions between police officers and at-risk, inner city youth
- The youth and police participate in facilitated discussions, team-building exercises and reality-based scenario trainings.



- Youth and police develop lasting relationships that foster a deeper understanding between the two groups
- 2 Male YPI Sessions took place with a total of **32 GRADUATES**

Information Technology



- **A network password policy was established in January 2016 along with limited access to the IT office**
- **Selected Advanced Telesystems Group Inc. (ATG) to maintain wireless network, firewall, switches and wireless antennas and to track power outages/problems through a ticket system**
- **Assisted with the obtaining online access for HR to submit Section 3 data on-line**
- **Updated to Windows 10 authority-wide and addressed subsequent adaptations with other systems**

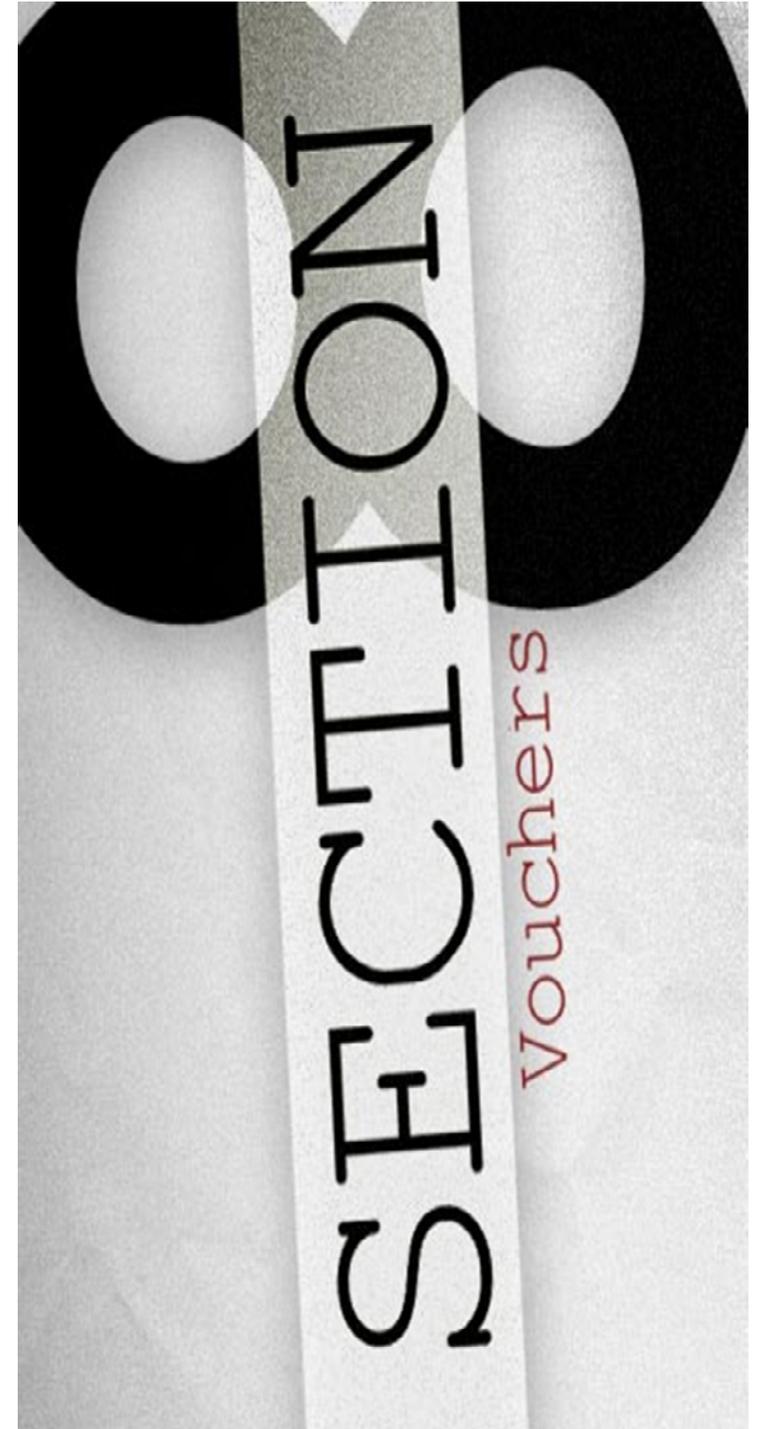
Leased Housing

DEMOGRAPHICS

- Ethnicity: 50% Hispanic, 50% Non-Hispanic
- Number of residents served: 5,896
- Average Income: \$14,348
- Average Family size: 2.3
- Average rent: \$273

INVENTORY OF SECTION 8 UNITS

- Five programs comprise the PHA's allocation of rental assistance in the Section 8 Program which began in 1976. The breakdown of allocations as of June 30, 2016 is:
 - Housing Choice Vouchers (2,071 units)
 - Project Based HCV Vouchers (131 units)
 - VASH Vouchers (157 units)
 - Project Based VASH Vouchers (31 units)
 - Moderate Rehabilitation (205 units)

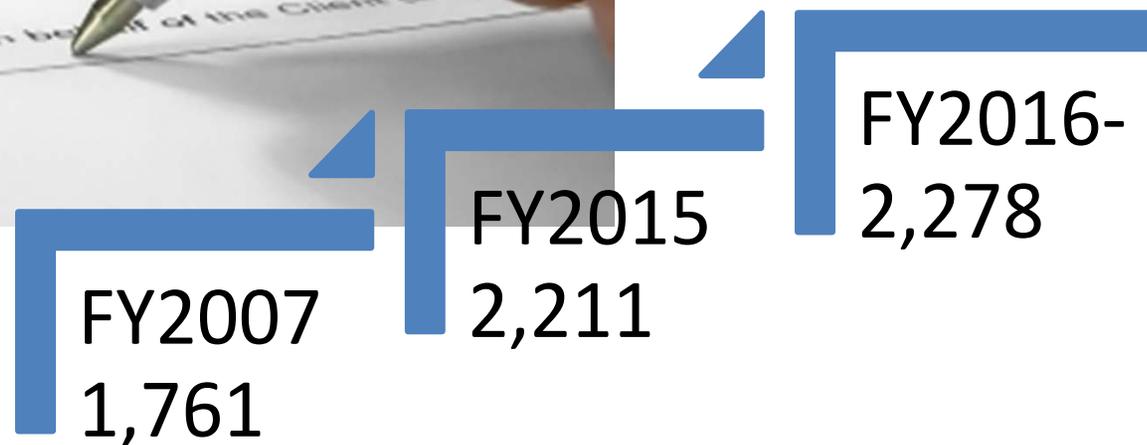


Leased Housing



The PHA's HCV program increased by 3% during FY2016 . This reflects a 29% increase in program size since 2007 when funding was substantially lower

**Housing Choice Voucher
Participants Rise**



Barbara Jordan II

- HUD authorized the PHA to issue Tenant Protection Vouchers to the 33 remaining families who resided at the Barbara Jordan II Apartments. Leased Housing Staff successfully processed 32 families to lease up—except one by June 2016



Section 8 Wait List Preparation

- The PHA prepared to open the Section 8 Waiting List for the first time since 1998
- Established 2 local preferences; **victims of domestic violence** and **Rhode Island residents**
- Updated the Section 8 Administrative Plan to reflect changes in **Preferences and Wait List Organization** sections
- PHA officially submitted the Section 8 Admin Plan changes within a FY2016 Annual Plan Revision to HUD for approval

UPDATE

Serving More Veterans



- The Veterans for Tomorrow project (20 units), a newly renovated historic mill, was opened for leasing
- Located in the Wanskuk neighborhood, this building houses homeless veterans with support services provided by the Veterans Administration



Resident Services



Juvenile Re-Entry Initiative (JRAP)

The JRAP program seeks to reduce barriers to housing and employment among justice-involved youth up ages 16-24 years, residing in public housing (or who would be residing in public housing but for their juvenile or criminal record)



RHODE ISLAND LEGAL SERVICES

Provides FREE legal services to eligible youth such as:

- Expunging, sealing or correcting criminal records and obtaining Certificates of Recovery and Re-Entry
- Assistance with the reinstatement of driver's license
- Assistance with obtaining professional licenses
- Reinstatement of revoked & suspended drivers' licenses



New Partnerships



Healthcare Career Pathways Training – 13-week training program provided through a new partnership with **Stepping Up RI** in FY 2017. Training includes internships and assistance with job placement following graduation.

State Jobs Workshop – in partnership with the **RI Department of Labor and Training** and the **Providence City Council**, staff organized a workshop to help unemployed and underemployed individuals apply for state jobs using the new online application system.



An Evening for Homeowners – Family Opportunities Center staff organized an event for new or recent homeowners to learn about weatherization opportunities and assistance programs available through the **Community Action Partnership of Providence**.

Providence Talks – in FY 2016, PHA partnered with **Family Service of RI** and **Providence Talks** to offer this new childhood intervention program focused on developing a child’s vocabulary and oral language skills.



Pets for Life - the first “**Pets for Life**” event was held at Chad Brown. More than 50 residents brought their cats and dogs to be vaccinated by staff from the **Providence Animal Rescue League**.

Program Outcomes

Unduplicated Participants Served July 2015 to June 2016

Adult Programs	
Adult Education (GED & ESL)	113
Digital Literacy	8
Job Training	13
Financial Opportunity Center	147
Family Self-Sufficiency	148
Resident Service Coordinator	359
Homeownership	255
Adult Program Totals	1043
Youth Programs	
Boys & Girls Club Open Door	231
Boys & Girls Club Licensed	114
Youth Program Totals	345
High-Rise Programs	
Carroll Tower	68
Dexter Manor	95
Dominica Manor	114
Hartford Tower	33
Kilmartin Plaza	56
Parenti Villa	61
High-Rise Totals	427

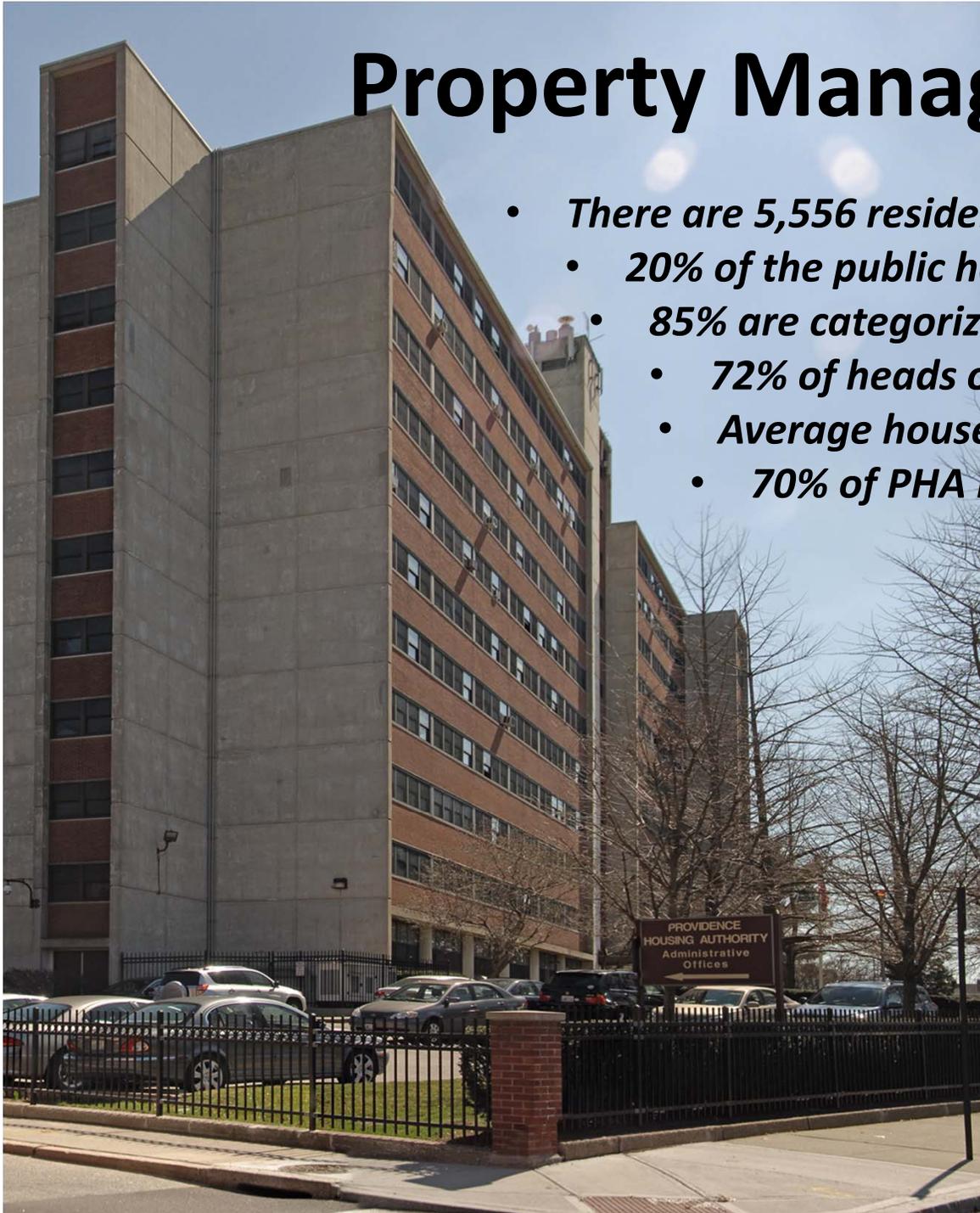
Family Self-Sufficiency Outcomes

Family Self-Sufficiency Outcomes	
Indicator	FY2016
Entered employment	54
Increased Income	82
Obtained Health Benefits	76
Closed RI Works cash assistance	6
Received Financial Counseling	140
Purchased a home	2
Moved to non-subsidized housing	8



Property Management

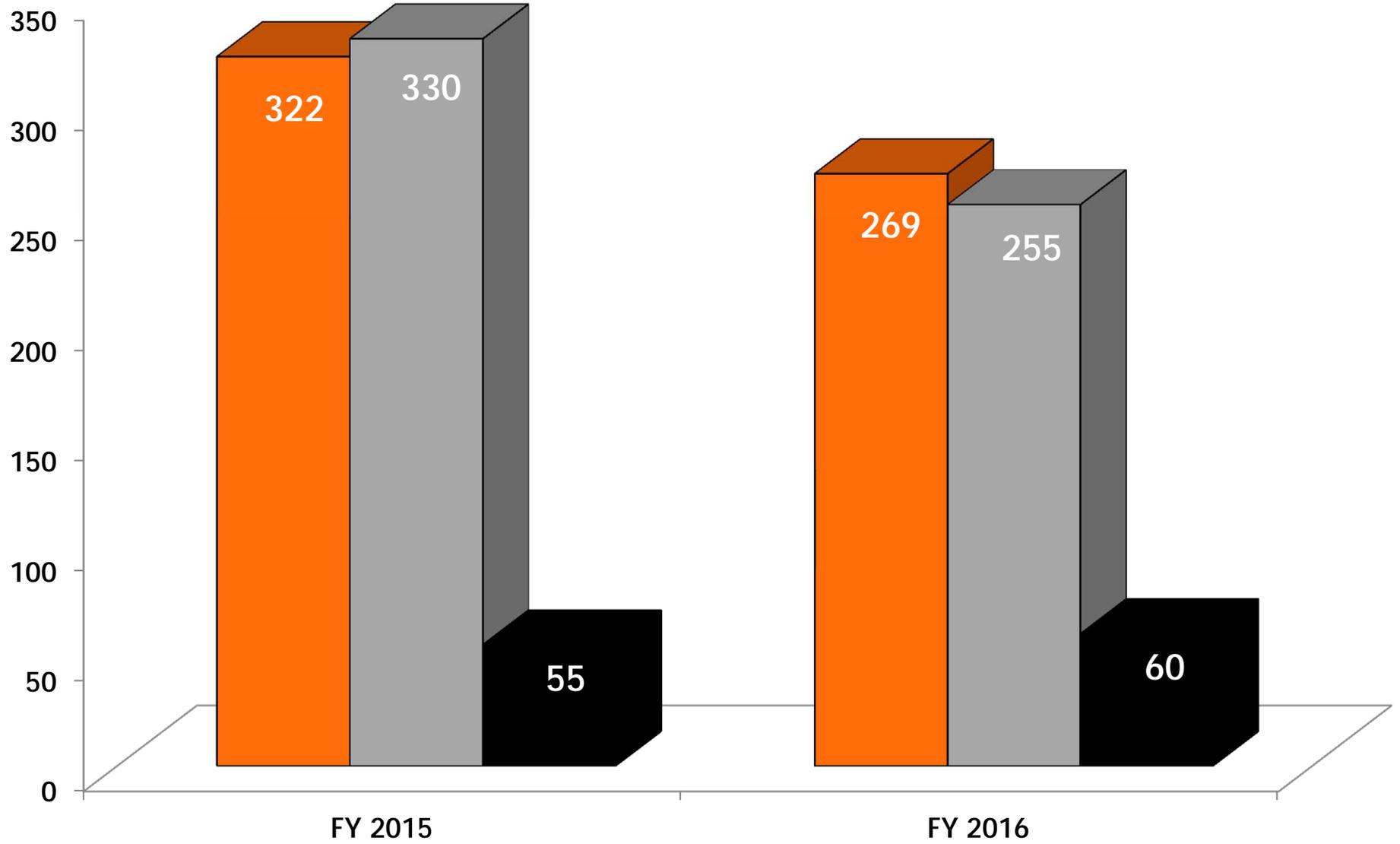
- *There are 5,556 residents who live in 2,604 households*
 - *20% of the public housing population is disabled*
 - *85% are categorized as extremely low income*
 - *72% of heads of households are female*
 - *Average household income is \$10,898*
 - *70% of PHA residents are Hispanic*



**3 residents became
HOMEOWNERS
in FY 2016**

Occupancy Rates FY 2015 and FY 2016

Leasings Vacates Transfers

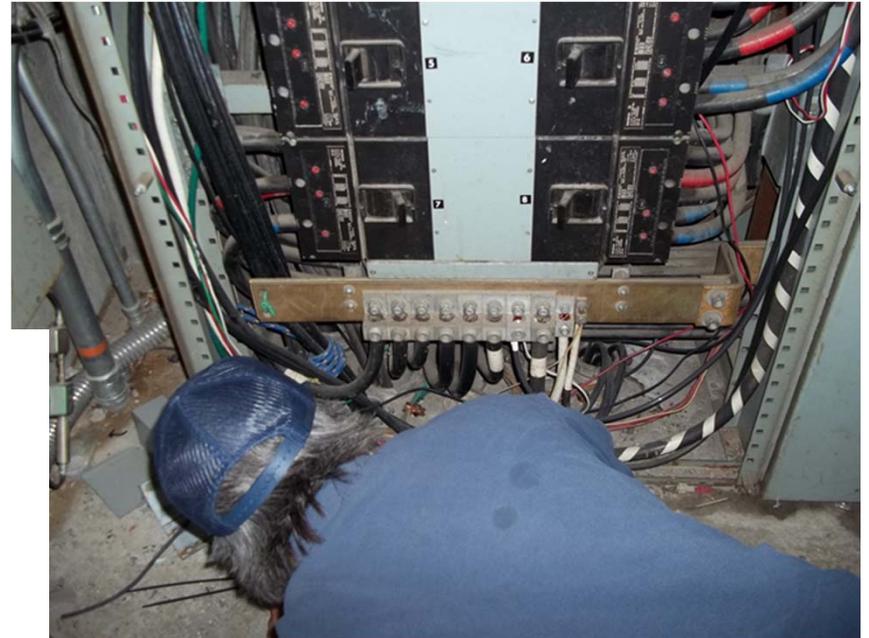


Facilities Management



- At Chad Brown, 3 transformers were replaced and relocated outside
- The existing were old, located in the basements of buildings and were against current code; transformers are now compliant with current electrical code

- Elevator Modernization at Carroll Tower
- 2 elevators at a cost of \$535,711 resulted in complete modernization



Facilities Management



- The replacement of common exit stairway fixtures to LED draw down (dimmable) at Parenti, Carroll and Dominica took place
- **AMERESCO ANNUAL ENERGY SAVINGS REPORT** resulted in a net savings of **\$211,598**

- 2 handicap renovations took place at Carroll Tower (1) and Parenti Villa (1)
- 19 handicap renovations have been completed to-date- which brings us to 80% of our Voluntary Compliance Agreement with HUD



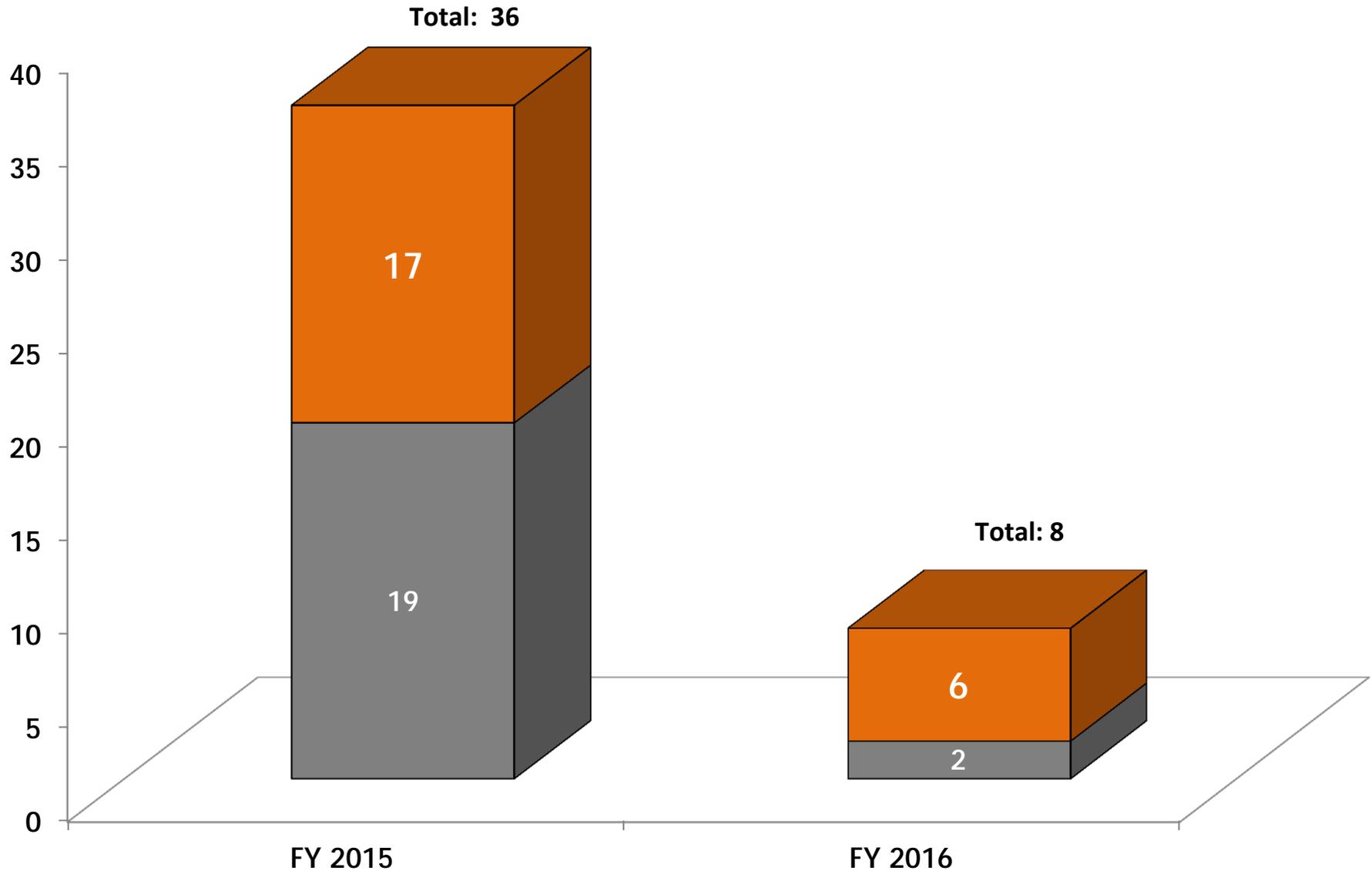
Legal

- DarrowEverett LLP began working with the PHA in February 2016
- Declaration of Trust documents were completed
- There were 0 Grievances in FY2016 compared to 2 in FY2015

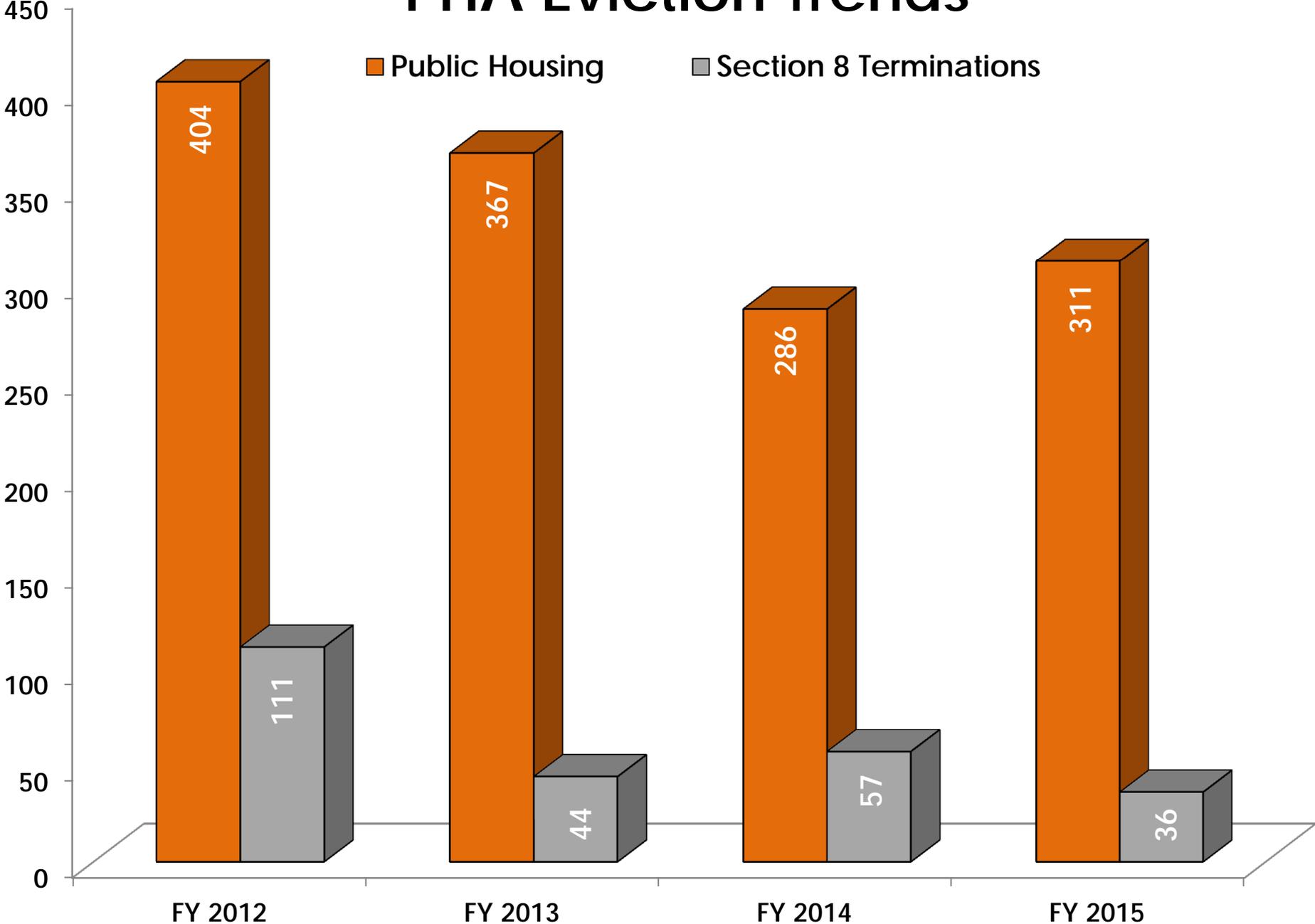


Section 8 Informal Hearings

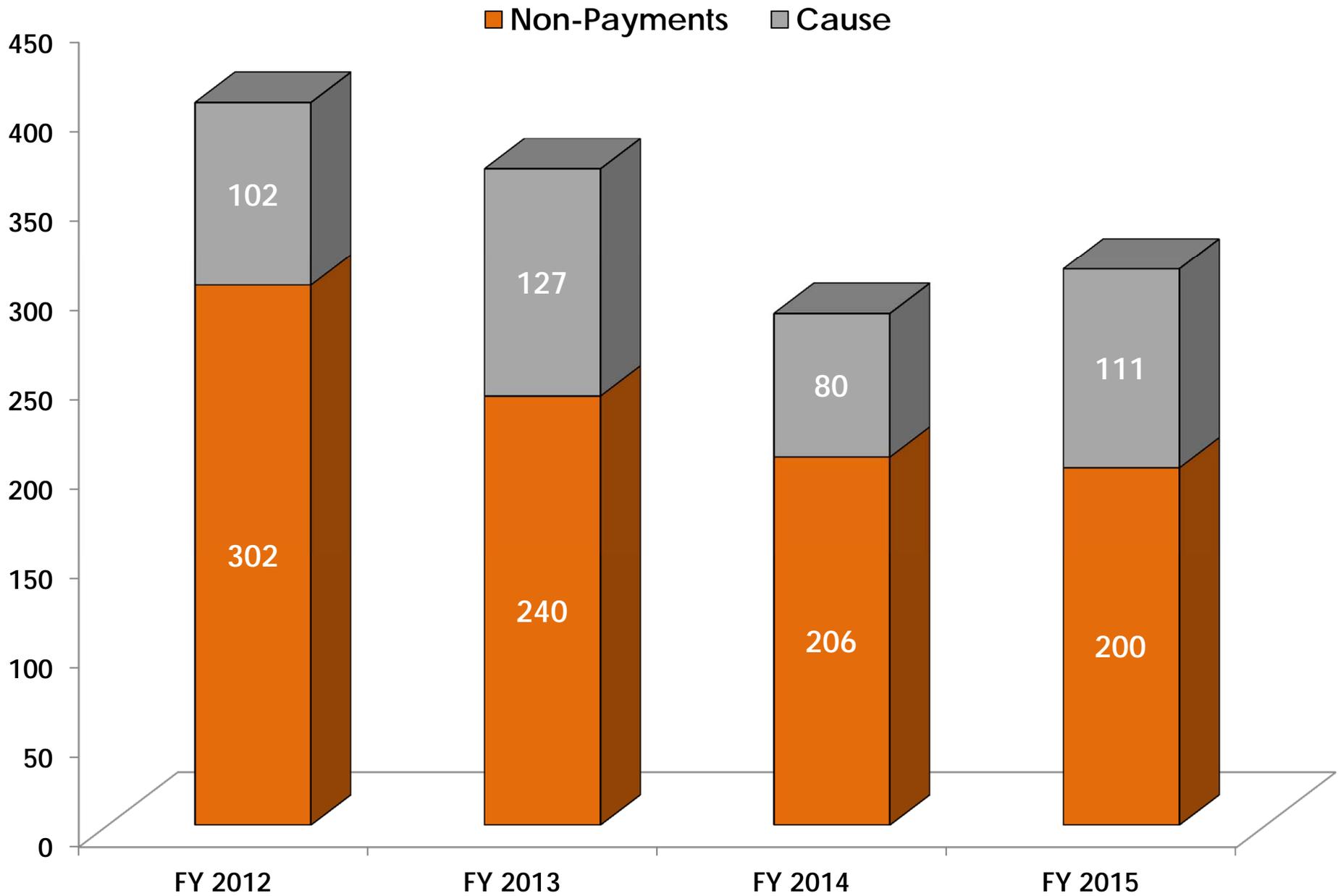
■ Upheld ■ Reversed



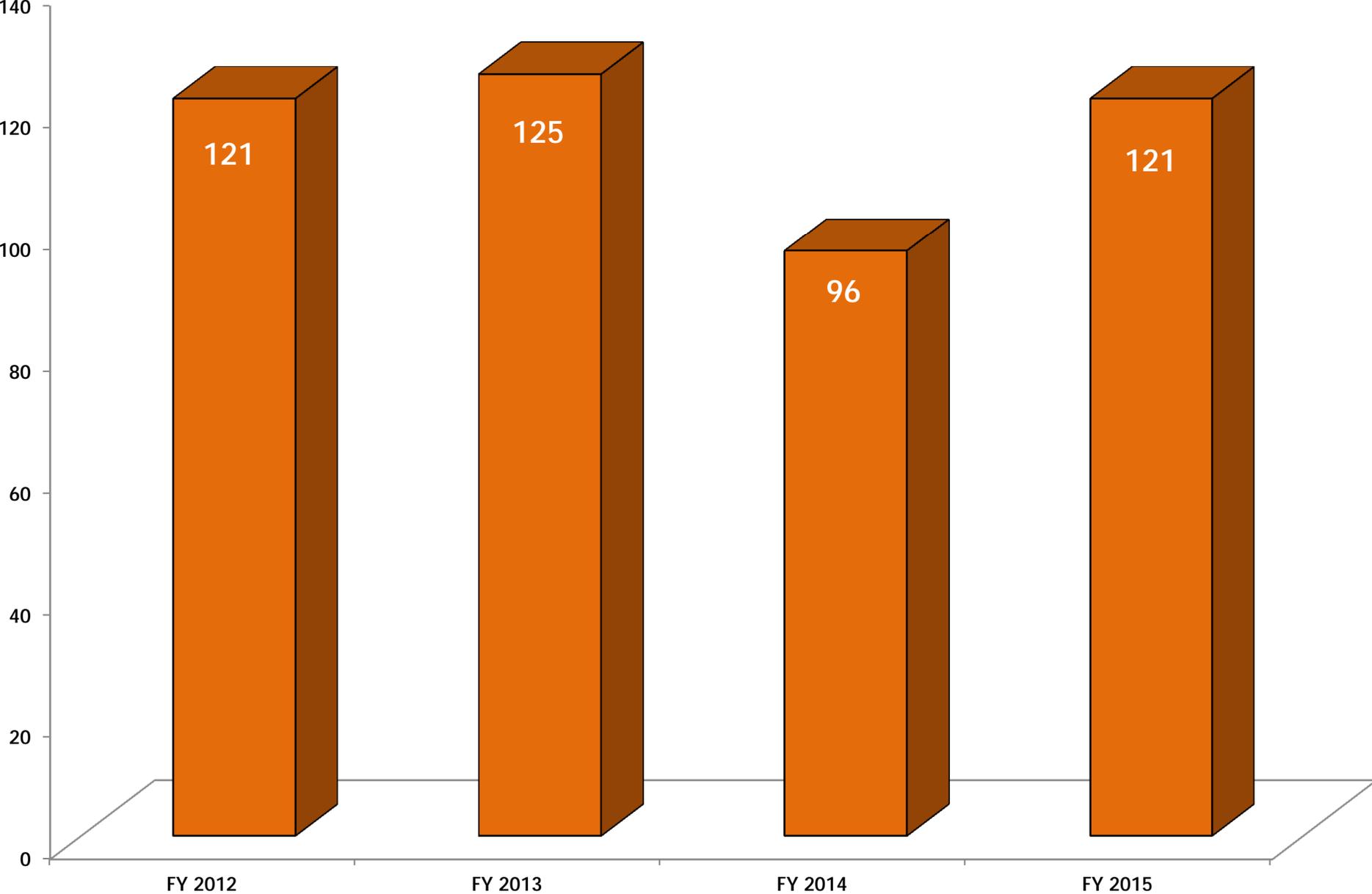
PHA Eviction Trends



Public Housing: Types of Evictions



Stipulations



Special Projects Office



RI Public Health Institute's Food on the Move provided fruit and vegetables markets to the high-rises

During FY 2016, a total 2,214 transactions took place during 76 markets

- **New Legislative Grant funds were secured for Carroll Tower through Representative Ajello and for Hartford Park through Senator Ciccone**
- **A total of \$16,000 LG funds for FY2016**
- **8 LG were managed in FY 2016**



Healthy Homes Initiatives

In FY 2016, PHA high-rises recycled 50 tons of recycled materials – a 150% increase from 20 tons in FY 2015

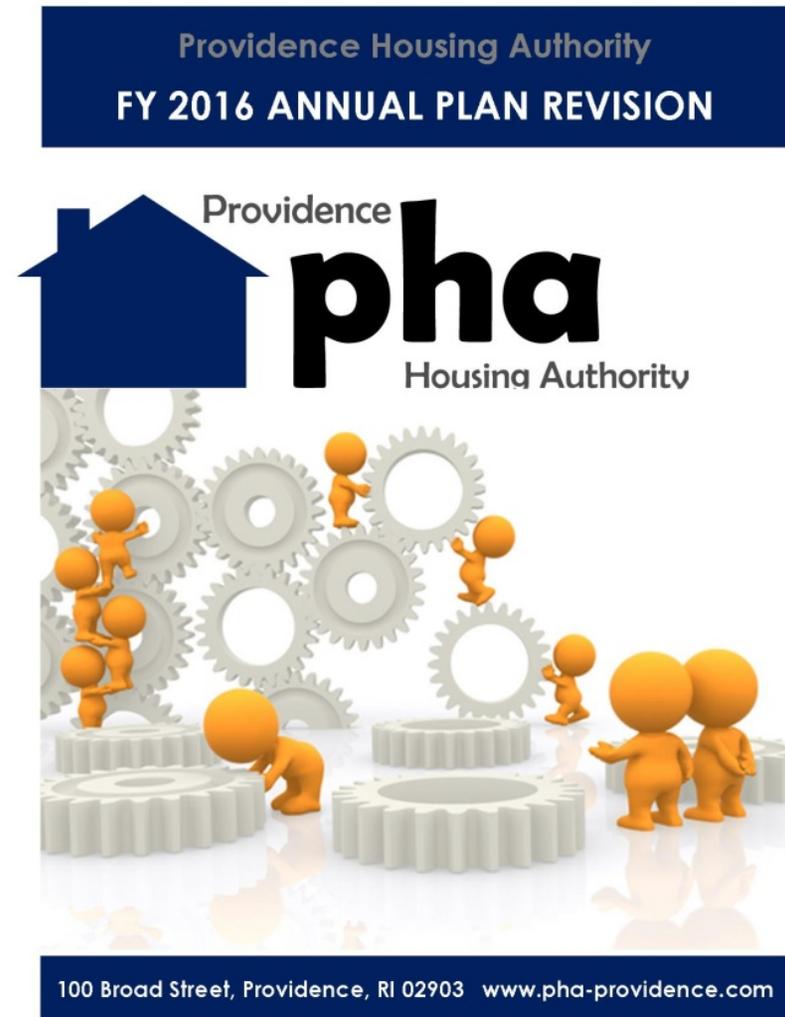


Development	Tonnage
Carroll Tower	6
Dexter Manor	6.5
Dominica Manor	10
Hartford Park	15.5 (includes two PHA offices)
Kilmartin Plaza	2.5
Parenti Villa	9
Total	50 Tons

- The PHA Fire Safety Tracking showed that fires decreased to **42 from 56** in 2015, a **25 %** decrease
- Manton Heights was properly prepared for a Smoke Free Policy, which will become official in December 2016

Special Projects Office

- The Nomination Process for Commissioners seat took place – the names of 8 nominees were sent to the Mayor’s Office-results are still pending
- FY2016 Annual Plan Revision #1 was submitted to HUD/Public Comment





The End

MONTHLY MANAGEMENT REPORT

October 2016



www.pha-providence.com

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Section 1

Office of the Executive Director

EXEC. DIRECTOR'S & DEPUTY EXEC. DIRECTOR'S REPORT

Labor Contracts

Three of our four bargaining units, Laborers, Teamsters and Painters have ratified the annual wage/benefit offer. All three contracts are for a three year period, July 2015 – June 2018 with a wage/benefit reopener in 2016 and 2017.

Carpenters Union Update

As reported previously, an unsuccessful mediation session was held with a Federal Mediator. The Carpenters may now request we go to arbitration. There has been no action taken since the last report. Note: Carpenters are working under the terms and conditions of their last signed contract, July 2012 – June 2015 with wages as agreed to in July 2014.

Security Guards

The eleven PHA full time security guards petitioned the RI State Labor Relations Board for the right to organize with said petition being granted. We continue to wait for their initiation of contract talks and negotiations.

PROVIDENCE HOUSING AUTHORITY AND RI HOUSING JOINT OPENING & CENTRALIZED WAIT LIST

Leading up to the official joint wait list there were extensive and comprehensive outreach efforts to the public including a series of articles in the Providence Journal. To review, the list was opened on November 11th through the 13th with public access to online applications only and then from November 14th through the 17th with both online access and in-person assistance sites (satellite sites) throughout Rhode Island.



Although the list was scheduled to close originally on November 16th, technical difficulties on November 12th led the team to extend the opening for an additional day until November 17th. Throughout November, there was a help line (1-844 number) available to the public for any questions and/or technical assistance requests. Additionally, both RI Housing and PHA staff members were also available to the public for questions.

Below, please find a table demonstrating the submitted applications by date. The PHA and RI Housing have scheduled a follow up meeting in order to discuss steps moving forward. The duplicates below only signify various duplicate categories within applications and the team anticipates that the total will remain at approximately 13,777 applications.

Application Status	11/17/2016	11/16/2016	11/15/2016	11/14/2016	11/13/2016	11/12/2016	11/11/2016	All
In Progress	8	116	78	103	13	32	267	617
Submitted	630	1973	884	1724	707	1193	6049	13160
Duplicate	199	470	120	345	108	144	621	2007
On Hold	0	0	0	0	0	0	0	0
Accepted	0	0	0	0	0	0	0	0
Rejected	0	0	0	0	0	0	0	0
Total	638	2089	962	1827	720	1225	6316	13777

Simultaneously, RI Housing continues to research the funding and process for a potential Rhode Island State-wide (Section 8) Wait List. The RI Housing team met with the Public Housing Association of RI (PHARI) again at their regularly scheduled November 17th meeting in order to review the PHA and RI Housing wait list activities and progress and answered several questions regarding the potential centralized list. RI Housing’s meetings with RI housing authorities to gather information and feedback about the state wide list continue.

JOBS PLUS PROVIDENCE UPDATE

The PHA staff has created a Jobs Plus Providence (JPP) Launch Team in order to meet the initial or “start up” grant activities required by HUD in order to launch the official Jobs Plus Providence at Hartford Park and Manton Heights. To date, the anticipated launch date is anticipated in March 2017.

The JPP Launch team meets weekly in order to develop the following elements of the program:

- Program Work Plan due to HUD in January 2017
- New 4-year budget (following newly released budget guidance)
- Program work flow and staffing plan
- Program space at 2 developments
- Agreements with 14 partners to formalize the matching of services for the program
- Start Up (6 month budget) due on 12/1/16
- Evaluate the supporting software system, Jobs Plus Tracking at A Glance, to align with program outcomes
- Grant Invoicing and payment systems

In October, the JPP Launch Team reached out to the Jobs Plus Jobs Plus Manager at the Boston Housing Authority (2014 recipient) in order to discuss past practice and experiences, including their program successes and challenges. The PHA team has also made contact with HUD’s JPP Grant Manager. The PHA’s JPP Launch Team is excited to be attending a Jobs Plus Program “HUDDLE” in St. Louis, Missouri from December 6-7th. More updates to follow.

REENTRY INITIATIVES

As reported in last months report, the October Board of Commissioner Meeting reviewed recent HUD recommendations for housing authorities to reconsider their current admissions policies and align them with various re-entry initiatives with more lenient criteria for those with criminal backgrounds—followed by a presentation by the RI Department of Corrections.

During this meeting, many Commissioners had questions regarding the impact of the proposed reductions in the admission and screening “look back” periods on the resident community.

- To review, the PHA currently has a 10 year look back period for applicants with past felonies (specifically violent and drug related crimes). NanMcKay's standard Admissions Plan recommends a 5 year look back period for felonies.
- For lesser crimes or misdemeanors, the PHA has a 5 year look back period for public housing applicants while the national standard does not look back for at all for the lesser crimes/misdemeanors.

**A small survey of Rhode Island public housing authorities showed average look back periods for felonies to be 8 years and for misdemeanors to be 1.5 years.*

The national statistical data regarding such policy change to both the ex-offenders and the affordable housing communities is minimal to say the least. The PHA has decided to develop a pilot program in order to track and measure this data (using caution and discretion).

PHA AWARDED RI DEPARTMENT OF HEALTH'S SENIOR RESILIENCY PROGRAM TA AWARD:

The Rhode Island Department of Health (DOH) Climate Change Program works with community, state, and federal partners to address the health impacts associated with climate change and to identify those populations most vulnerable to climate-related exposures. Past experience and research has shown that the elderly are some of the most vulnerable to these impacts.

The PHA has begun its work with the Rhode Island DOH and Yale New Haven Health System (YNHHS) in order to develop emergency preparedness plans and training for our staff and residents at our Dominica Manor and Hartford Park Tower sites (both were inspected in late October).

Their recommendations based on their inspections will guide the PHA in developing energy resiliency plans, shelter-in-place plans, generator and shelter-in-place trainings as well as the modernization of the current Emergency Operations Plan (EOP). YNHHS has agreed to provide insight and suggestions for the PHA's 2008 EOP in order to create a streamlined, action ready plan during disasters. Follow up meeting for Senior Resiliency program to determine internal goals and direction is scheduled for 11/23.

HUMAN RESOURCES

At the end of October the Housing Authority employed two hundred twelve (212) employees, one hundred and sixty-eight (168) in permanent positions and forty-four (44) in temporary positions. See table following.

PERSONNEL STATISTICS									
New Hires				Terminations				In-House Promotions	
October		Fiscal YTD		October		YTD		October	Fiscal YTD
Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp		
1	5	4	10	1	1	5	4	1	2

Workers Compensation

During the month of October one (1) employee reported being injured bringing the fiscal year to date total number of injures to nine (9). This was a relatively minor injury and no time was lost from work. One employees, injured during the month of August, remains out of work. Nineteen (19)

days has been lost from work during October bringing the year to date total to fifty-eight (58) days. At this time last year fourteen (14) employees reported being injured on the job and two hundred forty-nine (249) days had been lost from work due to injuries.

WORKERS COMPENSATION CLAIMS & LOST DAYS

New Claims/Oct	Total Claims to Date	Work Days Lost/ Oct	Work Day Lost FYTD
1	9	19	58

Family Medical Leave

RI State Law allows each full-time employee, employed for a year or more, thirteen (13) weeks of Family Medical Leave over a two-year period, provided sufficient documentation is submitted and they meet the specified criteria. In compliance, the PHA has set policy to provide generous leave to employees with family or medical problems requiring them to be absent from work. In situations where an employee is ineligible for family medical leave, the Authority may, at its discretion, allow a leave of absence. Each situation is reviewed and decisions are determined on a case-by-case basis. Human Resources staff members are responsible for tracking such instances. One (1) employee requested and was granted family medical leave during the month of October bringing the year to date total number of requests to twelve (12). This is seven (7) more than the number of requests received and granted at this time last year. One employee remains out of work at this time. During the month, forty-nine (49) days were lost from work bringing the fiscal year to date total number of days to two hundred forty-one (241) days. This is sixty-five(65) more days than last year at this time. See table following.

FAMILY MEDICAL LEAVE – DAYS LOST FROM WORK

Total # Requests/Oct	Total Requests YTD	# Days Lost/Oct	# Days Lost YTD
1	12	49	241

Grievances / Arbitrations / Third-Party Claims

No grievance or requests for arbitration were filed during the month of October.

UNION GRIEVANCES & ARBITRATIONS

Grievances		Arbitrations	
October	YTD	October	YTD
0	3	0	0

Human Resource Management

During the month of October, the Housing Authority finalized agreements with three of its four unions on wages and pension during the annual contract reopener. No changes were made to employee health and dental insurance plans. Premiums increased back in July when the plan renewed and because employees contribute a percentage of plan cost, increases were made at that time. Each union was offered a 3% wage increase. However, any increase in their union pension was subtracted from the wage increase. Changes and retroactive payment were processed during October. Contract negotiations with the Carpenters Union are still pending.

In the next month the Housing Authority's payroll system will be upgrade to a cloud based format. Our Payroll service, Paychex, Inc. is offering this upgrade at no additional cost. During the month, Human Resources and Finance staff participated in both live and online training in this new system. From what we can see this system appears to be much more user friendly. We are very excited to move forward with this upgrade.

The Deputy Ex Director and the Human Resources Director attended a Labor Law and Arbitration seminar presented by the Labor Arbitration Institute. This seminar provide useful information on the arbitration process as well as the importance of documentation.

Several employees notified Human Resources of their intent to retire before the end of the year. Vacant and soon to be vacant positions were posted in-house. Several have been filled which has opened more opportunities for other employees to advance. As our workforce continues to age the Housing Authority has begun to focus on succession planning, identifying future retirements, assessing replacement needs and creating opportunities for advancement.

Personnel Report: October 2016

Employees	MALE						FEMALE					
	Total	White	Afr-Amer.	His-Panic	Asian	Other	White	Afr-Amer	His-panic	Asian	Other	
Permanent	168	51	18	17	5	2	22	11	39	1	2	
% Full Time	79.2%	30.4%	10.7%	10.1%	3.0%	1.2%	13.1%	6.5%	23.2%	0.6%	1.2%	
Temporary	44	18	4	9	0	1	6	2	3	0	1	
% Part Time	20.8%	40.9%	9.1%	20.5%	0.0%	2.3%	13.6%	4.5%	6.8%	0.0%	2.3%	
Total	212	69	22	26	5	3	28	13	42	1	3	
Percent	100%	32.5%	10.4%	12.3%	2.4%	1.4%	13.2%	6.1%	19.8%	0.5%	1.4%	
Summary												
Classification	Number					Percent						
Non-minority	97					45.8%						
Minority	115					54.2%						
Male	125					59.0%						
Female	87					41.0%						

SPECIAL PROJECTS OFFICE

PHA WEBSITE:

On October 18th, the PHA conducted two interviews with potential respondents. The interview panel consisted of staff from Facilities Management, IT and SPO. After completing the interview rating sheets and analyzing the responses to follow-up questions posed to Black Door, the PHA has selected Black Door Creative to complete the agency's new website.

In addition to completing the tasks listed below, Black Door Creative will also work to move the Protect Providence with One Click site to the new PHA site and will design a new logo and page content for the Jobs Plus Providence Program.

- A redesign of the PHA website within the WordPress platform
- Site organization
- Page creation with content provided by the PHA
- Provide staff training to allow for PHA self-sufficiency to make content updates
- Site implementation
- Provide design and coding services for structural changes on an "as needed basis"
- Provide minor design changes.

Currently, the contract terms are being negotiated and will be executed prior to the end of the second week in November 2016.

GRANT UPDATES:

Health Equity Zone (HEZ) Grant: The Girls' YPI Session for the residents of Manton Heights and Hartford Park has concluded. Eighteen youth participated. The graduation press event will take place on Wednesday, November 9th. Invites have been distributed to dignitaries, the Board of Commissioners, the Resident Advisory Board (RAB) and Directors.

RI Department of Transportation's Seatbelt Safety Grant (2015):

The Project Coordinator and Grants Manager worked to ensure the program close out activities and financial reports were finalized for the end of the grant period (9/30/16). A final reimbursement packet was sent over to RIDOT on October 5th. The final report was submitted on October 21st to successfully complete the 2015 grant activities.

RI Department of Transportation's Seatbelt Safety Grant (2016): The PHA was awarded \$32,903.00 in funds to continue the Protect Providence with One Click Seat Belt Safety Grant Program. The goals of this grant period are to: increase seatbelt usage through expanded culturally-sensitive/multi-lingual education, promotion and outreach and resident engagement, expand driver safety and awareness programming to specifically target elderly drivers and expand driver safety and awareness programming to specifically new/young drivers.

Currently, the Project Coordinator is developing the grant work plan and will provide appropriate updates. Reporting to RIDOT will take place on the 15th of every month. More updates will follow.

RESIDENT ADVISORY BOARD (RAB):

A RAB meeting was held on Wednesday, October 19, 2016. During the meeting, members received a presentation on the Section 8 Joint Waiting List Opening and on the newly awarded Jobs Plus Providence Grant. Additional updates included the RI Department of Transportation FY 2016-FY 2017 Grant Award and the FY 2017 Annual Planning Process. Residents who assisted with the collection of surveys for the 2015 RIDOT Grant were entered into a raffle drawing to win one of three \$25 gift cards. The next meeting will be held on November 16, 2016 at 10am in the PHA Board Room.

FOOD ON THE MOVE FRESH PRODUCE TRUCKS:

- The produce trucks continue to visit 4 PHA high-rises during the first two weeks of each month.
- A standard schedule has been created. The food truck will visit Dexter Manor and Dominica Manor on the first Monday of every month and Parenti Villa and Carrol Tower will be visited the first Tuesday of every month.
- During October 2016, the PHA's Director of Facilities Management approved the maintenance teams at each of our four sites (Parent Villa, Dexter Manor, Dominica Manor and Carroll Tower) assisting with the set-up the tables and chairs once the Food on the Move markets leave the buildings. The PHA hopes this will assist the Food on the Move staff in meeting their demanding schedule goals as they travel from site to site across RI.

SMOKE FREE POLICY – MANTON HEIGHTS:

On October 13th, the SPO attended an Interdepartmental Meeting and informed attendees of the next steps for the Smoke Free Policy implementation. SPO is set to formally meet with Management Team in order to strategize the best strategy for dissemination of the Resident Letter, Addendum to Lease, Policy Posting and the finalization of signage and DSAs. The meeting date was set for November 10th.

2016 TOY DRIVE:

On October 13th, SPO attended a meeting regarding the 2016 Toy Drive. SPO offered assistance with the creation of a bilingual newspaper ad for community agencies to participate in donating and with the distribution of donation letters to the Mayor and the City Council. All correspondence and distribution took place before October 31st.

FY 2016 ANNUAL REPORT:

The format of the Annual Report will be changed from last year. Directors will create a YEAR END REPORT, due December 30TH, that will include cumulative data, highlights, trends and appropriate comparisons for the past fiscal year. The FY 2016 YEAR END REPORT will be mostly data-driven. In November, each Department will identify the most compelling projects or key factors that will then be extracted and placed into a promotional “puff piece” format. More details and guidance will follow.

RESIDENT ASSOCIATIONS & PLANNING COMMITTEES UPDATE:

Legislative Grants Update:

Carroll Tower:

The Carroll Tower community received an application from Senator Goodwin for \$3,000.00 SPO will attend a meeting on November 9th in order to discuss ideas for the use of the grant funds. Updates will follow.

Chad Brown/Admiral Terrace/Sunset Village:

The Chad/Ad/Sun Planning Committee met on October 19th with Julius Kolawole from the African Alliance of RI order to begin discussing the planning of a Community Garden. PC members were very excited to hear about this amazing opportunity. During this winter, the PHA and Julius will work to finalize the details of the partnership. The Community Garden will begin in April 2017.

Dexter Manor: Residents have submitted a request to Representative Christopher R. Blazewski in order to fund the creation of a mural in the community room and to host a May Breakfast Event. Approval is pending.

Dominica Manor:

The FY 2016 – FY 2017 Representative John Lombardi funds are currently available and have been proposed for skill-based classes (resident requested-art classes), community-wide celebrations and community beautification. The Art Classes will begin in January 2017.

Hartford Park:

The Hartford Park community has received a Legislative Grant application from Senator Ciccone, III for \$1,000. SPO is working with JT and will be hosting a resident meeting in order to discuss use of the funds and submit the application.

Kilmartin Plaza:

A check from Representative Scott Slater was received and the funds will be used to conduct art classes and purchase art supplies. Also, a May Breakfast will be hosted. The Art Clases will begin in January 2017.

Manton Heights:

A check from Representative Raymond Hull was received and will the funds will be used to purchase Holiday toys for the children of Manton Heights. The funds total \$2,000.

Parenti Villa:

The FY 2016 – FY 2017 Representative John Lombardi funds (\$2,500) are currently available and have been purposed to purchase food and supplies for the food pantry.

On October 25th, the Planning Committee met to discuss upcoming events for the community and to receive updates regarding the Food Pantry. A discussion about the Food Pantry

Volunteer Appreciation Event took place and attendees decided to host the Event in January 2017. More updates to follow.

IT Office

Network

Due to a quick turnaround time for this RFP, only one vendor was able to submit a proposal. The RFP will be modified and resubmitted early November.

An RFP has been created to upgrade/migrate PHA's existing VMware environments to a new and engineered vSphere environment running vSphere 6.0. This will be a very time consuming project; that will take some time to complete.

In following are brief descriptions of the project phases.

1. Replace the six (6) existing physical servers in our Virtual environment with a Dell EMC VxRail system; then configure vSphere 6.0 for our environment.
2. One at a time, move each Virtual Machine (VM) to the new virtual hardware.
3. Upgraded our backup software, Veeam, to Version 9; then reconfigure each backup job to match the new virtual environment.
4. Setup a Disaster Recovery (DR) plan. This plan must ensure if one location (Dexter or Hartford) should fail; "critical" servers automatically startup at the other location, with minimal IT assistance and user downtime. We will consider our DR Plan complete, when we have three (3) successful runs.

This RFP will also include an Annual Support Contract, establishing fixed hourly pricing for business, non-business and holiday hours; along with these required tasks to be completed throughout the year.

- Annually, test DR plan.
- Bi-annually, Virtual Environment review and report concerns to the IT Director.
- Bi-annually, install and configuring software updates for products being used in the Virtual Environment such as: VMware, EMC Data Domain and Veeam software.

This project is on hold until after the Virtual Environment upgrade is completed.

Research Office 365 for Outlook regarding DR requirements for Outlook/e-mails. Office 365 for Outlook, will this software be beneficial to the PHA staff? Office 365 stores information on the cloud. Could this eliminate the need for GoToMyPc for staff members who only use GoToMyPc to access e-mails when out of the office? However, there are monthly fee associated with this product.

This project is on hold, review next fiscal year.

The IT Director is researching automating the daily tasks for Public Housing and Leased Housing staff. On April 26th staff viewed a FileVision on-line demonstration; which integrates digitalizes documents with our authority wide computer system Encompass. A meeting to discuss this product was held in June; to make an informed decision, staff requested a more detailed demonstration.

An on-site demonstration was viewed on August 16th at 100 Broad Street. However, before moving forward; we need to contact the Encompass vendor, HAB Inc., regarding any known issues with FileVision. Secondly, Department Directors whose staff will be using this product will need to contact other Housing Authorities who use both Encompass and FileVision to see their likes and dislikes.

If we move forward with FileVision; this software will replace Vanguard Systems (Public Housing) and Joseph Merritt (Leased Housing) scanning products, thus reducing our monthly digitization expense, paper and printer usage.

The project of replacing the Xerox printers due to an expired lease is completed. The contract was awarded to Konica Minolta. A printer was installed at the Hartford Park Management Office as a test site; and everything worked as expected.

The following computer issues were reported/resolved during the month.

- Multiple uploads of S8 files from the Merritt system to the network was completed.
- One computer needed to be reformatted due to software issues.
- Two Resident Services Xerox printers at have been reset to factory defaults and labeled for pickup, end of lease.

Paychex/Time Clocks

No major problems reported regarding Paychex during the month.

Phones

No major problems reported regarding our phone system during the month.

Data Backups

No major problems reported regarding our backup systems during the month.

IMS/21 - Document Scanning

No major problems reported regarding scanning with the Xerox copiers or the IMS/21 system.

HUD

No major problems reported regarding the HUD computer system during the month.

Encompass Computer System

No major problems reported regarding the Encompass computer system during the month.

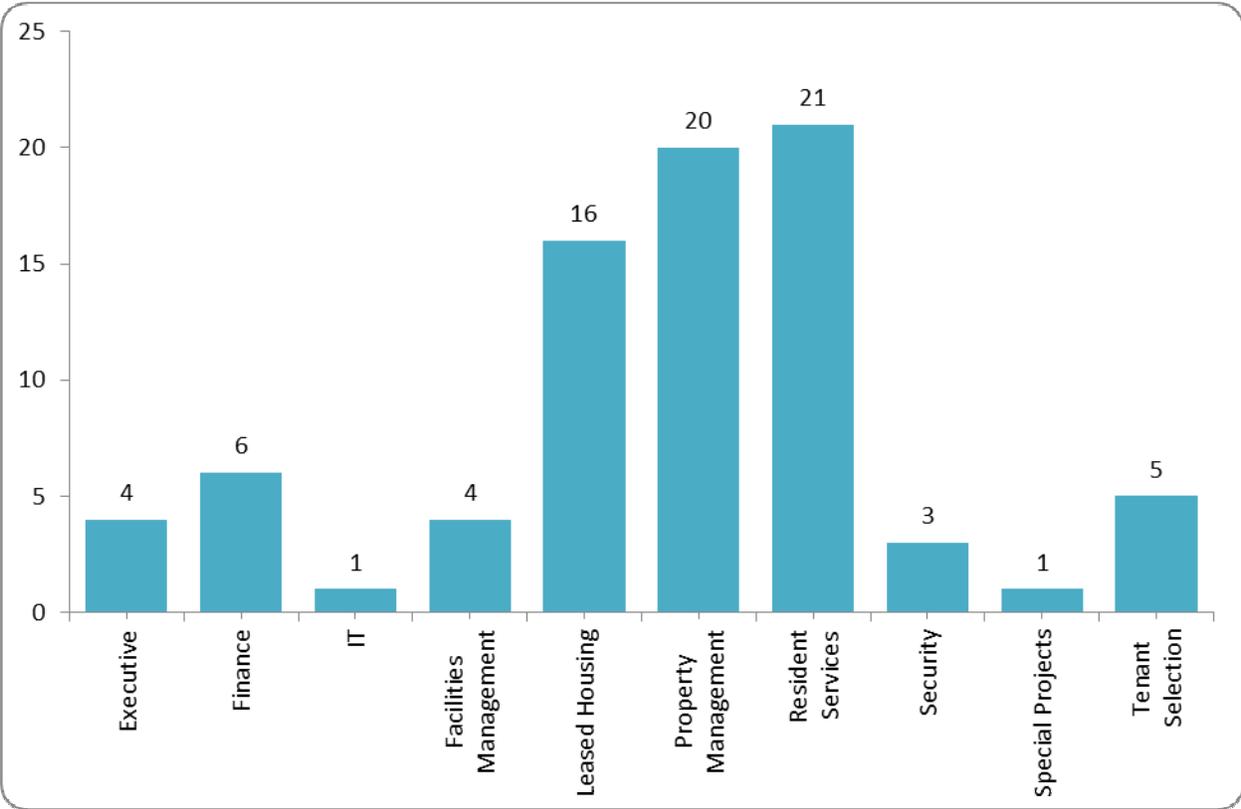
The Associate Director of Facilities Management (Massey C.) requested new user training from the HAB staff on the Encompass computer system.

Virus Protection

Weekly, the IT Director reviews the Symantec Anti-Virus portal for User/Computer Alerts or Errors; and verifies the software is active and Anti-Virus definitions are current on all computers and servers.

Troubleshooting

Throughout the month, the IT staff resolved 81 computer questions/problems. Below is the department breakdown:



GENERAL COUNSEL REPORT

Routine and Other Legal Matters: The Authority's General Counsel managed a variety of ongoing legal and regulatory matters during the month of October and attended to the continuous day-to-day flow of assorted routine and non-routine legal, procurement, Section 8 and other administrative matters including such things as: reviewed routine weekly security reports; reviewed and conferred with respective staff as necessary to approve Procurement Forms and documentation necessary for business records and/or for payments made in connection with 14 Contracts, Change Orders, RFPs and/or Purchase Orders; conferred with staff and continued to work on drafting RFP for leased vehicles; conferred with HR staff regarding records retention policy concerning old personnel records; conferred with MIS staff regarding RFP provisions; conferred with Section 8 staff regarding landlord request for inspection records; conferred with staff and wrote draft of NAFI contract for YPI Program; reviewed and conferred with staff regarding new HOTMA regulations for HUD; conferred with ED and Bond Counsel regarding legal opinion letters and recording of most recent Declaration of Trust; conferred with Special Projects staff and reviewed forms concerning Tenant Nominations and Elections for Commissioner; conferred with staff regarding posting of meeting notices on SOS website; conferred with staff and reviewed public records as to property ownership of leased property; conferred with Management Staff and drafted pre-vacate notice to residents intending to move; conferred with Section 8 staff regarding sale of leased property; and, reviewed and commented on Food Pantry Agreement and AmeriCorp MOU.

Grievances: There were no Grievance Hearings scheduled or held in October.

Section 8 Informal Hearings: There were no Informal Grievance Hearing scheduled/held in October.

Superior Court Matters: In the Matters of MW and JT: No action taken or pending on former employee's Complaint alleging violations of the ADA and FEPA or on former Section 8 Participant's Appeal of termination.

RI Commission for Human Rights: No matters currently pending.

Risk Control Matters: As the PHA's Risk Control Manager, General Counsel also serves as point of contact and chief liaison to the Authority's insurers, claims adjusters and legal defense team. As such, he continued to attend to various routine and non-routine administrative matters related to risk management and auto, property and liability insurance policies and claims as follows: reviewed, updated beneficiary designations and reported to insurer updates of PHA employee/commissioner census to life insurer during October; conferred with ED and called attorney for damage claim regarding settlement; conferred with insurer regarding 9/25/16 slip and fall incident; conferred with FM staff regarding status of repairs for damage to front stairs at MH caused by auto accident on 1/11/16; and, conferred with and filled claim with Victims Services regarding restitution for repair costs for Dexter Manor fire incident.

Section 2

Office of Finance, Accounting & Budgeting

DIRECTOR'S SUMMARY

PHA Fiscal Year 2017 (July 1, 2016 - 06/30/2017)												
July	August	September	October	November	December	January	February	March	April	May	June	
				33.3%								

With the presentation of the October 2016 Operating Statements the PHA completes one third of Fiscal Year 2017. The PHA YTD Operating Surplus/(Shortfall), which excludes non-cash expenses such as OPEB and Depreciation Expense, indicates that the AMPS, COCC and Section 8 have operated "in the black", with a surplus of \$795k, \$524K and \$177k respectively.

**Providence Housing Authority
Operating Summary - Major Programs
YTD October 2016**

	AMPS	COCC	Section 8
Operating Revenue	8,276,422	1,974,813	1,008,859
Operating Expenses	(7,481,030)	(1,449,961)	(831,502)
Operating Surplus/(Shortfall)	795,392	524,851	177,357
Non-Operating Expense	(2,200,342)	(45,360)	(36,207)
Debt Service	(231,667)	-	-
Net Operating Surplus/(Shortfall)	(1,636,617)	479,492	141,150

The consideration of Non-Operating Expenses, OPEB and Depreciation, significantly changes the financial behavior of the operation, presenting an overall Net Operating Shortfall of \$1,015k YTD. It is important to remember that these expenses represent non-cash transactions and as such do not have an impact on the ability of the day-to-day operation to support its function. Debt Service is supported by the CFP grants and does represent cash into and subsequently out of the Public Housing Operations.

FY2016 AUDIT

The RSM Audit Team completed the on-site work related to the actual financial audit in October. The Audit Team is now in the process of reviewing the finalized PHA financial statements and the issuance of the Audit Report is expected to be completed on schedule.

AMPS 1-9 OPERATIONS

Financial Highlights

- Total YTD Operating Income for AMPs was just over \$8.2 million (roughly \$256k over budget),
- The HUD Operating Subsidy drawdown for the month of **October** was \$1,221,448. Prorated at 89.76%

Providence Housing Authority
October - AMP Operations P&L - YTD FY 2017 Summary

Operating Income	1	2	3	4	AMP					Total AMPs
Tenant Income	447,245	511,498	615,000	432,207	250,935	187,224	178,171	90,001	161,606	2,873,887
Operating Grants	901,745	810,991	1,201,693	683,941	461,184	310,117	297,379	180,379	318,375	5,165,806
Other Operating Receipts	12,421	50,294	72,116	29,192	41,878	7,161	12,951	4,239	6,477	236,729
Total Operating Receipts:	1,361,410	1,372,783	1,888,809	1,145,341	753,997	504,502	488,502	274,619	486,459	8,276,422
Operating Expenses										
Total Administrative Expenses:	245,590	253,763	345,300	228,151	204,329	121,894	120,715	76,809	114,380	1,710,931
Total Resident Services:	6,980	6,986	16,650	7,119	27,233	20,734	19,484	9,972	18,591	133,749
Total Utilities:	430,467	297,889	612,074	339,950	127,922	98,516	82,311	48,763	87,416	2,125,309
Total Maintenance:	425,289	468,811	628,940	400,209	322,570	130,822	110,768	56,622	139,078	2,683,109
Total Protective Services:	25,664	17,925	52,494	23,767	39,152	16,100	12,139	18,348	14,336	219,925
Total General Expenses:	118,580	88,390	148,333	87,212	54,279	36,211	31,058	15,238	28,834	608,134
Total Operating Expenses:	1,252,569	1,133,764	1,803,790	1,086,408	775,485	424,278	376,475	225,752	402,636	7,481,157
Operating Surplus/(Shortfall):	108,841	239,019	85,019	58,933	(21,489)	80,224	112,027	48,867	83,823	795,265
Total Non-Operating Expenses:	(424,400)	(416,165)	(617,063)	(304,791)	(137,223)	(109,767)	(62,560)	(58,340)	(70,033)	(2,200,342)
Net Surplus/Shortfall	(315,559)	(177,146)	(532,045)	(245,857)	(158,712)	(29,542)	49,467	(9,474)	13,790	(1,405,077)

Per Unit Month analysis is the convention within the Public Housing sector for the "standardized" comparison of expenditures across a portfolio of properties and/or management groupings. The table above presents the expenditures, by AMP, by the major HUD control categories. PUM analysis results offer the following, reflecting the characteristics of each AMP:

It is the goal of The Finance, Accounting & Budgeting department to provide trend analysis of the \$/PUM metric in future reporting as the department believes this is a powerful tool for identifying potential areas of over/under spending in a time-frame that is meaningful.

As data accumulates it will be possible to judge acceptable upper and lower limits for expense levels as linked to financial and strategic goals. The table below presents YTD review of PUM Cost by primary HUD Expense Category. Of note is the relative consistency across the time period (see Chart).

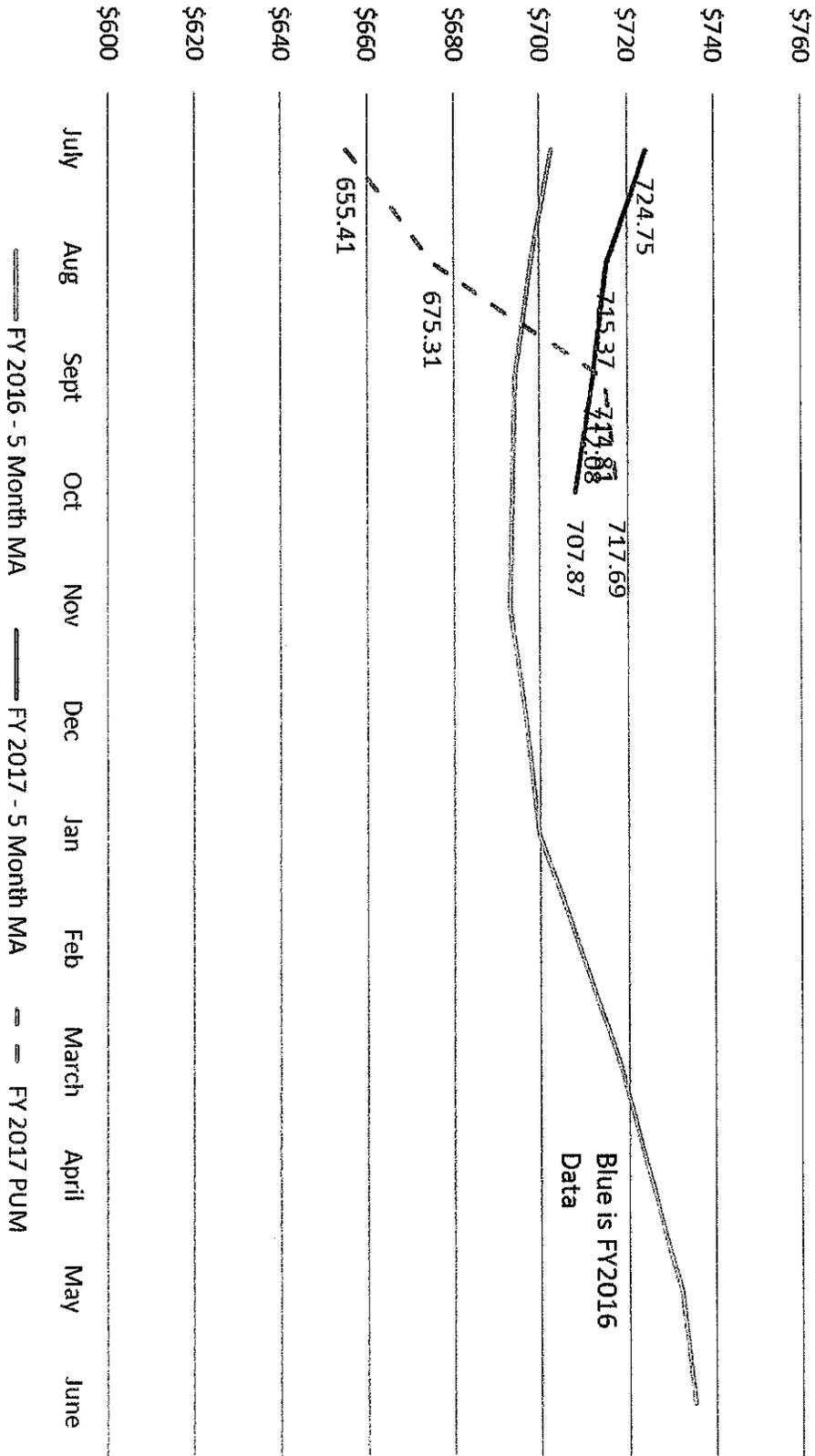
**Providence Housing Authority
Per Unit Month (PUM) Analysis
October 2016 - YTD Expenses**

Operating Expenses (PUM)	AMP									Total AMPs
	1	2	3	4	5	6	7	8	9	
	1,500	1,616	2,032	1,320	1,164	816	776	424	776	10,424
Total Administrative Expenses:	163.73	157.03	169.93	172.84	175.54	149.38	155.56	181.15	147.40	164.13
Total Resident Services:	4.65	4.32	8.19	5.39	23.40	25.41	25.11	23.52	23.96	12.83
Total Utilities:	286.98	184.34	301.22	257.54	109.90	120.73	106.07	115.01	112.65	203.89
Total Maintenance:	283.53	290.11	309.52	303.19	277.12	160.32	142.74	133.54	179.22	257.40
Total Protective Services:	17.11	11.09	25.83	18.01	33.64	19.73	15.64	43.27	18.47	21.10
Total General Expenses:	79.05	54.70	73.00	66.07	46.63	44.38	40.02	35.94	37.16	58.34
Total Operating Expenses:	835.05	701.59	887.69	823.04	666.22	519.95	485.15	532.44	518.86	717.69

Note that the highest PUM costs are highlighted in the table above.

The chart on the following page presents FY2017 PUM data, by month, as it compares to the 5-Month Moving Average PUM by months from FY2016.

Total Operating Expenses Per Unit Month YTD by Month : All AMPs (5 MIMA w Comp to Prior Yr)



**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
INCOME							
Rental Income							
3110.000 Dwelling Rent	672,700.00	709,215.42	-36,515.42	2,690,800.00	2,748,995.31	-58,195.31	8,072,400.00
3421.010 Electricity Charges - Tenant	5,775.50	9,813.42	-4,037.92	23,102.00	35,997.56	-12,895.56	69,306.00
3421.020 Maintenance Charges - Tenant	6,936.17	8,064.05	-1,127.88	27,744.68	23,156.09	4,588.59	83,234.00
3421.030 Legal Charges - Tenant	5,247.09	2,970.14	2,276.95	20,988.36	11,767.16	9,221.20	62,965.00
3421.040 Late Charges - Tenant	911.67	280.00	631.67	3,646.68	910.00	2,736.68	10,940.00
4640.000 (Contra) Bad Debt Expense Rents	-4,708.91	-1,104.13	-3,604.78	-18,835.64	53,060.99	-71,896.63	-56,507.00
Subtotal Tenant Income	686,861.52	729,238.90	-42,377.38	2,747,446.08	2,873,887.11	-126,441.03	8,242,338.00
Operating Grants Income							
3401.000 HUD PHA Operating Grants	1,178,296.33	1,221,448.00	-43,151.67	4,713,185.32	4,925,806.00	-212,620.68	14,139,556.00
3690.002 CFP Ops Subsidy Trans In (1406)	59,999.82	60,000.07	-0.25	239,999.28	240,000.28	-1.00	719,998.00
Subtotal Operating Grants Income	1,238,296.15	1,281,448.07	-43,151.92	4,953,184.60	5,165,806.28	-212,621.68	14,859,554.00
Other Operating Income							
3610.000 General Fund Interest	816.66	1,119.57	-302.91	3,266.64	4,321.15	-1,054.51	9,800.00
3690.010 Other Revenue	28,641.67	28,835.52	-193.85	114,566.68	178,624.50	-64,057.82	343,700.00
3690.014 Fraud Recovery Revenue	433.34	8,012.63	-7,579.29	1,733.36	53,782.87	-52,049.51	5,200.00
Subtotal Other Operating Income	29,891.67	37,967.72	-8,076.05	119,566.68	236,728.52	-117,161.84	358,700.00
TOTAL INCOME	1,955,049.34	2,048,654.69	-93,605.35	7,820,197.36	8,276,421.91	-456,224.55	23,460,592.00

**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
EXPENSES							
Administration							
4110.110 Admin Salary	113,708.41	99,201.58	14,506.83	454,833.64	407,759.85	47,073.79	1,364,501.00
4150.110 Admin Benefits	59,182.26	48,373.68	10,808.58	236,729.04	207,181.72	29,547.32	710,187.00
Subtotal Administrative Direct Labor	172,890.67	147,575.26	25,315.41	691,562.68	614,941.57	76,621.11	2,074,688.00
COCC Fees							
4130.010 Management Fees - To COCC	186,198.74	183,555.05	2,643.69	744,794.96	734,791.80	10,003.16	2,234,385.00
4131.010 Bookkeeping Fees - To COCC	19,545.00	19,267.50	277.50	78,180.00	77,130.00	1,050.00	234,540.00
4200.000 Asset Management Fee - To COCC	26,060.00	26,040.00	20.00	104,240.00	104,220.00	20.00	312,720.00
4190.115 Fee-for-Service - Legal & IT	10,366.67	1,537.50	8,829.17	41,466.68	13,275.00	28,191.68	124,400.00
Subtotal COCC Fees	242,170.41	230,400.05	11,770.36	968,681.64	929,416.80	39,264.84	2,906,045.00
Other Administrative	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4120.010 Audit Expense	4,604.00	4,545.31	58.69	18,416.00	18,181.24	234.76	55,248.00
4140.010 Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4160.010 Office Expenses	2,000.01	3,853.48	-1,853.47	8,000.04	7,776.90	223.14	24,000.00
4170.010 Legal Expenses	749.97	0.00	749.97	2,999.88	3,818.80	-818.92	9,000.00
4180.010 Travel - Local	74.97	25.56	49.41	299.88	247.98	51.90	900.00
4180.020 Travel-Official Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4180.030 Travel-Conventions & Migs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.010 Publication Prep & Prtg	375.03	0.00	375.03	1,500.12	270.65	1,229.47	4,500.00
4190.020 Membership Dues & Fees	375.03	3,662.46	-3,287.43	1,500.12	3,702.46	-2,202.34	4,500.00
4190.030 Telephone/Fax Eltr Comm	6,583.33	5,321.82	1,261.51	26,333.32	26,110.41	222.91	79,000.00
4190.040 Tenant Pre-Application Costs	383.33	145.00	238.33	1,533.32	1,102.00	431.32	4,600.00
4190.060 Adm Srv Contract Copy Eq	1,249.99	2,263.50	-1,013.51	4,999.96	9,926.77	-4,926.81	15,000.00
4190.070 Adm Srv Contract Data Pr	7,994.17	10,394.43	-2,400.26	31,976.68	21,893.84	10,082.84	95,930.00
4190.080 Forms Copy Paper Etc	175.01	108.12	66.89	700.04	540.60	159.44	2,100.00
4190.090 Postage	3,999.99	1,340.00	2,659.99	15,999.96	10,662.02	5,337.94	48,000.00
4190.100 Freight & Shipping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.110 Legal Expense	6,000.01	10,510.70	-4,510.69	24,000.04	18,294.11	5,705.93	72,000.00
4190.120 Staff Training	749.97	0.00	749.97	2,999.88	0.00	2,999.88	9,000.00
4190.130 Newspaper Ads	466.65	0.00	466.65	1,866.60	488.32	1,378.28	5,600.00
4190.140 Bank Charges	700.07	0.00	700.07	2,800.28	0.00	2,800.28	8,401.00
4190.150 Vehicle Registrations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.160 Meals & Recreation	37.53	235.26	-197.73	150.12	258.28	-108.16	450.00
4190.180 Messenger Services	424.99	402.80	22.19	1,699.96	1,636.40	63.56	5,100.00
4190.190 Other Admin Expenses	12,383.35	10,365.81	2,017.54	49,533.40	41,661.84	7,871.56	148,600.00
Subtotal Other Administrative	49,327.40	53,174.25	-3,846.85	197,309.60	166,572.62	30,736.98	591,929.00
Total Administration	464,388.48	431,149.56	33,238.92	1,857,553.92	1,710,930.99	146,622.93	5,572,662.00

**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Tenant Service							
4210.600 Res Serv Salary	32,722.76	20,360.20	12,362.56	130,891.04	85,107.51	45,783.53	392,673.00
4230.600 Res Serv Benefits	11,436.66	7,066.54	4,370.12	45,746.64	32,064.65	13,681.99	137,240.00
Subtotal Resident Service Direct Labor	44,159.42	27,426.74	16,732.68	176,637.68	117,172.16	59,465.52	529,913.00
Resident Service Other							
4220.010 Res Serv Relocation Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4240.010 Resident Services Other	7,171.67	1,338.48	5,833.19	28,686.68	6,620.15	22,066.53	86,060.00
4240.015 Resident Association Fund	3,257.50	3,296.70	-39.20	13,030.00	9,956.34	3,073.66	39,090.00
Subtotal Resident Services Other	10,429.17	4,635.18	5,793.99	41,716.68	16,576.49	25,140.19	125,150.00
Total Tenant Services	54,588.59	32,061.92	22,526.67	218,354.36	133,748.65	84,605.71	655,063.00
Utilities							
4350.430 Utility Salary	4,289.58	4,116.72	172.86	17,158.32	16,729.29	429.03	51,475.00
4370.430 Utility Benefits	2,920.50	2,546.36	374.14	11,682.00	11,269.06	412.94	35,046.00
Subtotal Utility Direct Labor	7,210.08	6,663.08	547.00	28,840.32	27,998.35	841.97	86,521.00
4380.011 Fee-for-Service Utility (COCC)	39,440.67	35,132.80	4,307.87	157,762.68	138,734.10	19,028.58	473,288.00
Subtotal Skilled Labor Fees	39,440.67	35,132.80	4,307.87	157,762.68	138,734.10	19,028.58	473,288.00
4310.010 Water	72,490.34	76,794.70	-4,304.36	289,961.36	341,251.32	-51,289.96	869,884.00
4320.010 Electricity	191,773.58	169,894.09	21,879.49	767,094.32	780,425.31	-13,330.99	2,301,283.00
4330.010 Gas	112,770.51	53,774.77	58,995.74	451,082.04	164,473.96	286,608.08	1,353,246.00
4360.010 Sewer	121,406.66	141,107.99	-19,701.33	485,626.64	603,756.76	-118,130.12	1,456,880.00
Subtotal Consumption Expense	498,441.09	441,571.55	56,869.54	1,993,764.36	1,889,907.35	103,857.01	5,981,293.00
4380.010 Cogeneration/Hot H2O Exp	3,172.25	0.00	3,172.25	12,689.00	6,653.22	6,035.78	38,067.00
4390.010 Other Utility Costs	5,850.00	62,016.00	-56,166.00	23,400.00	62,016.00	-38,616.00	70,200.00
Subtotal Other Utility Expense	9,022.25	62,016.00	-52,993.75	36,089.00	68,669.22	-32,580.22	108,267.00
Total Utilities	554,114.09	545,383.43	8,730.66	2,216,456.36	2,125,309.02	91,147.34	6,649,369.00

**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Ordinary Maintenance							
4410.440 Maint Salary Direct	257,751.50	229,879.03	27,872.47	1,031,006.00	919,825.56	111,180.44	3,093,018.00
4450.440 Maint Benefits Direct	147,429.34	126,341.96	21,087.38	589,717.36	551,367.12	38,350.24	1,769,152.00
Subtotal Maintenance Direct Labor	405,180.84	356,220.99	48,959.85	1,620,723.36	1,471,192.68	149,530.68	4,862,170.00
Materials							
4420.010 Maint Material General	14,724.75	18,717.06	-3,992.31	58,899.00	53,431.03	5,467.97	176,697.00
4420.020 Maint Material Hvac	7,670.83	9,888.34	-2,217.51	30,683.32	30,814.72	-131.40	92,050.00
4420.030 Maint Material Carpentry	16,093.50	21,069.73	-4,976.23	64,374.00	73,074.15	-8,700.15	193,122.00
4420.040 Maint Material Electrical	7,212.51	4,931.38	2,281.13	28,850.04	25,728.82	3,121.22	86,550.00
4420.050 Maint Material Plumbing	7,507.91	6,843.14	664.77	30,031.64	37,143.11	-7,111.47	90,095.00
4420.060 Maint Material Grounds	3,743.24	5,388.09	-1,644.85	14,972.96	15,144.48	-171.52	44,919.00
4420.070 Main Matl Auto/Movble Eq	9,638.00	6,461.49	3,176.51	38,552.00	30,910.28	7,641.72	115,656.00
4420.080 Building Supplies	5,582.67	2,615.74	2,966.93	22,330.68	14,302.94	8,027.74	66,992.00
4420.090 Janitorial Supplies	3,553.17	5,409.03	-1,855.86	14,212.68	15,407.32	-1,194.64	42,638.00
4420.100 Non-Capital Dwell Equip/Furn	8,036.58	7,256.10	780.48	32,146.32	19,546.66	12,599.66	96,439.00
4420.110 Non-Capital FM Equip/Furn	1,029.75	344.13	685.62	4,119.00	3,801.15	317.85	12,357.00
Subtotal Materials	84,792.91	88,924.23	-4,131.32	339,171.64	319,304.66	19,866.98	1,017,515.00
4430.010 Garbage & Trash Removal	21,050.91	8,383.69	12,667.22	84,203.64	63,690.73	20,512.91	252,611.00
4430.020 Heating & Cooling Chnct	1,902.34	1,747.95	154.39	7,609.36	15,530.22	-7,920.86	22,828.00
4430.030 Snow Removal Contract	375.03	0.00	375.03	1,500.12	0.00	1,500.12	4,500.00
4430.040 Elevator Main Contract	5,987.92	6,370.00	-382.08	23,951.68	23,030.00	921.68	71,855.00
4430.050 Landscape & Grnds Contrl	2,469.51	30,015.00	-27,545.49	9,878.04	74,737.00	-64,858.96	29,634.00
4430.060 Unit Turnaround Contract	4,950.00	6,831.00	-1,881.00	19,800.00	17,002.35	2,797.65	59,400.00
4430.070 Electrical Contracts	7,791.90	730.00	7,061.90	31,167.60	19,373.50	11,794.10	93,503.00
4430.080 Plumbing Contract	2,298.83	10,292.63	-7,993.80	9,195.32	15,167.93	-5,972.61	27,586.00
4430.090 Extermination Contract	10,315.32	17,030.00	-6,714.68	41,261.28	41,290.00	-28.72	123,784.00
4430.100 Janitorial Contract	230.41	0.00	230.41	921.64	945.45	-23.81	2,765.00
4430.110 Routine Maint Contracts	17,913.32	14,369.69	3,543.63	71,653.28	48,564.04	23,089.24	214,960.00
Subtotal External Maintenance	75,285.49	95,769.96	-20,484.47	301,141.96	319,331.22	-18,189.26	903,426.00
4430.120 Fee-for-Serv Skilled COCC	133,783.01	136,494.86	-2,711.85	535,132.04	573,280.69	-38,148.65	1,605,396.00
Subtotal Skilled Labor	133,783.01	136,494.86	-2,711.85	535,132.04	573,280.69	-38,148.65	1,605,396.00
Total Ordinary Maintenance	699,042.25	677,410.04	21,632.21	2,796,169.00	2,683,109.25	113,059.75	8,388,507.00

**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Protective Services							
Security Admin. & Dispatch							
4510.140 Security Adm/Dispatch Salary	16,439.16	23,562.01	-7,122.85	65,756.64	76,280.11	-10,523.47	197,270.00
4550.140 Security Adm/Dispatch Ben	7,134.58	6,408.66	725.92	28,538.32	24,762.51	3,775.81	85,615.00
Subtotal Secur. Admin. & Dispatch Labor	23,573.74	29,970.67	-6,396.93	94,294.96	101,042.62	-6,747.66	282,885.00
4510.150 Police/Security Grd Salary	31,237.48	21,035.48	10,202.00	124,949.92	96,349.71	28,600.21	374,850.00
4550.150 Police/Security Grd Ben	7,151.68	4,120.42	3,031.26	28,606.72	22,332.92	6,073.80	85,820.00
Subtotal Police/Security Guard Labor	38,389.16	25,155.90	13,233.26	153,556.64	118,882.63	34,674.01	460,670.00
4530.010 Security Exp - Other	1,342.58	0.00	1,342.58	5,370.32	0.00	5,370.32	16,111.00
Subtotal Security Exp - Other	1,342.58	0.00	1,342.58	5,370.32	0.00	5,370.32	16,111.00
Total Protective Services	63,305.48	55,126.57	8,178.91	253,221.92	219,925.25	33,296.67	759,666.00
General Expenses - Operations							
Insurance							
4611.010 Property Ins Comm Propty	39,981.99	39,124.68	857.31	159,927.96	156,498.72	3,429.24	479,784.00
4611.020 Property Ins Boiler/Mach	858.93	881.17	-22.24	3,435.72	3,524.68	-88.96	10,307.00
4611.040 Property Ins Auto	6,748.07	7,116.92	-368.85	26,992.28	28,467.68	-1,475.40	80,977.00
4611.050 Property Ins Vans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4612.010 General Liability Ins	9,653.42	10,385.55	-732.13	38,613.68	38,666.69	-53.01	115,841.00
4612.020 Gen Liability Public Off	2,159.16	1,875.51	283.65	8,636.64	7,502.04	1,134.60	25,910.00
4612.040 Gen Liab Employee Dishnst	228.33	199.71	28.62	913.32	798.84	114.48	2,740.00
4613.000 Workers Compensation Ins	16,637.09	24,734.96	-8,097.87	66,548.36	70,924.82	-4,376.46	199,645.00
4614.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Insurance	76,266.99	84,318.50	-8,051.51	305,067.96	306,383.47	-1,315.51	915,204.00

**Providence Housing Authority
Operating Statement - AMP Operations
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Interest Exp - Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590.012 EPC Loan - Interest Expense	37,186.59	39,906.61	-2,720.02	148,746.36	165,154.67	-16,408.31	446,239.00
4590.020 Interest Exp. - Other	0.00	706.84	-706.84	0.00	2,827.36	-2,827.36	0.00
Subtotal Interest Exp - Operations	37,186.59	40,613.45	-3,426.86	148,746.36	167,982.03	-19,235.67	446,239.00
Other General	3,499.76	2,904.00	595.76	13,999.04	11,616.00	2,383.04	41,997.00
4540.160 Hlth Ins Retirees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4595.000 Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4595.010 Inventory Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4595.011 General Exp. LIPH FSS	0.00	7,346.00	-7,346.00	0.00	56,449.00	-56,449.00	0.00
4620.000 Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4621.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630.000 Payment In Lieu Of Taxes	16,393.84	16,394.11	-0.27	65,575.36	65,576.44	-1.08	196,726.00
4665.000 Severance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4671.000 Interest On Mtg/Bond Pbl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4672.000 Interest On Notes Pybl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4681.000 Armort Of Bond Issue Cst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4750.000 Fraud Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4780.000 Dwelling Units Rent Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other General	19,893.60	26,644.11	-6,750.51	79,574.40	133,641.44	-54,067.04	238,723.00
Total General Expense - Operations	133,347.18	151,576.06	-18,228.88	533,388.72	608,006.94	-74,618.22	1,600,166.00
TOTAL EXPENSE	1,968,786.07	1,892,707.58	76,078.49	7,875,144.28	7,481,030.10	394,114.18	23,625,433.00
Operating Income (Loss)	-13,736.73	155,947.11	-169,683.84	-54,946.92	795,391.81	-850,338.73	-164,841.00
Non-Operating Expenses	23,941.33	24,331.65	-390.32	95,765.32	96,155.96	-390.64	287,296.00
4540.165 OPEB Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4710.000 Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6010.000 Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4720.000 Casualty Loss - Non Cap	0.00	21,651.00	-21,651.00	0.00	37,932.78	-37,932.78	0.00
3690.012 Gain/Loss on Sale/Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4740.000 Depreciation Expense	516,583.35	516,563.37	19.98	2,066,333.40	2,066,253.48	79.92	6,199,000.00
Subtotal Non-Operating Expense	540,524.68	562,546.02	-22,021.34	2,162,098.72	2,200,342.22	-38,243.50	6,486,296.00
NET INCOME	-554,261.41	-406,598.91	-147,662.50	-2,217,045.64	-1,404,950.41	-812,095.23	-6,651,137.00
Debt Service Activity	-17,213.25	-34,286.72	17,073.47	-68,853.00	-137,146.88	68,293.88	-206,559.00
3690.000 CFP 2001 Bond Pymt (IN)	-59,171.17	-59,187.51	16.34	-236,684.68	-236,750.04	65.36	-710,054.00
4590.010 CFP 2001 Bond Int Pymt	15,067.75	8,036.72	7,031.03	60,271.00	32,146.88	28,124.12	180,813.00
4590.011 CFP Bond Int Pymt	27,521.15	27,520.84	0.31	110,084.60	110,083.36	1.24	330,254.00
Avail For Principal Reduction	-33,795.52	-57,916.67	24,121.15	-135,182.08	-231,666.68	96,484.60	-405,546.00

COCC OPERATIONS

Financial Highlights

- YTD Fee Income for the COCC is currently \$1.97M, or 1% (\$28k) below budget projections. The comparison presents that Fee-For-Service Skilled Labor billing is the primary driver of the shortfall to budget.
- COCC Expenses were below budget projections. The primary driver here is vacant positions within the COCC being included in the budget expenses, as these positions are filled actual should trend closer to budget going forward.

**Providence Housing Authority
Operating Statement COCC
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
EXPENSES							
Administration							
4110.100 Admin Sal - Exec	191,501.92	141,501.99	49,999.93	766,007.68	574,343.06	191,664.62	2,298,023.00
4110.110 Admin Sal - Finance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4150.100 Admin Ben - Exec	57,888.00	40,843.79	17,044.21	231,552.00	183,081.25	48,470.75	694,656.00
4150.110 Admin Ben - Finance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Administrative Direct Labor	249,389.92	182,345.78	67,044.14	997,559.68	757,424.31	240,135.37	2,992,679.00
Other Administrative	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4120.010 Audit Expense	299.00	295.15	3.85	1,196.00	1,180.60	15.40	3,588.00
4140.010 Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4160.010 Office Expenses	4,250.00	2,301.96	1,948.04	17,000.00	9,784.26	7,215.74	51,000.00
4170.010 Legal Expenses	2,500.00	0.00	2,500.00	10,000.00	9,407.60	592.40	30,000.00
4180.010 Travel - Local	166.67	84.40	82.27	666.68	350.14	316.54	2,000.00
4190.010 Publication Prep & Prtg	125.00	0.00	125.00	500.00	224.00	276.00	1,500.00
4190.020 Membership Dues & Fees	41.67	0.00	41.67	166.68	175.00	-8.32	500.00
4190.030 TelephoneFax Eltr Comm	1,166.67	1,018.23	148.44	4,666.68	4,702.75	-36.07	14,000.00
4190.060 Adm Srv Contract Copy Eq	1,333.33	1,186.75	146.58	5,333.32	5,697.65	-364.33	16,000.00
4190.070 Adm Srv Contract Data Pr	4,146.50	5,613.16	-1,466.66	16,586.00	13,169.32	3,416.68	49,758.00
4190.080 Forms Copy Paper Etc	241.67	451.30	-209.63	966.68	1,450.79	-484.11	2,900.00
4190.090 Postage	4,175.00	0.00	4,175.00	16,700.00	61.19	16,638.81	50,100.00
4190.100 Freight & Shipping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.110 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.120 Staff Training	1,750.00	2,604.10	-854.10	7,000.00	5,597.42	1,402.58	21,000.00
4190.130 Newspaper Ads	16.67	0.00	16.67	66.68	50.00	16.68	200.00
4190.140 Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.150 Vehicle Registrations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.160 Meals & Recreation	333.33	4,053.13	-3,719.80	1,333.32	4,670.67	-3,337.35	4,000.00
4190.180 Messenger Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.190 Other Admin Expenses	13,243.17	12,466.82	776.35	52,972.68	53,900.33	-927.65	158,918.00
Subtotal Other Administrative	33,788.68	30,075.00	3,713.68	135,154.72	110,421.72	24,733.00	405,464.00
Total Administration	283,178.60	212,420.78	70,757.82	1,132,714.40	867,846.03	264,868.37	3,398,143.00

**Providence Housing Authority
Operating Statement COCC
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Tenant Service							
4210.600 Res Serv Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4230.600 Res Serv Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Resident Service Direct Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Resident Service Other							
4220.010 Res Serv Relocation Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4240.010 Resident Services Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Resident Services Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities							
4350.430 Utility Salary	24,902.00	19,677.34	5,224.66	99,608.00	76,603.79	23,004.21	298,824.00
4370.430 Utility Benefits	12,422.25	8,538.29	3,883.96	49,689.00	40,839.49	8,849.51	149,067.00
Subtotal Utility Direct Labor	37,324.25	28,215.63	9,108.62	149,297.00	117,443.28	31,853.72	447,891.00
4390.010 Other Utility Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other Utility Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	37,324.25	28,215.63	9,108.62	149,297.00	117,443.28	31,853.72	447,891.00
Ordinary Maintenance							
4410.440 Maint Salary Direct	78,427.67	70,558.03	7,869.64	313,710.68	282,081.24	31,629.44	941,132.00
4450.440 Maint Benefits Direct	36,766.08	29,604.05	7,162.03	147,064.32	134,319.68	12,744.64	441,193.00
Subtotal Maintenance Direct Labor	115,193.75	100,162.08	15,031.67	460,775.00	416,400.92	44,374.08	1,382,325.00
Materials							
4420.010 Maint Material General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4430.100 Janitorial Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal External Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ordinary Maintenance	115,193.75	100,162.08	15,031.67	460,775.00	416,400.92	44,374.08	1,382,325.00

**Providence Housing Authority
Operating Statement COCC
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Protective Services							
Security Admin. & Dispatch							
4510.140 Security Adm/Dispatch Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4550.140 Security Adm/Dispatch Ben	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Secur. Admin. & Dispatch Labor	0.00						
4510.150 Police/Security Grd Salary	601.17	521.60	79.57	2,404.68	2,211.92	192.76	7,214.00
4550.150 Police/Security Grd Ben	206.83	145.44	61.39	827.32	743.23	84.09	2,482.00
Subtotal Police/Security Guard Labor	808.00	667.04	140.96	3,232.00	2,955.15	276.85	9,696.00
Total Protective Services	808.00	667.04	140.96	3,232.00	2,955.15	276.85	9,696.00
General Expenses - Operations							
Insurance							
4611.010 Property Ins Comm Propty	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4611.020 Property Ins Boiler/Mach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4611.040 Property Ins Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4611.050 Property Ins Vans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4612.010 General Liability Ins	1,216.00	0.00	1,216.00	4,864.00	0.00	4,864.00	14,592.00
4612.020 Gen Liability Public Off	0.00	1,368.15	-1,368.15	0.00	5,472.60	-5,472.60	0.00
4612.040 Gen Liab Employee Dishnst	128.83	145.70	-16.87	515.32	582.80	-67.48	1,546.00
4613.000 Workers Compensation Ins	8,708.92	13,692.10	-4,983.18	34,835.68	39,260.59	-4,424.91	104,507.00
4614.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Insurance	10,053.75	15,205.95	-5,152.20	40,215.00	45,315.99	-5,100.99	120,645.00

**Providence Housing Authority
Operating Statement COCC
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Other General							
4540.160 Hlth Ins Retirees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4595.000 Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4621.010 Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4621.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4665.010 Severance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General Expense - Operations	10,053.75	15,205.95	-5,152.20	40,215.00	45,315.99	-5,100.99	120,645.00
TOTAL EXPENSE	446,558.35	356,671.48	89,886.87	1,786,233.40	1,449,961.37	336,272.03	5,358,700.00
Net Operating Income (Loss)	54,178.98	127,223.01	-73,044.03	216,715.92	524,851.40	-308,135.48	650,148.00
Non-Operating Expenses							
4540.165 OPEB Expense	8,839.92	8,839.99	-0.07	35,359.68	35,359.80	-0.12	106,079.00
4710.000 Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6010.000 Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4720.000 Casualty Loss - Non Cap	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3690.012 Gain/Loss on Sale/Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4740.000 Depreciation Expense	2,500.00	2,500.00	0.00	10,000.00	10,000.00	0.00	30,000.00
Subtotal Non-Operating Expense	11,339.92	11,339.99	-0.07	45,359.68	45,359.80	-0.12	136,079.00
NET INCOME	42,839.06	115,883.02	-73,043.96	171,356.24	479,491.60	-308,135.36	514,069.00

SECTION 8 OPERATIONS

Housing Choice Voucher Program

- HCVP Occupancy was very stable in FY2016 and continues to be as we move across FY2017 YTD, with October achieving 99% occupancy. The cost per voucher/unit administered has varied as a function of 4 and 5 week (**i.e. September**) payroll cycles, and the efforts involved with maintaining and keeping the flow of eligible applications moving into the program for consideration.
- The table on the following page was developed per the members of the Finance Sub-Committee. It reflects:
 - HAP/UAP Cost per Unit (PHA Leases)
 - HAP/UAP Cost per Unit (Portability IN Leases)
 - Administrative Costs per Units (All Leases Administered)

Providence Housing Authority
Operating Statement Section 8 Vouchers
October 31, 2016

	Current Month		Year To Date		Annual Budget	
	Budget	Actual	Budget	Actual		
HOUSING ASSISTANCE PAYMENTS						
HAP Revenue						
3410.000 Revenue - HUD HAP Distributions	191,201.42	1,531,420.00	-1,340,218.58	6,130,618.00	-5,365,812.32	2,294,417.00
3690.001 Revenue - HAP Port In	0.00	42,290.00	-42,290.00	165,820.91	-165,820.91	0.00
Subtotal - HAP Revenue	191,201.42	1,573,710.00	-1,382,508.58	6,296,438.91	-5,531,633.23	2,294,417.00
HAP Expense						
4715.000 PHA HAP Exp	0.00	1,299,414.00	-1,299,414.00	5,115,417.60	-5,115,417.60	0.00
4715.010 Port-OUT HAP Exp	0.00	160,548.00	-160,548.00	612,065.00	-612,065.00	0.00
4715.020 Port-IN HAP Exp	0.00	42,306.00	-42,306.00	163,349.11	-163,349.11	0.00
4718.000 FSS Contributions (HAP)	0.00	9,954.00	-9,954.00	42,211.00	-42,211.00	0.00
Subtotal - HAP Expense	0.00	1,512,222.00	-1,512,222.00	5,933,042.71	-5,933,042.71	0.00
Net HAP Operations	191,201.42	61,488.00	129,713.42	363,396.20	401,409.48	2,294,417.00
ADMINISTRATION OPERATIONS INCOME						
3410.010 HUD Admin Fee	0.00	191,345.00	-191,345.00	883,636.00	-883,636.00	0.00
3610.000 Interest Income	172.00	218.04	-46.04	898.85	-210.85	2,064.00
3690.000 Other Income	0.00	4,771.50	-4,771.50	11,500.33	-11,500.33	0.00
3690.002 Admin Fee Earned - Port IN	4,052.33	3,807.01	245.32	15,540.90	668.42	48,628.00
3690.040 Fraud Recovery - PHA Portion	2,400.00	2,555.00	-155.00	9,094.50	505.50	28,800.00
TOTAL ADMIN INCOME	6,624.33	202,696.55	-196,072.22	920,670.58	-894,173.26	79,492.00
EXPENSES						
Administration						
4110.010 Admin Salary	86,861.42	79,153.13	7,708.29	280,889.45	66,556.23	1,042,337.00
4182.010 Admin Benefits	38,322.08	35,804.51	2,517.57	132,470.46	20,817.86	459,865.00
Subtotal Administrative Direct Labor	125,183.50	114,957.64	10,225.86	413,359.91	87,374.09	1,502,202.00
COCC Fees						
4130.000 Management Fees	49,670.33	46,039.50	3,630.83	183,027.00	15,654.32	596,044.00
4190.115 Fee-for Service - Legal & IT	1,216.67	1,081.25	135.42	3,843.75	1,022.93	14,600.00
Subtotal COCC Fees	50,887.00	47,120.75	3,766.25	186,870.75	16,677.25	610,644.00
Other Administrative						
4120.010 Audit Expense	1,000.00	1,062.54	-62.54	4,250.16	-250.16	12,000.00
4140.000 Training Expense	0.00	0.00	0.00	0.00	0.00	0.00
4150.000 Travel Expense	41.67	675.00	-633.33	2,884.68	-2,718.00	500.00
4160.010 Office Expenses	1,750.00	1,674.13	75.87	7,595.54	-595.54	21,000.00
4170.000 Legal Expenses	166.67	0.00	166.67	0.00	666.68	2,000.00
4190.000 Sundry	0.00	3,056.82	-3,056.82	12,113.64	-12,113.64	0.00
4190.010 Misc Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00
4190.030 Tel/Fax/Elec Communications	1,083.33	922.46	160.87	4,188.49	144.83	13,000.00

**Providence Housing Authority
Operating Statement Section 8 Vouchers
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
4190.060 Admin Ser. Cont. - Copy Equip.	666.67	720.98	-54.31	2,666.68	2,824.99	-158.31	8,000.00
4190.070 Admin Service Contract - IT	1,371.08	618.11	752.97	5,484.32	2,586.08	2,898.24	16,453.00
4190.080 Admn Fee Expense - Port Out	14,066.58	14,848.00	-781.42	56,266.32	55,500.17	766.15	168,799.00
4190.090 Postage	1,416.67	660.00	756.67	5,666.68	3,542.53	2,124.15	17,000.00
4190.120 Staff Training	416.67	0.00	416.67	1,666.68	0.00	1,666.68	5,000.00
4190.160 Meals & Recreation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4190.190 Other Admins Costs	4,222.17	4,878.34	-656.17	16,888.68	10,433.11	6,455.57	50,666.00
Subtotal Other Administrative	26,201.51	29,116.38	-2,914.87	104,806.04	105,919.39	-1,113.35	314,418.00
Total Administration	202,272.01	191,194.77	11,077.24	809,088.04	706,150.05	102,937.99	2,427,264.00
Protective Services							
4510.010 Security Salary	2,404.83	2,086.40	318.43	9,619.32	8,534.68	1,084.64	28,858.00
4550.100 Security Benefits	827.17	581.84	245.33	3,308.68	2,645.05	663.63	9,926.00
Total Protective Services	3,232.00	2,668.24	563.76	12,928.00	11,179.73	1,748.27	38,784.00
General Expenses - Admin Operations Insurance							
4612.010 Commercial Property	0.00	1,007.53	-1,007.53	0.00	4,030.12	-4,030.12	0.00
4612.020 Gen. Liab. Public Officers	363.33	403.04	-39.71	1,453.32	1,612.16	-158.84	4,360.00
4612.040 Gen Liab Employee Dishnst	38.50	42.92	-4.42	154.00	171.68	-17.68	462.00
4613.000 Workers Compensation Ins	2,278.58	6,172.60	-3,894.02	9,114.32	17,699.23	-8,584.91	27,343.00
Total Insurance	2,680.41	7,626.09	-4,945.68	10,721.64	23,513.19	-12,791.55	32,165.00
Other General							
4540.160 Hlth Ins Retirees	0.00	583.16	-583.16	0.00	2,623.99	-2,623.99	0.00
4621.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General Expenses - Operations	0.00	583.16	-583.16	0.00	2,623.99	-2,623.99	0.00
TOTAL ADMIN EXPENSE	208,184.42	202,072.26	6,112.16	832,737.68	743,466.96	89,270.72	2,498,213.00
Net Operating Income (Loss)	-201,560.09	624.29	-202,184.38	-806,240.36	177,203.62	-983,443.98	-2,418,721.00
Non-Operating Expenses							
4540.165 OPEB Expense	4,051.67	4,051.69	-0.02	16,206.68	16,206.70	-0.02	48,620.00
4800.000 Depreciation Expense	5,000.00	5,000.00	0.00	20,000.00	20,000.00	0.00	60,000.00
6010.000 Prior-Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120.000 Gain/Loss on Sale/Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Non-Operating Expense	9,051.67	9,051.69	-0.02	36,206.68	36,206.70	-0.02	108,620.00
NET INCOME	-210,611.76	-8,427.40	-202,184.36	-842,447.04	140,996.92	-983,443.96	-2,527,341.00

**Providence Housing Authority
Housing Choice Voucher Program
FY 2017
Cost Per Voucher/Unit Administed (Leases at End of Month)**

	July	Aug	Sept	Oct
Total PHA Leases	2,275	2,282	2,291	2,303
Occupancy PHA Leases (2,319 Avail)	98%	98%	99%	99%
Port - Ins	64	62	63	63
Total Units Administered	2,339	2,344	2,354	2,366

Housing Assistance Payments (HAP)

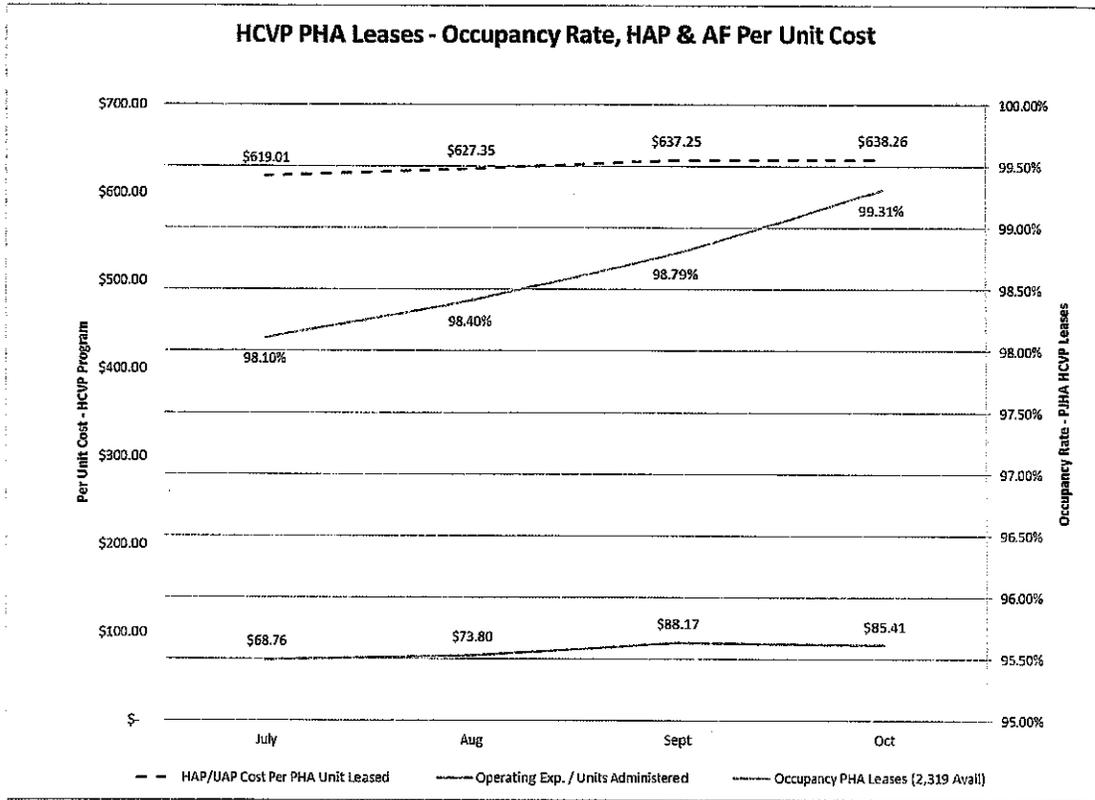
HAP Income from HUD	1,533,889.00	1,533,889.00	1,531,420.00	1,531,420.00
<i>(Excludes Part In HAP /UAP Expense)</i>				
HAP/UAP Payments by PHA	1,408,251.00	1,431,615.60	1,459,951.00	1,469,916.00
Net Surplus/(Shortfall)	125,638.00	102,273.40	71,469.00	61,504.00
HAP/UAP Cost Per PHA Unit Leased	\$ 619.01	\$ 627.35	\$ 637.25	\$ 638.26

Portability IN Leases

HAP Revenue Port IN	45,021.00	40,491.91	38,018.00	42,290.00
HAP Expense Port IN	42,992.91	39,873.20	38,177.00	42,306.00
Net A/R/Payable	2,028.09	618.71	(159.00)	(16.00)
HAP/UAP Cost Per Port IN Unit	\$ 671.76	\$ 643.12	\$ 605.98	\$ 671.52

Administrative Operations

AF Income from HUD	270,091.00	207,814.00	214,386.00	191,345.00
Port IN AF Income	4,147.44	3,971.44	3,615.01	3,807.00
Other Operating Income	6,741.42	3,329.58	3,878.14	7,543.54
	280,979.86	215,115.02	221,879.15	202,695.54
Operating Expense	160,839.88	172,996.03	207,558.79	202,072.26
Non-Operating Expense	9,536.12	8,567.20	9,051.69	9,051.69
Total Administrative Expense	170,376.00	181,563.23	216,610.48	211,123.95
Net Surplus/(Shortfall)	110,603.86	33,551.79	5,268.67	(8,428.41)
Operating Exp. / Units				
Administered	\$ 68.76	\$ 73.80	\$ 88.17	\$ 85.41
Non-Oper. Exp. / Units				
Administered	\$ 4.08	\$ 3.65	\$ 3.85	\$ 3.83
Total Expense Per Units	\$ 72.84	\$ 77.46	\$ 92.02	\$ 89.23



- The PHA HCVP Program has been able to produce a stable contribution to the AF Reserve. As of the beginning of FY2016 the HCVP Program's Unrestricted Net Position was <\$315,450>, at June 30, 2016 this was <\$17,892> (revised), the result of the HCVP operations allowing for a contributions to AF reserve of \$142k! This is a significant achievement for Management. As FY2017 develops it is anticipated that the HCVP Program will achieve a positive Unrestricted Net Position, this will improve the PHA's fundamental financial position and we will gain compliance with the regulations of the Program and VMS Reporting.

MOD/SUB Rehabilitation Program:

The transition to HCVP tenant protection vouchers, and the concurrent relocation of tenants from Barbara Jordan II is complete. The current MOD/Rehab Programs now represent 205 vouchers.

**Providence Housing Authority
Operating Statement MOD/SUB Rehab
October 31, 2016**

	Current Month			Year To Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
HOUSING ASSISTANCE PAYMENTS							
HAP Revenue							
3410.000 Rev. - HUD Dist./Reserves Absor	0.00	91,448.00	-91,448.00	0.00	427,606.00	-427,606.00	0.00
Subtotal - HAP Revenue	0.00	91,448.00	-91,448.00	0.00	427,606.00	-427,606.00	0.00
HAP Expense							
4715.000 PHA HAP Exp	0.00	91,448.00	-91,448.00	0.00	427,606.00	-427,606.00	0.00
4190.010 BJ II Relocation Expenses (HAP)	0.00	0.00	0.00	0.00	5,577.00	-5,577.00	0.00
Subtotal - HAP Expense	0.00	91,448.00	-91,448.00	0.00	433,183.00	-433,183.00	0.00
Net HAP Operations	0.00	0.00	0.00	0.00	-5,577.00	5,577.00	0.00
ADMINISTRATION OPERATIONS							
INCOME							
3410.010 HUD Admin Fee	17,607.01	22,008.80	-4,401.79	70,428.04	88,035.20	-17,607.16	211,284.00
3610.000 Interest Income	0.00	81.67	-81.67	0.00	152.98	-152.98	0.00
TOTAL ADMIN INCOME	17,607.01	22,090.47	-4,483.46	70,428.04	88,188.18	-17,760.14	211,284.00
EXPENSES							
Administration							
4110.010 Admin Salary	10,564.17	13,205.28	-2,641.11	42,256.68	52,821.12	-10,564.44	126,770.00
4182.010 Admin Benefits	7,042.84	8,803.52	-1,760.68	28,171.36	35,214.08	-7,042.72	84,514.00
Subtotal Administrative Direct Labor	17,607.01	22,008.80	-4,401.79	70,428.04	88,035.20	-17,607.16	211,284.00
Other Administrative							
4190.000 Sundry	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other Administrative	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	17,607.01	22,008.80	-4,401.79	70,428.04	88,035.20	-17,607.16	211,284.00
TOTAL ADMIN EXPENSE	17,607.01	22,008.80	-4,401.79	70,428.04	88,035.20	-17,607.16	211,284.00
Net Operating Income (Loss)	0.00	81.67	-81.67	0.00	152.98	-152.98	0.00

CAPITAL FUND GRANTS: OBLIGATED & EXPENSED SUMMARY

- All active CFP Grants either have been fully obligated, or are currently being obligated at a rate to have each grant fully obligated within the requirements of the ACC (24 months from obligation start date within eLOCCS system)
- All active CFP Grant either have been fully expended, or are currently being expended at a rate to have each grant fully expended within the requirements of the ACC (48 months from obligation start date within eLOCCS system). This activity will avoid CFP funds recapture, and further, reflect the PHA's investments into projects.
- This department has built a new CFP monitoring tool that will enable much closer coordination with CFP planning and obligations management

CFP Summary – October 2016

Grant #	CFP	G/L	Budget	Obligated	100% Obligated By	Balance	G/L Expended	100% Expended By	Remaining Budget
R143P001501-10	50110	514	4,085,495	4,085,495	7/14/2012	-	4,085,495	7/14/2014	-
R143P001501-11	50111	515	3,499,623	3,499,623	9/30/2013	-	3,499,623	8/02/2015	-
R143P001501-12	50112	516	3,409,567	3,409,567	3/11/2014	-	3,409,567	3/11/2016	-
R143P001501-13	50113	518	3,228,877	3,228,877	9/8/2015	-	3,225,877	9/8/2017	3,000
R143P001501-14	50114	519	3,692,398	3,691,127	5/12/2016	1,271	3,453,004	5/12/2018	239,394
R143P001501-15	50115	520	3,474,496	3,048,624	4/12/2017	425,872	2,442,526	4/12/2019	1,031,970
R143P001501-16	50116	521	3,600,004	2,362,972	4/12/2018	1,237,032	809,871	4/12/2020	2,790,133

RESIDENT SERVICE GRANTS: SUMMARY OF EXPENDED FUNDS

(SEE SCHEDULE ON NEXT PAGE)

Providence Housing Authority Monthly Management Report

Summary of Grants - October, 2016

GrantID #	Program	Administered By	Start/End Date/		Source of Funds	Total Grant Multi-Year	Expended Prior Months	Expended This Period	Balance
			Start Date	Finish Date					
United Way Scaling up for Success Grant	United Way of RI	Res. Services	7/1/16 - 6/30/17		UW	\$99,994.00	\$29,995.19	\$9,147.23	\$60,851.58
United Way Providing Operational Supports Grant	United Way of RI	Res. Services	7/1/16 - 6/30/17		UW	\$49,917.00	\$8,380.53	\$8,044.59	\$33,491.88
Dexter Donation Fund	Highrise Exercise Program FY17	Res. Services	End date June 2017		City of Prov	\$500.00	\$0.00	\$0.00	\$500.00
M2PEI608	RI Dept of Transportation	Special Projects	10/9/15-9/30/16		RIDOT	\$34,962.33	\$34,962.33	\$0.00	\$0.00
RI001FSH094A015	ROSS FSS - Family Self Sufficiency 2015	Res. Services	1/1/2016-12/31/16		HUD	\$196,744.00	\$147,700.70	\$13,493.20	\$35,550.10
RI001FSH559A016	ROSS FSS - Family Self Sufficiency 2016	Res. Services	1/1/2017-12/31/17		HUD	\$196,744.00	\$0.00	\$0.00	\$196,744.00
RI001RFS058A014	ROSS Service Coordinator FY2014	Res. Services	2/26/15-2/25/18		HUD	\$738,000.00	\$402,802.82	\$19,647.52	\$315,549.66
RIDE Adult Ed FY 2017 2730-10503-701	RIDE Adult Education JDF	Res. Services	7/1/16 - 6/17		RIDE	\$133,381.66	\$50,237.59	\$2,304.24	\$80,839.83
RIDE Adult Ed FY 2017 2725-15002-702	RIDE Adult Ed EL Cities	Res. Services	7/1/16 - 6/17		RIDE	\$25,000.00	\$8,472.09	\$1,374.28	\$15,153.63
CDBG FY 2017	Thomas Anton Community Center	Res. Services	7/1/16 - 6/17		City of Prov	\$42,342.93	\$7,949.62	\$1,324.33	\$33,068.98
HC 140321036	HUD Housing Counseling FY15	Res. Services	10/1/15-3/31/17		HUD	\$17,244.00	\$0.00	\$0.00	\$17,244.00
LISC ETO	LISC Social Innovation Fund	Res. Services	2/1/16-1/31/17		LISC	\$1,500.00	\$0.00	\$0.00	\$1,500.00
TANF-2725-16202-701	RIDE Project Opportunity	Res. Services	7/1/2016-12/31/16		RIDE/RIDHS	\$4,500.00	\$1,250.00	\$0.00	\$3,250.00
Family Service of RI-Providence Talks Program	Providence Talks	Res. Services	10/1/15 - 9/30/16		FSRI	\$15,000.00	\$15,000.00	\$0.00	\$0.00
HC - 00A00095	EPA Healthy Comm. grant-Food Too Good To Waste	Res. Services	10/1/15-10/14/16		RIFFC/USDA	\$3,000.00	\$3,000.00	\$0.00	\$0.00
United Way Olneyville Community Fund	Adult Education Program Grant	Res. Services	7/1/16 - 6/30/17		UW	\$14,000.00	\$3,355.38	\$2,490.07	\$8,154.55
RI001DOJ003A015	JRAP	Res. Services	5/1/16 - 1/31/18		HUD/OJDP	\$100,000.00	\$538.46	\$538.46	\$98,923.08
	Jobs Plus Initiative Program	Res. Services			HUD	\$2,999,608.00	\$0.00	\$0.00	\$2,999,608.00
	HEZ- Diabetes	Special Projects				\$12,500.00	\$0.00	\$0.00	\$12,500.00
	HEZ-YP	Res. Services				\$5,000.00	\$0.00	\$0.00	\$5,000.00
						\$4,889,937.92	\$713,644.71	\$58,363.92	\$3,917,929.29
						100%	15%	1%	84%

LISC = Local Initiatives Support Corporation

ROSS FSS = Ross Family Self Sufficiency

RIDE = R.I. Department of Education

CDBG = Community Development Block Grant

RIDOT = RI Department of Transportation

Section 3

The Department of Tenant Selection

SUMMARY

Throughout the month of October, 91 new applicants were added to the active public housing waiting list. An additional 133 pre-applications were received. The staff conducted 89 interviews and completed 41 home visit inspections with prospective tenants. Nineteen applicant files were sent to the various AMPs throughout the month to cover the anticipated *ready for lease* units.

At month-end there were 1,439 applicants on the active wait list and 3,530 pre-applications on file. Currently there are 4,969 applicant families waiting for housing. An additional 534 tenant families are waiting for a transfer from one PHA unit to another more suitable unit.

KEY INDICATORS

Applications	October 2016	Last Month	Difference
New Applications Received	91	117	-26
Total Applications On File	1439	1437	+2
Pre-Applications Received	133	102	+31
Applications Integrated Fr. Pre-Applications List	40	40	0
Total Pre-Applications On File	3530	3469	+61
Total Waiting for Housing (Apps. /Pre-apps.)	4969	4906	+63
Interviews Conducted	89	97	-8
Applications Withdrawn	75	42	+33
Applicants Offered Units/Refused	19/3	20/5	-1/-2
Transfers On File	534	538	-4
Home Visits Conducted	41	26	+15
Number Of Grievances Conducted	0	0	0
PHA Grievance Decisions Upheld	0	0	0

PRE-APPLICATIONS

Indicator	
Pre-applications received October 2016	133
Applications Integrated from Pre-Application List October 2016	40
Pre-applications withdrawn October 2016	32
Total pre-applications on file	3530

PRE-APPLICATION WAITING LIST BY BEDROOM SIZE

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
1036	1411	932	128	23

APPLICATIONS

Indicator	
New applications received October 2016	91
Total applications on file	1439

APPLICATION WAITING POOL BY BEDROOM SIZE

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
581	370	288	140	50	10

Providence Housing Authority Monthly Management Report

Interviews Conducted	Applications Withdrawn	Home Visits Conducted	Applications Rejected for Cause	Informal Conferences Conducted	Ineligibility Reversed
89	75	41	2	0	0-0%

* An additional 18 are on hold pending FBI fingerprint results/more information.

FORMAL GRIEVANCE HEARINGS

Number of Grievances Conducted	PHA Decision Upheld	Percentage
0	0	0%

APPLICANTS OFFERED/REFUSED A UNIT BY DEVELOPMENT/AMP

Family Development		Elderly / Disabled Development	
Chad Brown	1/0	Dexter Manor I	3/1
Admiral Terrace	0/0	Dexter Manor II	0/0
Roger Williams	0/0	Dominica Manor	1/0
Codding Court	0/0	Carroll Tower	2/0
Hartford Park	4/1	Kilmartin	3/1
Manton Heights	2/0	Parenti Villa	2/0
Scattered Sites	1/0	Sunset Village	0/0

Offers/Refusals: 19/3 Refusal rate: 16%

APPLICATIONS REMITTED/RETURNED BY DEVELOPMENT/AMP

Family Development		Elderly / Disabled Development	
Chad Brown	0/0	Dexter Manor I	0/0
Admiral Terrace	0/0	Dexter Manor II	0/0
Roger Williams	0/0	Dominica Manor	0/0
Codding Court	0/0	Carroll Tower	0/0
Hartford Park	0/0	Kilmartin Plaza	0/0
Manton Heights	0/0	Parenti Villa	0/0
Scattered Sites	0/0	Sunset Village	0/0

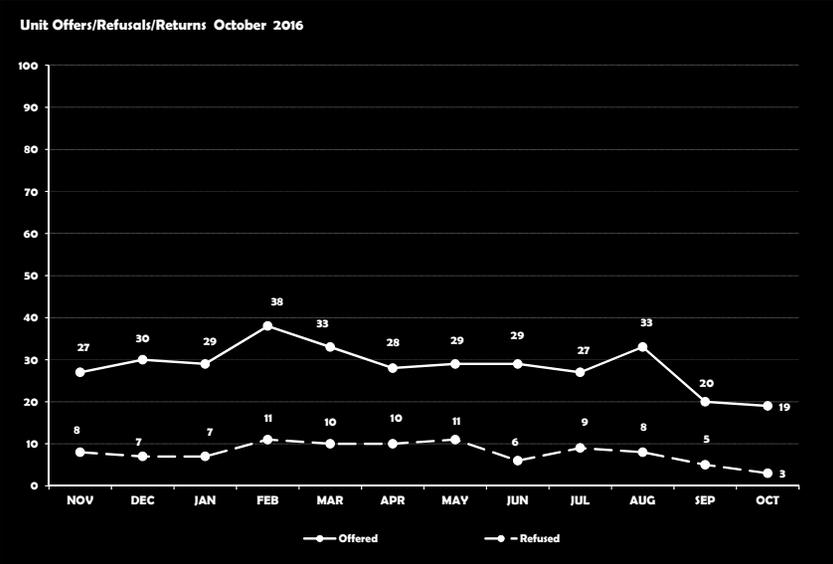
Remitted/Returned: 0/0

REASONS FOR UNIT REFUSALS AND RETURNS

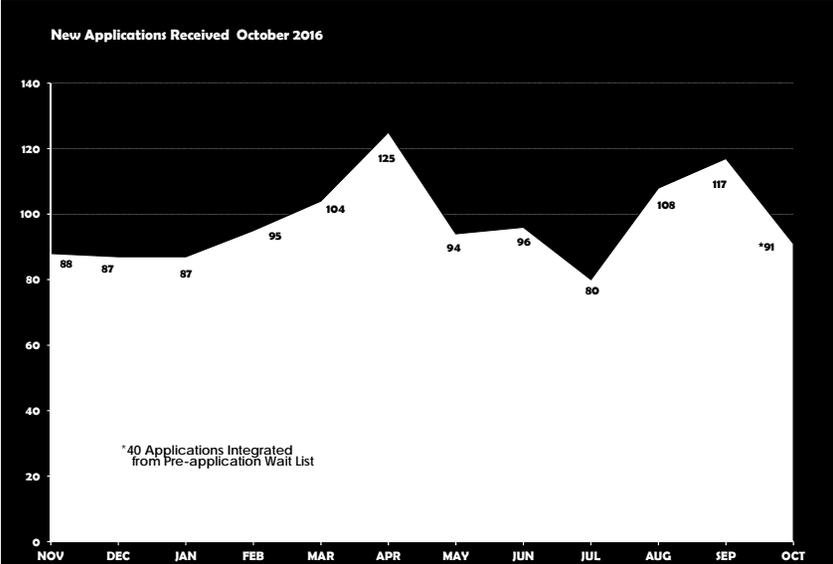
Developments/ AMPs	REFUSALS										RETURNS					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Chad Brown																
Admiral Terrace																
Roger Williams																
Codding Court																
Hartford Park						1										
Manton Heights																
Scattered Sites																
Sunset Village																
Dexter Manor I				1												
Dominica																
Carroll Tower																
Kilmartin Plaza			1													
Parenti Villa																
Dexter Manor II																
Total	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0

- | | | | |
|---------------------------------|-----------------------------------|----------------------------------|---------------------------|
| A: Found other housing | E: Requires other br. size | I: Modernization | M: Rent too high |
| B: No response to letter | F: Unable to move | J: Unit not available | N: Needs low floor |
| C: Did not keep appt. | G: No longer interested | K: Unit used for transfer | O: Admin. |
| D: Location not desired | H: No funds to move | L: Further investigation | P: Over income |

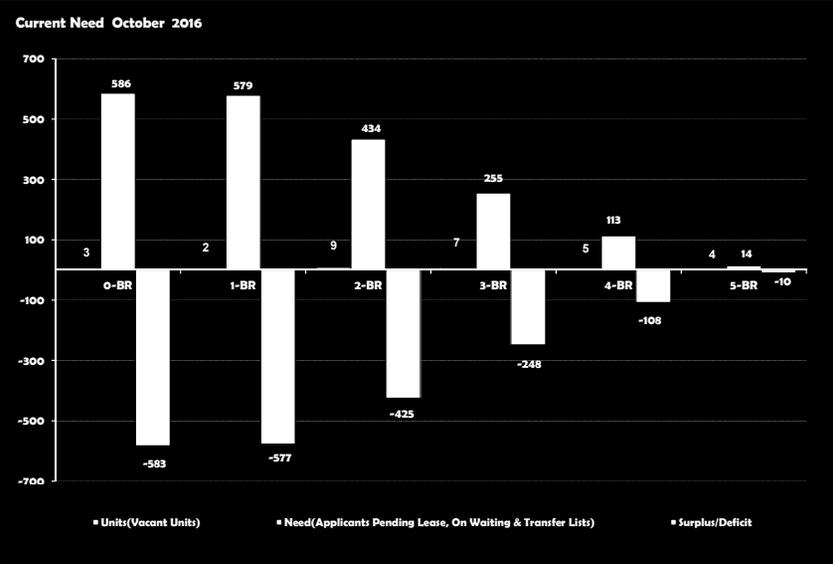
UNIT OFFERS: REFUSALS AND RETURNS



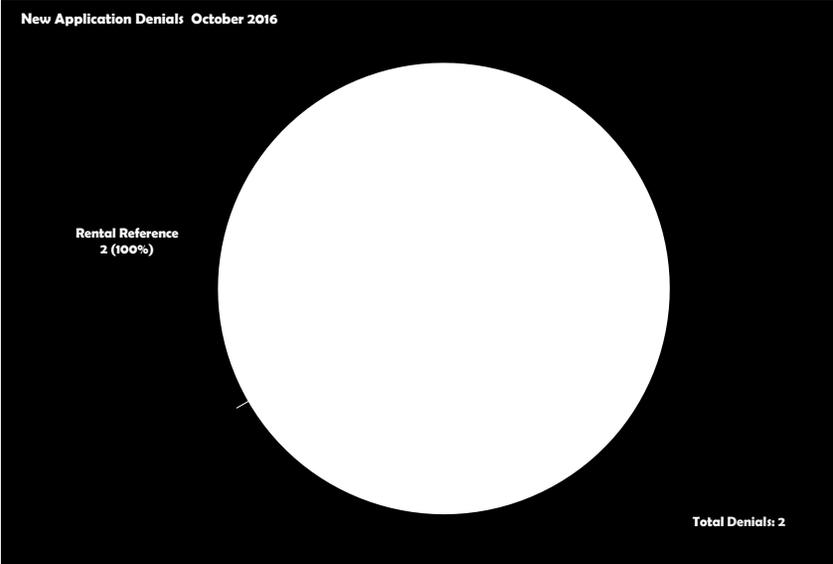
NEW APPLICATIONS



CURRENT NEED



NEW APPLICATION DENIAL



TRANSFERS

Indicator	Total
Transfers on file	534
Transfers facilitated October 2016	13

TRANSFER LIST BY BEDROOM SIZE

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
4	205	146	112	63	4

TRANSFER LIST BY DEVELOPMENT/AMP

Development	Total	Development	Total
Chad Brown	37	Dexter Manor I	9
Admiral Terrace	16	Dexter Manor II	1
Roger Williams	4	Dominica Manor	19
Codding Court	10	Carroll Tower	3
Hartford Park	59	Kilmartin Plaza	6
Manton Heights	87	Parenti Villa	2
Scattered Sites	26	Sunset Village	3
First Available	242	In HC Unit W/O Need	10

WAITING LIST STATISTICS

Race	Total	Percentage
White	920	68%
Black/African American	382	28.5%
American Indian/Alaskan Native	25	2%
Asian	17	1.5%
Hawaiian /Pacific Islander	0	0%
Ethnicity	Total	Percentage
Hispanic	878	65%
Non-Hispanic	470	35%

Income Limits	Total	Percentage	Accessibility Need	Total
Low	37	3%	Mobility	10
Very Low	184	14%	Hearing Impaired	1
Extremely Low	1120	83%	Sight Impaired	4

Offered Housing	Offered/Refused	Offered/Accepted	Total FYTD Housed
Homeless	0	0	6
Veteran	0	0	0

Section 4

Office of Security Operations

SUMMARY

For the month of October the Public Housing Unit apprehended a total of 7 individuals for a total of 10 criminal offenses. In addition the officers effected 3 dispersals, issued no summons', and attended 11 meetings. The officers of the unit also responded to 171 Providence Police Department radio calls and 16 PHA dispatcher radio calls.

Of the 7 individuals apprehended by the PHU officers, 3 individuals were apprehended in PHA developments for a total of 4 criminal offenses that occurred in the developments. Of the 3 dispersals, all were effected in the PHA developments and there were no summons issued in the developments. Of the 171 police department radio calls, 78 were for incidents in the PHA developments. Of the 16 PHA radio calls, 15 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	8	3	2
PHA Elderly/Disabled High-Rises	1	1	1
Subtotal	9	4	3
Wiggin Village			
Other HUD Locations	9	6	4
Other City Locations	1		
Subtotal	10	6	4
Total for the Month	19	10	7

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

- 10/3/16 A Parenti Villa resident was charged with Possession of Cocaine With Intent to Deliver as a result of a narcotics investigation that occurred on Cranston St. 28.6 grams (over 1 ounce) of cocaine was seized and the resident was held without bail at the ACI.
- 10/12/16 A homicide occurred in Hartford Park. The victim was physically assaulted by a subject after a dispute. Victim was transported from the scene by rescue for massive head trauma and died a short time later. The assailant resides on Flower St. however he is not on the lease. The security cameras were instrumental in detecting and later identifying the assailant. The assailant admitted to the murder when confronted by detectives a short time after the incident.
- 10/13/16 PHU officers and PHA staff participated in Operation Cross Country a law enforcement initiative focusing on under-aged prostitution. 15 adults were interviewed and released and no juveniles involvement was found.
- 10/17/16 Police responded to a Hartford Park address for a report of a stabbing. Victim on scene found to have a stab wound to the abdomen. Victim stated to police that he was stabbed a few hours earlier at the Burger King on Hartford Ave.
- 10/18/16 A Section 8 juvenile resident was threatened with a firearm while walking on Douglas Ave. A juvenile was apprehended and a BB-gun was seized.
- 10/18/16 A Section 8 resident was assaulted by several suspects and received several non-threatening stab wounds and head injuries. No arrests at this time
- 10/19/16 A female visitor in Chad Brown received a gunshot wound to the stomach while

inside an apartment of a person she was visiting. The shot was fired from outside the apartment.

- 10/30/16 An incident of shots fired occurred in the Barry Rd. section of Hartford Park. The incident was captured on video which was turned over to the police.

Also in the month 5 vehicles were towed from PHA developments and 82 were tagged.

PHU MONTHLY PART 1 AND 2 CRIMES CLEARED BY ARREST

Incident	Hartford Park	Manton Heights	Chad Brown	Roger Williams	Coddling Court	Dexter Manor	Parenti Villa	Kilmartin Plaza	Dominic a Manor	Carroll Tower	Scattered Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder	1											1				1
Rape																
Robbery																
Assault																
B&E																
Larceny																
Motor V. Theft																
Subtotal	1											1				1
PART 2 CRIMES																
Simple Assault			1									1				1
Stolen Property																
Malicious Mischief			1									1				1
Weapons Off																
Prostitution/Vice																
Other Sex offenses																
Narcotics																
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly Conduct																
All Other Offenses						1						1		6		7
Subtotal			2			1						3		6		9
Total	1		2			1						4		6		10
Radio Calls PPD	32	7	15		5	12	5		2			78	4	74	15	171
Radio Calls PHA	3	1	5	1		1		1			3	15		1		16
M/V Summons/Tags																
Dispersals	1				1				1			3				3
Lease Violations																
Meetings	2		5				4					11				11
Eviction Hearings																
Total	38	8	25	1	6	13	9	1	3		3	107	4	75	15	201

PHU FY 2017 YEAR TO DATE PART 1 & 2 CRIMES CLEARED BY ARREST

Incident	Hartford Park	Manton Heights	Chad Brown	Roger Williams	Codding Court	Dexter Manor	Parenti Villa	Kilmartin Plaza	Dominic a Manor	Carroll Tower	Scattered Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder	1											1				1
Rape																
Robbery							1					1			1	2
Assault	2											2				2
B&E																
Larceny																
Motor V. Theft			1									1				1
Subtotal	3		1				1					5			1	6
Simple Assault	1		1			1	2					5	2	5		12
Stolen Property																
Malicious Mischief	1		1									2	1			3
Weapons Off														1		1
Prostitution/Vice																
Other Sex offenses																
Narcotics									1			1	1	1		3
Gambling																
Family & Children																
DUI																
Liquor Violations														1		1
Disorderly Conduct	1					2						3	2	2		7
All Other Offenses	8		1			5		3				17	2	23	1	43
Subtotal	11		3			8	2	3	1			28	8	33	1	70
Total	14		4			8	3	3	1			33	8	33	2	76
Radio Calls PPD	138	35	74	7	9	39	28	7	3	4		344	23	322	114	803
Radio Calls PHA	17	2	15	2	3	3	4	1	2	1	3	53		3		56
M/V Summons/Tags	1											1				1
Dispersals	5	1	2		1	3	2	2	1			17		6	3	26
Lease Violations																
Meetings	5	1	18				5	1				30		1	1	32
Eviction Hearings																
Total	166	39	109	9	13	45	39	11	6	5	3	445	23	332	118	918

PHU MONTHLY CRIME AND INCIDENT REPORT

Incident	Hartford Park	Manton Heights	Chad Brown	Roger Williams	Coding Court	Dexter Manor	Parenti Villa	Kilmartin Plaza	Dominic a Manor	Carroll Tower	Scattered Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder	1											1				1
Rape																
Robbery																
Assault			1									1				1
B&E	1											1		1		2
Larceny																
Motor V. Theft																
Subtotal	2		1									3		1		4
PART 2 CRIMES																
Simple Assault			1									1		1		2
Stolen Property																
Malicious Mischief		1	1									2		1	1	4
Weapons Off	1											1				1
Prostitution/Vice																
Other Sex offenses																
Narcotics																
Gambling																
Family & Children																
DUI																
Liquor Violations																
Disorderly Conduct																
All Other Offenses	1											2		6		8
Subtotal	2	1	2			1						6		8	1	15
Total	4	1	3			1						9		9	1	19

PHU FY 2017 YEAR TO DATE CRIME AND INCIDENT REPORT

Incident	Hartford Park	Manton Heights	Chad Brown	Roger Williams	Codding Court	Dexter Manor	Parenti Villa	Kilmartin Plaza	Dominic a Manor	Carroll Tower	Scattered Sites	Subtotal	Wiggin Village	Other HUD	Other	Total
PART 1 CRIMES																
Murder	1											1				1
Rape																
Robbery							1					1			1	2
Assault	2		1									3		1		4
B&E	1						1					2		2		4
Larceny	2		2	1						1		6	1	9	1	17
Motor V. Theft			1							1		2				2
Subtotal	6		4	1			2			2		15	1	12	2	30
PART 2 CRIMES																
Simple Assault	3		4			2	3					12	3	8	2	25
Stolen Property	1											1				1
Malicious Mischief	7	3	5									15	1	3	5	24
Weapons Off	1											1			1	2
Prostitution/Vice																
Other Sex offenses																
Narcotics	1					1			1			3	1	1	1	6
Gambling																
Family & Children																
DUI																
Liquor Violations														1		1
Disorderly Conduct	2					2						4	2	1	1	8
All Other Offenses	10		2			5		3				20	2	15	10	47
Subtotal	25	3	11			10	3	3	1			56	9	29	20	114
Total	31	3	15	1		10	5	3	1	2		71	10	41	22	144

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	19		18		37	19%	122
Roger Williams			2		2	1%	10
Codding Court	6		2		8	4%	34
Hartford Park	28		26		54	28%	221
Manton Heights	11		9		20	10.5%	89
Scattered Sites	2		1		3	1.5%	34
Subtotal	66		58		124	64%	510
ELDERLY / DISABLED DEVELOPMENTS							
Dexter Manor I - II	14		3	8	25	13%	113
Dominica Manor	8			1	9	4.5%	34
Carroll Tower	9		2		11	5.5%	40
Kilmartin Plaza	2		1	2	5	2.5%	29
Parenti Villa	13		3	4	20	10.5%	71
Subtotal	46		9	15	70	36%	287
Total	112		67	15	194	100%	797
Percent	58%		34.5%	7.5%			
Year to Date	437	1	325	34			797

Code Definitions

CODE #1

The number of responses by the fire department to fires, fire alarms or medical emergencies.

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 #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 #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.

MONTHLY FRAUD INVESTIGATION REPORT

Development	Investigations Received	Investigations Cleared	Investigations Determined Unfounded	Previously Outstanding Investigations Cleared	Investigations Referred for Follow-up	Total Cleared	Total Active
FAMILY DEVELOPMENTS							
Hartford							
Manton							
Chad Brown							
Roger Williams							
Codding Court							
Scattered Sites	1						1
Sub-Total	1						1
ELDERLY / DISABLED DEVELOPMENTS							
Dexter 1 & 2							
Dominica Manor							
Carroll Tower							
Kilmartin Plaza							
Parenti Villa	1	1				1	
Subtotal							
Section-8							
Sub-Total	1	1				1	
MONTHLY Total	2	1				1	1
Year-To-Date Total	24	21				21	N/A

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
7	179	186	186	14

* IN ADDITION NCIC WARRANT CHECKS WERE CONDUCTED. TOTAL OF FOR FY 2017*

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)
29	841	870	870	42

MONTHLY ACCESS CARDS ISSUED

Number Access Cards Issued to Employees	Number Access Cards Issued To Tenants	Total Access Cards Issued This Month
17	39	56

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
38	184	222

Section 5

The Department of Property Management

SUMMARY

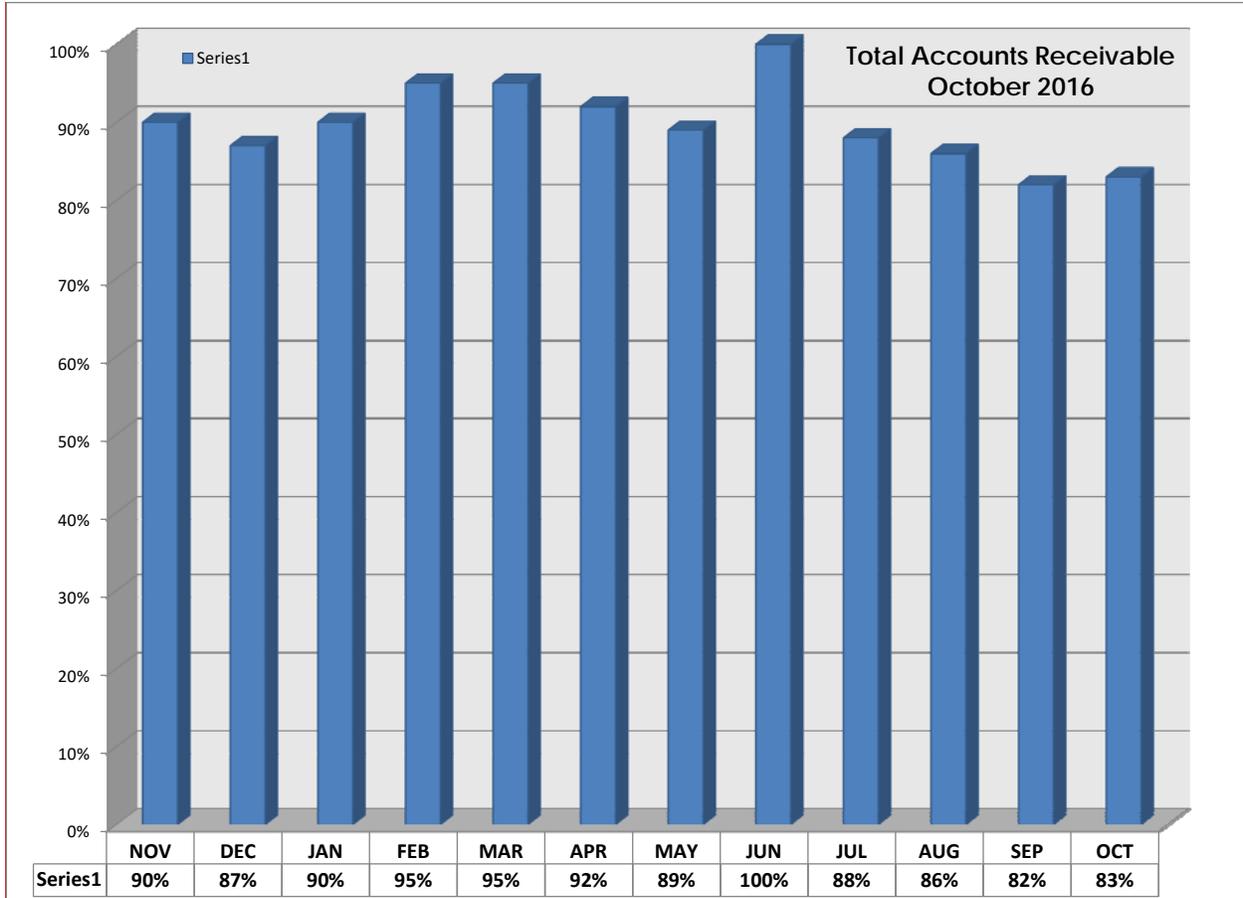
The On-site Property Management team handles all tenant and continued occupancy tasks. The staff ended the month of October 2016 with a 98.8% occupancy rate; consistent with last month. Occupancy is regularly above the target goal. The occupancy goal (97%) was met by all of the 9 AMPs with all of the 13 individual sites exceeding the goal this month. Occupancy is adjusted to reflect the number of units available. As of the end of October, 8 units were not available for lease. Six units are off-line for modernization and two units are off-line for other use. The 2,606 total public housing units are adjusted to 2,598 units available for lease. At month-end, 2,567 units were occupied versus the total available units of 2,598.

Twenty units were vacated during the month of October and sixteen new leaseings were conducted throughout the month which, resulted in a decrease of four occupied units. Thirteen transfers were facilitated in October. At month-end there were 39 vacant units. Thirty-one units were in various stages of being prepared for lease and an additional 8 units were off-line.

Once a unit is marked *ready for lease*, management's goal is to lease the unit as quickly as possible. To keep unit turnaround times at a minimum, Property Management staff works with Tenant Selection staff to ensure that the next suitable applicant is ready to move when the unit becomes available. In October, the PHA-wide combined average turnaround time for maintenance and management was 53.3 days. Management increased their turnaround time, in the family developments, by 10 days from last month; averaging 28.7 days in October to lease a unit. Management staff averaged 11.2 days to lease a unit in the elderly/disabled buildings during the month of October; consistent with September's time. The combined average for management to lease a unit during the month of October was 22.0 days.

One of the most important functions of the Property Manager and the on-site management staff is collecting rent. While it is necessary for site staff to observe all rent collection procedures, they must also be innovative in dealing with late paying and chronically delinquent residents. Although most tenants are responsible in their rent paying habits, it can be a challenge to get some tenants to pay their rent. The on-site management team has been working diligently to improve the rent collection rate. Management continuously works on bringing tenants delinquent, in their rent, to court. The goal is to collect all money owed and to avoid any legal action but at times the only option is eviction. The Property Manager must determine as soon as possible when a resident will not cooperate and aggressively pursue all the necessary steps to evict such a resident. There were 2 evictions in October for non-payment of rent. Rent collections are closely monitored and consistently reviewed for ways to improve the process and achieve greater results.

Providence Housing Authority Monthly Management Report



KEY INDICATORS

	October 2016	Last Month
Occupancy Rate (Goal 97% >)	98.8%	99.0%
Total Unit Inventory	2606	2606
Total On-Line Units	2598	2596
Units Not Available (Mod./Other)	8	10
Units Occupied October 1, 2016	2571	2564
Units Occupied October 31, 2016	2567	2571
Net Increase (+) Decrease (-)	-4	+7
Leasing (+)	16	21
Transfers	13	1
Vacates(-)	20	14
Evictions	3	2
Collections *	October 2016	Last Month
Total Monthly Rent Charges Plus Previous Month's TARs	\$882,409.88	\$796,247.17
Total Monthly Collected	\$728,357.24	\$656,827.20
Total Monthly Collections Rate	83%	82%
Property Management Operations	October 2016	Last Month
Vehicles Tagged	82	189
Vehicles Towed	5	7
Rent Recertification's Completed (Monthly)	466	293
HUD/PIC Reporting Rate	100%	99.92%
Management/Tenant Conferences	4450	4502
Unit Turnaround Time	October 2016	Last Month
Total PHA Monthly Average UTT	53.3	44.0
Total Unit Turnaround Time Family	73.4	65.8
Total Unit Turnaround Time Elderly	20.5	25.8
Management Unit Turnaround Time Elderly **	11.2	10.9
Management Unit Turnaround Time Family **	28.7	18.7

*Collections data is generated by the Accounting Department

** Tracking Began February 2014

MANAGEMENT DATA

OCTOBER 2016

OCCUPANCY DATA BY DEVELOPMENT/AMP

	Total Units	On-Line Units October 31 2016	October 01 2016 Occupancy	Adjustment Off-line Units	New Leases	Transfers	Vacates	Evictions	Net Effect	October 31 2016 Occupancy	Percent
FAMILY - PROPERTY MANAGEMENT DEVELOPMENTS											
Admiral Terrace - 1	153	153	152	0	1	0	1	0	0	152	99.4%
Chad Brown - 1	198	197	195	0	0	1-I,1-W,1-X	1	0	-1	194	98.5%
Roger Williams - 2	40	40	40	0	0	1-X	0	0	-1	39	97.5%
Codding Court - 2	120	120	120	0	0	0	0	0	0	120	100%
Hartford Park - 3	508	506	500	0	4	1-W,1-X	8	0	-5	495	97.8%
Manton Heights - 4	330	330	328	0	1	2-X	1	1	-2	326	98.8%
Scattered Sites - 2	244	242	233	+2	1	5-I,3-W	1	1	+5	238	98.3 %
Sunset Village - 1	24	24	24	0	0	0	0	0	0	24	100%
Dexter Manor - 5	291	291	289	0	3	1-X	5	1	-3	286	98.3%
Dominica Manor - 6	204	203	201	0	1	1-W	0	0	+1	202	99.5%
Carroll Tower - 7	194	193	191	0	3	1-W	1	0	+2	193	100%
Kilmartin Plaza - 8	106	106	105	0	2	0	1	0	+1	106	100%
Parenti Villa - 9	194	193	193	0	0	0	1	0	-1	192	99.5%
Totals	2606	2598	2571	+2	16	13	20	3	-4	2567	98.8%

Legend for Transfer Codes: I=Into X=Out W=Within

OPERATIONS DATA BY DEVELOPMENT/AMP

OCTOBER 2016	VAC	VEHICLES		EVICTIONS		OTHER ACTIONS	
Asset Management Projects	Vacate Inspects	Tagged	Towed	Evictions for Non-Pmt	Evictions for Cause	Recertification	Management Conferences
FAMILY AMPS							
Admiral Terrace - 1	1	0	0	0	0	18	228
Chad Brown - 1	3	12	0	0	0	47	324
Roger Williams - 2	1	0	0	0	0	2	9
Codding Court - 2	0	1	0	0	0	4	53
Hartford Park - 3	10	10	5	0	0	135	671
Manton Heights - 4	3	0	0	0	1	83	601
Scattered Sites - 2	4	0	0	1	0	68	423
Subtotals	22	23	5	1	1	357	2309
ELDERLY AMPS							
Sunset Village - 1	0	0	0	0	0	0	15
Dexter Manor - 5	6	7	0	1	0	10	415
Dominica Manor - 6	1	1	0	0	0	0	465
Carroll Tower - 7	2	19	0	0	0	47	303
Kilmartin Plaza - 8	1	4	0	0	0	0	464
Parenti Villa - 9	1	28	0	0	0	52	479
Subtotals	11	59	0	1	0	109	2141
Total	33	82	5	2	1	466	4450

	(A) Total Units	(B) Units Not Available (Mod./Other)	(C) Available Units (A-B)	(D) Occupied Units	Percent Occupied
OCT 16	2606	8	2598	2567	98.8%
NOV 15	2606	6	2600	2556	98.3%
DEC 15	2606	6	2600	2546	97.9%
JAN 16	2606	6	2600	2547	97.9%
FEB 16	2606	7	2599	2557	98.4%
MAR 16	2606	9	2597	2566	98.8%
APR 16	2606	9	2597	2566	98.8%
MAY 16	2606	9	2597	2566	98.8%
JUN 16	2606	7	2599	2565	98.7%
JUL 16	2606	7	2599	2566	98.7%
AUG 16	2606	9	2597	2564	98.7%
SEP 16	2606	10	2596	2571	99.0%

ANALYSIS OF TOTAL RECEIVABLES OCTOBER 2016

Asset Management Projects	Total Charges	Total Collections	Percent Collections
Family AMPs			
AMP 1 - Chad/Ad/Sun	\$225,551.00	\$160,238.18	71%
AMP 2 - Roger Williams/C. Court			
AMP 3 - Hartford Park	\$193,372.45	\$147,668.49	76%
AMP 4 - Manton Heights	\$232,563.88	\$200,823.70	86%
AMP 2- Scattered Sites			
Subtotals	\$651,487.33	\$508,730.37	78%
Elderly AMPs			
AMP 5 - Dexter Manor I / II	\$67,600.39	\$63,842.02	94%
AMP 6 - Dominica Manor	\$46,719.04	\$46,421.59	99%
AMP 7 - Carroll Tower	\$44,633.66	\$44,173.52	99%
AMP 8 - Kilmartin Plaza	\$25,371.24	\$23,753.00	94%
AMP 9 - Parenti Villa	\$46,598.22	\$41,436.74	89%
Subtotals	\$230,922.55	\$219,626.87	95%
Totals	\$882,409.88	\$728,357.24	83%

COMMENTS: Total Charges is the sum of the total monthly charges plus the previous month's total accounts receivable ending balance. Total Collections is the sum of all credit to the tenant accounts within the current month. Percent Collections is the result of dividing the total collections by the total charges.

In June 2016 a major project to improve the manner by which the PHA accounts for fraud charges, court stipulated and voluntary PHA repayment plans, and the associated Accounts Receivable (A/R) required a major conversion process. This process had the impact of increasing the amount of A/R within the Tenant Accounts Receivable (TAR) records, and, more importantly required the extraction of fraud actions from the current A/R.

UNIT TURNAROUND TIMES (Facilities Management & Property Management)

Developments/AMPs October 2016	# of Units	Total Vacant Days	Offline Credits	Unit Turnaround Time				Dev./AMPs Unit Turnaround Times	
				Facilities Management		Property Management		Days	Average
				Days	Average	Days	Average		
FAMILY - ASSET MANAGEMENT PROJECTS									
Chad Brown - 1	2	161	0	86	43	75	37.5	161	80.5
Admiral Terrace - 1	1	59	0	35	35	24	24	59	59.0
Roger Williams- 2	0	0	0	0	0	0	0	0	0
Codding Court- 2	0	0	0	0	0	0	0	0	0
Hartford Park - 3	5	273	0	120	24.0	153	30.6	273	54.6
Manton Heights - 4	1	77	0	42	42.0	35	35.0	77	77.0
Scattered Sites- 2	9	1277	525	523	58.11	229	25.44	752	83.55
	18	1847	525	806	44.8	516	28.7	1322	73.4
ELDERLY - AMPS									
Sunset Village - 1	0	0	0	0	0	0	0	0	0
Dexter Manor - 5	3	126	0	34	11.3	92	30.7	126	42.0
Dominica Manor - 6	2	16	0	7	3.5	9	4.5	16	8.0
Carroll Tower - 7	4	45	0	37	9.3	8	2.0	45	11.3
Kilmartin Plaza - 8	2	38	0	24	12.0	14	7.0	38	19.0
Parenti Villa - 9	0	0	0	0	0	0	0	0	0
Subtotals	11	225	0	102	9.3	123	11.2	225	20.5
Totals	29	2072	525	908	31.3	639	22.0	1547	53.3

Section 6

Department of Asset Management

SUMMARY

FACILITIES MANAGEMENT DIVISION

Integrated Pest Management

The Authority is currently in a 2 year contract for both chemical and heat treatment for bed bug extermination; the Authority is continually battling bed bug, roach and rodent infestations.

Energy Management

The Authority continues to investigate alternative energy sources and new energy saving technologies. The Authority continues to engage in discussions with firms of the feasibility of addressing energy saving through projects such as solar, geo-thermal and co-generation projects at our sites.

Recent meetings with various energy program providers include discussions of potential energy saving offers involving Remote Net Metering Solar Programs and Renewable Energy Opportunities involving Renewable Energy Credits. These topics offer new possibilities where the Authority may obtain energy savings based on selection and choice of energy providers. Selection of renewable energy choices and similar topics need to be reviewed by HUD for approval prior to entering into specific agreements.

Asset Management is currently looking into new investment opportunities within National Grid and other energy rebate programs to address LED lighting fixture replacement projects for many older existing lighting fixtures in our buildings. The Authority has recently implemented several projects within the high-rise staircases at Parenti Villa, Carroll Tower, and Dominica Manor, replacing older stairwell lighting fixtures with new bi-level LED efficient fixtures.

HVAC

The air conditioning coil was replaced at Sister Dominica Manor. The replacement was custom built and installed to restore ground floor cooling in the building. Annual cleaning and routine maintenance is underway at all major boiler plants. Solar enhancements are ongoing at Sunset Village to improve efficiency of the system to include central heating during the heat season. Building controls were also added to monitor the central heating and domestic water efficiency and to help provide additional long term energy savings. Talks continue with Honeywell to affect the upgrade of high efficiency boiler controls at Manton Heights and Hartford Park. Existing Honeywell Delphi products are to be replaced by upgraded Slate equipment

Property/Grounds Design Management

The Landscaping Team is currently in the cutting stages at all family developments and Scattered Site; phase 3 of the fertilization program is in progress.

Building Systems and Controls

The Authority has awarded a one year contract to maintain and provide technical service to the existing, wireless, VPN and fiber optic network.

Chad Brown/Admiral Terrace/Sunset Village

- Two units were turned over during the month.
- Carpenters filled a 2' X 3' sink hole with loam near 48 June.
- A1 Re-glazing was brought in to refinish tubs at 57-F Berkshire and 100-E Fillmore St.
- Painters removed graffiti as needed throughout the development.
- Diffley Plumbing brought in a mobile camera to view the inside of a 4" line at Sunset Village.
- A-1 Re-glazing sanded and applied a fresh coat of epoxy paint on the tub at 270-H Chad.
- The HVAC Crew repaired a 30' section of defective heating line that supplies heat to 57 Berkshire, 61 and 63 March, and 64 June.
- The Landscape Crew removed tree limbs that fell during a storm.
- Preventive maintenance was performed on all snow removal equipment.

Codding Court

- Painters removed graffiti from building exteriors and inside hallways as needed.
- Carpenters repaired vandalized locks on entrance doors at 140 and 142 Dodge.
-

Roger Williams

- Painters removed graffiti from the exterior back wall near the maintenance shop and 670 Prairie.
- The Carpenter repaired a damaged lock on the entry door of 668 Prairie.

Scattered Sites

- Seven units were turned over during the month.
- At 51 Flora and 96 West Clifford staff removed all damaged flooring and installed new flooring in the 2nd floor bathroom...
-
- Staff removed old flooring and installed new flooring with new vinyl floor covering at 23 Ridgeway, 249 Sayles, and 177 Whittier.
- New floor tile and cove base were installed by Ruggeri at 19 Minor.
-

Manton Heights

- Two units were turned over during the month.
- Staff repaired common hallway vinyl flooring at the 1st floor entrance of 57 Salmon.
- Staff worked with Diffley Plumbing to clear a clogged sewer line at the rear of 31 Salmon in the parking area.

Hartford Park

- Six units were turned over during the month.
- Parking lots were re-striped throughout the development.
- Diffley Drain Cleaning was brought in to utilize a camera in one of the main lines at 4 and 10 Bodell, 19 Whelan, and 21-23 Barry Rd.
- Roof repairs were made by Dome Construction at 335 Hartford, 50 Laurel Hill, and 3 Whelan Rd.
- The commercial refrigerator at 50 Laurel Hill was repaired in house. The condenser fan motor was replaced.
- All trees along Hartford and Bodell Avenue were trimmed and cut back from the power lines. This was prompted by a power outage at 252 Hartford and 1 Bodell caused by tree branches coming down on the wires.

High-Rise Buildings

Dominica Manor

- Two units were turned over during the month.
- Staff replaced countertops, sink, faucets and drainage in Apartment 1101
- Asbestos floor tiles were abated in Apartment 202 and new floor tiles were installed.
- Asbestos floor tiles were abated in Apartment 1012 and new floor tiles were installed; also new countertops were installed in this unit.
- "Stop" signs were painted on the pavement in the parking lot.

Dexter Manor

- Three units were turned over during the month.
-
- Painters painted the dumpster room floor, all three stairwells, and Human Resources Office. Also, "Stop" signs were painted on the pavement in the parking lot.
-

Carroll Tower

- Two units were turned over during the month.
- New countertops, sinks, faucets and drainage were installed in Apartments 605 and 1001.
- A 2-inch waste line was replaced inside the wall at Apartment 410.
- A leaking hot water riser was repaired in the wall in Apartment 810.
- All handicapped signs in the parking lot were repainted.
- A sink hole in the parking lot was repaired by Riverpoint Construction.

Parenti Villa

- One unit was turned over during the month.
- Painters painted the dumpster room floor.
- All bathroom floor tiles were replaced in Apartment 613.
- Staff replaced a 2-inch cast iron waistline in the wall at Apartment 1108.
-

Kilmartin Plaza

- Two units were turned over during the month.
- Painters painted the floors in both stairwells.
-

WORK ORDERS

There were 3,060 new work order requests for the month of October, an increase of 487 from the previous month. The breakdown of work orders by AMP indicates that the ratio of new work order requests among AMPs continues to remain relatively the same from month to month.

An examination of the following table "Work Orders by Type" reveals that new Scheduled Maintenance Work Orders for October made up 30% of all new work orders.

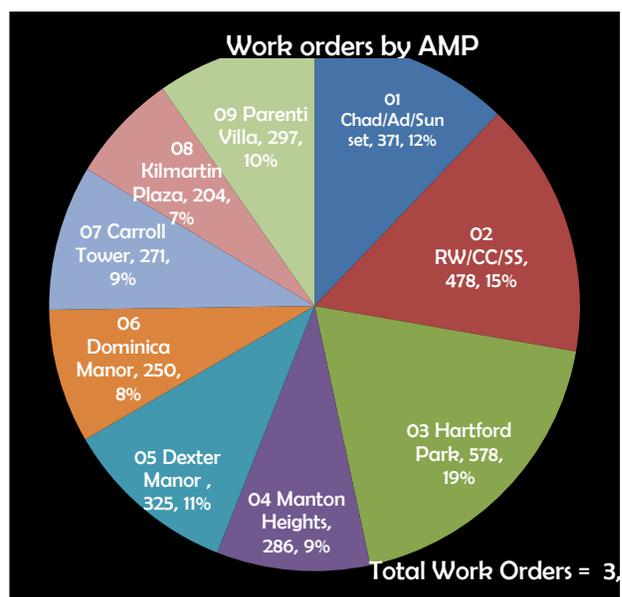
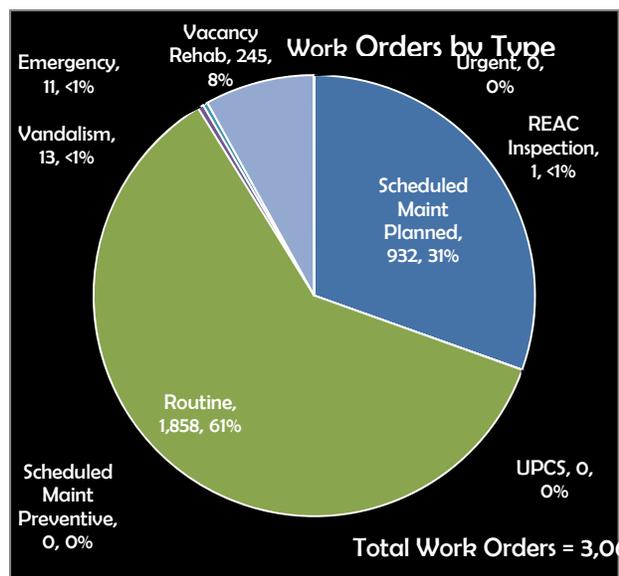
WORK ORDERS BY TYPE

Type	New Requests	Closed	Total	Outstanding Balance
Emergency	11	11	22	0

Urgent	0	0	0	0
Routine	1,858	1,643	3,501	215
Vacancy Rehabilitation	245	198	443	47
UPCS Inspection	0	0	0	0
Scheduled Maintenance Planned	932	873	1,805	59
Scheduled Maintenance Preventive	0	0	0	0
Vandalism	13	10	23	3
REAC Inspections	1	1	2	0
Total	3,060	2,736	5,796	324
Percent	53%	47%	100%	6%

Scheduled maintenance made up 18% of outstanding work orders at the end of the month. The following tables and charts provide the breakdown of work orders by type, for the month of October.

WORK ORDERS BY TYPE AND AMP



Number of Work Orders to Unit Ratio

The Work Order to Unit Ratio chart below shows the average number of new work order requests per unit. The ratio is calculated by comparing the total number of new work order requests at each AMP with the total number of units at each AMP. The resulting ratio reveals the concentration of effort provided by the department to each PHA AMP in terms of unit-related work and scheduled maintenance/inspections. These ratios represent the magnitude of the workload requirements at each AMP. The nature of the AMP structure, character of the neighborhood and the residents at each site affect the amount of maintenance work required. See table below.

WORK ORDERS TO UNIT RATIO

Development	Total W/O	Unit W/O	Total Units	Unit Ratio	Scheduled Maintenance W/O	Scheduled Maintenance Ratio
-------------	-----------	----------	-------------	------------	---------------------------	-----------------------------

Section 6 Asset Management (Facilities Management)

01 Chad/Ad/Sunset	371	323	375	1:1	48	<1:1
02 RW/CC/SS	478	401	404	1:1	77	<1:1
03 Hartford Park	578	402	508	1:1	176	<1:1
04 Manton Heights	286	217	330	1:1	69	<1:1
05 Dexter Manor	325	201	291	<1:1	124	<1:1
06 Dominica Manor	250	146	204	1:1	104	<1:1
07 Carroll Towers	271	167	194	<1:1	104	<1:1
08 Kilmartin Plaza	204	97	106	<1:1	107	1:1
09 Parenti Villa	297	174	194	1:1	123	<1:1
Total	3,060	2,128	2,606	1:1	932	<1:1

¹These are unit-related work orders, not including scheduled maintenance.

²These are scheduled maintenance only, but comprise 30% of new work orders.

UPCS WORK ORDERS BY TYPE AND AMP

UPCS Inspections are currently being performed by an outside inspection firm, U.S. Inspection Group from Crossville, TN. Inspections began in April and were completed in May.

UPCS WO BY TYPE AND AMP

Type/Percent	01 Chad/Ad/Sun	02 RW/CC/ SS	03 Hartford Park	04 Manton Heights	05 Dexter Manor	06 Dominica Manor	07 Carroll Tower	08 Kilmartin Plaza	09 Paren ti Villa	Total
Units Inspected	375	414	485	322	290	204	193	105	193	2,581
UPCS Deficiencies	57	0	0	0	0	0	0	0	0	57
W/O per Unit	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.02

UPCS INSPECTION STATUS BY AMP

Development	Order	Project	Total Units	Total Inspected	% of Units Inspected	% Not Inspected
01 Chad/Ad/Sunset	1	0001	375	375	100%	0%
02 RW/CC/SS	2	0002	404	404	100.0%	0.000%
03 Hartford Park	3	0003	508	485	95%	5%
04 Manton Heights	4	0004	330	322	98%	2%
05 Dexter Manor	5	0005	291	290	100%	0%
06 Dominica Manor	6	0006	204	204	100%	0%
07 Carroll Towers	7	0007	194	193	99%	1%
08 Kilmartin Plaza	8	0008	106	105	99%	1%
09 Parenti Villa	9	0009	194	193	99.5%	0.515%
Total			2,606	2,571	98.7%	1.343%

Resident Charges

The following is a summary of resident charges by AMP for work done by FM staff for tenant services (routine) such as lock outs or lock changes or tenant caused damage for such items as screen replacement clogged plumbing, or broken windows to PHA property during the month of October.

Development	Total	% of Total
01 Chad/Ad/Sunset	\$1,078.13	14%
02 RW/CC/SS	\$2,484.46	32%

03 Hartford Park	\$2,703.39	35%
04 Manton Heights	\$263.47	3%
05 Dexter Manor	\$290.00	4%
06 Dominica Manor	\$185.00	2%
07 Carroll Tower	\$102.00	1%
08 Kilmartin Plaza	\$608.60	8%
09 Parenti Villa	\$25.00	0%
Total	\$7,740.05	100%

UNIT TURN AROUND

A total of twenty-seven units were turned over to Management for lease in October. The following table is a summary of unit turnarounds by AMP. AMP 02 had the highest number of unit turnarounds at 7 (26%).

Development	0	1	2	3	4	5	6	7	Total	%
01 Chad/Ad/Sunset	0	0	1	0	0	1	0	0	2	7%
02 RW/CC/SS	0	0	0	5	2	0	0	0	7	26%
03 Hartford Park	0	0	5	0	1	0	0	0	6	22%
04 Manton Heights	0	0	1	0	1	0	0	0	2	7%
05 Dexter Manor	2	1	0	0	0	0	0	0	3	11%
06 Dominica Manor	1	1	0	0	0	0	0	0	2	7%
07 Carroll Tower	1	1	0	0	0	0	0	0	2	7%
08 Kilmartin Plaza	1	1	0	0	0	0	0	0	2	7%
09 Parenti Villa	0	1	0	0	0	0	0	0	1	4%
Total	5	5	7	5	4	1	0	0	27	
Percent	19%	19%	26%	19%	15%	4%	0%	0%	100%	

MODERNIZATION AND DEVELOPMENT DIVISION HIGHLIGHTS

Authority Wide

Riverpoint Construction repaired the fasteners at the base of the trash chute at Kilmartin Plaza. AEI Consultants, in connection with the Green Physical Needs Assessment/Energy Audits, have completed energy audits at all developments and physical needs assessments at 3 high-rise buildings. Inspections for the remaining developments are scheduled for November. Asset Management staff coordinated various standard service contract work at all amps and at most buildings. Facility Management has awarded a contract to Edward Rowse Architects to provide Professional Engineering Services for Hydraulic Engineering and Design of Automatic Sprinkler Systems at the five Authority high-rise buildings. This award will allow the Authority to move forward in plans to obtain engineered sprinkler design for future bidding and procurement of high-rise building automatic fire sprinklerization improvement projects. As the first phase of this project, Rowse Architects is currently working on schematic and design drawing production of the fire sprinklerization modernization project of Sister Dominica Manor. ThyssenKrupp Elevator continues to perform monthly elevator services for the next two year period. The Authority

entered into a contract with Dome Construction for Roof Repair services. Dennis Diffley completed a video inspection of main lines at Chad/Ad/Sun, Hartford Manton, Dexter Manor and Parenti Villa. Atlantic Abatement, Inc. completed the removal of asbestos containing floor tile in apts. 202 and 1012.

Chad/Ad/Sunset (01)

Ryan Electric Construction, Inc. has completed the construction and fencing of the three transformer pads, completed all cabling to the pads and has installed the new transformers at Admiral Terrace. A purchase order was issued to Overhead Door of Providence and the company completed replacement of an overhead door in the rear of the Tavares Center. Dennis Diffley completed the repair of a sinkhole at the catch basin in the rear of the Tavares Center. Riverpoint Construction, Inc. completed the rebuilding of rear concrete entrance steps at 286 Chad Brown St, apts. D/E.

Hartford Park (03)

State of the art energy saving Honeywell Delphi boiler control equipment added to one of the large heat producing boilers at the Hartford heat plant is scheduled to receive computer and software upgrade by Honeywell Corporation to the new Slate equipment in fall 2016. Many exterior lighting fixtures have recently been replaced with new LED type fixtures throughout Hartford Park, including the high-rise building. These projects result in energy savings by lowering the related utility costs at this development. The contract for re-striping all parking areas at the development with Classic Sealcoating, Inc. was completed. A Bid package was advertised for exterior renovations at 18 and 20 Whelan Road. Dome Construction addressed roof repairs at the Hartford Park high-rise building, at 3 Whelan Ave, repairing a third floor overhang, and 50 Laurel Hill Ave.

Manton Heights (04)

State of the art energy saving Honeywell Delphi boiler control equipment added to one of the large heat producing boilers at the Manton heat plant is scheduled to receive computer and software upgrade by Honeywell Corporation to the new Slate equipment. This project is anticipated to be initiated this fall, as Honeywell releases the Slate product to market. Apt. 201 at 66 Fairfield Ave. was re-tested for lead in connection with the adoption of a foster child. All results were found to be negative. North Eastern Tree Service, Inc. removed a tree at 66 Fairfield Ave. that was blocking access of a security camera. Dome Construction addressed roof repairs at the three Fairfield St. buildings.

Dexter Manor (05)

Carroll Towers (07)

AT&T operates a cell communications network from leased space atop Carroll Tower. In May, AT&T addressed an equipment upgrade to their equipment. Thyssen-Krupp Elevator has substantially completed the elevator modernization project at this high-rise building. Punch listed work remains; both elevators are in public service. Riverpoint Construction, Inc. completed the repair of a sinkhole in the parking area at the rear of the building. Dome Construction addressed roof repairs at Carroll Tower, addressing leaks reported at 1703, and 1711. A leak was located and repaired hidden below a major cellular antenna base.

Modernization Project Status Report

The following table outlines the status of the more significant Facilities Management projects. Some projects listed may be in the planning or bid stage and a contractor has not yet been selected. Significant contracts for Architectural and Engineering services are also noted. Certain blanket contracts for services or material have been executed and are so identified on the list.

Modernization Project Status Report

Development	Project Title	Contractor or A/E	Type	Status
Authority-Wide	Collection and Disposal of Trash & Debris	Waste Management	Service	In Process
Authority-Wide	Elevator Maintenance	ThyssenKrupp Elevator, Inc...	Service	Ongoing
Authority Wide	Supply of Natural Gas for Thirty-Six Large Accounts	Source One-Direct Energy	Service	Ongoing
Authority-Wide	Supply of Electricity at 77 Large Accounts	Source One-Direct Energy	Service	Ongoing
Authority-Wide	Supply of Kitchen Wall and Base Cabinets	Armstrong Cabinet Products	Term-Service	In Process
Authority-Wide	Andover Controls, Equipment and Tech Services	BCM Controls, Inc.	Service	In process
Authority Wide	Quarterly Testing of Fire Alarm Systems	AFA	Term-Service	In process
Authority-Wide	Inspection Service of Fire Extinguishers	Cintas/Advanced Fire Protection	Service	In Process
Authority-Wide	Inspection of Water Based Fire Protection Systems	Simplex-Grinnell , Inc.	Service	In process
Authority Wide	Water System, Backflow Protection Testing	\$75 Backflow	Service	In Process
Authority Wide	Engineering and Design of Automatic Sprinkler Systems	Edward Rowse Architects	Service	In Process
Authority-Wide	Asbestos Abatement Floor Tile	Atlantic Abatement Co., Inc.	Const.	Ongoing
Authority-Wide	Tree Pruning & Related Services	North Eastern Tree Service, Inc.	Service	Ongoing
Authority-Wide	Irrigation System Maintenance	Datop Sprinkler Specialists, Inc.	Service	In process
Authority Wide	Roof Repair, Minor	Dome Construction Co., Inc.	Const.	Awarded
Carroll/Parenti	Accessibility Improvements, Apt. 1207/1107	RGB	A/E	Ongoing
Authority-Wide	ADA Renovations at Carroll/Parenti	Freeport General Contracting, Inc.	Const	Ongoing
Authority-Wide	Bed Bug Extermination, Heat	Watch-all Pest Control	Service	In process
Authority-Wide	Bed Bug Extermination, Chemical	Safe Guard Pest Control	Service	In process
Carroll Tower	Elevator Modernization- Carroll Tower	Thyssen-Krupp Elevator	Const	Punch list Work
Carroll Tower	Elevator Consulting	Elevator Consolation Associates	A/E	Ongoing
Carroll/Parenti	ADA Renovations at Carroll/Parenti	Freeport General Contracting, Inc.	Const.	Awarded
Admiral Terrace	Relocation of transformer sub-stations, A/E	EDS, Inc.	A/E	Ongoing
Admiral Terrace	Relocation of transformer sub-stations, Const.	TBA	Const	Bid Phase

Ct. Section 7

Department of Leased Housing

DIRECTOR'S SUMMARY

On October 1, 2016, the HCV program continued to increase slightly to 2,297 participants of which 185 are VASH. The current program size is the largest it has ever been. An additional 62 vouchers are issued to those searching for a unit. Of the thirty-three families at Barbara Jordan II, only one has been unsuccessful in finding a unit.

During October, staff processed the following: 8 lease transfers to a new owner, 29 new leases, 39 moves, 209 recertifications, 132 interims, 10 homevisits and 445 inspections. A briefing was held to issue 7 vouchers to the veterans; all those referred to the PHA have been processed.

The Homeownership Program continues to expand with 50 participants currently. Four others have submitted purchase & sales agreements and have been inspected; however, the closings are delayed by the banks.

Twenty-four informal reviews due to unreported income were conducted during October. The PHA was reimbursed \$5,140.00 this month for a fiscal year total of \$13,410.00.

Staff continues to work with RI Housing for the much anticipated opening of the waiting list scheduled for mid-November. All applications will be taken online and satellite sites will partner with both agencies to intake applications for those who do not have computer access.

For the fourteenth (14th) consecutive year, the Leased Housing Department was designated a High Performer by HUD based on the Section 8 Management Assessment Program (SEMAP)!

WAITING LIST DATA

APPLICATIONS

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 + Bedroom
2	3	3	0	0
25%	37.5%	37.5%	0%	0%

Total Applications	Total Pre-Applications	Interviews Conducted	Applicants Withdrawn	Ineligible	Informal Conferences
8	131	3	0	0	0

TRANSFER DATA

Transfer Intake	Total Transfers In	Total Transfers Out	Net Change +/-
9	62	229 (including 109 VASH)	-167

PROGRAM DATA

NEW VOUCHERS ISSUED

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
6	1	0	0	0

Total Vouchers issued = 7 (all VASH)

LEASES			
New	Moves	Recertifications	Adjustments
29	39	209	132
INSPECTIONS		WITHDRAWN	
Initial/Renewal	Complaint	From Program	Transfers
437	8	11	0

Homevisits - 10

INFORMAL CONFERENCES-PARTICIPANTS		FRAUD REPAYMENT	
Total Conducted	Total Reversed	Current Month Total Recoupment	FY Total
0	0	\$ 5,140.00	\$13,410.00

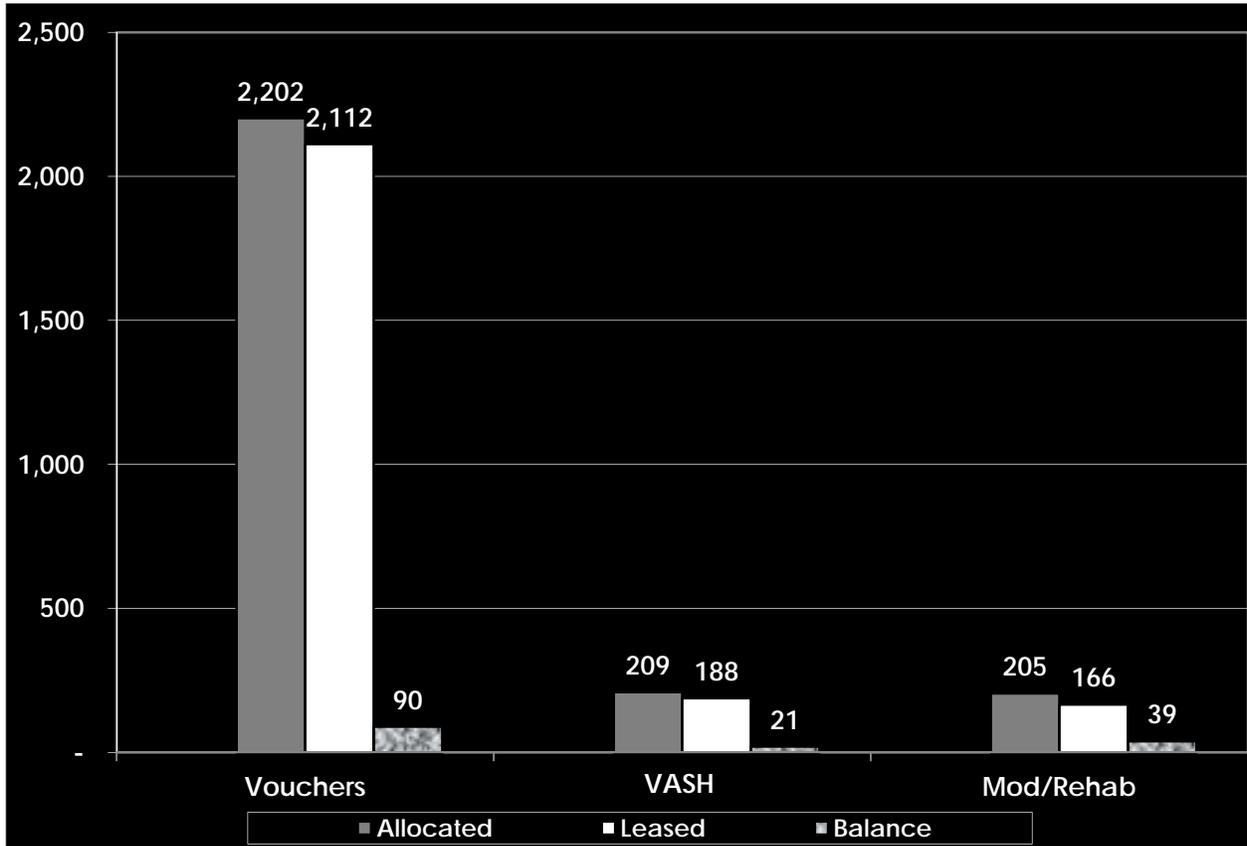
24 Informal EIV Reviews conducted

PROGRAM LEASE RATE STATUS BY ALLOCATED UNIT						
Program	Allocated	Leased	Leased (mid- month)	Issued (Not Leased)	Balance (to issue)	Lease Rate *
Vouchers (HCV)	2,202 **	2,107	5	41	49	98%
VASH Vouchers	209	185	3	21	0	100%
Moderate Rehab.	205***	166	0	0	39	81%
Total	2,616	2,458	8	62	88	97%

- * Does not include issued vouchers not leased.
- ** Increase – 21 VASH Vouchers received July 2016.
- *** 26 on hold for Rehab.

PORTABILITY STATUS				
Program	Total Leased	Leased in Providence	Leased in other cities	Port out %
Vouchers (HCV)	2,112	1,992	120	6%
VASH Vouchers	188	79	109	58%
Moderate Rehab.	166	166	N/A	0%
Total	2,466	2,237	229	9%

LEASE RATE (UNITS)

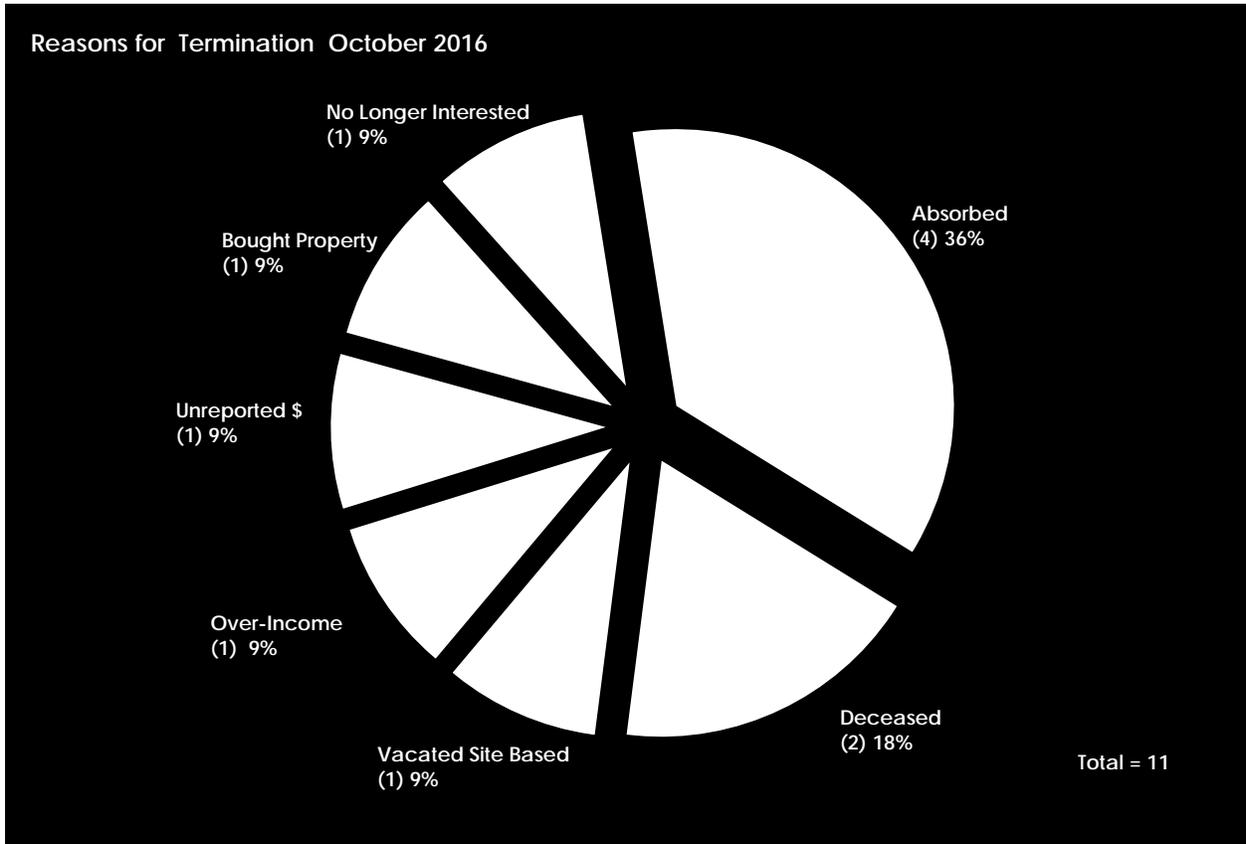


PROGRAM TURNOVER JULY-DECEMBER 2016						
Program	July	August	September	October	November	December
Voucher	17	11	20	10		
Mod Rehab	4	3	3	1		
Total	21	14	23	11		

PROGRAM TURNOVER JANUARY - JUNE 2017						
Program	January	February	March	April	May	June
Voucher						
Mod Rehab						
Total						

BEDROOM SIZE MONTHLY TURNOVER

Program	Single Room Occupancy	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Voucher	0	3	2	4	1	0
Mod Rehab	1	0	0	0	0	0
Total	1	3	2	4	1	0



RACIAL/ ETHNIC COMPOSITION

WAITING LIST		
Race	Number of Households	Percent
White	8	100%
Afro-American	0	0%
Native American	0	0%
Asian-American	0	0%
Other	0	0%
Total	8	100%

Ethnicity	Number of Households	Percent
Hispanic	8	100%
Non-Hispanic	0	0%
Unknown	0	0%
Total	8	100%

RECIPIENTS Including Port-ins		
Race	Number of Households	Percent
White	1,855	73%
Afro-American	624	25%
Native American	24	1%
Asian-American	20	<1%
Other	0	0%
Total	2,520	100%

Ethnicity	Number of Households	Percent
Hispanic	1,216	48%
Non-Hispanic	1,297	52%
Unknown	0	0%
Total	2,520	100%

Recipients/Head of Household: Female 2,073 Male 447

SECTION 8 UNIT DISTRIBUTION

SECTION 8 DISTRIBUTION BY NEIGHBORHOOD INCLUDING PORT INS

Neighborhood	Number Of Units	Percent
Blackstone	0	0%
College Hill	24	1.0%
Charles	93	3.7%
Downtown	1	< 1%
Elmhurst	54	2.1%
Elmwood	254	10.1%
Federal Hill	72	2.9%
Fox Point	23	1.0%
Hartford	43	1.7%
Hope	3	< 1%
Lower South Providence	148	5.9%
Manton	66	2.6%
Mt. Hope	38	1.5%
Mt. Pleasant	147	5.8%
Olneyville	92	3.6%
Reservoir	38	1.5%
So. Elmwood	26	1.0%
Smith Hill	104	4.0%
Silver Lake	164	6.5%
Upper South Providence	294	11.7%
Valley	60	2.4%
Wanskuk	261	10.3%
Washington Park	107	4.2%
Wayland	0	0%
West End	182	7.2%
Other (Outside City)	228	9.0%
Total Section 8 units	2,521	100%

SECTION 8 DISTRIBUTION BY CENSUS TRACT INCLUDING PORT-INS

Census Tract	Number Of Units	Percent	Census Tract	Number Of Units	Percent
1	107	4.2%	20	69	2.7%
2	236	9.4%	21	131	5.2%
3	84	3.3%	22	60	2.4%
4	64	2.5%	23	50	2.0%
5	83	3.3%	24	16	< 1%
6	46	1.8%	25	35	1.4%
7	250	9.9%	26	68	2.7%
8	1	< 1%	27	75	3.0%
9	10	< 1%	28	181	7.2%
10	13	< 1%	29	95	3.8%
11	48	1.9%	30	1	< 1%
12	50	2.0%	31	54	2.1%
13	24	1.0%	32	5	< 1%
14	67	2.7%	33	3	< 1%
15	41	1.6%	34	0	0%
16	101	4.0%	35	0	0%
17	58	2.3%	36	2	< 1%
18	46	1.8%	37	25	1.0%
19	91	3.6%	Out (leased)	226	9.0%
			Out (pending)	4	< 1%
Total Section 8 units – 2,520					

Section 8

Department of Resident Services

DIRECTOR'S HIGHLIGHTS

Fund Development

The PHA signed a contract with HUD this month awarding our agency **\$3M over four years** to implement the **Jobs Plus Providence (JPP)** program. JPP will provide work readiness training, employment supports and a variety of wraparound services to all work-able adults residing in our **Hartford Park** and **Manton Heights** developments. JPP's goal is to place residents in jobs where they can earn family sustaining wages. To this end, the JPP planning team is currently meeting and solidifying relationships with job skills training partners from in-demand industry sectors who have evidence of established relationships with employers including **Healthcare, Construction, Manufacturing, Technology** and **Hospitality**. These partners will provide the necessary training for our residents to be competitive and will assist JPP staff to help participants make the transition between training and that first entry level job. The JPP will officially launch in April 2017.

In October, the PHA was also notified that, as a new member of the **Providence Volunteer Income Tax Assistance (VITA) Coalition**, we will receive grant funding from a mix of sources (**Community Development Block Grant, United Way RI**, and the **IRS**) to operate a VITA site in public housing this year. One of the goals of VITA is to put money back into participants' pockets and, thereby, into the community by increasing tax refunds through the **Earned Income Tax Credit (EITC)**. Many of our residents qualify for this credit, but not all are aware of this benefit. The PHA's VITA program will be based at the Resident Service Department Facility (50 Laurel Hill Avenue). **A VITA Site Coordinator** has been hired, VITA volunteer **Tax Preparers** are being trained, and we are in the process of hiring several residents to serve as **VITA "Greeters"** – participants' first point of contact for intake and assessment. The PHA's VITA site will operate Monday and Wednesday during the day and Tuesday and Thursday evenings (15 hours a week) starting mid-January and running through April 17th.

Resident Service Coordinator (RSC) Program

Over 80 residents attended the **Health Fairs** conducted at **Manton Heights, Hartford Park** and **Codding Court**. More than a dozen partners came to inform residents of their services and provide some of these services for free. There were blood pressure and glucose screenings provided by **Clinica Esperanza**; **Walgreens** provided flu shots; **Providence Community Health Center, the Providence Center, URI SNAP Education program, the United Way 211 RV** and many others participated. This year the Financial Opportunity Center staff participated and secured donations of apples from Sodexo.



Another round of the very successful **Youth & Police Initiative (YPI)** program got off to a great start with an **Orientation** session facilitated by the PHA's partner the **North American Family Institute (NAFI)** on October 19th. Sixteen **Manton Heights** and **Hartford Park** at risk girls are participating in this program designed to facilitate understanding and build relationships between youth and the police officers that patrol their neighborhood. Workshops will culminate with a graduation ceremony and dinner for participants and their families next month.

Unduplicated Count of Participants Served Year to Date as of **October 31, 2016**

	Unduplicated Participants Served	Unduplicated Participants Served	Enrolled Year to Date
	October 2016	Sept 2016	(Caseload)
Resident Services Department Programs			
Adult Education (ABE/GED & ESL)	53	0	61
Digital Literacy (DL)	0	0	0
Family Self-Sufficiency (FSS)	86	66	142
Financial Opportunity Center (FOC)	40	30	84
Homeownership (HC)	19	18	88
Resident Service Coordinator Programs (RSC)	180	176	977
RSD Programs Total	378	290	1352
RSC Programs by site			
Carroll Tower	30	33	151
Chad Brown	8	4	73
Codding Court	2	0	30
Dexter Manor	33	29	106
Dominica Manor	2	31	144
Hartford Park	11	3	91
Hartford Tower	1	2	33
Kilmartin Plaza	26	12	106
Manton Heights	5	3	125
Parenti Villa	61	59	99
Scattered Sites	1	0	19
RSC programs Total	180	176	977
Youth Programs			
Boys & Girls Club - Open Door Program	69	0	95
Chad Brown	40	0	55
Hartford Park	7	0	11
Manton Heights	22	0	29
Boys & Girls Club - Licensed Child Care			
Hartford Park	49	66	87
Youth Programs Total	118	66	182
Job Training Programs			
Training programs total	0	0	0

ADULT EDUCATION PROGRAMS

Attendance Summary

Program	Attending	Attending	Hours	Hours
	October 2016	FY-to-date	October 2016	FY-to-date
Adult Basic Education/GED	15	18	253	655
English as a Second Language (Day)	16	21	291	768
English as a Second Language (Evening)	22	22	207.5	207.5
Total	53	61	751.5	1630.5

Adult Education Outcomes

Indicator	October 2016	FY-to-date
# post tests	0	0
Completed/Advanced EFL	0	0
Earned GED	0	0
Earned Industry recognized credential	0	0
Entered post-secondary education	0	0
Entered Job Training program	0	0
Obtained Employment	0	1
Obtained Citizenship	0	0

FAMILY SELF SUFFICIENCY PROGRAM

Program Activity

Indicator	October 2016	FY-to-date
Enrollment		
Public Housing FSS	3	6
Section 8 FSS	2	2
Case Management		
New Contracts signed	5	8
Progress report (follow up) appointments	99	343
In-house referrals made	24	66
referrals to outside agencies/programs	6	54
Escrow Activity		
New Escrow Accounts established	2	10
Total Escrow Accounts	95	113
Escrow Disbursements	3	10
Total Escrow dollars disbursed	\$14,797.97	\$83,937.27
Total Escrow dollars forfeited	\$2,202.00	\$2,310.00
Terminations		
Positive terminations	3	10
Negative terminations	1	3

Family Self Sufficiency Outcomes

Indicator	October 2016	FY-to-date
Received Financial Counseling	12	49
Obtained Health benefits	7	16
Obtained GED/HS Diploma	0	0
Obtained Industry Recognized Credential	0	1
Obtained Post-Secondary Degree	0	0
Obtained employment	3	16
Increased income	15	80
Closed RI Works cash assistance	0	0
Moved to non-subsidized housing	0	3
Purchased home with voucher (HCV)	0	0
Purchased home without voucher (HCV)	0	2

FINANCIAL OPPORTUNITY CENTER

FOC Program Activity

Indicator	October 2016	FY-to-date
Completed FOC application (enrolled)	3	23
Initial CFA completed	7	15
Received Financial Counseling	21	52
Received Income Support assistance	0	0
Received Employment Counseling	39	67
Subsequent CFA completed	14	38
Employer Partnerships Established	1	4
Financial / Homebuyer Partnerships Established	0	3

FOC Outcomes

Indicator	October 2016	FY-to-date
Obtained Employment	6	24
Retained Employment: 3 months	15	41
Retained Employment: 6 months	5	24
Retained Employment: 12 months	1	9
Increased Credit Score	6	17
Increased Net Income	11	24
Increased Earned Income	5	11
Increased Net Worth	3	12
Purchased home with voucher	0	4
Purchased home without voucher	0	2

FOC Group Programs

Attendance Summary

	Attending October 2016	Attending FY-to-date	Hours October 2016	Hours FY-to-date
Work readiness Programs/Workshops	4	46	3	21
Job Development Programs	8	8	1.5	9.5
Financial Workshops	0	0	0	0
Homeownership Workshops	9	16	0	4
Total	9	16	0	4

HOMEOWNERSHIP PROGRAMS

Attendance Summary

Program	Attending October 2016	Attending FY-to-date	Hours October 2016	Hours FY-to-date
Pre-purchase Counseling	19	77	23	97
Post-purchase Counseling	1	4	1	5
Total	20	81	24	102

RESIDENT SERVICE COORDINATOR PROGRAM

RSC Program Activity/Outcomes

Indicator	October 2016	FY-to-date
Case Management		
Total New Clients assessed/entered in TAAG	Unduplicated	unduplicated
Carroll Tower	2	14
Chad Brown	5	16
Codding Court	2	2
Dexter Manor	0	6
Dominica Manor	2	15
Hartford Park	9	11
Hartford Tower	9	1
Kilmartin Plaza	0	2
Manton Heights & Scattered Sites	6	12
Parenti Villa	0	0
Total Non ITSP clients entered in TAAG	Unduplicated	unduplicated
Chad Brown	5	113
Codding Court	22	62
Hartford Park	10	84
Manton Heights & Scattered Sites	7	62

Follow-up visits conducted	Total visits this month	Total visits - YTD
Carroll Tower	41	116
Chad Brown	41	121
Codding Court	5	11
Dexter Manor	52	224
Dominica Manor	80	233
Hartford Park	14	27
Hartford Tower	5	12
Kilmartin Plaza	41	101
Manton Heights & Scattered Sites	11	69
Parenti Villa	22	88
Referrals		
Total In-house referrals made	25	63
Total referrals to partners	14	66
Partnerships		
New service providers/partnerships established	9	11
New onsite programs introduced	4	14
Residents utilizing onsite programs	71	219
Community Building		
Community Events Coordinated	17	28
Residents attending	266	915
Community Partners participating	46	73

Paying the rent: America's crisis in the shadows

"These renters need help"

December 5, 2016

Nicolas Retsinas

Eighteen years. That is how long the city of Providence, Rhode Island's waiting list for housing vouchers had been closed. This November the list opened. In less than a week, over 13,000 people signed up. The city gives out roughly 300 vouchers a year – leaving most of today's list intact for another decade.

Providence is not unique. Nationally, more than 53% of the voucher waiting lists are closed. Applicants typically wait at least three years.

In a post-recession America, as we hope for an economic resurgence, a return of manufacturing jobs, and restoration of our crumbling infrastructure, we should know: the most dramatic recovery will not eliminate these waiting lists. In swathes of the country, desperate people will still queue.

They are queuing for a subsidy. A household with a low income can sign up for help: the renter will pay 30% of income toward the rent; the government will pay the rest, up to a "fair market" figure. Today three-quarters of households on waiting lists report "extremely low incomes" (up to 30% of area median income). (In Orwellian jargon, we tier the poor into low-income, moderately low income, and extremely low income.)

Almost two-thirds of extremely low-income renters pay over 50% of income for rent. On the upper-income side, the percentage paid for housing is not crucial. A household netting \$200,000 annually can pay half for housing, leaving enough for food, health care, transportation, even private schools for children. On the lower end, try to pay half of \$30,000 a year for housing: the rest will barely cover food, transportation, or emergency medical expenses. Indeed, when landlords evict tenants, the cause is often that they did not/could not pay the rent on time.

The plight of desperation-renters –10.5 million extremely low-income households - did not capture headlines in this long political campaign. The candidates did mention the homeless, who are visible, camping out beside bridges, highways, and city parks. Officials at all levels worry about them. They constitute a crisis.

Officials do not worry so much about the desperation-renters. After all, those renters have a roof over their heads. The roof may be in a crime-ridden neighborhood, in a substandard building, near failing schools - but it is a roof. So our political discourse, and our will, move on to more pressing issues. The Terwilliger Foundation calls it the "The Silent Housing Crisis."

Yet these renters need help.

We have no single-bullet solution. Higher wages would help, but only marginally. With two children, a couple, each earning the minimum wage, cannot afford a two-bedroom apartment in much of the country. (Indeed, in parts of the country, like Portland, Oregon, rents are so high that the “fair market rent” exceeds government limits; and renters cannot easily use vouchers).

More housing would help: we don’t build much new housing for low-to middle-income renters. We ended the construction of public housing in the 1960s. Experts suggest we need an additional 7.2 million “affordable” rental units. A developer faces the same costs for land, labor and materials, whether building luxury or modest housing. To build the latter, he needs either a social conscience-spur (behind the nation’s nonprofit developers) or a governmental monetary spur, such as the low income housing tax credit. To some extent, any new rental housing - whatever the income level of renters - will help, in that it will free up housing down the chain. Yet many communities fight “multi-family” apartments, erecting zoning barriers, as residents argue that those developments will destroy the “nature” of their communities.

More housing vouchers would help. Currently more than 3 million households hold vouchers; but they reach only a quarter of the low-income population. The word “entitlement” is anathema to many politicians; yet the Bipartisan Housing Commission recommended making these vouchers available for all extremely low-income families.

More jobs obviously would help. In parts of the Rust Belt, rents are affordable, vacancies high. Once jobs return, people can live comfortably. Yet for much of the country, jobs will not be a panacea. Some conservative legislators want to tie subsidies to work, adding time limits as a further incentive. We do it for welfare; we could do it for housing. Yet even if this policy-prod encouraged tenants’ entrepreneurial oomph, jobs won’t necessarily reduce the gap between income and rents. If tenants earn too little to pay the rents, they will still queue for vouchers.

The desperation-renters yield no campaign sound-bytes, no photo-ops. They live a catastrophe away from eviction, dreading a broken car, an illness, or a pink slip. Will helping them cost money? Absolutely. But most of us are well-housed. Homeowners get a \$77 billion dollar subsidy, in the form of the mortgage interest deduction. Surely we can help the desperation-renters.



Nicolas Retsinas, former Federal Housing commissioner, chairs the Providence (RI) Housing Authority and the Rhode Island Housing Finance Agency.

A LOOK AHEAD

The Providence Housing Authority has applied for the **Jobs Plus Program**, which is a federally-funded initiative to assist public housing residents enter the workforce. The PHA is seeking \$3M in funding over 4 years for the Hartford Park and Manton Heights communities.

The JPP program incorporates workforce development strategies to help the unemployed secure jobs by offering industry-driven training programs, apprenticeships, progressive education and credentialing pathways. The PHA hopes to identify local partners to deliver comprehensive employment-related services in five areas: (1) employment readiness, (2) job training; (3) job placement; (4) job retention and advancement, and (5) work-enabling services.

The Job Plus Program will maximize access to critical supportive resources among public housing residents such as child care, counseling and mental health services and citizenship preparation. The program will financially encourage participants through what is called *earned income disregard*, which allows increased earnings without increased rent for the grant period of 4 years.

Also vital to JPP's success will be genuine resident engagement through the formation of a Mentor Advisory Board and the employment of four new Community Coaches. The PHA believes that community and peer involvement will be an essential ingredient for strategic program outreach and acceptance that will lead to achievable outcomes in the target sites.

The Jobs Plus Program will offer public housing families an important opportunity to increase and sustain their level of employment and earnings. The funding from HUD will support a comprehensive and well-coordinated effort among committed agencies and public housing mentors to create a positive impact on our community and local economy.

The Resident Advisory Board, the Resident Associations and Planning Committees will play vital roles in the Jobs Plus Program. As always, their input and feedback are essential to the success of any and all PHA programs. Award announcements are expected in late summer or early fall.



PROVIDENCE HOUSING AUTHORITY'S Resident Association/ Planning Committee Newsletter

FY 2016 at a Glance

Fiscal year 2016 was significant as it was filled with many memorable events. Similar to last year, the nomination process of PHA Resident Representatives took place. This year, the focus was solely on resident representation for the Board of Commissioners. The campaign was used to inform and assemble a list of interested residents to represent the resident population on the PHA's Board of Commissioners and complete the required number of resident membership. During this process, meetings were held at each community and residents were provided with bilingual informational packets highlighting the process and purpose of the Board of Commissioners. A list of nine residents will be submitted to the Mayor for consideration.

Another important process that took place during FY 2016 was the submission of the yearly Annual Plan. The Annual Plan template was new this year and provided the PHA with a more guided approach to completing the Plan. PHA staff, RAB members and the public were offered the opportunity to provide comments and feedback on the Plan, which was officially approved on September 19th.



As always, three meetings with the RAB were held in preparation of the Annual Plan in which the RAB was informed about existing housing authority policies, Departmental procedures, and any new or proposed policies and program as well information regarding the goals, objectives and the progress being made within each goal to date. Valuable comments and feedback from residents were received during this process.

Providence Housing Authority
FY 2016 ANNUAL PLAN REVISION



100 Broad Street, Providence, RI 02903 www.pha-providence.com

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PHA MISSION STATEMENT:

The Providence Housing Authority exists to develop and maintain decent, safe and sanitary housing and to address the economic and social needs of residents. The Providence Housing Authority is committed to high standards of public accountability and continuous improvement through management excellence, professional development and customer satisfaction.

SPECIAL CELEBRATIONS



The holidays are a special time for communities and families alike. For this reason, Resident Associations and Planning Committees in the PHA utilize these special days to have residents and staff celebrate together. In some instances, holiday gatherings were used for awareness and educational aims.

Codding Court, Roger Williams, Chad Brown, Admiral Terrace and Sunset Village held events on Mother's Day to celebrate the mothers in these developments. For the events, gift cards and flowers were purchased and were distributed.

Similarly, Valentine's Day events were held at Kilmartin Plaza and in these events the opportunity was also taken to educate attendees on how to adopt healthier habits in order to improve their overall health.

In addition to the aforementioned events, Father's Day events were held at Dominica Manor, Kilmartin Plaza and Manton Heights and all four family developments held a holiday toy drive for the children in their developments. Another event that was celebrated by the residents of Manton Heights and Parenti Villa was Halloween.



BACK-TO-SCHOOL EVENTS/FIRE SAFETY

Back to School events took place in all of the family developments. Participants enjoyed refreshments, music, bouncy houses and a raffled prize. School supplies and backpacks were given to each resident child between the ages of 6-17 (approximately 200 back packs and supplies were distributed per site).

These events were a huge success thanks to the donations from PHA sponsors and the collaboration among community partners, Resident Associations and Planning

Committees as well as PHA staff. Resident Association and Planning Committee members distributed flyers, volunteered to distribute backpacks, grilled food and assisted with the clean-up after the events.

The Back-to-School Events were coupled with the PHA's annual Fire Safety Events. Events included presentations in the smoke trailer and residents received Informational pamphlets.



LEGISLATIVE GRANTS

The Legislative Grant monies provide PHA developments, elderly/disabled and family, with the opportunity to benefit their residents by bringing programs and services and beautifying their communities with the purchase of furniture, gym equipment, art classes, Holiday toys for children, food for a resident run Food Pantry and many other activities. Funds can also be utilized to promote the spirit of unison and community through hosting community-wide events.

The PHA hopes this funding will assist the elderly/disabled residents of the developments in their goal of promoting interpersonal relationships, health and wellness education and community unity. State Senators and Representative provide the funds necessary to execute the above-mentioned activities. Below, please find a table highlighting the community and donors.

Development	Senator	Amount	Representative	Amount
Carroll Tower	Goodwin	\$3,000	Ajello	\$1,500
Dominica Manor	Jabour	\$1,500	Lombardi	\$2,500
Kilmartin Plaza			Slater	\$1,000
Manton Heights			Hull	\$2,000
Parenti Villa	Jabour	\$2,000	Lombardi	\$2,500



HIGH-RISE HOLIDAY LUNCH SCHEDULE

DATE	DEVELOPMENT	TIME
December 8 th	Hartford Park 335 Hartford Avenue	12:30pm
December 12 th	Carroll Tower 243 Smith Street	12:30pm
December 13 th	Dominica Manor 100 Atwells Avenue	12:30pm
December 14 th	Dexter Manor 100 Broad Street	12:30pm
December 16 th	Kilmartin Plaza 160 Benedict Street	12:30pm
December 20 th	Parenti Villa 25 Tobey Street	12:30pm

