

Reading Housing Authority

Annual Plan

5-Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

PHA Plan
Agency Identification
5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

PHA Name: Reading Housing Authority

PHA Number: PA009

PHA Fiscal Year Beginning: (04/2003)

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 Reading Housing Authority 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.
- Reading Housing Authority's mission statement is outlined below:

MISSION STATEMENTS

1. The mission of 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 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. Reading Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of the City of Reading.
5. 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 standard or high performer.
2. Reading Housing Authority shall continue to make our public housing units more marketable to the community as evidenced by an improvement in our resident satisfaction survey.
3. Reading Housing Authority shall achieve and sustain an occupancy rate of 97% by December 31, 2004.
4. 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.

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. Reading Housing Authority shall assist families to move from renting to homeownership.
2. Reading Housing Authority or its Non Profit will apply for its first tax-credit allocation in the next five years or sooner.
3. Reading Housing Authority shall construct one new affordable housing rental community without public housing development funds by December 31, 2004.
4. Reading Housing Authority shall build or acquire 20 units for homeownership by December 31, 2004.
5. The non-profit or for profit organization will 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. Reading Housing Authority shall achieve a level of customer satisfaction that gives the agency a higher score than the previous year in this element of the Public Housing Assessment System.
2. 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.
3. Reading Housing Authority shall become a more customer-oriented organization by providing at least one continuing education session directed toward customer service.

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. Reading Housing Authority shall continue to enhance the security and reduce crime of the public housing developments through the innovative use of security cameras, fencing, landscaping, resident patrols and by adding three Community Police Officers.

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. Reading Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.

2. Reading Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
3. Reading Housing Authority shall continue to attract new landlords who want to participate in the program.
4. Reading Housing Authority shall hold a Landlord information program each year to provide information on the Section 8 program to attract new landlords to participate in its program.

MAINTENANCE ISSUES

Goals

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

Objectives

1. Reading Housing Authority shall review and revise, as needed, its current preventative maintenance plan.
2. Reading Housing Authority will use available funding to provide an appealing, up-to-date, environment in its developments.
3. Reading Housing Authority shall continue to maintain an average response time of under thirty-days 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.

Objectives

1. Reading Housing Authority shall expand the choices available to Section 8 participants by attracting landlords from all sections of the City to participate in the program.
2. The Reading Housing Authority shall adhere to the Section 3 regulations.

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. 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. Reading Housing Authority's leadership shall speak to at least two civic, religious, or fraternal groups, each year, to explain Reading Housing Authority's programs.
2. 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. 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 alternate sources of funding for the expansion of our social service programs.

Annual PHA Plan
PHA Fiscal Year 2003

[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 in need and eligible.
- F. Enhance the image of public housing within the City of Reading.

Our Annual Plan is based on the premise that by accomplishing 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. The plan includes information on the following:

- Admissions and Continued Occupancy Policy (ACOP).
- Capital Fund program.
- Extermination Policy.
- Operating Budget.
- Section 8 Administrative Plan.
- Homeownership Program.
- Procurement Policy.

In summary, Reading Housing Authority is on course to improve the condition of affordable housing in Reading.

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 2003 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 |
| 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 |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------|--|---|
| 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 |
| | 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: Reading City, PA | | Source of Data CHAS Data Book | | | | Data Current as of: 1990 | | | |
|--|---------------------------------|---|---------------------------|----------------------|---------------|------------------------------------|------------------|--------------|------------------|
| | Renters | | | | | Owners | | | |
| Household by Type, Income, & Housing Problem | 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 | Total Households |
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) |
| 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% |
| 10. Other Low-Income (51 to 80% MFI) | 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% |

| | | | | | | | | | |
|--|-------|-------|-------|-------|--------|-------|--------|--------|--------|
| 14. Moderate Income (81 to 95% MFI) | 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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|---------------|------|----------|
| 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.

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing as of 9/11/02 | | | |
| <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 | 996 | | |
| Extremely low income <=30% AMI | 817 | 82% | |
| Very low income (>30% but <=50% AMI) | 129 | 13% | |
| Low income (>50% but <80% AMI) | 50 | 5% | |
| Families with children | 744 | 75% | |
| Elderly families | 23 | 2% | |
| Families with Disabilities | 229 | 23% | |
| Race/ethnicity w/nh | 196 | 20% | |
| Race/ethnicity w/h | 696 | 70% | |
| Race/ethnicity b | 103 | 10% | |
| Race/ethnicity Amer. Indian/Asian | 1 | | |
| Characteristics by Bedroom Size (Public Housing Only) 1B/R Elderly 1BRE | 125 | 12% | 114 |
| 1BR | 196 | 20% | 85 |
| 2 BR | 365 | 37% | 79 |
| 3 BR | 252 | 25% | 50 |
| 4 BR | 57 | 6% | 8 |
| 5 BR | 1 | | 3 |
| 5+ BR | 0 | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance 9/11/02
 Public Housing as of
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

| | # Of families | % Of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| Waiting list total | 829 | | |
| Extremely low income <=30% AMI | 753 | 91% | |
| Very low income (>30% but <=50% AMI) | 46 | 5% | |
| Low income (>50% but <80% AMI) | 30 | 4% | |
| Families with children | 592 | 71% | |
| Elderly families | 43 | 5% | |
| Families with Disabilities | 174 | 21% | |
| Race/ethnicity w/nh | 211 | 25% | |
| Race/ethnicity w/h | 493 | 59% | |
| Race/ethnicity b | 122 | 15% | |
| Race/ethnicity Amer. Indian/Asian | 3 | 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 | | | |

Is the waiting list closed (select one)? No 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? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No 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.

| Financial Resources: Planned Sources and Uses | | | | |
|---|------------------------|-----------------------------|---------------------|---------------------|
| Sources | Planned \$ | Planned Uses | Planned Uses | Planned Uses |
| 1. Federal Grants (FY 2003 grants) | | | | |
| a) Public Housing Operating Fund | \$3,813,566.00 | | | |
| b) Public Housing Capital Fund | \$2,783,061.00 | | | |
| c) HOPE VI Revitalization | \$0 | | | |
| d) HOPE VI Demolition | \$0 | | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$2,960,499.00 | | | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | \$0 | | | |
| g) Resident Opportunity and Self- Sufficiency Grants | \$200,000.00 | | | |
| h) Community Development Block Grant | \$0 | | | |
| i) HOME | \$0 | | | |
| Other Federal Grants (list below) | \$0 | | | |
| | | | | |
| 2. Prior Year Federal Grants (un- obligated funds only) (list below) | Total | Drug Elimination | Construction | Development |
| 1995 | \$683,661.00 | | | \$683,661.00 |
| 2001 | \$499,733.00 | \$181,041.00 | \$318,692.00 | |
| 3. Public Housing Dwelling Rental | | | | |
| Income | \$3,328,102.00 | | | |
| | | | | |
| 4. Other income (list below) | | | | |
| Interest | \$143,384.00 | | | |
| Laundry, Office Rent, Tenant Charges | \$100,200.00 | | | |
| 4. Non-federal sources (list below) | \$0 | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Resources | \$14,512,206.00 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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?

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.

Former Federal preferences:

- 2 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
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source: 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 the Tenant Placement Office, 815 Franklin Street, Reading, PA 19602; Phone 610-376-2422

(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)

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:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 3 Victims of domestic violence

Other preferences (select all that apply)

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

4. 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

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.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(Select one)

- An 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.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| 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): Tennant Placement Office

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):

Tenant Placement Office

815 Franklin Street

Reading, PA. 19602

(610) 376-2422

Section 8 Office

120 South Sixth Street

Reading, PA 19602

(610) 373-5088

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 III
Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2003 FFY of Grant Approval: (05/2003)

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 | \$100,000 |
| 4 | 1410 Administration | \$50,000 |
| 5 | 1411 Audit | \$0 |
| 6 | 1415 Liquidated Damages | \$0 |
| 7 | 1430 Fees and Costs | \$100,000 |
| 8 | 1440 Site Acquisition | \$0 |
| 9 | 1450 Site Improvement | \$0 |
| 10 | 1460 Dwelling Structures | \$2,533,061 |
| 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 | Amount of Annual Grant (Sum of lines 2-19) | \$2,783,061 |
| 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-P009-001/2/4/6/8 Glenside, Hensler Homes; Franklin Tower; Rhodes and Eisenhower Apts. | Installation of new windows and balcony doors. Glenside 18 buildings; Hensler 102 units; Franklin 30 units; Rhodes 156 units; Eisenhower 156 units. | 1460 | \$612,340 |
| PA26-P009-001 Glenside Homes | Replace lintels and repair exterior walls on 2 buildings | 1460 | \$250,000 |
| Glenside Homes | Installation of 692 screen doors | 1460 | \$276,800 |
| Glenside Homes | Installation of 400 bathroom fans and vents | 1460 | \$180,000 |
| PA26-P009-002 Hensler Homes | Replacement of 102 gas furnaces and hot water heaters. Upgrade of electrical distribution and panels | 1460 | \$665,870 |
| PA26-P009-010 Hubert Apartments | Bathroom modernization of 70 units | 1460 | \$180,000 |
| RHA Wide | Installation of 54 Security Cameras with new control equipment | 1460 | \$200,000 |
| RHA Wide | Fences in 6 courtyards | 1460 | \$168,051 |
| RHA Wide | A&E Costs | 1430 | \$100,000 |
| RHA Wide | Management Improvements | 1408 | \$100,000 |
| RHA Wide | Administration Costs | 1410 | \$50,000 |
| Total Cost for 2003 | | | \$2,783,061 |

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 Hensler Homes Rhodes and Eisenhower Apts. Installation of new windows and balcony doors. Glenside 18 buildings; Hensler 102 units; Franklin 30 units; Rhodes 156 units; Eisenhower 156 units | 2005 | 2006 |
| PA26-P009-001 Glenside Homes Replace lintels and repair exterior walls on 2 buildings. | 2005 | 2006 |
| Glenside Homes Installation of 692 screen doors. | 2005 | 2006 |
| Glenside Homes Installation of 400 bathroom fans and vents. | 2005 | 2006 |
| PA26-P009-002 Hensler Homes Replacement of 102 gas furnaces and hot water heaters. Upgrade of electrical distribution and panels | 2005 | 2006 |
| PA26-P009-010 Hubert Apartments Bathroom Modernization of 70 units | 2005 | 2006 |
| RHA Wide Installation of 54 Security Cameras with new control and equipment | 2005 | 2006 |
| RHA Wide Fencing in 6n courtyards | 2005 | 2006 |
| RHA Wide A&E Costs | 2005 | 2006 |
| RHA Wide Management Improvements | 2005 | 2006 |
| RHA Wide Administrative Costs | 2005 | 2006 |

(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.

| 5-Year Action Plan Tables | | | |
|---|--|-----------------------------|--|
| Development Number: | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: |
| PA26-009-001 | Glenside Homes | 19 | 4.75% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Vinyl Floor Replacement in 200 Units | | \$ 300,000 | 2004 |
| Replace 2 office air conditioners | | \$ 37,884 | 2004 |
| Masonry Lintel and sill repair/replacement in 20 buildings | | \$ 1,000,000 | 2005 |
| Install new back porches in 200 Units | | \$ 280,780 | 2005 |
| Underground electric distribution | | \$ 225,000 | 2006 |
| Fencing of 12 courtyards | | \$ 300,000 | 2007 |
| Total estimated cost over next 5 years | | \$2,143,664 | |

| 5 Year Action Plan Tables | | | |
|---|--|-----------------------------|--|
| Development Number: | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: |
| PA26-009-002 | Hensler Homes | 1 | 1% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Refurbish One (1) Community Building | | \$ 180,000 | 2004 |
| Electrical and lighting upgrades in 102 Units | | \$ 85,714 | 2004 |
| Rehabilitate kitchens in 102 Units | | \$ 266,470 | 2005 |
| Fencing 8 Courtyards | | \$ 200,000 | 2006 |
| Underground Electrical Distribution | | \$ 200,000 | 2007 |
| Total estimated cost over next 5 years | | \$932,184 | |

| 5-Year Action Plan Tables | | | |
|---|--|-----------------------------|--|
| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: 4% |
| PA26-009-003 | Oakbrook Homes | Units: 21 | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Refurbish and Upgrade Resident Community Space in 3 buildings | | \$ 300,000 | 2004 |
| Redesign and construction of office space in 1 building | | \$ 50,000 | 2005 |
| Remove oil tank 2 and 3 boiler | | \$120,000 | 2006 |
| Install 2 new storm drains | | \$ 250,000 | 2006 |
| Foundation Upgrade in 66 buildings | | \$ 450,000 | 2006 |
| Floor Replacement in 130 units | | \$ 500,000 | 2006 |
| Fencing 6 courtyards | | \$ 200,000 | 2007 |
| Install 250 new back porches | | \$ 374,400 | 2007 |
| Total estimated cost over next 5 years | | \$ 2,244,400 | |

| 5-Year Action Plan Tables | | | |
|---|--|-----------------------------|--|
| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: |
| PA26-009-004 | Franklin Tower | 2 | 4.2% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Circuit Breaker Replacements in 48 units | | \$ 51,766 | 2004 |
| Lighting and related safety upgrades | | \$ 100,000 | 2004 |
| Replace 2 Community Space air conditioners | | \$ 35,884 | 2004 |
| High Rise fire safety improvements | | \$ 50,000 | 2004 |
| Replace 1 emergency generator | | \$ 75,000 | 2004 |
| Waterproofing and masonry repair | | \$ 75,000 | 2004 |
| Bathroom modernization in 48 units | | \$ 250,000 | 2005 |
| Install new kitchens in 48 units | | \$ 108,217 | 2006 |
| Sprinkler System Upgrade | | \$ 245,000 | 2007 |
| Community Space Upgrades | | \$ 41,600 | 2007 |
| Total estimated cost over next 5 years | | \$1,032,467 | |

| 5-Year Action Plan Tables | | | |
|---|--|-----------------------------|--|
| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: .7% |
| PA26-009-005 | Kennedy Towers | 1 | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Bathroom Modernization in 145 units | | \$ 514,650 | 2004 |
| Circuit Breaker Replacement in 145 units | | \$ 64,650 | 2004 |
| Lighting and Related Electrical Replacement in common hallways in 8 floors | | \$ 100,000 | 2004 |
| Replace 2 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 in 10 units | | \$ 100,000 | 2005 |
| Install new kitchens in 145 units | | \$ 350,527 | 2006 |
| Sprinkler System | | \$ 367,500 | 2007 |
| Replace 1 Emergency Generator | | \$ 60,000 | 2007 |
| Community Space Upgrades | | \$ 36,400 | 2007 |
| Total estimated cost over next 5 years | | \$1,717,111 | |

5-Year Action Plan Tables

| 5-Year Action Plan Tables | | | |
|--|--|----------------------|--------------------------------------|
| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: |
| PA26-009-006 | Rhodes Apartments | 5 | 3.2% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Circuit Breaker Replacement in 156 units | | \$ 64,650 | 2004 |
| Install 2 new energy efficient boilers | | \$ 142,500 | 2004 |
| Lighting and related Electrical replacement in common spaces 14 floors | | \$ 100,000 | 2004 |
| Replace 2 Community Space Air conditioners | | \$ 35,884 | 2004 |
| High Rise Fire Safety Improvements | | \$ 50,000 | 2004 |
| Conversion of efficiencies to one bedroom in 10 units | | \$ 100,000 | 2005 |
| Expand parking lot | | \$ 75,000 | 2005 |
| Install new kitchens in 156 units | | \$ 300,203 | 2006 |
| Bathroom modernization in 156 units | | \$ 514,650 | 2006 |
| Sprinkler System | | \$ 367,500 | 2007 |
| Replace 1 Emergency Generator | | \$ 60,000 | 2007 |
| Community Space Upgrade | | \$ 67,600 | 2007 |
| Total estimated cost over next 5 years | | \$1,877,987 | |

5-Year Action Plan Tables

| 5-Year Action Plan Tables | | | |
|---|--|----------------------|--------------------------------------|
| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: |
| PA26-009-008 | Eisenhower Apartments | 4 | 2.6% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Install 2 new energy efficient boilers | | \$ 142,500 | 2004 |
| Circuit Breaker replacement in 156 units | | \$ 64,650 | 2004 |
| Lighting and related Electrical replacement in common spaces on 14 floors | | \$ 100,000 | 2004 |
| Replace 2 Community Space Air conditioners | | \$ 35,884 | 2004 |
| High Rise Fire Safety Improvements | | \$ 50,000 | 2004 |
| Conversion of efficiencies to one bedroom in 10 units | | \$ 100,000 | 2005 |
| Expand parking lot | | \$ 75,000 | 2005 |
| Install new kitchens in 156 units | | \$ 300,203 | 2006 |
| Bathroom modernization in 156 units | | \$ 514,650 | 2006 |
| Sprinkler System | | \$ 367,500 | 2007 |
| Replace 1 Emergency Generator | | \$ 60,000 | 2007 |
| Community Space Upgrades | | \$ 67,600 | 2007 |
| Total estimated cost over next 5 years | | \$1,877,987 | |

5-Year Action Plan Tables

| Development Number: PA26-009-010 | Development Name (or indicate PHA wide) Hubert Apartments | Number Vacant Units: 5 | % Vacancies In Development: 7.1% |
|---|---|---------------------------|---|
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Circuit Breaker replacement in 70 units | | \$ 30,000 | 2004 |
| Lighting and related Electrical replacement common spaces on 8 floors | | \$ 100,000 | 2004 |
| Replace 2 Community Space Air conditioners | | \$ 64,650 | 2004 |
| High Rise Fire Safety Improvements | | \$ 100,000 | 2004 |
| Conversion of efficiencies to one bedroom in 5 units | | \$ 500,000 | 2005 |
| Redesign and construction of office space of one office | | \$ 50,000 | 2005 |
| Install new kitchens in 70 units | | \$ 100,627 | 2006 |
| Sprinkler System | | \$ 196,000 | 2007 |
| Community Space Upgrades | | \$ 36,400 | 2007 |
| Total estimated cost over next 5 years | | \$1,177,677 | |

5-Year Action Plan Tables

| Development Number PA26-009-013 | Development Name (Or indicate PHA wide) Scattered Site Units | Number Vacant Units: 1 | % Vacancies In Development: 50% |
|---|--|------------------------------|---|
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards | | \$ 5,000 | As needed |
| Total estimated cost over next 5 years | | \$5,000 | |

5-Year Action Plan Tables

| Development Number PA26-009-014 | Development Name (Or indicate PHA wide) Scattered Site Units | Number Vacant Units: 1 | % Vacancies In Development: 50% |
|---|--|------------------------------|---|
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards | | \$ 5,000 | As needed |
| Total estimated cost over next 5 years | | \$5,000 | |

| 5-Year Action Plan Tables | | | |
|---|---|-------------------------------|--|
| Development Number PA26-009-015 | Development Name (Or indicate PHA wide) Scattered Site Units | Number Vacant Units: 2 | % Vacancies In Development: 18.2% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards | | \$5,000 | As needed |
| Total estimated cost over next 5 years | | \$5,000 | |

| 5-Year Action Plan Tables | | | |
|---|---|-------------------------------|--|
| Development Number PA26-009-016 | Development Name (Or indicate PHA wide) Scattered Site Units | Number Vacant Units: 0 | % Vacancies In Development: 0% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards | | \$ 5,000 | As needed |
| Total estimated cost over next 5 years | | \$5,000 | |

| 5 Year Action Plan Tables | | | |
|---|---|-------------------------------|--|
| Development Number PA26-009-017 | Development Name (Or indicate PHA wide) Scattered Site Units | Number Vacant Units: 1 | % Vacancies In Development: 14.3% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards | | \$5,000 | As needed |
| Total estimated cost over next 5 years | | \$5,000 | |

5-Year Action Plan Tables

| Development Number PA26-009- RHA Wide Management Improvements/Admin Costs and A&E costs | | Development Name (Or indicate PHA wide) RHA Wide | | Number Vacant Units | |
|---|----------------|--|--|-------------------------------|--------------------|
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date HA Fiscal Year | | % Vacancies In Development | |
| 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 A&E cost | \$ 100,000 | 2007 | | | |
| RHA wide Management Improvement costs | \$ 100,000 | 2004 | | | |
| RHA wide Management Improvement costs | \$ 150,000 | 2005 | | | |
| RHA wide Management Improvement costs | \$ 150,000 | 2006 | | | |
| RHA wide Management Improvement costs | \$ 150,000 | 2007 | | | |
| RHA wide Administrative Costs | \$ 50,000 | 2004 | | | |
| RHA wide Administrative Costs | \$ 50,000 | 2005 | | | |
| RHA wide Administrative Costs | \$ 50,000 | 2006 | | | |
| RHA wide Administrative Costs | \$ 50,000 | 2007 | | | |
| RHA Development Costs | \$100,000 | 2004 | | | |
| RHA Development Costs | \$100,000 | 2005 | | | |
| RHA Development Costs | \$100,000 | 2006 | | | |
| RHA Development Costs. | \$100,000 | 2007 | | | |
| Total estimated cost over next 5 years | | | | | \$1,550,000 |

5-Year Action Plan Tables

| Development Number PA26-009 RHA Wide | Development Name(Or indicate PHA wide): PHA Wide Improvements | Number Vacant Units: N/A | % Vacancies In Development |
|---|---|-----------------------------|--------------------------------------|
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Concrete Repairs/Replacement 15,000 yards | | \$150,000 | 2004 |
| Concrete Repairs/Replacement 15,000 yards | | \$150,000 | 2005 |
| Concrete Repairs/Replacement 15,000 yards | | \$150,000 | 2006 |
| Concrete Repairs/Replacement 15,000 yards | | \$150,000 | 2007 |
| Masonry Repairs and Waterproofing | | \$100,000 | 2004 |
| Masonry Repairs and Waterproofing | | \$100,000 | 2005 |
| Masonry Repairs and Waterproofing | | \$100,000 | 2006 |
| Masonry Repairs and Waterproofing | | \$100,000 | 2007 |
| Total Estimated Cost Over Next 5 Years | | \$1,000,000 | |

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- ownershi p <i>Compone nt 11a</i> | Other (describe) |
| PA26-001 | 400 | 400 | | | | | | |
| PA26-002 | 102 | 102 | | | | | | |
| PA26-003 | 526 | 526 | | | | | | |
| PA26-004 | 48 | 48 | | | | | | |
| PA26-005 | 145 | 145 | | | | | | |
| PA26-006 | 156 | 156 | | | | | | |
| PA26-008 | 156 | 156 | | | | | | |
| PA26-010 | 70 | 70 | | | | | | |
| PA26-013 | 1 | | | | | | 1 | |
| PA26-014 | 3 | | | 1 | | | 2 | |
| PA26-015 | 10 | | | | | | 10 | |
| PA26-016 | 1 | | | | | | 1 | |
| PA26-017 | 20 | | | 2 | | | 18 | |

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.)

| Demolition/Disposition Activity Description |
|--|
| 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: (DD/MM/YY) |
| 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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

Activity Description

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

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

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 12
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? NONE
- c. How many Assessments were conducted for the PHA's covered developments? One for each of the the 12 developments
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

| Development Name | Number of Units |
|------------------|-----------------|
| | |
| | |
| NONE | NONE |
| | |
| | |
| | |

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|---|
| 1a. Development name: 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

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

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) |
| Computer Learning Centers | 600 | Open | Development Offices (Contractor – Community Prevention Partnership) | PH |
| Casework Services | 500 | Open | Development Offices; In-home | PH |
| Various Health & Wellness Screens | 500 | Open | Development Offices Community Spaces | PH |
| Various Adult Socialization Programs | 1000 | Open | Development Office Community Spaces | PH |
| Scholarship Program | 3 | Specific Criteria | Development Offices | PH |
| Various Economic Support Programs (Food Pantry, etc.) | 1500 | Open | Development Offices Community Spaces | PH |
| Youth Club Services | 300 | Open | Olivet Boys & Girls Club | PH |
| Youth Summer Recreation Services | 125 | Open | YMCA | 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

NOTE: Community Service Requirement not enforceable for FYB 04/01/02 per HUD Appropriations Act.

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 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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)
- 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:

- Other: (list below): Some comments have raised awareness to issues that will be reviewed during the plan year.

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 has been updated annually with Action Plan Sheets. 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

- Attachment E – 2002 Resident Assessment Follow-up Plan
- Attachment F – RHA 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 2003 FFY of Grant Approval: (05/2003)

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 | \$100,000 |
| 4 | 1410 Administration | \$50,000 |
| 5 | 1411 Audit | \$0 |
| 6 | 1415 Liquidated Damages | \$0 |
| 7 | 1430 Fees and Costs | \$100,000 |
| 8 | 1440 Site Acquisition | \$0 |
| 9 | 1450 Site Improvement | \$0 |
| 10 | 1460 Dwelling Structures | \$2,533,061 |
| 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 | Amount of Annual Grant (Sum of lines 2-19) | \$2,783,061 |
| 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. Glenside 18 buildings; Hensler 102 units; Franklin 30 units; Rhodes 156 units; Eisenhower 156 units | 1460 | \$612,340 |
| PA26-P009-001 Glenside Homes | Replace lintels and repair exterior walls on 2 buildings | 1460 | \$250,000 |
| Glenside Homes | Installation of 692 screen doors | 1460 | \$276,800 |
| Glenside Homes | Installation of 400 bathroom fans and vents | 1460 | \$180,000 |
| PA26-P009-002 Hensler Homes | Replacement of 102 gas furnaces and hot water heaters. Upgrade of electrical distribution and panels | 1460 | \$665,870 |
| PA26-P009-010 Hubert Apartments | Bathroom modernization in 70 units | 1460 | \$180,000 |
| RHA Wide | Installation of 54 Security Cameras with new control equipment | 1460 | \$200,000 |
| RHA Wide | Fences in 6 courtyards | 1460 | \$168,051 |
| RHA Wide | A&E Costs | 1430 | \$100,000 |
| RHA Wide | Management Improvements | 1408 | \$100,000 |
| RHA Wide | Administration Costs | 1410 | \$50,000 |
| Total Cost for 2003 | | | \$2,783,061 |

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 Hensler Homes Rhodes and Eisenhower Apts. Installation of new windows and balcony doors. Glenside 18 buildings; Hensler 10 units; Franklin 30 units; Rhodes 156 units; Eisenhower 156 units | 2005 | 2006 |
| PA26-P009-001 Glenside Homes Replace lintels and repair exterior walls on 2 buildings | 2005 | 2006 |
| Glenside Homes Installation of 692 screen doors. | 2005 | 2006 |
| Glenside Homes Installation of 400 bathroom fans and vents. | 2005 | 2006 |
| PA26-P009-002 Hensler Homes replacement of 102 gas furnaces and hot water heaters. Upgrade of electrical distribution and panels. | 2005 | 2006 |
| PA26-P009-010 Hubert Apartments bathroom modernization of 70 units | 2005 | 2006 |
| RHA Wide Installation of 54 Security Cameras with new control equipment | 2005 | 2006 |
| RHA Wide Fencing 6 courtyards | 2005 | 2006 |
| RHA Wide A&E Costs | 2005 | 2006 |
| RHA Wide Management Improvements | 2005 | 2006 |
| RHA Wide Administrative Costs | 2005 | 2006 |

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

| | | | |
|--|---|-----------------------------------|---|
| Development Number: PA26-009-001 | Development Name (Or indicate PHA wide) Glenside Homes | Number Vacant Units: 19 | % Vacancies In Development: 4.75% |
|--|---|-----------------------------------|---|

| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
|---|-----------------------|--|
| Vinyl Floor Replacement 200 units | \$ 300,000 | 2004 |
| Replace 2 office air conditioners | \$ 37,884 | 2004 |
| Masonry lintel and sill repair/replacement in 20 buildings | \$1,000,000 | 2005 |
| Install new back porches 200 units | \$ 280,780 | 2005 |
| Underground Electric distribution | \$ 225,000 | 2006 |
| Fencing of 12 courtyards | \$ 300,000 | 2007 |
| Total estimated cost over next 5 years | \$2,143,664 | |

5 - Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant | % Vacancies In Development: 1% | |
|--|--|---------------|-----------------------------------|--|
| PA26-009-002 | Hensler Homes | Units: 1 | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Refurbish 1 Community Building | | | \$ 180,000 | 2004 |
| Electrical and lighting upgrades in 102 units | | | \$ 85,714 | 2004 |
| Rehabilitate kitchens in 102 units | | | \$ 266,470 | 2005 |
| Fencing of 8 courtyards | | | \$ 200,000 | 2006 |
| Underground Electrical Distribution | | | \$ 200,000 | 2007 |
| Total estimated cost over next 5 years | | | \$ 932,184 | |

5 Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: 21 | % Vacancies In Development: 4% |
|--|--|----------------------------|--|
| 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 in 3 buildings | | | \$ 300,000 |
| Redesign and construction of office space 1 building | | | \$ 50,000 |
| Remove oil tank 2 and 3 boilers | | | \$ 120,000 |
| Install 2 new storm drains | | | \$ 250,000 |
| Foundation upgrade in 66 buildings | | | \$ 450,000 |
| Floor replacement in 130 units | | | \$ 500,000 |
| Fencing of 6 courtyards | | | \$ 200,000 |
| Install 250 new back porches | | | \$ 374,400 |
| Total estimated cost over next 5 years | | | \$ 2,244,400 |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: 2 | % Vacancies In Development: 4.2% | |
|--|--|---------------------------|-------------------------------------|--------------------------------------|
| PA26-009-004 | Franklin Tower | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Circuit breaker replacements in 48 units | | | \$ 51,766 | 2004 |
| Lighting and related safety upgrades | | | \$ 100,000 | 2004 |
| Replace 2 Community Space air conditioners | | | \$ 35,884 | 2004 |
| High Rise fire safety improvements | | | \$ 50,000 | 2004 |
| Replace 1 emergency generators | | | \$ 75,000 | 2004 |
| Waterproofing and masonry repair | | | \$ 75,000 | 2004 |
| Bathroom modernization in 48 units | | | \$ 250,000 | 2005 |
| Install new kitchens in 48 units | | | \$ 108,217 | 2006 |
| Sprinkler system upgrade | | | \$ 245,000 | 2007 |
| Community Space upgrades | | | \$ 41,600 | 2007 |
| Total estimated cost over next 5 years | | | \$1,032,467 | |

5-Year Action Plan Tables

| | | | |
|---|---|----------------------------------|---|
| Development Number PA26-009-005 | Development Name (Or indicate PHA wide) Kennedy Towers | Number Vacant Units: 1 | % Vacancies In Development: .7% |
|---|---|----------------------------------|---|

| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date HA Fiscal Year |
|---|-----------------------|---|
| Bathroom Modernization in 145 units | \$ 514,650 | 2004 |
| Circuit breaker replacement 145 units | \$ 64,650 | 2004 |
| Lighting and related electrical replacement in common hallways on 8 floors | \$ 100,000 | 2004 |
| Replace 2 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 in 10 units | \$ 100,000 | 2005 |
| Install new kitchens in 145 units | \$ 350,527 | 2006 |
| Sprinkler system | \$ 367,500 | 2007 |
| Replace 1 emergency generator | \$ 60,000 | 2007 |
| Community Space upgrade | \$ 36,400 | 2007 |
| Total estimated cost over next 5 years | \$1,717,111 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: 5 | % Vacancies In Development: 3.2% |
|---|--|------------------------------|--|
| PA26-009-006 | Rhodes Apartments | | |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Circuit breaker replacement in 156 units | | \$ 64,650 | 2004 |
| Install 2 new energy efficient boilers | | \$ 142,500 | 2004 |
| Lighting and related electrical replacement in common spaces on 14 floors | | \$ 100,000 | 2004 |
| Replace 2 Community Space air conditioners | | \$ 35,884 | 2004 |
| High Rise fire safety improvements | | \$ 50,000 | 2004 |
| Conversion of efficiencies to one bedroom in 10 units | | \$ 100,000 | 2005 |
| Expand parking lot | | \$ 75,000 | 2005 |
| Install new kitchens in 156 units | | \$ 300,203 | 2006 |
| Bathroom modernization in 156 units | | \$ 514,650 | 2006 |
| Sprinkler system | | \$ 367,500 | 2007 |
| Replace 1 emergency generator | | \$ 60,000 | 2007 |
| Community Space upgrade | | \$ 67,600 | 2007 |
| Total estimated cost over next 5 years | | \$1,877,987 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: 4 | % Vacancies In Development: 2.6% | |
|---|--|---------------------------|-------------------------------------|--------------------------------------|
| PA26-009-008 | Eisenhower Apartments | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Install 2 new energy efficient boilers | | | \$ 142,500 | 2004 |
| Circuit Breaker replacement in 156 units | | | \$ 64,650 | 2004 |
| Lighting and related electrical replacement in common spaces on 14 floors | | | \$ 100,000 | 2004 |
| Replace 2 Community Space air conditioners | | | \$ 35,884 | 2004 |
| High Rise fire safety improvements | | | \$ 50,000 | 2004 |
| Conversion of efficiencies to one bedroom in 10 units | | | \$ 100,000 | 2005 |
| Expand parking lot | | | \$ 75,000 | 2005 |
| Install new kitchens in 156 units | | | \$ 300,203 | 2006 |
| Bathroom modernization in 156 units | | | \$ 514,650 | 2006 |
| Sprinkler system | | | \$ 367,500 | 2007 |
| Replace 1 emergency generator | | | \$ 60,000 | 2007 |
| Community space upgrades | | | \$ 67,600 | 2007 |
| Total estimated cost over next 5 years | | | \$1,877,987 | |

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 |
| Circuit breaker replacement in 70 units | | | | \$ 30,000 | 2004 |
| Lighting and related electrical replacement in common spaces on 8 floors | | | | \$ 100,000 | 2004 |
| Replace 2 Community Space air conditioners | | | | \$ 64,650 | 2004 |
| High Rise fire safety improvements | | | | \$ 100,000 | 2004 |
| Conversion of efficiencies to one bedroom in 5 units | | | | \$ 500,000 | 2005 |
| Redesign and construction of office space in 1 office | | | | \$ 50,000 | 2005 |
| Install new kitchens in 70 units | | | | \$ 100,627 | 2006 |
| Sprinkler system | | | | \$ 196,000 | 2007 |
| Community Space upgrades | | | | \$ 36,400 | 2007 |
| Total estimated cost over next 5 years | | | | \$1,177,677 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: 50% | Estimated Cost | Planned Start Date HA Fiscal Year |
|--|--|----------------------|------------------------------------|----------------|--------------------------------------|
| PA26-009-013 | 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) 300 yards. | | | | \$ 5,000 | As needed |
| Total estimated cost over next 5 years | | | | \$5,000 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: 50% | |
|--|--|----------------------|------------------------------------|--------------------------------------|
| PA26-009-014 | 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) 300 yards | | | \$ 5,000 | As needed |
| Total estimated cost over next 5 years | | | \$5,000 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: | % Vacancies In Development: 18.2% | |
|--|--|----------------------|--------------------------------------|--------------------------------------|
| PA26-009-015 | Scattered Site Units | Units: 2 | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards. | | | \$ 5,000 | |
| Total estimated cost over next 5 years | | | \$5,000 | |

5-Year Action Plan Tables

| Development Number | Development Name (Or indicate PHA wide) | Number Vacant Units: 0 | % Vacancies In Development: 0% | |
|--|--|------------------------|--------------------------------|--------------------------------------|
| PA26-009-016 | Scattered Site Units | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date HA Fiscal Year |
| Carpet Replacement (every 5 to 10 years) 300 yards. | | | \$ 5,000 | |
| Total estimated cost over next 5 years | | | \$5,000 | |

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) 300 yards | | | \$5,000 | As needed |
| Total estimated cost over next 5 years | | | \$5,000 | |

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 |
| RHA wide A&E costs | | | \$ 100,000 |
| RHA wide A&E costs | | | \$ 100,000 |
| RHA wide A&E costs | | | \$ 100,000 |
| RHA wide Management Improvement costs | | | \$ 100,000 |
| RHA wide Management Improvement costs | | | \$ 150,000 |
| RHA wide Management Improvement costs | | | \$ 150,000 |
| RHA wide Management Improvement costs | | | \$ 150,000 |
| RHA wide Administrative Costs | | | \$ 50,000 |
| RHA wide Administrative Costs | | | \$ 50,000 |
| RHA wide Administrative Costs | | | \$ 50,000 |
| RHA wide Administrative Costs | | | \$ 50,000 |
| RHA Development Costs | | | \$ 100,000 |
| RHA Development Costs | | | \$ 100,000 |
| RHA Development Costs | | | \$ 100,000 |
| RHA Development Costs. | | | \$ 100,000 |
| Total estimated cost over next 5 years | | | \$1,550,000 |

5 Year Action Plan Tables

| Development Number PA26-009 | Development Name (Or indicate PHA wide) HA Wide Improvements | Number Vacant Units: N/A | % Vacancies In Development |
|---|--|-----------------------------|--|
| Description of Needed Physical Improvements or Management Improvements | | | |
| | | | Estimated Cost |
| | | | Planned Start Date HA Fiscal Year |
| Concrete Repairs/Replacement 15,000 yards | | | \$ 150,000 |
| Concrete Repairs/Replacement 15,000 yards | | | \$ 150,000 |
| Concrete Repairs/Replacement 15,000 yards | | | \$ 150,000 |
| Concrete Repairs/Replacement 15,000 yards | | | \$ 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 |
| Total estimated cost over next 5 years | | | \$1,000,000 |

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 | 400 | | | | | | |
| PA26-002 | 102 | 102 | | | | | | |
| PA26-003 | 526 | 526 | | | | | | |
| PA26-004 | 48 | 48 | | | | | | |
| PA26-005 | 145 | 145 | | | | | | |
| PA26-006 | 156 | 156 | | | | | | |
| PA26-008 | 156 | 156 | | | | | | |
| PA26-010 | 70 | 70 | | | | | | |
| PA26-013 | 1 | | | | | | 1 | |
| PA26-014 | 3 | | | 1 | | | 2 | |
| PA26-015 | 10 | | | | | | 10 | |
| PA26-016 | 1 | | | | | | 1 | |
| PA26-017 | 20 | | | 2 | | | 18 | |