

# Reading Housing Authority

## Annual Plan

5-Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

**PHA Plan**  
**Agency Identification**  
**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2006**  
[24 CFR Part 903.5]

**PHA Name:** Reading Housing Authority

**PHA Number:** PA009

**PHA Fiscal Year Beginning:** (04/2002)

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

## **A. Mission**

- The mission of the RHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The Reading Housing Authority's mission statement is outlined below:

## **MISSION STATEMENTS**

1. The mission of the Reading Housing Authority is to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families we serve, without discrimination.
2. The mission of the Reading Housing Authority is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community.
3. Our mission is to provide quality housing to eligible people in a professional, fiscally prudent manner and be a positive force in our community by working with others to assist these families with appropriate supportive services.
4. The Reading Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of the City of Reading.
5. The Reading Housing Authority is committed to building better neighborhoods by providing comprehensive housing opportunities for qualified individuals and families through creative and professional service in partnership with the greater community.

# GOALS AND OBJECTIVES

## MANAGEMENT ISSUES

### Goals

1. Manage the Reading Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as a high performer under HUD's evaluation system.
2. Manage the Reading Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

### Objectives

1. HUD shall continue to recognize the Reading Housing Authority as a high performer.
2. The Reading Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list.
3. The Reading Housing Authority shall achieve and sustain an occupancy rate of 97% by December 31, 2004.
4. The Reading Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
5. The Reading Housing Authority shall implement its asset management plan no later than December 31, 2002.

## EXPANSION OF THE STOCK ISSUES

### Goals

1. Adapt the Reading Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our community increase the availability of affordable, suitable housing for families as identified in the City of Reading's Consolidated Plan.

### Objectives

1. The Reading Housing Authority shall assist 20 families to move from renting to homeownership by December 31, 2004.
2. The Reading Housing Authority or its Non Profit will apply for its first tax-credit allocation in the next five years or sooner.
3. The Reading Housing Authority shall construct one new affordable housing rental community without public housing development funds by December 31, 2004.
4. The Reading Housing Authority shall build or acquire 20 units for homeownership by December 31, 2004.

5. Develop a non-profit or for profit organization to work in developing all of the above programs on behalf of the Reading Housing Authority. This non-profit or for profit will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.

## **MARKETABILITY ISSUES**

### **Goals**

1. Enhance the marketability of the Reading Housing Authority's public housing units.
2. Make public housing the affordable housing of choice for the very low and low-income residents of our community.

### **Objectives**

1. The Reading Housing Authority shall convert some efficiency units to one-bedroom units by December 31, 2005, in order to increase the marketability of our public housing units.
2. The Reading Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
3. The Reading Housing Authority shall continue to achieve curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions.
4. The Reading Housing Authority shall look at the development of exercise centers for the elderly developments for our residents. It is expected that at least one exercise center will be developed by March 31, 2001.
5. The Reading Housing Authority shall become a more customer-oriented organization.

## **SECURITY ISSUES**

### **Goals**

1. Provide a safe and secure environment in the Reading Housing Authority's public housing developments.
2. Improve resident and community perception of safety and security in the Reading Housing Authority's public housing developments.

### **Objectives**

1. The Reading Housing Authority shall continue to reduce crime in its developments through the use of Various drug elimination programs.
2. The Reading Housing Authority shall continue to enhance the security of the public housing developments Through the innovative use of security cameras, fencing, landscaping, resident patrols and other security measures.

## **TENANT-BASED HOUSING ISSUES**

### **Goals**

1. Manage the Reading Housing Authority's Section 8 tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.
2. Expand the range and quality of housing choices available to participants in the Reading Housing Authority's tenant-based assistance program.

### **Objectives**

1. The Reading Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
2. The Reading Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
3. The Reading Housing Authority shall attract new landlords who want to participate in the program by December 31, 2004.
4. The Reading Housing Authority shall hold a Landlord information program to provide information on the Section 8 program to attract new landlords to participate in its program by December 31, 2004.

## **MAINTENANCE ISSUES**

### **Goals**

1. Maintain the Reading Housing Authority's real estate in a decent condition.
2. Deliver timely and high quality maintenance service to the residents of the Reading Housing Authority.

### **Objectives**

1. The Reading Housing Authority shall review and revise its current preventative maintenance plan by December 31, 2001.
2. The Reading Housing Authority does its best with the funding provided an appealing, up-to-date environment in its developments by December 31, 2004.
3. The Reading Housing Authority shall continue to maintain an average response time of under one day in responding to routine work orders.

## **EQUAL OPPORTUNITY ISSUES**

### **Goals**

1. Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
2. Operate the Reading Housing Authority in full compliance with all Equal Opportunity laws and regulations.
3. The Reading Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

## **Objectives**

1. The Reading Housing Authority shall mix its public housing development populations as much as possible ethnically, racially, and income wise as much as possible.
2. The Reading Housing Authority shall achieve its Section 3 goals.

## **FISCAL RESPONSIBILITY ISSUES**

### **Goals**

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
2. Reduce dependency on federal funding.

### **Objectives**

1. The Reading Housing Authority shall maintain its operating reserves of at least \$1,000,000 between now and December 31, 2004.

## **PUBLIC IMAGE ISSUES**

### **Goals**

1. Enhance the image of public housing in our community.

### **Objectives**

1. The Reading Housing Authority's leadership shall speak to at least two civic, religious, or fraternal groups a year between now and December 31, 2004, to explain how important they are to the community.
2. The Reading Housing Authority shall ensure that there are at least two positive stories a year in the local media about the Housing Authority or one of its residents.

## **SUPPORTIVE SERVICE ISSUES**

### **Goals**

1. Improve access of public housing residents to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for the families and individuals who reside in our housing.

### **Objectives**

1. The Reading Housing Authority will implement new partnerships in order to enhance services to our residents by December 31, 2004.

2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our social service programs.

**Annual PHA Plan  
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**ii. Executive Summary of the Annual PHA Plan**

**READING HOUSING AUTHORITY EXECUTIVE SUMMARY**

The Reading Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Reading Housing Authority.

The Reading Housing Authorities Mission is to provide quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we will provide opportunities for those we serve to enhance the quality of life at our developments.

We have also adopted the following goals and objectives for the next five years.

- A. Manage the Reading Housing Authority in the most efficient and effective manner to continue to be a High Performer under any HUD evaluation system.
- B. Increase the availability of decent, safe and sanitary housing within the City of Reading.
- C. Provide a safe and secure environment at all of our developments.
- D. Enhance the marketability of our developments.
- E. Improve access of public housing residents to services for which they are eligible.
- F. Enhance the image of public housing within the City of Reading.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- ACOP.
- Capital Fund program.
- Extermination Policy.
- Operating Budget.
- Section 8 Administrative Plan.



- Homeownership Program.
- Procurement Policy.

In summary, the Reading Housing Authority is on course to improve the condition of affordable housing in Reading and have complied with all requirements.

The Reading Housing Authority firmly believes these evaluation methods of HUD’s reflect the high quality of housing that we provide to our residents and we will continue to provide that quality of housing to all residents. We will continue to perform at this level.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

Required Attachments:

- (A) Public Housing Admissions Policy for De-Concentration and Section 8 Owner Outreach for De-Concentration
- (B) FY 2002 Capital Fund Program Annual Statement
- (C) Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- (D) Required Initial Assessments

## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	No Findings: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

**CHAS Table 1C - All Households**

Name of Jurisdiction: <b>Reading City, PA</b>		Source of Data <b>CHAS Data Book</b>				Data Current as of: <b>1990</b>			
Household by Type, Income, & Housing Problem	Renters					Owners			Total Households
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	
1. Very Low Income (0 to 50% MFI)	2,351	2,339	811	1,508	7,009	2,827	1,293	4,120	11,129
2. 0 to 30% MFI	1,466	1,512	560	793	4,331	1,392	507	1,899	6,230
3. % With any housing problems	53%	77%	83%	73%	69%	72%	64%	73%	70%
4. % Cost Burden > 30%	53%	74%	69%	70%	65%	71%	0%	71%	67%
5. % Cost Burden > 50%	28%	57%	55%	61%	48%	32%	5%	37%	44%
6. 31 to 50% MFI	885	827	251	715	2,678	1,435	786	2,221	4,899
7. % With any housing problems	56%	65%	71%	73%	65%	20%	52%	30%	49%
8. % Cost Burden > 30%	50%	59%	33%	71%	57%	20%	9%	29%	44%
9. % Cost Burden > 50%	18%	7%	0%	17%	13%	4%	3%	7%	10%

<b>10. Other Low-Income (51 to 80% MFI)</b>	551	918	383	1,016	2,868	1,422	2,636	4,058	6,926
11. % With any housing problems	35%	20%	40%	25%	27%	4%	23%	13%	19%
12. % Cost Burden > 30%	35%	12%	17%	21%	20%	4%	8%	12%	15%
13. % Cost Burden > 50%	0%	1%	0%	1%	0%	0%	0%	0%	0%
<b>14. Moderate Income (81 to 95% MFI)</b>	71	344	74	385	874	527	1,439	1,966	2,840
15. % With any housing problems	15%	6%	13%	5%	7%	2%	3%	7%	7%
16. % Cost Burden > 30%	15%	2%	0%	5%	4%	2%	3%	5%	5%
17. % Cost Burden > 50%	0%	0%	0%	2%	1%	0%	0%	0%	0%
18. Total Households**	3,251	4,528	1,416	3,913	13,108	5,968	12,223	18,191	31,299
19. % With any housing problems	46%	42%	60%	36%	43%	23%	18%	16%	28%

\*\* Includes all income groups -- including those above 95% MFI

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2056	4	5	2	N/A	N/A	5
Income >30% but <=50% of AMI	1247	3	5	2	N/A	N/A	3
Income >50% but <80% of AMI	817	2	3	2	N/A	N/A	3
Elderly	5458	3	5	3	N/A	N/A	2
Families with Disabilities	N/A	3	3	3	4	N/A	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information) CHAS Data and Activity Book 1990

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	830		
Extremely low income <=30% AMI	705	85%	
Very low income (>30% but <=50% AMI)	100	12%	
Low income (>50% but <80% AMI)	25	3%	
Families with children	523	63%	
Elderly families	8	1%	
Families with Disabilities	164	20%	
Race/ethnicity w/nh	129	16%	
Race/ethnicity w/h	589	71%	
Race/ethnicity b	110	13%	
Race/ethnicity Amer. Indian/Asian	2		
Characteristics by Bedroom Size (Public Housing Only) 1B/R Elderly 1BRE	121	15%	161
1BR	186	22%	21
2 BR	303	37%	81
3 BR	190	23%	40
4 BR	28	3%	6
5 BR	2		2

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	601		
Extremely low income <=30% AMI	523	87%	
Very low income (>30% but <=50% AMI)	78	13%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	423	70%	
Elderly families	35	6%	
Families with Disabilities	143	24%	
Race/ethnicity w/nh	162	27%	
Race/ethnicity w/h	304	50%	
Race/ethnicity b	131	22%	
Race/ethnicity Amer. Indian/Asian	4	1%	
Characteristics by Bedroom Size (Public Housing Only) 1B/R Elderly 1BRE	N/A	N/A	N/A
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR			

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? 8 months	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply



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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>				
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>	<b>Planned Uses</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>				
a) Public Housing Operating Fund	\$3,503,048.00			
b) Public Housing Capital Fund	\$2,945,401.00			
c) HOPE VI Revitalization	\$0			
d) HOPE VI Demolition	\$0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,607,855.00			
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$404,163.00			
g) Resident Opportunity and Self- Sufficiency Grants	\$0			
h) Community Development Block Grant	\$0			
i) HOME	\$0			
Other Federal Grants (list below)	\$0			
<b>2. Prior Year Federal Grants (un- obligated funds only) (list below)</b>				
1995	\$ 683,846.00	Drug Elimination	Construction	Development \$ 683,846
1998	\$	\$	\$	
1999	\$54,953.49	\$54,953.49	\$	
2000	\$	\$	\$	
2001	\$404,163.00	\$404,163.00	\$	
<b>3. Public Housing Dwelling Rental Income</b>				

<b>Financial Resources: Planned Sources and Uses</b>				
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>	<b>Planned Uses</b>	<b>Planned Uses</b>
	\$3,353,117.00			
<b>4. Other income</b> (list below)				
Interest	\$ 198,963.00			
Laundry, Office Rent, Tenant Charges	\$ 88,000.00			
<b>4. Non-federal sources</b> (list below)	\$0			
<b>Total Resources</b>	\$24,888,888.61			

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 90 Days
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Destruction of property or disturbances of neighbors.

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

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

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

##### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office
- Other – Applicants must apply to 815 Franklin St. Reading, Pa. Phone Number 610- 376-2422

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

1. How many site-based waiting lists will the PHA operate in the coming year? 0
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? 0
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

c. Preferences:

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

2- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) De-concentration and Income Mixing**

**Component 3, (6) De-concentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the de-concentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

**B. Section 8**

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

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (Select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below):

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)

- Criminal or drug-related activity  
 Other (describe below): Previous Rental Information

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the Section 8 Tenant-Based Assistance waiting list merged? (Select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to Section 8 Tenant-Based Assistance? (Select all that apply)

- PHA main administrative office  
 Other (list below): Interested parties may apply for Section 8 assistance by applying at 120 South Sixth Street, Reading, Pennsylvania; Phone 610-373-5088

### **(3) Search Time**

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

If yes, state circumstances below: Valid reasons as stated by the applicant in the searching report. All acceptable reasons for granting an extension are noted in the attached Section 8 Administrative Plan and should be reviewed.

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that

apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3. Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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



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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices  
 Other (list below): Letters to those on the waiting list (Tenant based)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7.9 (d)]

#### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

b. Minimum Rent

1. What amount best reflects the PHA’s minimum rent? (Select one)

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

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

3. If yes to question 2, list these policies below: These policies are listed in the ACOP.

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:  
The list of amounts and percentages charged and circumstances are listed in the ACOP and are the flat rent as determined by rent reasonableness.

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

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

e. Ceiling Rents

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

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

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

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

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

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

f. Rent Re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below) All Changes

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

## **(2) Flat Rents**

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below): Financial utilization of available funding.

## **(2) Minimum Rent**

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

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

- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (If yes, list below)
1. Family has lost eligibility for or is awaiting eligibility determination for public benefits
  2. The Family would be evicted as a result of the imposition of the minimum rent.
  3. The income of the family has decreased because of changed circumstances.
  4. A death in the family has occurred.

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(Select one)

- An organizational chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1626	440
Section 8 Vouchers	603	80
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	1626	440
Other Federal Programs (list individually)	N/A	

### **C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- a. Preventive Maintenance Policy
  - b. Painting Program

- c. Extermination Policy
- d. Admission and Continues Occupancy Policy (ACOP)
- e. Resident Handbook
- f. Inspection Handbook

(2) Section 8 Management: (list below)  
Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below) Section 8 Office.  
 Section 8 Office  
 120 South Sixth Street  
 Reading Pa. 19602

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

### **(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) -or-
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) **Component 7**

**Capital Fund Program Annual Statement  
Parts I, II, and II  
Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2002 FFY of Grant Approval: (05/2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$0
3	1408 Management Improvements	\$75,000
4	1410 Administration	\$100,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$50,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$2,720,401
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$0
13	1475 Nondwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$0
19	1502 Contingency	\$0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,945,401</b>
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

**ANNUAL STATEMENT**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-002/6/8 Hensler Homes Rhodes and Eisenhower Apts.	Installation of new windows and balcony doors	1460	\$500,000
PA26-P009-003 Oakbrook Homes	Install New Roofs	1460	\$600,000
	Installation of individual boilers and kitchen modernization	1460	\$1,000,000
PA26-P009-004/5/6/8/10 Franklin and Kennedy Towers, Rhodes, Eisenhower and Hubert Apts.	Interior Design	1460	\$275,000
RHA Wide	Security Cameras	1460	\$200,000
PA26-P009-001/2/3 Glenside, Hensler, Oakbrook Homes	Installation of Fencing	1460	\$145,401
RHA Wide	Cost for A & E design of capital items	1430	\$ 50,000
RHA Wide	Management Improvements Continuing hardware and software upgrades	1408	\$ 75,000
RHA Wide	Administrative Costs	1410	\$100,000



Total Cost for 2002

\$2,945,401

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-POO9-002/006/008 Install new windows	2004	2005
PA26-P009-003 Install new roofs	2004	2005
Installation of individual boilers and kitchen modernization	2004	2005
PA26-P009- 004/005/006/008/010 Interior Design	2004	2005
RHA Wide RHA Camera Upgrade	2004	2005
PA26-P001/002/003 Install fencing	2004	2005
RHA wide Management Improvements	2004	2005
RHA wide Development Cost	2004	2005
RHA Admin. Cost	2004	2005

**(2) 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>5-Year Action Plan Tables</b>			
<b>Development Number:</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies In Development: 3.8%</b>
<b>PA26-009-001</b>	<b>Glenside Homes</b>	<b>Units: 15</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Screen Doors		\$ 500,000	2003
Vinyl Floor Replacement		\$ 300,000	2003
Replace office air conditioners		\$ 37,884	2004
Masonry Lintel and sill repair/replacement		\$ 1,250,000	2005
Install exhaust fans		\$ 200,000	2005
Install new back porches		\$ 280,780	2005
Underground electric		\$ 225,000	2006
<b>Total estimated cost over next 5 years</b>		<b>\$2,793,664</b>	

<b>5 Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies In Development: 3%</b>
<b>PA26-009-002</b>	<b>Hensler Homes</b>	<b>Units: 3</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Refurbish Community Building	\$ 180,000	2003
Electrical and lighting upgrades	\$ 85,714	2004
Install new windows and boilers	\$ 600,000	2005
Rehabilitate kitchens	\$ 266,470	2006
<b>Total estimated cost over next 5 years</b>	<b>\$1,132,184</b>	

### 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-003	<b>Development Name</b> (Or indicate PHA wide) Oakbrook Homes	<b>Number Vacant Units:</b> 17	<b>% Vacancies In Development:</b> 3.3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Refurbish and Upgrade Resident Community Space		\$ 300,000	2003
Install new back porches		\$ 374,400	2004
Redesign and construction of office space		\$ 50,000	2005
Remove oil tank and boiler		\$120,000	2006
Install new storm drains		\$ 250,000	2006
Foundation Upgrade		\$ 450,000	2006
Floor Replacement		\$ 500,000	2006
<b>Total estimated cost over next 5 years</b>		<b>\$ 2,044,400</b>	

### 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-004	<b>Development Name</b> (Or indicate PHA wide) Franklin Tower	<b>Number Vacant Units:</b> 2	<b>% Vacancies In Development:</b> 4.2%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Community Space Upgrades		\$ 30,000	2003
Circuit Breaker Replacements		\$ 51,766	2004
Lighting and related safety upgrades		\$ 100,000	2004
Replace Community Space air conditioners		\$ 35,884	2004
High Rise fire safety improvements		\$ 50,000	2004
Replace emergency generators		\$ 75,000	2004
Waterproofing and masonry repair		\$ 75,000	2004
Install new kitchens		\$ 108,217	2006
<b>Total estimated cost over next 5 years</b>		<b>\$ 525,867</b>	

### 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-005	<b>Development Name</b> (Or indicate PHA wide) Kennedy Towers	<b>Number Vacant Units:</b> 7	<b>% Vacancies In Development:</b> 4.8%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date</b>

		HA Fiscal Year
Curtain Wall replacement	\$ 75,000	2003
Community Space Upgrades	\$ 30,000	2003
Bathroom Modernization	\$ 514,650	2003
Circuit Breaker replacement	\$ 64,650	2004
Lighting and related Electrical replacement	\$ 100,000	2004
Replace Community Space Air conditioners	\$ 35,884	2004
High Rise Fire Safety Improvements	\$ 50,000	2004
Waterproofing and masonry Repair	\$ 37,500	2004
Conversion of efficiencies to one bedroom	\$ 100,000	2005
Install new kitchens	\$ 350,527	2006
<b>Total estimated cost over next 5 years</b>	<b>\$1,358,211</b>	

### 5-Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units:	% Vacancies In Development: 2%	
PA26-009-006	Rhodes Apartments	3		
Description of Needed Physical Improvements or Management Improvements				
			Estimated Cost	
			Planned Start Date HA Fiscal Year	
Community Space Upgrades			\$ 30,000	2003
Circuit Breaker replacement			\$ 64,650	2003
Install new energy efficient boilers			\$ 142,500	2003
Lighting and related Electrical replacement			\$ 100,000	2004
Replace Community Space Air conditioners			\$ 35,884	2004
High Rise Fire Safety Improvements			\$ 50,000	2004
Conversion of efficiencies to one bedroom			\$ 100,000	2005
Expand parking lot			\$ 75,000	2005
Install new kitchens			\$ 300,203	2006
<b>Total estimated cost over next 5 years</b>			<b>\$898,237</b>	

### 5-Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units: 6	% Vacancies In Development: 3.9%
PA26-009-008	Eisenhower Apartments		
Description of Needed Physical Improvements or Management Improvements			
			Estimated Cost
			Planned Start Date HA Fiscal Year

Community Space Upgrades	\$ 30,000	2003
Install new energy efficient boilers	\$ 142,000	2003
Circuit Breaker replacement	\$ 64,650	2004
Lighting and related Electrical replacement	\$ 100,000	2004
Replace Community Space Air conditioners	\$ 35,884	2004
High Rise Fire Safety Improvements	\$ 50,000	2004
Conversion of efficiencies to one bedroom	\$ 100,000	2005
Expand parking lot	\$ 75,000	2005
Install new kitchens	\$ 300,203	2006
<b>Total estimated cost over next 5 years</b>	<b>\$897,737</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant Units: 2</b>	<b>% Vacancies In Development: 2.9%</b>
<b>PA26-009-010</b>	<b>Hubert Apartments</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Community Space Upgrades		\$ 60,000	2003
Bathroom Modernization		\$ 206,220	2003
Circuit Breaker replacement		\$ 30,000	2004
Lighting and related Electrical replacement		\$ 100,000	2004
Replace Community Space Air conditioners		\$ 64,650	2004
High Rise Fire Safety Improvements		\$ 100,000	2004
Conversion of efficiencies to one bedroom		\$ 500,000	2005
Redesign and construction of office space		\$ 50,000	2005
Install new kitchens		\$ 100,627	2006
<b>Total estimated cost over next 5 years</b>		<b>\$1,211,497</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant Units: 1</b>	<b>% Vacancies In Development: 50%</b>
<b>PA26-009-013</b>	<b>Scattered Site Units</b>		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)	\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 1	% Vacancies In Development: 50%
PA26-009-014			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)		\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>		<b>\$5,000</b>	

5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 2	% Vacancies In Development: 18.2%
PA26-009-015			
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)		\$5,000	As needed
<b>Total estimated cost over next 5 years</b>		<b>\$5,000</b>	

5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 0	% Vacancies In Development: 0%
PA26-009-016			

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)	\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

5 Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units:	% Vacancies In Development: 14.3%
PA26-009-017	Scattered Site Units	Units: 1	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)		\$5,000	As needed
<b>Total estimated cost over next 5 years</b>		<b>\$5,000</b>	

5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies In Development
PA26-009- RHA Wide Management Improvements/Admin Costs and A&E costs	(Or indicate PHA wide) RHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
RHA wide A&E costs		\$ 100,000	2003
RHA wide A&E costs		\$ 100,000	2004
RHA wide A&E costs		\$ 100,000	2005
RHA wide A&E cost		\$ 100,000	2006
RHA wide Management Improvement costs		\$ 100,000	2003
RHA wide Management Improvement costs		\$ 150,000	2004
RHA wide Management Improvement costs		\$ 150,000	2005
RHA wide Management Improvement costs		\$ 150,000	2006
RHA wide Administrative Costs		\$ 50,000	2003
RHA wide Administrative Costs		\$ 50,000	2004
RHA wide Administrative Costs		\$ 50,000	2005

RHA wide Administrative Costs	\$ 50,000	2006
RHA Development Costs	\$100,000	2003
RHA Development Costs	\$100,000	2004
RHA Development Costs	\$100,000	2005
RHA Development Costs.	\$100,000	2006
<b>Total estimated cost over next 5 years</b>	<b>\$1,550,000</b>	

### 5-Year Action Plan Tables

Development Number PA26-RHA Wide	Development Name (Or indicate PHA wide) HA Wide Improvements	Number Vacant Units: N/A	% Vacancies In Development
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date HA Fiscal Year</b>
Concrete Repairs/Replacement			\$150,000
Concrete Repairs/Replacement			\$150,000
Concrete Repairs/Replacement			\$150,000
Concrete Repairs/Replacement			\$150,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
<b>Total estimated cost over next 5 years</b>			<b>\$ 1,000,000</b>

### Public Housing Asset Management

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition /disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
PA26-001	400							
PA26-002	102							
PA26-003	526							
PA26-004	48							
PA26-005	146							
PA26-006	156							
PA26-008	156							
PA26-010	70							
PA26-013	2						2	



PA26-014	2			1			2	
PA26-015	11						11	
PA26-016	1						1	
PA26-017	7						7	

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

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

The Reading Housing Authority has not determined the extent or nature of the mixed financing Activity. It is expected that RHA will use some of its' homeownership funds for this program.

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below: The Reading Housing Authority in conjunction with its non-profit HDC will be developing low income and mixed income developments. However, we are in the preliminary stages at this time and expect to update this section as we develop our projects in the coming future.

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 216 North Second Street, Reading, PA
1b. Development (project) number: PA014

2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 2
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: starting 06/01/01 ending 12/01/02 a. Actual or projected start date of activity: and projected end date of activity

\*Note Five units will be used for a senior center.

### **9. Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

#### 2. Activity Description

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

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

7. Coverage of action (select one)

Part of the development

Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

Activity Description

Yes  No:

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

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No:

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Scattered Site 1b. Development (project) number: PA-009-013, 14, 15, 16, 17
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (23/10/1995)
5. Number of units affected: 60 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

1. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: It will be the same as our current Homeownership Program

**12. PHA Community Service and Self-sufficiency Programs**

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe): In process of negotiating cooperation Agreement. See letter attached (Attachment E).

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social Self-Sufficiency Programs

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

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (Waiting list/random selection/specific criteria/other)	Access (Development office / PHA main office / other provider name)	Eligibility (Public housing or Section 8 participants or both)
Job Bank	Varies	Open	Management Offices	Both
Computer Learning Centers	600	Open	Community Prevention Partnership	PH
Employment Training	Varies	Open	Hispanic Center	PH

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**Statement For The Annual Plan – Community Service**

The RHA will administer qualifying Community Service or Economic Self-sufficiency activities directly, through a contract, and through partnerships with qualified organization, including resident organizations, and community agencies or institutions. A list of agencies that offer opportunities and the types of activities to fulfill community service requirements will be made available to residents.

Beginning with the April 1, 2001 annual re-certifications, the RHA will determine which family members are subject to or exempt from the service requirement.

A lease addendum will be prepared to describe the service requirement and list the family members who are and who are not subject to the service requirements. It shall specify that noncompliance with the service requirement is grounds for non-renewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term. The RHA will notify a tenant if they are noncompliant or violate the service requirement and by written agreement attempt to make the resident compliant.

The RHA policy for Community Service and Economic Self-sufficiency requirements for public housing residents will:

- Include a written description of the service requirement
- Describe the process for claiming status as an exempt person and for RHA verification of such status
- Describe how the RHA determines which family members are subject to or exempt from the service requirement, and the process for determining any changes to exempt or nonexempt status of family members and their notification.
- Include RHA review of family compliance with the service requirement to verify such compliance annually at least 30 days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the RHA, the RHA shall obtain verification of family compliance from such third party.
- Require documentation of service require performance or exemption in participant files.
- Be compliant with non-discrimination and equal opportunity requirements listed at 24 CFR 5.105(a).
- Include a cooperative agreement with TANF agencies to assist the RHA verifying resident' status.

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

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

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

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

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

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

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



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

- A. Oakbrook Homes
- B. Glenside Homes
- C. Hensler Homes
- D. Kennedy Towers
- E. Franklin Tower
- F. Rhodes Apartments
- G. Eisenhower Apartments
- H. Hubert Apartments

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

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

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

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

- A. Oakbrook Homes.
- B. Glenside Homes
- C. Hensler Homes
- D. Eisenhower Apartments
- E. Rhodes Apartments
- F. Kennedy Towers
- G. Franklin Towers
- H. Hubert Apartments

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence) but they have not been used extensively in the past.
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below) CPTED assessment.

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

- A. Oakbrook Homes
- B. Glenside Homes
- C. Hensler Homes
- D. Rhodes Apartments
- E. Hubert Apartments

- F. Franklin Tower
- G. Eisenhower Apartments
- H. Kennedy Towers

## **14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **Statement For The Annual Plan – Pet Policy**

The Pet Policy pertains to all residents of the RHA. All residents of the RHA are eligible to own pets.

Only common household pets defined as cats, dogs, goldfish, tropical fish, or turtles and commercially sold birds will be allowed in the Franklin, Kennedy, Rhodes, Eisenhower, Hubert and Hensler Communities. Only common household pets defined as goldfish, tropical fish or turtles and commercially sold birds will be allowed in the Glenside, Oakbrook and Scattered Site Communities, with the exception of those dogs and cats that are already grandfathered in. No dangerous or intimidating pets, i.e., Pit-bull dogs, Rottweiler dogs, or Doberman pincher dogs, will be permitted. The number and size of pets, where allowed, is as follows:

- One dog not to exceed 25 pounds and 14 inches tall at the top of the shoulder or,
- One cat not to exceed 15 pounds or,
- Two birds or,
- One ten-gallon fish tank.

The Pet Permit Application must include the following information:

- Description of animal
- Emergency contact person
- Color photo of animal(s)
- Proof of insurance coverage
- Medical history of the animal

A \$50.00 deposit that will be applied to the Pet Security Deposit must accompany the application. A Pet Security Deposit will be held on deposit to cover any damages caused by a pet. Pet owners must place on deposit \$300 for dogs and cats (\$10 a month will be charged to the resident until the appropriate amount is reached). The deposit, less any costs, will be returned to the resident upon the pet permanently leaving the premises.

A non-refundable monthly administration fee will be charged to cover operating costs. \$5 will be charged for dogs and cats in family developments only and \$2 for fish tanks with electric heat and/or pumps in all developments.

Dogs and cats must

- Be at least 6 months old and completely housebroken
- Be licensed by proper local authority
- Be neutered or spayed
- Be properly immunized
- Not be left alone for more than 12 hours
- Be exercised or curbed off the premises of the RHA

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

Pet Policy

Security

Other: (list below):

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe) The Reading Housing Authority has had a Resident on the Board of Commissioners for a number of years and that resident continues to be on the Board. The Reading Housing Authority sees no reason to have an election for a resident on the Board of Commissioners when a resident also serves on the Board. Furthermore, the current Resident Commissioner also is the President of the Glenside Resident Council who was elected for that position and should be acceptable.

However, if the present resident Board member retires or resigns from the Board, RHA will then conduct a RHA wide election for a resident Board member and will then recommend appointment by the Mayor and City Council of the City of Reading. It will then be up to them to appoint our selection.

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list):

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list):

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: - The City of Reading, Berks County, Pennsylvania

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below):
- Other (list below): The City of Reading revised its' Consolidated Plan in the summer of 2000 for the period 9/1/00 – 8/31/01 and the Reading Housing Authority was an active participant in that process. Furthermore, it has been determined that this plan is consistent with the current Consolidated Plan.
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:  
(describe below)           None submitted to RHA.

**D. Other Information Required by HUD**

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

**Attachments**

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

- Attachment E – Changes to the Transfer and Pet Policies respectively
- Attachment F - Reading Housing Authority Organizational Chart
- Attachment G – Cooperative Agreement with TANF Agency
- Attachment H – Newspaper Ad for Public Meeting and Meeting Attendance

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 2002 FFY of Grant Approval: (05/2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$0
3	1408 Management Improvements	\$75,000
4	1410 Administration	\$100,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$50,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$2,720,401
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Non-dwelling Structures	\$0
13	1475 Non-dwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$0
19	1502 Contingency	\$0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,945,401</b>
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

**ANNUAL STATEMENT**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-002/6/8 Hensler Homes Rhodes and Eisenhower Apts.	Installation of new windows and balcony doors	1460	\$500,000
PA26-P009-003 Oakbrook Homes	Install New Roofs	1460	\$600,000
	Installation of individual boilers and kitchen modernization	1460	\$1,000,000
PA26-P009-004/5/6/8/10 Franklin and Kennedy Towers, Rhodes, Eisenhower and Hubert Apts.	Interior Design	1460	\$275,000
RHA Wide	Security Cameras	1460	\$200,000
PA26-P009-001/2/3 Glenside, Hensler, Oakbrook Homes	Installation of fencing	1460	\$145,401
RHA Wide	Cost for A&E design of capital items	1430	\$50,000
RHA Wide	Management Improvements; continuing hardware and software upgrades	1408	\$75,000
RHA Wide	Administrative Costs	1410	\$100,000
	<b>Total Cost for 2001</b>		<b>\$2,945,401</b>

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-P009-002/6/8 Install new windows	2004	2005
PA26-P009-003 Install new roofs	2004	2005
Installation of individual boilers and kitchen modernization	2004	2005
PA26-P009-004/5/6/8/010 Interior Design	2004	2005
RHA Wide Camera Upgrade	2004	2005
Installation of individual boilers and kitchen modernization	2004	2005
PA26-009-001/2/3 Install fencing	2004	2005
RHA Wide Management Improvements	2004	2005
RHA Wide Development Cost	2004	2005
RHA Admin Cost	2004	2005

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from



Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

## 5 - Year Action Plan Tables

<b>Development Number:</b> PA26-009-001	<b>Development Name</b> (Or indicate PHA wide) Glenside Homes	<b>Number Vacant</b> Units: 8	<b>% Vacancies In Development:</b> 2%
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<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Screen Doors	\$ 500,000	2003
Vinyl Floor Replacement	\$ 300,000	2003
Replace office air conditioners	\$ 37,884	2004
Masonry lintel and sill repair/replacement	\$1,250,000	2005
Install exhaust fans	\$ 200,000	2005
Install new back porches	\$ 280,780	2005
Underground Electric	\$ 225,000	2006
<b>Total estimated cost over next 5 years</b>	<b>\$2,793,664</b>	

**Table Library**



## 5 - Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units: 1	% Vacancies In Development: 2%
PA26-009-002	Hensler Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Refurbish Community Building		\$ 180,000	2003
Electrical and lighting upgrades		\$ 85,714	2004
Install new windows and boilers		\$600,000	2005
Rehabilitate kitchens		\$266,470	2006
<b>Total estimated cost over next 5 years</b>		<b>\$ 1,132,184</b>	

## 5 Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units: 32	% Vacancies In Development: 6%
PA26-009-003	Oakbrook Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Refurbish and upgrade resident community space		\$ 300,000	2003
Install new back porches		\$ 374,400	2004
Redesign and construction of office space		\$ 50,000	2005
Remove oil tank and boiler		\$ 120,000	2006
Install new storm drains		\$ 250,000	2006
Foundation upgrade		\$ 450,000	2006
Floor replacement		\$ 500,000	2006
<b>Total estimated cost over next 5 years</b>		<b>\$ 2,044,400</b>	

## 5-Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant	% Vacancies In Development: 2%
PA26-009-004	Franklin Tower	Units: 1	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Community Space Upgrades		\$ 30,000	2003
Circuit breaker replacements		\$ 51,766	2004
Lighting and related safety upgrades		\$ 100,000	2004
Replace Community Space air conditioners		\$ 35,884	2004
High Rise fire safety improvements		\$ 50,000	2004
Replace emergency generators		\$ 75,000	2004
Waterproofing and masonry repair		\$ 75,000	2004
Install new kitchens		\$ 108,217	2006
<b>Total estimated cost over next 5 years</b>		<b>\$ 525,867</b>	

### 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-005	<b>Development Name</b> (Or indicate PHA wide) Kennedy Towers	<b>Number Vacant</b> Units: 9	<b>% Vacancies</b> In Development: 6%
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Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year
Curtain Wall replacement	\$ 75,000	2003
Community Space Upgrades	\$ 30,000	2003
Bathroom Modernization	\$ 514,650	2003
Circuit Breaker replacement	\$ 64,650	2004
Lighting and related Electrical replacement	\$ 100,000	2004
Replace Community Space Air conditioners	\$ 35,884	2004
High Rise Fire Safety Improvements	\$ 50,000	2004
Waterproofing and masonry Repair	\$ 37,500	2004
Conversion of efficiencies to one bedroom	\$ 100,000	2005
Install new kitchens	\$ 350,527	2006
<b>Total estimated cost over next 5 years</b>	<b>\$1,358,211</b>	



### 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-006	<b>Development Name</b> (Or indicate PHA wide) Rhodes Apartments	<b>Number Vacant</b> Units: 11	<b>% Vacancies In Development: 7%</b>
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Community Space Upgrades		\$ 30,000	2003
Circuit Breaker replacement		\$ 64,650	2003
Install new energy efficient boilers		\$ 142,500	2003
Lighting and related Electrical replacement		\$ 100,000	2004
Replace Community Space Air conditioners		\$ 35,884	2004
High Rise Fire Safety Improvements		\$ 50,000	2004
Conversion of efficiencies to one bedroom		\$ 100,000	2005
Expand parking lot		\$ 75,000	2005
Install new kitchens		\$ 300,203	2006
<b>Total estimated cost over next 5 years</b>		<b>\$898,237</b>	

## 5-Year Action Plan Tables

<b>Development Number</b> PA26-009-008	<b>Development Name</b> (Or indicate PHA wide) Eisenhower Apartments	<b>Number Vacant</b> Units: 11	<b>% Vacancies In Development: 7%</b>
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<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Community Space Upgrades	\$ 30,000	2003
Install new energy efficient boilers	\$ 142,000	2003
Circuit Breaker replacement	\$ 64,650	2004
Lighting and related Electrical replacement	\$ 100,000	2004
Replace Community Space Air conditioners	\$ 35,884	2004
High Rise Fire Safety Improvements	\$ 50,000	2004
Conversion of efficiencies to one bedroom	\$ 100,000	2005
Expand parking lot	\$ 75,000	2005
Install new kitchens	\$ 300,203	2006
<b>Total estimated cost over next 5 years</b>	<b>\$897,737</b>	

## 5-Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units: 5	% Vacancies In Development: 7%	
PA26-009-010	Hubert Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date HA Fiscal Year
Community Space Upgrades			\$ 60,000	2003
Bathroom modernization			\$ 206,220	2003
Circuit breaker replacement			\$ 30,000	2004
Lighting and related electrical replacement			\$ 100,000	2004
Replace Community Space air conditioners			\$ 64,650	2004
High Rise fire safety improvements			\$ 100,000	2004
Conversion of efficiencies to one bedroom			\$ 500,000	2005
Redesign and construction of office space			\$ 50,000	2005
Install new kitchens			\$ 100,627	2006
<b>Total estimated cost over next 5 years</b>			<b>\$1,211,497</b>	

**5-Year Action Plan Tables**

<b>Development Number</b> PA26-009-013	<b>Development Name</b> (Or indicate PHA wide) Scattered Site Units	<b>Number Vacant</b> Units: 0	<b>% Vacancies In Development: 0</b>
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<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years)	\$ 5,000	As needed

<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies In Development: 28%</b>	
PA26-009-014	Scattered Site Units	Units: 2		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years)			\$ 5,000	As needed

<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies In Development: 15%</b>
PA26-009-015	Scattered Site Units	Units: 3	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years)			\$ 5,000
<b>Total estimated cost over next 5 years</b>			<b>\$5,000</b>

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**5-Year Action Plan Tables**

Development Number	Development Name (Or indicate PHA wide)	Number Vacant	% Vacancies In Development: 33%	Estimated Cost	Planned Start Date HA Fiscal Year
PA26-009-016	Scattered Site Units	Units: 1			
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)				\$ 5,000	

<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancies In Development</b>	
PA26-009-017	Scattered Site Units	Units: N/A		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years)			\$5,000	As needed



<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

### 5-Year Action Plan Tables

Development Number PA26-009- Wide Management Improvements/Admin Costs and A&E costs	Development Name (Or indicate PHA wide) RHA Wide	Number Vacant Units	% Vacancies In Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date HA Fiscal Year
RHA wide A&E costs			\$ 100,000	2003
RHA wide A&E costs			\$ 100,000	2004
RHA wide A&E costs			\$ 100,000	2005
RHA wide A&E costs			\$ 100,000	2006
RHA wide Management Improvement costs			\$ 100,000	2003
RHA wide Management Improvement costs			\$ 150,000	2004
RHA wide Management Improvement costs			\$ 150,000	2005
RHA wide Management Improvement costs			\$ 150,000	2006
RHA wide Administrative Costs			\$ 50,000	2003

RHA wide Administrative Costs	\$ 50,000	2004
RHA wide Administrative Costs	\$ 50,000	2005
RHA wide Administrative Costs	\$ 50,000	2006
RHA Development Costs	\$100,000	2003
RHA Development Costs	\$100,000	2004
RHA Development Costs	\$100,000	2005
RHA Development Costs.	\$100,000	2006
<b>Total estimated cost over next 5 years</b>	<b>\$1,550,000</b>	

### 5 Year Action Plan Tables

Development Number	Development Name (Or indicate PHA wide)	Number Vacant	% Vacancies In Development	Estimated Cost	Planned Start Date HA Fiscal Year
PA26-009	HA Wide Improvements	Units: N/A			
<b>Description of Needed Physical Improvements or Management Improvements</b>					
	Concrete Repairs/Replacement			\$150,000	2003
	Concrete Repairs/Replacement			\$150,000	2004
	Concrete Repairs/Replacement			\$150,000	2005
	Concrete Repairs/Replacement			\$150,000	2006
	Masonry Repairs and Waterproofing			\$100,000	2003
	Masonry Repairs and Waterproofing			\$100,000	2004
	Masonry Repairs and Waterproofing			\$100,000	2005
	Masonry Repairs and Waterproofing			\$100,000	2006

<b>Total estimated cost over next 5 years</b>	<b>\$1,000,000</b>	

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / Disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
PA26-001	400							
PA26-002	102							
PA26-003	526							
PA26-004	48							
PA26-005	146							
PA26-006	156							
PA26-008	156							
PA26-010	70							
PA26-013	2						2	
PA26-014	3			1			3	

**Table Library**

PA26-015	11						11	
PA26-016	1						1	
PA26-017	20						19	

**Table Library**

## **Attachment A**

### **Revisions to Public Housing Admissions and Continued Occupancy Policy (ACOP)**

#### **Section VIII Managing the Waiting List**

**ADD:**

- 4A(1)

The RHA will annually, at the preparation of the Annual Plan, determine whether each of its' covered developments fall above, within, or below the Established Income Range in accordance with current HUD rules in 24CFR903.2.

- 4A(2)

Where it is determined that a covered development falls outside the Established Income Range (EIR) the RHA will take the following actions:

- a. Encourage families with income below the EIR to accept units in developments with incomes above the EIR, or visa versa, thru affirmative marketing plans or added amenities.
- b. Targeting investment and capital improvements toward developments with an average income below the EIR and encourage applicant families whose income is above the EIR to accept units in those developments.

### **Revisions to Section 8 Administrative Plan**

#### **Owner Outreach**

**ADD:**

- The Reading Housing Authority will encourage participation by owners of units outside areas of poverty or minority concentrations as identified by the City of Reading Consolidated Plan.

The Reading Housing Authority will make a concerted effort to inform participant owners and the prospective owners community of applicable regulatory and legislative changes that have made the Housing Choice Voucher Program more desirable.

The Reading Housing Authority will seek exception payment standard amounts where appropriate.

**Attachment E**  
**Additional Policy Changes**

**Public Housing ACOP**

Section XVIII Transfer Policy

ADD:

- 2A(2)

To provide Alternate Public Housing for residents of scattered sites who are no longer willing or eligible to participate in the RHA Homeownership Program but who are compliant with their lease

Section XI Pet Policy

REVISION:

- Dogs and cats will no longer be accepted into Glenside and Oakbrook Homes

Section VIII Managing The Waiting List

DELETE:

- 5C

“... and are not receiving Section 8 assistance from the Reading Housing Authority.”

**Section 8 Administrative Plan**

Section VIII Managing The Waiting List

- 5D

“... and are not receiving Housing Assistance from the RHA.”

## Attachment C

### **RHA Response to RAB Members Recommendations:**

#### **Recommendation:**

- Security at the front door of the High Rise buildings; safety patrol for residents, particularly on Thursday, Friday, Saturday and Sunday nights between the hours of 10:00 p.m. and 7:00 a.m.

#### **Response:**

- The RHA Administrative Assistant for Public Housing recently attended training on resident patrols. The Authority plans to encourage the formation of resident patrols. Our Drug Elimination Plan for 2002 has set aside \$20,000 for this effort.

#### **Recommendation:**

- Only residents shall be admitted to the High Rise buildings after 9:00 p.m.; people should not be “buzzed” into High Rise buildings after 12:00 a.m. (midnight); try to stop the “trouble makers”; all visitors should use the visitor phone.

#### **Response:**

- The RHA will hold residents responsible through lease enforcement for anyone they allow into a High Rise building (other than another resident of that building).

#### **Recommendation:**

- Fence extension at the front of Franklin Towers with wire on top; enclose the courtyard and use a special card or key to gain entry.

#### **Response:**

- The RHA will be looking into fencing off the courtyard and installing a gate. However, we will not be installing wire on the top of the fencing.

#### **Recommendation:**

- Camera should be placed so that you can see the parking lot; the camera's are not clear; install more security cameras.

## Attachment C

### **Response:**

- Camera upgrades and installation of more cameras are a part of this plan. The specifics have yet to be determined.

### **Recommendation:**

- Do not allow street people to sleep in front of the buildings.

### **Response:**

- Our contract with the City of Reading Police specifically empowers them to warn or arrest unauthorized visitors to Authority premises. Residents should report all incidents to the police; get the badge number of the officer taking the report; and report to the Public Housing Manager if police don't respond.

### **Recommendation:**

- Increase the rent by \$5.00 and install air conditioning throughout the building.

### **Response:**

- The construction of the building makes it difficult to adapt to central air conditioning, therefore very expensive and cost prohibitive at this time.

### **Recommendation:**

- Install door sweep on the bottom of apartment doors to keep the cold air out in the winter.

### **Response:**

- The RHA will address this situation on a case by case basis and inquiries should be made to the management.

### **Recommendation:**

- New kitchens installed in all High Rise apartments.

### **Response:**

- Kitchens are a part of the annual plan.



## Attachment C

### **Recommendation:**

- Install an extension in the fencing for Eisenhower and Rhodes Apartments. The extension would run from 8<sup>th</sup> and Franklin Street to 9<sup>th</sup> and Franklin Street.

### **Response:**

- Due to fire code in the City of Reading, we are unable to install fencing in these areas.

### **Recommendation:**

- Explore the possibility of a guard on duty at the High Rise buildings.

### **Response:**

- The cost of having a guard on duty at the High Rise buildings is cost prohibitive.

### **Recommendation:**

- Faster closing time for the front doors of the High Rise buildings.

### **Response:**

- The door closures on the buildings are set to ADA standards.

### **Recommendation:**

- All information posted shall be kept up to date and all items posted in English and Spanish.

### **Response:**

- Information that is posted for the residents benefit will be kept current and posted in Spanish when possible.

### **Recommendation:**

- Meetings with residents at least twice a month having either Jack or Stacy in attendance or someone from Management. Minutes shall be taken at each meeting and given to each resident.

## Attachment C

### **Response:**

- Resident Council's normally meet monthly, but may meet more frequently. Someone from Management and/or Resident Services will be glad to attend any meeting to which they are invited. Minutes are taken for Resident Council meetings.

### **Recommendation:**

- Install new screen doors at Hubert Apartments.

### **Response:**

- RHA will investigate the condition of the doors and possibly add to the budget.

### **Recommendation:**

- Apartment doors at Hubert are hollow wood and should be changed to steel, as they are easy to break into.

### **Response:**

- The doors are not hollow wood. The doors are a fire rated composite door with wood veneer and the RHA has not had any security problems with them.

### **Recommendation:**

- Paneling at Hubert is splitting and should be changed.

### **Response:**

- Paneling may be replaced on an as needed basis as a result of annual inspection.

### **Recommendation:**

- Install signs with "Private Property - \$300 fine if trespassing or kids playing ball on the lawn"

### **Response:**

- RHA will examine all signage for appropriateness.

## Attachment C

### **Recommendation:**

Return the preferences to the Tenant Selection Process. The Preferences should read as follows:

- Homelessness
- Deplorable living conditions (as dictated by HUD's standards)
- Rent burden, rent exceeding 50% of monthly gross income
- People already living in the city over residents of the county
- People already living in the county over PA state residents

### **Response:**

- Homelessness was the top preference for Section 8 and, as it turned out, only the homeless were being assisted, others who were also in need of housing had no opportunity. Therefore, the preferences were dropped and the list became first come first serve.

Displaced families/individuals is the top preference for Public Housing as it relates to placarded units, or in other words, action by a government entity.

Homelessness and rent burden were grouped together as the top preference for Public Housing, after placarding. This preference was dropped when the Federal Government no longer mandated the preference. As it turns out, the vast majority of new resident to Public Housing without using the preferences, are homeless and rent burdened.

### **Recommendation:**

- Residents would like to be transferred to other units without having to get doctors notes in order to do so.

### **Response:**

- Transfers are allowed for a variety of reasons including safety. The transfer policy of the RHA is outlined in the Admissions and Continued Occupancy Policy that is posted in each development. Contact your manager about the transfer policy.

### **Recommendation:**

- Install suggestion boxes in each high rise building so that residents can remain anonymous in making suggestions for improvements. This

## Attachment C

information should be made available to the Resident Council and reviewed before the next Resident Council meeting.

### **Response:**

- The RHA will install suggestion boxes to be opened by Resident Council or management in the event that there is no Resident Council.

### **Recommendation:**

- Have police, with a drug-sniffing dog, conduct random checks of the units.

### **Response:**

- The RHA will work closely with police to prevent/eliminate drug use and drug dealing in our developments. This recommendation will be presented to the police.

### **Recommendation:**

- Police should patrol streets near the corner of Fourth and Spruce so that they can control the “illegal parking” situation with cars parking in the bus area. Handicap people do not have any place to park.

### **Response:**

- The RHA will approach the City about creating handicapped parking spaces to be used by visitors.

### **Recommendation:**

- Kennedy Community Room needs to be updated with ceiling fans to control the heat and new decorations for the holidays.

### **Response:**

- The community rooms of all High Rise buildings will be redecorated in the near future. The installation of ceiling fans will need to be considered as a new item. Holiday decorations are the responsibility of the residents or Resident Council.

## Attachment C

### **Recommendation:**

- Residents interested in gaining employment with the RHA should obtain Civil Service status so they can be considered for positions that may become available.

### **Response:**

- HUD encourages the hiring of residents. The RHA has complied by hiring several residents through an on the job training program whereby they gain civil service status for which they wouldn't originally qualify.

### **Recommendation:**

- RHA should attempt to bridge the gap between residents in the High Rise's by having the residents become more involved with their community and get them out of their apartments. The RHA could possibly have more activities for the residents.

### **Response:**

- The RHA will pursue programs that will enhance interpersonal relationships among our residents through the Resident Services Department.

### **Recommendation:**

- Is the resident's need for jobs and transportation to their jobs addressed in the Annual Plan?

### **Response:**

- Information about residents' need for job and transportation to job is not part of any component for the Annual Plan. The RHA does participate in job fairs and Section 3 for hiring residents.

### **Recommendation:**

- What is the per unit amount that the RHA is spending on tenant participation? When the plan says per unit amount, is it speaking about each development as a unit or is it each individual unit?

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### **Response:**

- The budgeted amount is for all Resident Council's combined and the per unit cost refers to each dwelling unit.

### **Recommendation:**

- Instead of fencing in the yards, why doesn't the RHA spend some money on making the Oakbrook Administration Building handicap accessible? The installation of an elevator and a ramp will make it possible for people confined to wheelchairs or with a handicap to handle their own business in the office without having to depend on others. Would it be possible to use the \$50,000 allocated for redesign of office space in Oakbrook towards this effort?

### **Response:**

- The RHA is in the process of hiring an architect/engineer to redesign the Oakbrook and Glenside offices. Discussions about the redesign have included accessibility.

### **Recommendation:**

- Line item 9110 – Reimbursement of Law Enforcement – \$120,000. Why are the police getting paid such a large amount to do nothing more than is done in the downtown area? Why can't we demand better service if we're required to pay for it?

### **Response:**

- The RHA is working with the police for community policing in Glenside and Oakbrook and more visible patrols in the High Rise buildings.

### **Recommendation:**

- Install a quarter machine and a stamp machine in the laundry room at each high rise. This request is so that elderly people, who cannot make it out to the post office, can get stamps easily.

### **Response:**

- The current vendor that supplies the laundry machines has refused to install change machines. The RHA intends to take over the laundry facilities in the near future. Change machines will be considered at that time. Please rely on friends or neighbors to purchase stamps.

## Attachment C

### **Recommendation:**

- Install phone jacks in the Community Rooms of the High Rise buildings so that the election workers have access to a telephone in the event the polling machines are broken. The Berks County Courthouse will provide the telephone.

### **Response:**

- This will be considered in the design of the new phone system.

### **Recommendation:**

- In coordination with a voluntary Tenant Patrol, is there a possibility of tenants who volunteer receiving a reduced rent while performing their patrol duties. The tenants feel that the volunteers will be abundant at the beginning of the formation of the patrol and then fall by the way side after the excitement has worn off.

### **Response:**

- Although the RHA will not reduce rent, a volunteer for Tenant Patrol will receive credit toward the Community Service requirement.

### **Recommendation:**

- The exits should be "hooked" to the elevator system. When the elevator comes down, the exit doors will be able to open, especially the front "exit".

### **Response:**

- This request is not practical. Some residents do not use front or rear exits when they come down in the elevator. They could be going to get mail or in the Community Room and the exits would be open needlessly.