

PHA Plans

5-Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan
Agency Identification

PHA Name: Reading Housing Authority

PHA Number: PA009

PHA Fiscal Year Beginning: (04/2004)

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
- PHA local 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
- PHA development management offices
- PHA 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)

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

MISSION STATEMENTS

- 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.
- 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.
- 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.
- Reading Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of the City of Reading.
- 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.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

GOALS AND OBJECTIVES

MANAGEMENT ISSUES

Goals

- 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.
- 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

- HUD shall continue to recognize the Reading Housing Authority as a standard or high performer.
- 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.
- Reading Housing Authority shall achieve and sustain an occupancy rate of 97% by December 31, 2005.
- 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

- 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.
- Assist our community increase the availability of affordable, suitable housing for families as identified in the City of Reading's Consolidated Plan.

Objectives

- Reading Housing Authority shall assist families to move from renting to homeownership.
- Reading Housing Authority or its Non Profit will apply for its first tax-credit allocation in the next five years or sooner.

- Reading Housing Authority shall construct one new affordable housing rental community without public housing development funds by December 31, 2008.
- Reading Housing Authority shall build or acquire 20 units for homeownership by December 31, 2008.
- 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

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

Objectives

- 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.
- 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.
- 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

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

Objectives

- 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

- 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.
- Expand the range and quality of housing choices available to participants in the Reading Housing Authority's tenant-based assistance program.

Objectives

- Reading Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
- Reading Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
- Reading Housing Authority shall continue to attract new landlords who want to participate in the program.
- 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

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

Objectives

- Reading Housing Authority shall review and revise, as needed, its current preventative maintenance plan.

- Reading Housing Authority will use available funding to provide an appealing, up-to date, environment in its developments.
- 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

- Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
- Operate the Reading Housing Authority in full compliance with all Equal Opportunity laws and regulations.

Objectives

- 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.
- The Reading Housing Authority shall adhere to the Section 3 regulations.

FISCAL RESPONSIBILITY ISSUES

Goals

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

Objectives

- Reading Housing Authority shall maintain sufficient financial resources and manage those financial resources in such a way as to support the provision of housing that is decent, safe, sanitary and in good repair. This will be substantiated through the Public Housing Assessment System (PHAS) Financial Condition Scoring Process.

PUBLIC IMAGE ISSUES

Goals

- Enhance the image of public housing in our community.

Objectives

- 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.
- 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

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

Objectives

- Reading Housing Authority will implement new partnerships in order to enhance services to our residents by December 31, 2004.
- Apply to at least one appropriate alternate source of funding for the expansion of our social service programs.

Annual PHA Plan
PHA Fiscal Year 2004
[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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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.

Reading Housing Authority's 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:

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

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:

- Admissions Policy for De-concentration Attachment A
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart Attachment F
- FY 2004 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Meeting Minutes attached Attachment C
- Other: Section 8 Homeownership Plan – Attachment I
Cooperative Agreement with TANF Agency – Attachment G

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
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
X	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
N/A	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)	Annual Plan: Designation of Public Housing
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	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
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
X	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
X	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	Annual Plan: 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,005	3	1	4	1	4	1
Income >30% but <=50% of AMI	1,742	2	1	3	1	4	1
Income >50% but <80% of AMI	790	1	1	2	1	4	1
Elderly	1,480	1	1	1	1	1	1
Families with Disabilities	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
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: September 1, 2000 – December 31, 2003
- 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)

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 7/14/03			
<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	1,145		
Extremely low income <=30% AMI	901	79%	
Very low income (>30% but <=50% AMI)	234	20%	
Low income (>50% but <80% AMI)	10	1%	
Families with children	903	79%	
Elderly families	53	4%	
Single families	55	5%	
Families with Disabilities	134	12%	
Race/ethnicity w/nh	248	22%	
Race/ethnicity w/h	765	67%	
Race/ethnicity b	130	11%	
Race/ethnicity Amer. Indian/Asian	2		
Characteristics by Bedroom Size (Public Housing Only) 1 B/R Elderly	187	16%	137

Housing Needs of Families on the Waiting List			
1 B/R eff			
1BR	172	15%	26
2 BR	445	39%	56
3 BR	284	25%	26
4 BR	50	4%	4
5 BR	7	1%	2
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)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance as of 7/14/03			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	551		
Extremely low income <=30% AMI	464	84%	
Very low income (>30% but <=50% AMI)	84	15%	
Low income (>50% but <80% AMI)	3	1%	
Families with children	411	75%	
Elderly families	19	3%	
Families with Disabilities	121	22%	
Race/ethnicity w/nh	126	23%	
Race/ethnicity w/h	344	62%	
Race/ethnicity b	78	14%	
Race/ethnicity	3	1%	

Housing Needs of Families on the Waiting List			
Amer. Indian/Asian			
Characteristics by Bedroom Size (Public Housing Only) 1 B/R Elderly 1 B/R eff	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	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- 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 2004 grants)				
a) Public Housing Operating Fund	\$3,825,546.00			
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	\$3,142,728.00			
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0			
g) Resident Opportunity and Self-Sufficiency Grants	\$0			

Financial Resources: Planned Sources and Uses				
Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
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) 1995	Total	ROSS	Construction	Development
	\$611,005.00			\$611,005.00
2001	\$83,637.00		\$83,637.00	
2002	\$1,098,798.00	\$200,000.00	\$898,798.00	
3. Public Housing Dwelling Rental				
Income	\$3,328,102.00			
4. Other income (list below)				
Interest	\$40,000.00			
Laundry, Office Rent, Tenant Charges	\$101,400.00			
4. Non-federal sources (list below)	\$0			
Total Resources	\$15,014,277.00	\$200,000.00	\$982,435.00	\$611,005.00

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 does 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 Street, Reading, PA (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
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list 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.

3 Date and Time

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

- o 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

- o 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

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?

- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for d-concentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
 - Other (list below)
- Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
 - Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

 - Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
 - Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

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: 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: Interested parties may apply for Section 8 assistance by applying at the Tenant Placement Office, 815 Franklin Street, Reading, PA 19602 (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**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

2. 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
- 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 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)

3. 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: 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))

---or---

- 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: 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:

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: All Changes

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) 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)

- FMRs 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)

- FMRs 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: 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?

- Family has lost eligibility for or is awaiting eligibility determination for public benefits
- The family would be evicted as a result of the imposition of the minimum rent.
- 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 organization 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	1,617	400
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)	N/A	
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.

- Public Housing Maintenance and Management:
 - Preventive Maintenance Policy
 - Painting Program
 - Extermination Policy
 - Admission and Continued Occupancy Policy (ACOP)
 - Resident Handbook
 - Housekeeping Handbook

- Section 8 Management:
 - 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: Tenant Placement Office
815 Franklin Street
Reading, PA 19602
(610) 376-2422

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: 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)

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

Capital Fund Grant Number 2004 FFY of Grant Approval: (05/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$457,972
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	\$50,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$1,531,889
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	\$100,000
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,289,861
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 Glenside Homes	Replace vinyl floors in 192 units	1460	\$300,000
PA26-P009-002 Hensler Homes	Installation of 102 new windows at Hensler Homes	1460	\$513,620
PA26-P009-03 Oakbrook Homes	Refurbish and upgrade resident community space	1460	\$300,000
PA26-P009-04,05,06,08,10 Franklin Tower Kennedy Towers Rhodes Apts. Eisenhower Apts. Hubert Apts.	Circuit breaker replacement in 577 units	1460	\$275,716
RHA Wide	Fences for developments	1460	\$124,669
RHA Wide	A&E Costs	1430	\$50,000
RHA Wide	Management Improvements	1408	\$100,000
RHA Wide	Administration Costs	1410	\$50,000
RHA Wide	Operations	1406	\$457,972
RHA Wide	Mod Used for Development	1498	\$100,000
	Total Cost for 2004		\$2,289,861

**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-P009-001 Replacement of vinyl floors in 192 units.	2006	2007
PA26-P009-002 Installation of new windows in 102 units in Hensler Homes.	2006	2007
PA26-P009-03 Refurbish and upgrade resident community space at Oakbrook Homes.	2006	2007
PA26-P009- 04,05,06,08,10 Franklin Tower, Kennedy Towers, Rhodes Apts., Eisenhower Apts., Hubert Apts. Circuit breaker replacement in 577 units.	2006	2007
RHA Wide Fencing	2006	2007
RHA Wide A&E Costs	2006	2007
RHA Wide Management Improvements	2006	2007
RHA Wide Administrative Costs	2006	2007
RHA Wide Operations	2006	2007
RHA Wide Mod used for Development	2006	2007

(2) Optional 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

-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)

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)
Masonry lintel and sill repair/replacement in 20 buildings		\$ 1,000,000	2005
Replace 2 office air conditioners		\$ 37,884	2006
Install new back porches in 100 Units		\$ 280,780	2006
Underground electric distribution		\$ 225,000	2007
Fencing of 12 courtyards		\$ 300,000	2008
Installation of 400 screen doors		\$ 160,000	2009
Total estimated cost over next 5 years		\$2,003,664	

5 Year Action Plan Tables			
Development Number:	Development Name:	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 1 Community Building		\$ 180,000	2005
Electrical and lighting upgrades in 102 Units		\$ 85,714	2006
Fencing 8 courtyards		\$ 200,000	2006
Rehabilitate kitchens in 102 Units		\$ 200,000	2007
Underground electrical distribution		\$ 200,000	2007
Installation of 100 screen doors		\$ 40,000	2009
Total estimated cost over next 5 years		\$905,714	

5-Year Action Plan Tables				
Development Number :	Development Name:	Number Vacant Units:	% Vacancies In Development:	
PA26-009-003	Oakbrook Homes	21	4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Redesign and construction of office space in 1 building			\$ 50,000	2005
Remove 3 oil tanks and 3 boilers			\$120,000	2005
Install 2 new storm drains			\$ 250,000	2006
Fencing 6 courtyards			\$ 200,000	2006
Installation of 526 storm doors			\$ 225,000	2006
Foundation upgrade on 66 buildings			\$ 450,000	2007
Floor replacement in 130 units			\$ 500,000	2007
Installation of 250 new back porches			\$ 374,400	2008
Electric and lighting upgrades for exterior of buildings and grounds			\$ 100,000	2009
Total estimated cost over next 5 years			\$ 2,269,400	

5-Year Action Plan Tables				
Development Number	Development Name:	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)
Lighting and related safety upgrades			\$ 100,000	2005
Physical modification for assisted living			\$ 20,000	2005
Replace 2 community space air conditioners			\$ 35,884	2006
Fire safety improvements			\$ 50,000	2006
Replace 1 emergency generator			\$ 75,000	2006
Bathroom modernization in 48 units			\$ 250,000	2006
Waterproofing and masonry repair			\$ 75,000	2007
Install new kitchens in 48 units			\$ 108,217	2007
Sprinkler system upgrade			\$ 245,000	2008
Community space upgrades			\$ 41,600	2009
Total estimated cost over next 5 years			\$1,000,701	

5-Year Action Plan Tables				
Development Number:	Development Name:	Number Vacant Units:	% Vacancies In Development:	
PA26-009-005	Kennedy Towers	1	.7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom modernization in 145 units			\$ 514,650	2005
Lighting and electrical replacement in common hallways on 8 floors			\$ 100,000	2006
Replace 2 community space air conditioners			\$ 35,884	2006
Fire safety improvements			\$ 50,000	2006
Waterproofing and masonry repair			\$ 37,500	2006
Conversion of efficiencies to one bedroom in 10 units			\$ 100,000	2007
Installation of new kitchens in 145 units			\$ 350,527	2008
Sprinkler system upgrade			\$ 367,500	2008
Replace 1 emergency generator			\$ 60,000	2009
Community Space Upgrades			\$ 36,400	2007
Total estimated cost over next 5 years			\$1,717,111	

5-Year Action Plan Tables			
Development Number: PA26-009-006	Development Name: Rhodes Apartments	Number Vacant Units: 5	% Vacancies In Development: 3.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 2 new energy efficient boilers		\$ 142,500	2005
Physical modifications for assisted living		\$ 20,000	2005
Lighting and electrical replacements in common areas on 14 floors		\$ 100,000	2006
Replace 2 community space air conditioners		\$ 35,884	2006
Fire safety improvements		\$ 50,000	2006
Expand parking lot		\$ 75,000	2006
Conversion of efficiencies to one bedroom in 10 units		\$ 100,000	2007
Sprinkler system upgrade		\$ 367,500	2008
Installation of 156 new kitchens		\$ 300,203	2009
Bathroom modernization of 156 units		\$ 514,650	2009
Replace 1 emergency generator		\$ 60,000	2009
Community space upgrade		\$ 67,600	2009
Total estimated cost over next 5 years		\$1,833,337	

5-Year Action Plan Tables			
Development Number: PA26-009-008	Development Name: Eisenhower Apartments	Number Vacant Units: 4	% Vacancies In Development: 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	2005
Physical modification for assisted living		\$ 20,000	2005
Lighting and electrical replacement in common spaces on 14 floors		\$ 100,000	2006
Replace 2 community space air conditioners		\$ 35,884	2006
Fire safety Improvements		\$ 50,000	2006
Expand parking lot		\$ 75,000	2006
Conversion of efficiencies to one bedroom in 10 units		\$ 100,000	2007
Sprinkler system upgrade		\$ 367,500	2008
Install new kitchens in 156 units		\$ 300,203	2009
Bathroom modernization in 156 units		\$ 514,650	2009
Replace 1 Emergency Generator		\$ 60,000	2009
Community Space Upgrades		\$ 67,600	2009
Total estimated cost over next 5 years		\$1,877,987	

5-Year Action Plan Tables			
Development Number: PA26-009-010	Development Name: 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)
Lighting and electrical replacement in common spaces on 8 floors		\$ 100,000	2005
Physical modifications for assisted living		\$ 20,000	2005
Replace 2 community space air conditioners		\$ 64,650	2006
Fire safety improvements		\$ 100,000	2006
Conversion of efficiencies to one bedroom in 5 units		\$ 50,000	2007
Redesign and construction of office space of one office		\$ 50,000	2007
Sprinkler system upgrade		\$ 196,000	2008
Installation new kitchens in 70 units		\$ 100,627	2009
Community space upgrades		\$ 36,400	2009
Total estimated cost over next 5 years		\$ 717,677	

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: 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	2005
RHA wide A&E costs		\$ 100,000	2006
RHA wide A&E costs		\$ 100,000	2007
RHA wide A&E cost		\$ 100,000	2008
RHA wide Management Improvement costs		\$ 100,000	2005
RHA wide Management Improvement costs		\$ 150,000	2006
RHA wide Management Improvement costs		\$ 150,000	2007
RHA wide Management Improvement costs		\$ 150,000	2008
RHA wide Administrative Costs		\$ 50,000	2005
RHA wide Administrative Costs		\$ 50,000	2006
RHA wide Administrative Costs		\$ 50,000	2007
RHA wide Administrative Costs		\$ 50,000	2008
RHA Development Costs		\$100,000	2005
RHA Development Costs		\$100,000	2006
RHA Development Costs		\$100,000	2007
RHA Development Costs.		\$100,000	2008
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	

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:
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:
Reading Housing Authority 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: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

8. Designation of Public Housing for Occupancy by Elderly Families or Families with 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.)

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 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)

A. Voluntary Conversion Initial Assessments

- How many of the PHA’s developments are subject to the Required Initial Assessments? 12
- 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
- How many Assessments were conducted for the PHA’s covered developments? One for each of the the 12 developments
- Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	NONE

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
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 PHAs** may skip to component 12.)

2. 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

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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? 07/30/03

13. 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)

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)
<i>Service Coordination (social casework services)</i>	<i>1,000</i>	<i>Open</i>	<i>In-home; PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Various Health and Wellness Programs (Exercise program, Wellness Centers, 90+ birthday Club, Food Pantries)</i>	<i>800</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Social and Recreational Programs, (Senior Community Center, Senior Carnival, summer picnics, Day of Caring, Boys & Girls Club programming, youth summer camping</i>	<i>2,000</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Daily Living Programs (Chore Services, furniture bank)</i>	<i>150</i>	<i>Open</i>	<i>In-home</i>	<i>Public Housing</i>
<i>Various Educational and Economic Self-Sufficiency Programs (holiday basket, program scholarship program, computer learning centers)</i>	<i>1,000</i>	<i>Open</i>	<i>PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Resident Initiatives Coordination (technical assistance and liaison with resident councils)</i>	<i>500</i>	<i>Open</i>	<i>PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Community Outreach (agency newsletter, resident advocacy within network of social service system</i>	<i>All PH households</i>	<i>Open</i>	<i>In-home</i>	<i>Public Housing</i>

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

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 use 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: Study done of Crime Prevention Through Environmental Design (CPTED)

3. Which developments are most affected?

- Oakbrook Homes
- Glenside Homes
- Hensler Homes
- Eisenhower Apartments
- Rhodes Apartments
- Kennedy Towers
- Franklin Towers
- Hubert Apartments

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: Installation of Security Cameras at all RHA sites

2. Which developments are most affected?

- Oakbrook Homes
- Glenside Homes
- Hensler Homes
- Eisenhower Apartments
- Rhodes Apartments
- Kennedy Towers
- Franklin Towers
- Hubert Apartments

C. Coordination between PHA and the police

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)
- 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: CPTED assessment.

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

- Oakbrook Homes
- Glenside Homes
- Hensler Homes
- Rhodes Apartments
- Hubert Apartments
- Franklin Tower
- Eisenhower Apartments
- Kennedy Towers

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

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 RHA. All residents of 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 (File name)
 - 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: 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: 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. 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 an election, RHA wide, 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: City of Reading

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: The City of Reading revised its' Consolidate Plan in the summer of 2000 for the period 9/1/00 – 8/31/01 and has been updated annually with Action Plan Sheets. 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: None submitted to RHA.

D. Other Information Required by HUD

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

The Reading Housing Authority's "Definition of Substantial Deviation from its 5 Year Plan or Significant Amendment or modification to the Agency Plan."

The “**Definition of Substantial Deviation**” or “**Significance Amendment**” is one that represents a more than 40% change in the Capital Fund, is not a result of a HUD funding shortfall and not a HUD mandated regulation change. If one or more of these criteria is met, it will be considered a substantial deviation or significant amendment to the Agency plan. This would then require the same requirements for submitting the Agency Plan with the public hearing, Resident Advisory Board etc.

However, the Reading Housing Authority (RHA) will not be required to perform all of the public hearing and other requirements if changes to the Agency Plan meet the following criteria:

- The changes to the Capital Fund are less than 40% of the total amount of funding for that year.
- The RHA may change any part or all of the Agency Plan if the changes are needed to meet any HUD required programmatic changes or funding shortfalls.
- The RHA may change any part of all of the Agency Plan if the changes are needed to meet any judicial decrees.
- The RHA may change any part or all of the Agency Plan if HUD or Congress makes any regulation changes which are different from that in the Plan.

In making these changes, the RHA will adopt the changes at a public meeting. This public meeting of the Board of Commissioner of the RHA will then publicly adopt these changes. RHA will also ensure all changes are submitted at the next Resident Advisory Board meeting for inclusion in the next years Agency Plan.

Prior to or following to the adoption of these changes, RHA will submit these changes to the HUD in accordance with 24 CFR 903.21 (2). HUD will then review our requested changes or modifications to the Agency plan to determine if in accordance with 24 CFR 903.23 (a).

HUD will approve such request if found consistent with the following criteria:

- The changes or modifications to the Agency Plan has sufficient information to show it meets with the RHA definition of an amendment or change to the Plan.
- The changes or modifications to the Plan are consistent with the information and data available to HUD.
- The changes or modifications to the Plan are consistent with the Consolidated Plan.

Attachments

Attachment F – RHA Organizational Chart

Attachment G – Cooperative Agreement with TANF Agency dated 7/30/03

Attachment H – Newspaper Ad for Public Meeting and Meeting attendance

Attachment I – Section 8 Homeownership Plan (incorporated into Administrative Plan)

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 2004 FFY of Grant Approval: (05/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$457,972
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	\$50,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$1,531,889
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	\$100,000
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,289,861
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 Glenside Homes	Replace vinyl floors in 192 units	1460	\$300,000
PA26-P009-002 Hensler Homes	Installation of 583 windows at Hensler Homes	1460	\$513,620
PA26-P009-03 Oakbrook Homes	Refurbish and upgrade resident community space	1460	\$300,000
PA26-P009-04,05,06,08,10 Franklin Tower Kennedy Towers Rhodes Apts. Eisenhower Apts. Hubert Apts.	Circuit breaker replacement in 577 units	1460	\$275,716
RHA Wide	Fences for developments	1460	\$142,553
RHA Wide	A&E Costs	1430	\$50,000
RHA Wide	Management Improvements	1408	\$100,000
RHA Wide	Administration Costs	1410	\$50,000
RHA Wide	Operations	1406	\$457,972
RHA Wide	Mod Used for Development	1498	\$100,000
	Total Cost for 2004		\$2,289,861

**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-P009-001 Replacement of vinyl floors in 192 units.	2006	2007
PA26-P009-002 Installation of new windows in 102 units in Hensler Homes.	2006	2007
PA26-P009-03 Refurbish and upgrade resident community space at Oakbrook Homes.	2006	2007
PA26-P009- 04,05,06,08,10 Franklin Tower, Kennedy Towers, Rhodes Apts., Eisenhower Apts., Hubert Apts. Circuit breaker replacement in 577 units.	2006	2007
RHA Wide Fencing	2006	2007
RHA Wide A&E Costs	2006	2007
RHA Wide Management Improvements	2006	2007
RHA Wide Administrative Costs	2006	2007
RHA Wide Operations	2006	2007
RHA Wide Mod used for Development	2006	2007

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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.

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development:
PA26-009-001	Glenside Homes	Units: 19	4.75%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Masonry lintel and sill repair/replacement in 20 buildings		\$1,000,000	2005
Replace 2 office air conditioners		\$37,884	2006
Install new back porches in 100 units		\$280,780	2006
Underground electric distribution		\$225,000	2007
Fencing of 12 courtyards		\$300,000	2008
Installation of 400 screen doors		\$160,000	2009
Total estimated cost over next 5 years		\$2,003,664	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:
PA26-009-002	Hensler Homes	Units: 1	1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Refurbish 1 Community Building		\$180,000	2005
Electrical and lighting upgrades in 102 units		\$85,714	2006
Fencing 8 courtyards		\$200,000	2006
Rehabilitate kitchens in 102 units		\$200,000	2007
Underground electrical distribution		\$200,000	2007
Installation of 100 screen doors		\$40,000	2009
Total estimated cost over next 5 years		\$905,714	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant	% Vacancies in Development:
PA26-009-003	Oakbrook Homes	Units: 21	4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Redesign and construction of office space in 1 building		\$50,000	2005
Remove 3 oil tanks and 3 boilers		\$120,000	2005
Install 2 new storm drains		\$250,000	2006
Fencing 6 courtyards		\$200,000	2006
Installation of 526 storm doors		\$225,000	2006
Foundation upgrade on 66 buildings		\$450,000	2007
Floor replacement in 130 units		\$500,000	2007
Installation of 250 new back porches		\$374,400	2008
Electric and lighting upgrades for exterior of buildings and grounds		\$100,000	2009
Total estimated cost over next 5 years		\$2,269,400	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:
PA26-009-004	Franklin Tower	Units: 2	4.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Lighting and related safety upgrades		\$100,000	2005
Physical modification for assisted living		\$20,000	2005
Replace 2 community space air conditioners		\$35,884	2006
Fire safety improvements		\$50,000	2006
Replace 1 emergency generator		\$75,000	2006
Bathroom modernization in 48 units		\$250,000	2006
Waterproofing and masonry repair		\$75,000	2007
Install new kitchens in 48 units		\$108,217	2007
Sprinkler system upgrade		\$245,000	2008
Community space upgrades		\$41,600	2009
Total estimated cost over next 5 years		\$1,000,701	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:
PA26-009-005	Kennedy Towers	Units: 1	.7%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom Modernization in 145 units		\$514,650	2005
Lighting and electrical replacement in common hallways on 8 floors		\$100,000	2006
Replace 2 community space air conditioners		\$35,884	2006
Fire safety improvements		\$50,000	2006
Waterproofing and masonry repair		\$37,500	2006
Conversion of efficiencies to one bedroom in 10 units		\$100,000	2007
Installation of new kitchens in 145 units		\$350,527	2008
Sprinkler system upgrade		\$367,500	2008
Replace 1 emergency generator		\$60,000	2009
Community space upgrades		\$36,400	2009
Total estimated cost over next 5 years		\$1,652,461	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units: 5	% Vacancies in Development:
PA26-009-006	Rhodes Apartments		3.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 2 new energy efficient boilers		\$142,500	2005
Physical modifications for assisted living		\$20,000	2005
Lighting and electrical replacements in common areas on 14 floors		\$100,000	2006
Replace 2 community space air conditioners		\$35,884	2006
Fire safety improvements		\$50,000	2006
Expand parking lot		\$75,000	2006
Conversion of efficiencies to one bedroom in 10 units		\$100,000	2007
Sprinkler system upgrade		\$367,500	2008
Installation of 156 new kitchens		\$300,203	2009
Bathroom modernization of 156 units		\$514,650	2009
Replace 1 emergency generator		\$60,000	2009
Community space upgrade		\$67,600	2009
Total estimated cost over next 5 years		\$1,833,337	

Optional 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	2005
Physical modification for assisted living		\$20,000	2005
Lighting and electrical replacement in common spaces on 14 floors		\$100,000	2006
Replace 2 community space air conditioners		\$35,884	2006
Fire safety improvements		\$50,000	2006
Expand parking lot		\$75,000	2006
Conversion of efficiencies to one bedroom in 10 units		\$100,000	2007
Sprinkler system upgrade		\$367,500	2008
Install new kitchens in 156 units		\$300,203	2009
Bathroom modernization in 156 units		\$514,650	2009
Replace 1 emergency generator		\$60,000	2009
Community space upgrades		\$67,600	2009
Total estimated cost over next 5 years		\$1,877,987	

Optional 5-Year Action Plan Tables			
Development Number:	Development Name (or indicate PHA wide):	Number Vacant	% Vacancies in Development:
PA26-009-010	Hubert Apartments	Units: 5	7.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Lighting and electrical replacements in common spaces on 8 floors		\$100,000	2005
Physical modifications for assisted living		\$20,000	2005
Replace 2 community space air conditioners		\$64,650	2006
Fire safety improvements		\$100,000	2006
Conversion of efficiencies to one bedroom in 5 units		\$50,000	2007
Redesign and construction of office space of one office		\$50,000	2007
Sprinkler system upgrade		\$196,000	2008
Installation of new kitchens in 70 units		\$100,627	2009
Community space upgrades		\$36,400	2009
Total estimated cost over next 5 years		\$717,677	

Optional 5-Year Action Plan Tables				
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:	
PA26-009-013	Scattered Site Units	5	7.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Carpet Replacement (every 5 to 10 years)			\$5,000	As needed
Total estimated cost over next 5 years			\$5,000	

Optional 5-Year Action Plan Tables				
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:	
PA26-009-014	Scattered Site Units	1	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	\$5,000
Total estimated cost over next 5 years			\$5,000	

Optional 5-Year Action Plan Tables				
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:	
PA26-009-015	Scattered Site Units	2	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	

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

Optional 5-Year Action Plan Tables				
Development Number:	Development Name (or indicate PHA wide):	Number Vacant Units:	% Vacancies in Development:	
PA26-009-017	Scattered Site Units	1	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: 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	2005
RHA wide A&E costs		\$ 100,000	2006
RHA wide A&E costs		\$ 100,000	2007
RHA wide A&E cost		\$ 100,000	2008
RHA wide Management Improvement costs		\$ 100,000	2005
RHA wide Management Improvement costs		\$ 150,000	2006
RHA wide Management Improvement costs		\$ 150,000	2007
RHA wide Management Improvement costs		\$ 150,000	2008
RHA wide Administrative Costs		\$ 50,000	2005
RHA wide Administrative Costs		\$ 50,000	2006
RHA wide Administrative Costs		\$ 50,000	2007
RHA wide Administrative Costs		\$ 50,000	2008
RHA Development Costs		\$100,000	2005
RHA Development Costs		\$100,000	2006
RHA Development Costs		\$100,000	2007
RHA Development Costs.		\$100,000	2008
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	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

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	2						2	
PA26-015	9						9	
PA26-016	1						1	
PA6-017	10		1				10	

2004 RESIDENT ADVISORY BOARD MEETING 7/22/03

ATTENDEES

Residents: Evelyn Carter, Frederick Wentzel, Luis Pazmino, Hossein Sahafi, Anna Taylor, Thomas McNeil, Rodney Liebhart, Tony Serrano, and Joan Yeager. Also, representing Section 8, Kent Hauseman.

RHA Staff: Ron Fioravanti, Deputy Executive Director; Fred Prutzman, Building Construction Inspector; Stacey Keppen, Director of Social Services; Elaine Adesso, Executive Secretary; Charles Huckstep, Administrative Assistant; Grisel Saez, County Caseworker 2, Jack Knockstead, County Caseworker 2 and Alicia Santiago, Social Aide Worker.

AGENDA

- Meeting Rules
- Review of Minutes from meeting of 6/10/03
- Responsibilities of RAB Members
- 2003 Annual Plan Status Report 07/17/03
- Presentation of 2004 Annual Plan Preparation Schedule
- 2004 Annual Plan Component Review and Comments
- New Business

Ron began the meeting by establishing the meeting rules. He stated that he is not interested in setting a list of rules just more concerned with having order at the meeting and showing respect for others with not speaking unless recognized. It gets too confusing if everyone is making side comments and yelling out. Everyone will have an opportunity to speak. That is the reason we are here. That is the only rule Ron is interested in. Ron asked RAB members and staff if they had any other rules they would like to add. With no suggestions given, the meeting moved on to the next item on the Agenda.

Review of Minutes from meeting of 6/10/03

Ron asked if anyone had any comments on the minutes. Evelyn Carter asked about the 911 phones because it was stated that they were installed in every building. She didn't realize that the phone was installed in her building. Fred

Prutzman explained where it was. Ron stated that the phones are in every high rise in the same location. They are on the wall beside the fire panel (a yellow box). Stacey will be sending out flyers on the phones. The reason they haven't been sent out yet is because the phones were not all operable and have just been connected.

Fred Wentzel questioned the porch lighting installation that has been moved to a later date, as well as the gate at Hubert. Ron stated that there is not a relationship between the two items. The maintenance staff will be working on the porch lights and they need to fit the time to do that in their schedule. As far as the gate at Hubert, RHA is waiting on funding to be able to complete that project.

With no more questions asked we moved on to the next item on the Agenda.

Responsibilities of RAB Members:

Ron feels it is a good idea to go over the responsibilities periodically, especially since this is the first meeting of the 2004 RAB members.

Ron explained the document on the RAB responsibilities and said that he would not read it word for word but welcomed any questions. No questions were asked.

2003 Annual Plan Status Report 07/17/03

Before the discussion began, Ron stated that RHA has a revision to the Capital Funding portion. Fred passed out copies of the changes and explained why the changes were taking place.

HUD has given housing authorities a budget cut. RHA received a 10% cut in the Operating Budget. We are a large housing authority so we are only allowed to use 20% of our Capital Fund for our Operating Budget. We have moved \$550,000 out of the Capital Fund to subsidize this cut. All items on the Capital Fund have remained. We will just be doing less of each project.

It is RHA's obligation to advise the RAB of these changes. It is also an obligation to have a public hearing on the changes. The public hearing will take place at a later date.

Fred explained that at Glenside Homes we would be doing one building instead of two for lintel replacement. Also at Glenside, we reduced the amount of screen

doors to 50. Hubert Apartments bathroom modernization has been reduced to 40 units. Also, the amount of security cameras has been reduced. Fred stated that he would discuss the fencing at Hubert Apartments later in the meeting. All other numbers and amounts have stayed the same.

Ron explained about the operating subsidy that HUD supplies and the cut they had made to about 93% of what was given last year. We are allowed to subsidize our routine operating budget. We have also lost funding for "Drug Elimination" which included funding for the Olivet Boy's and Girl's Club, computer centers in Oakbrook and Glenside and some of the police coverage. RHA has tried to absorb these costs in the Operating Budget. He also stated that the Capital Fund items have been deferred to a later date, not postponed for good.

Tony Serrano stated that he would like to see a letter from the RHA stating why these items are being put off. He feels it would be a way for the Authority to explain themselves and will keep the residents from obtaining a negative opinion of RHA.

Tom McNeil questioned the balcony doors and asked whether or not all units would get new doors. Fred Prutzman stated that all units would be receiving new doors. Only thirty units have doors.

Fred Wentzel questioned the cost for the screen doors and the windows. He had averaged the cost of the items and felt that they were expensive. Fred Prutzman explained that it is not just the cost of the window but there are installation costs involved as well.

Residents began to question the installation of gates at the high-rise buildings. Fred Prutzman stated that there has now been money dedicated to installing gates at all of the high-rise buildings. RHA Executive Director would like to have gates at all of the buildings so the money has been allocated for that. Ron added that there is an advantage to doing all the buildings at once because we will receive a unit cost that is less expensive with the volume we need.

Fred stated that he hopes to have everything together to present at the September Board Meeting. RHA Executive Director has stated that if things don't look good for that meeting, we will proceed with Hubert and then do the other four buildings as a "package deal". Fred attended Hubert Resident Council meeting and told them that they should expect at least six to eight weeks wait after the materials have been ordered.

There is also money available for extra fencing, not just for gates. Tony Serrano stated that they have a lot of trouble in his building with trespassers. The 2003 money that has been earmarked for fencing will be used toward additional community fencing in Oakbrook, Glenside and the high rises.

Tom McNeil questioned what A&E costs were on the Capital Fund Program handout. Ron explained that they are architectural and engineering costs. Fred explained why we use these types of firms.

RHA will be posting the revision to the plan and that it was important for RAB members to realize that the revisions will be posted for 45 days and then accepted. Any questions on the update should be addressed today.

Rodney Liebhart questioned the security cameras and how that would affect the high-rise buildings. Fred stated that the cameras will be for the high-rises and they are in addition to what is already installed. Cameras will be in color.

After little more discussion, Ron gave Fred the approval to revise the 2003 Annual Plan.

2003 Annual Plan Status Report 07/17/03

Some of the statements in the report are repeated statements that RAB members have talked about.

Fred talked about the new video recording equipment that has recently been installed. It is state of the art equipment and will be used to everyone's advantage. The only equipment not yet installed is the character generating items. RHA will be able to send messages over television channel five. Fred urged residents to note the date and time of incidents that they see on the cameras and report to the manager. Oakbrook and Glenside wiring is now completed and the cameras should be installed next week.

Signs have been selected by the Police Department and RHA Purchasing Department is in the process of obtaining them. Stacey spoke briefly about the signs that are to be purchased. Tony Serrano suggested that we install a sign identifying domestic animals that are allowed in the buildings.

A question was raised about lighting issues. Fred stated that lighting would be addressed in the Annual Plan but not for the current year. Ron spoke about the plan and stated that RAB members will begin to talk about the 2004 Annual Plan later in the meeting. The Capital Fund section is not yet updated, as we do not know the amount of funding we will be receiving. We should know more about the amount by mid to late August.

Franklin Tower is the only building that has not had the tele-entry code changed to match the apartment number. The reason for this is because RHA would need to change the entire system to accommodate this request. It would cost approximately \$22,000 to change this equipment. When the system wears out and is replaced, RHA will update the tele-entry numbers to match apartment numbers.

Stacey spoke about expanding social services. The status of the ROSS Grant is that we have signed a contract with Advantage Homecare to start the Chore Services in our five high-rise buildings and Hensler Homes. This is expected to start in mid-August. The service is meant to supplement service that is already being provided, not duplicate service. This is meant for people who do not qualify for other services.

The second part of the Grant is for Wellness Services in the high-rise buildings. The pre-proposal meeting was held on 7/21/03. Bids for this service are due in September. RHA is hoping to have this service up and running by mid-October. RHA is expecting to have a nurse, or nursing agency, available for several hours in each high-rise, on the same day, every week.

The second part of expanding Social Services is applying for money to fund the Olivet's for the next 2 ½ years. We expect to know by Fall whether or not we will receive the money. This is a very competitive grant.

Notices will be sent to residents regarding the use of these services. Everyone who lives in the high-rise buildings will be categorically eligible for these services. Residents who are interested in this service should contact Advantage Homecare. Social Services will contact residents who show interest and go over their needs. There is no age limit. This program offers a lot of flexibility.

HUD has stated specifically where the money is to be used for the ROSS Grant. As Stacey stated, part of the money is used in the high-rise buildings and for the elderly and the other part for the family developments.

Ron moved on to the exit interviews. Ron had a meeting with the Business Manager of the school district. The school district has an issue with allocating resources to needs and they have a lot of children who move around. They have a hard time keeping up with the needs. RHA will be getting together with the school and try to see what the trends are. We will work together to come up with a better plan on using the resources to match the needs. Therefore, RHA will continue with the questionnaire not only to help RHA, but also the school district.

RHA Board of Commissioners has asked staff to develop a policy on bi-lingual translation. Charles has been doing some research into this and has found out that there is an Executive Order that any agency that receives federal funds must provide translation services. The Department of Health and Human Services has already developed a plan. Ron and Charles have visited the Reading Hospital on this matter. The hospital has an entire department that handles this issue.

HUD has not yet issued their plan, it is still pending. From what we can see from the other departments of the government that have issued plans, it will not only cover the majority language that you need but also other languages. This is a massive program in which we will need to wait to see what HUD is going to do. What you will see from RHA is that all flyers issued will be in English and Spanish. Also, all Resident Council meetings will have an English/Spanish translator.

Tony Serrano reported that some of the residents become very upset with letters received from RHA. They feel that the language is written too strong. The resident gets the wrong impression from the letter. This wording would be acceptable when it is warranted, but not for simple things. Ron spoke about the issue and stated that the letters are computer generated and the same letter goes out to all residents. It should prompt residents to speak with their manager to let them know what they intend to do about it. Meetings with the manager will provide direction to the resident on how to proceed and what the consequences may be.

Residents question the removal of letters from the file. RHA does purge files accordingly. Also, grace periods are taken into consideration and RHA follows a six-month tracking period for delinquency purposes.

Ron stressed open communication with RHA staff in order to have questions and concerns answered. You must start with the person you normally deal with and

follow the chain of command. Stacey also reminded RAB members to remind their neighbors that social services are available to help out with these issues.

The discussion moved on to the laundry rooms. Fred Prutzman stated that this is still in the budget, however, waiting for the money in October. Fred Wentzel expressed concern with a few issues. The issue he is most concerned with is keeping outside people from coming into the buildings and doing their laundry. He is looking for some "fool proof" way to stop this. Ron feels there is none.

Anna Taylor stated she wanted to know who had the contract right now because she placed a call that all the washing machines are down in her building. Fred Prutzman placed a call immediately to find out how to resolve this issue.

Ron moved on to trash/recycling. Ron made a suggestion to move the bins to the laundry room. Items can be put in the recycling container and have a trash container right beside it to put garbage into. After some discussion, Ron asked for volunteers to work together on how to resolve the problem.

Volunteers are:

Fred Wentzel, Rhodes Apartments
Rodney Liebhart, Kennedy Towers
Evelyn Carter, Eisenhower Apartments
Tony Serrano, Franklin Tower

Fred Prutzman moved on to old issues including doorbells and the parking lots. The residents would like to have doorbells installed at common areas. This issue has been turned over to Dave Talarico, Maintenance Superintendent. The only parking lot that will be updated in the near future will be at Rhodes/Eisenhower Apartments. Also, RHA is hoping to install automatic door openers on the laundry room doors.

Fred commented on the fire extinguishers at Glenside Homes. In several of the units at Glenside, after the modernization was completed, there are some bedrooms that are above living rooms. Pennsylvania Department of Labor and Industry states that these units must have a fire extinguisher in the kitchen. This is the reason why some units have it and some don't.

Tom McNeil stated that he feels that no matter where you live, you should have a fire extinguisher in your kitchen. Ron said that although it is a good idea, it is not a

requirement for RHA to have the extinguishers in the apartments. Residents may purchase their own fire extinguisher if they so choose.

High voltage electric boxes in Oakbrook were discussed. Fred Prutzman informed RAB members that all of the wiring is inside and not able to be reached by sticking a stick, or other object, in there.

Ron spoke about planting flowers outside the building. It is a little late in the season to do this, however, next year Ron suggested that the Resident Council's do some planting with some of their funding.

The lockout policy is going to remain the same as it currently is. A request was made to have 24-hour service with lockouts. RHA has decided that the current policy is sufficient. Ron suggested that you use the buddy system, which is to have someone in the building available that you can call in the event you are locked out to let you in. A discussion ensued on getting keys made, including a duplicate front door key. RHA will not be providing duplicate card keys. There is too much risk involved in that.

RHA 2004 Annual Plan Preparation Schedule

Ron began by telling RAB members about the meetings scheduled to cover the plan components. Then Ron began to over the components.

Fred Wentzel questioned who offers rental assistance. Ron stated that RHA offers the assistance. This is low income/low rent housing. If you were to rent the same apartment in the open market it would cost much more.

Tom questioned Objective #3, which has to do with the RHA forming a non-profit organization. Ron responded in saying that RHA has formed a non-profit and that is as far as it got. This objective is to develop this further by 2008.

Fred Prutzman spoke about the units in the City of Reading in which RHA will be replacing with modular homes. The City is working with RHA in the demolition of these properties and supports the RHA's plan to rebuild with modular housing.

Fred Wentzel questioned whether or not RHA is intending to provide a high-rise building exclusively for elderly (over 65) people. Ron stated that RHA does not have any plans for this right now. Stacey added that there is more to the process than just having residents ask for a place. There actually has to be a need for

more elderly housing in the City of Reading before we can go to HUD and ask to designate a property to the elderly. Stacey also feels there is an abundance of elderly housing in Reading and this would not be a good time to ask for this.

Fred suggested that maybe the persons interested in doing this at RHA should get together and petition RHA management to make a move for this. Ron stated that if the residents wanted to do this, they had the right to. However, RHA cannot displace anyone.

There is a housing need assessment that has been done in the City of Reading. We do not have the result of this survey. Ron does feel as though we do have enough housing for the elderly. Also, RHA does everything they can to ensure that all residents abide by the rules provided in the lease.

RHA has a Homeownership Program for participants who are eligible for public housing. Potential homeowners are given a year to rent the home and decide if they would like to purchase it. Ron gave the phone number to RAB members in the event they are interested in homeownership or know someone who might be. The phone number to call is (610) 775-4813 and the contact is Audrey Wenrich.

Fred Wentzel questioned the federal funding section. If RHA could measure the use of water, electric, etc. we could give the residents an allowance. We could charge residents for the difference between the allowance and actual usage. Currently, RHA does not have the capability to do this. It may happen in the future.

Section 8 does follow utility allowances. This means that you are required to pay the utility bill, however the allowance is deducted from the amount you pay in rent. The same rules apply to recycling, trash and water for Section 8.

Tony Serrano spoke about the Safe and Sanitary living conditions which falls under objectives. Last year there was a flood that came from sewer backup at Franklin Towers. There was heavy rain involved and the drainage system backed up. He was concerned with bugs and odor coming from the sinks in the kitchen. Neither Ron nor Fred was aware of the problem. Fred will follow up and report back to RAB.

Tom McNeill questioned Stacey on Support Services, Goals one and two. Tom wanted to know how RHA offered economical opportunity and quality of life. Stacey explained that through service coordination or short-term casework

services RHA helps people to get connected with employment training services or educational study. It can also refer to income replacement services, i.e. social security, disability, retirement, etc.

Ron moved on to page 8 of the plan and explained the difference between a streamlined plan and a standard plan. RHA is a high-performing housing authority and can submit a streamlined plan. A streamlined plan does not include all of the components of the standard plan. However, RHA chooses to submit a standard plan so that in the future if not deemed a high performer, all of the plan components will be readily available.

Ron also stressed that copies of the Annual Plan in its entirety including all supporting documents and attachments are on file in the RHA Central Administration building located at 400 Hancock Boulevard, Reading. The attachments are not yet prepared for the 2004 Annual Plan. Also, if anyone is interested in seeing any of the documents to please let RHA staff know and the documents can be made available.

Tom McNeil asked a question on how rents are calculated in particular, flat rents. Charles explained that RHA will be working on getting paperwork together so that residents can see the calculations so that they may make a decision on their preference. Ron explained that everyone's rent is calculated the same way, regardless of the size of the apartment. All rents are based on income. The only difference between the flat rents is the location of the unit. If a location is more desirable than the other, the flat rent may be higher. There was a brief discussion on how rents are calculated.

The next topic discussed in the Annual Plan was the Housing Needs Assessment. There is more of a need for family housing than elderly. Right now we are not providing any additional resources for housing. No additional vouchers are being provided and there is not a plan for any additional housing developments. There was a discussion on the needs for more funding and the use of available funding.

The meeting concluded with Ron giving the date of the next meeting, which is August 5, 2003. Eisenhower will be the host for the next meeting.

**2004 RESIDENT ADVISORY BOARD
MEETING 8/05/03**

ATTENDEES

Residents: Evelyn Carter, Frederick Wentzel, Luis Pazmino, Hossein Sahafi, Anna Taylor, Rodney Liebhart, John Krick, Rodney Gantz, Jill Gantz, Priscilla Faith, John Rattigan, Lillie Mathies, Luz Castro and Dick Slater. Also, representing Section 8, Kent Hauseman.

RHA Staff: Ron Fioravanti, Deputy Executive Director; Fred Prutzman, Building Construction Inspector; Margaret Berkheiser, Clerk Typist 2; Charles Huckstep, Administrative Assistant; Grisel Saez, County Caseworker 2 and Jack Knockstead, County Caseworker 2.

AGENDA

- Meeting Rules
- Review of Minutes from meeting of 07/22/03
- 2004 Annual Plan component Review and Comments
- New Business

The meeting minutes from 07/22/03 were passed out and Ron asked RAB members to quickly review them and ask any questions they had. He welcomed any discussion they wanted to have.

Evelyn Carter, a resident of Eisenhower told RAB members that they had a meeting with residents explaining the new 911 phones. The residents are happy about the phone installation. Fred Wentzel questioned whether or not you could use the phone for regular use or just for emergency.

Lillies Mathies questioned the reduction of screen doors proposed at Glenside to 50 from 692. Fred Prutzman explained that there was a reduction in funding and that RHA is reducing the amount of work items that will be completed at all areas of the housing authority. The Operating Budget was cut by 10% or \$500,000. RHA subsidized this fund with money from the Capital Fund. There will be a selection process used to determine what buildings and units will be done.

Evelyn Carter questioned whether or not the Hensler Food Bank would continue. Charles spoke about the possibility of obtaining grant money for the bank and also

contacting the United Way for help in supporting the cause. The food bank has been in existence since 1947. There are a lot of good things that have come from it and RHA is willing to make concessions to keep it going. RHA cannot do it alone.

John Krick asked for an explanation of the extra fencing listed in the minutes. Fred P. explained that it was for the various developments and high-rise buildings. It will also include some gates to prevent kids from getting into the courtyard at Franklin. Mostly, kids bike ride in that area. A discussion ensued about trespassing laws and what police would be able to do. With the new signs, police may be able to enforce this trespassing problem at the high-rise buildings.

Police coverage has been reduced temporarily due to injuries of the officers on the force that staffs our developments. Also, the officers are attending bicycle training. However, they are still working for us, just not as visible right now as we are use to.

Review of 2004 Annual Plan:

Ron began by compliments RAB members for the respect shown at the last meeting. He urged everyone to keep that respect for this meeting and wait his or her turn to speak.

Recommendations for the Annual Plan are encouraged and should be in writing. All recommendations will be read and responded to in writing in a typed format.

Fred Wentzel explained to RAB members that the residents of his building feel that because he is an officer of the Resident Council, he should report issues that affect the entire building. For example, if the elevator is down, instead of the resident who found the problem contacting maintenance, they expect him to make contact with the housing authority. Residents should understand that if they see a problem, they should contact the housing authority directly and not an officer of the council.

Resident Council's have by-laws and responsibilities. However, residents look to executive council members for direction. It is recommended that council members stay away from statements like "that is not my job". Try to be as courteous as possible and direct residents as best you can.

RHA tries to provide every resident with solutions to the problems that they contact them for. All work orders will be responded to. Any emergency in the building other than a work order should be called to 911.

The maintenance telephone line is not working properly. When residents have a work order and call (610) 777-5500, if the line is busy they will be transferred to a voice mailbox that they cannot get into. It is an error on the part of Verizon Telephone Company. As of the date these minutes are being typed, this error has been corrected. Residents and staff agreed that the new work order system is working well.

Fred Wentzel questioned whether or not RHA would post the emergency numbers in the elevators. There are stickers in all apartments with maintenance, management and emergency telephone numbers listed on them.

The 2004 Annual Plan documents are on file at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading. If anyone would like to see any of the documents they should contact Margaret Berkheiser at that office.

The City of Reading has prepared a report for the housing needs of the people in the City. This report breaks out the needs by age group, size of unit, etc. RHA has not yet received the report. As soon as we receive it, we will put it in the plan and try to match up our waiting lists to do what the city says the needs are. We need to approach people that are in need of housing.

RHA is hoping to have figures on the Capital Fund amount by next meeting. This component will be included on the Agenda for the next RAB meeting.

Ron discussed RHA's policy of eligibility. The process begins when a person is approximately 90 days away from being offered a unit. Income is verified, criminal investigation, rent and housekeeping histories and property destruction. Criminal history checks are done for all adult household members. RHA finds that most often, the people screened are not the actual "drug dealers", they are allowing people in their home to do it.

Depending on the criminal offense, there are certain periods of time that can lapse and a person would then be considered eligible for housing. Some crimes committed will deem a person permanently ineligible. Persons must be without supervision for six months after doing their sentence before they are able to be eligible for housing. These policies are listed in the ACOP policy. Ron reminded

residents that the ACOP policy is available to all residents and can be found in the management office for review. These policies pertain to Section 8 also. However, for Section 8 the policy is called the Administration Plan.

If applicants for housing have a "hit" on their criminal record, the information will be sent to the NCIC for investigation. RHA will have them fingerprinted for the file, if found to be eligible for housing.

RHA operates a community wide waiting list. This means that all applicants are on the same waiting list. As a unit becomes available they are all filled from the same list. Applicants are offered two choices before they fall to the bottom of the waiting list or removed. If you are eligible for the high-rise buildings you will get three choices. All complaints from residents or applicants should be made in writing.

Targeting preferences are followed in which RHA seeks to house families who are at or below 30% of the median income for the area. The majority of applicants do fall into that category. The government states that we cannot house people who are not in this situation.

Ron also covered the RHA transfer policy that is located in the Plan. Residents spoke about other residents of their buildings who want to transfer. RHA gives transfer preference to residents who have lived here for 3 years. Also, residents may request a transfer for medical reasons. Medical preference may fall under reasonable accommodations or medical justification. If there is a family of two on the waiting list for the high-rises, they would take preference over transfers. This policy is because the current residents have housing whereas the applicants are still waiting.

HUD has the representatives from their Fair Housing Office at RHA this week checking to see all policies and procedures are being followed correctly. The representatives will be checking all handicap units as well as random visits of other residents. All residents should have received notices telling them that we were having this review. Residents of handicap units were informed that they would be inspecting their unit.

The new camera system being installed throughout RHA has the ability to use character generators to send out messages through the television. At this point, RHA is not clear on how to use this and will be receiving training in the upcoming

weeks. This will be used as a “bulletin board” and can be used by resident council for announcements.

There are preferences for housing applicants. Applicants should live or work in the City of Reading also, those who are in an education or upward mobility program. Next would be applicants who are involuntarily displaced from their homes.

Charles spoke about the Housekeeping Handbook and housekeeping inspections. He explained that the inspections would be different this year compared to others. After the distribution of the handbook, he expects that the inspections will be done more efficiently. The Resident Services staff members have been assigned buildings/developments in which they are to be involved with. Ron added that he feels having the same people do the housekeeping inspections will make the inspections uniform.

Housekeeping inspections will continue to be conducted yearly. Residents should refer to the handbook when preparing for the inspection. However, at any time during the year if maintenance, or any other staff member/service member, learns that a resident is not following the rules and has violations in their housekeeping management will address it.

Family composition changes should be reported to RHA as soon as possible as well as any time the family experiences an increase in wages. HUD does not allow RHA to house families of lower income all in one development and higher income people in another development. This practice is called de-concentration/income mixing. RHA has a comparable composition of income in Oakbrook and Glenside.

Rents are determined in two ways, income based or flat rent. Income based rent are set at 30% of adjusted monthly income or 10% of unadjusted monthly income. Most residents are calculated at 30%. The 10% calculation is rarely ever applied. RHA applies a minimum rent of \$25 and is applied in several cases. Questions arose on hardships and loss of income. Exemptions can be found in the ACOP. Charles said that there are always options and solutions, all dealt with on a case by case basis in where the resident deals with management to get the best solution. Flat rents are also used.

Earned income disregard was discussed. Refer to the ACOP policy for rules and regulations on this rent calculation. Questions were asked and Ron stated that he would get back to residents next meeting on this subject.

RHA is required to decrease rent when income is decreased. However, we are not required to increase rent with income increases. In the lease it states that if yearly income is increased by \$600, rent will be increased. RHA does increase rent with income increases throughout the year, or on an interim basis. This is done because housing authorities are supposed to attempt to achieve financial stability or be self-reliant. Charles stated that he would like to get the opinion of RAB members on whether or not to continue to increase on an interim basis or to do increases at the yearly review. Income is not just used for rent calculation. It is also used for statistical purposes. For instance, it can be used to project what earning potential could be.

RAB members expressed concern with the amount of information they receive at rent reviews and lease signings. They feel as though they get so much information they cannot retain anything. Ron stressed that if residents do not understand anything, they should demand an explanation in terms they can understand. You are entitled to this explanation.

Flat rent determinations are obtained from the Section 8 rent reasonableness study and a survey of similar unassisted units in the various neighborhoods. We compare the rents in the area to establish flat rents. Section 8 rent reasonableness is a system used by where a landlord is asking for a certain rent and a formula is made by entering all the amenities the unit has to offer and come up with a reasonable rent range. If the landlord is asking for a rent in that range, we will say it is okay to go ahead and rent that unit. Flat rents are calculated along that same line. It is a fair rent for the area in which the development is located.

The next section of the plan discussed was operations and management. Ron distributed the organizational chart for RHA. This chart is included in the plan's submission. Above the Executive Director is the Board of Commissioners who approve all policies for the authority. Reverend Steve Belinski is the Chairman of the Board. Lillie Mathies, also a RAB member, is the Assistant Treasurer of the Board. Other Board members include Marcelino Colon, Frank Materia and Josephina Encarnacion.

RHA operates two housing programs, Public Housing and Section 8. The number of Public Housing units is 1,617 and Section 8 has 603. Expected turnover in Public Housing is 400 units or 25%. Turnover requires a lot of work from RHA staff from the application process through the refurbishing of units by maintenance including the visit by Resident Services to the new resident. Approximately 100 of the 400 units will be transfers, which also require quite a bit of work. Section 8 has a slower turnover rate. This is probably due to the greater selection of places to live.

Ron covered the programs in the management and maintenance section of the plan. Rodney Gantz questioned the painting program as he felt it was no longer in existence. Fred Prutzman explained that we still have the program however there isn't any funding to support it right now. The program guidelines are that every five years, if the unit has not been turned over, it will get painted. Longtime resident should expect to get their units painted every five years. Surveys are sent out and should be completed by residents.

Fred explained RHA funding sources. There were three "pots" of money, Drug Elimination Funding, Capital Fund and Hope VI. Hope VI is for buildings that are completely run down and need to be torn down and rebuilt. We have never received this type of funding. In the last three years, Drug Elimination funding has been eliminated, HUD suggested to fund your programs from the Capital Fund, which we have done. This year they have suggested we fund Hope VI from the Capital Fund because they have eliminated Hope VI and have not increased the funding. The bottom line is that it is very hard to continue all of the programs.

Residents questioned why they were not able to personalize their units with wallpaper, paint, etc. Ron and Fred both explained that it is too time consuming, and difficult, to repair after residents have moved out. There is a good chance that the decorating done by a previous resident would not be to taste with the next resident.

RHA is required to write an annual statement explaining what has been done throughout the year for accounting purposes. However, RHA plans to have this statement be in terms so that all residents and staff can understand. This will begin for the Fiscal Year beginning April 2004.

The meeting was then adjourned for lunch with the next meeting on August 19, 2003 at William W. Willis Center for Administration.

2004 RESIDENT ADVISORY BOARD MEETING 8/19/03

ATTENDEES

Residents: Thomas McNeill, Lou Eichenlaub, Joan Yeager, Evelyn Carter, Frederick Wentzel, Nadine Hayes, Luis Pazmino, Hossein Sahafi, Anna Taylor, John Krick, Rodney Gantz, Jill Gantz, Priscilla Faith, John Rattigan, Lillie Mathies, Luz Castro and Tony Serrano. Also, representing Section 8, Kent Hauseman.

RHA Staff: Ron Fioravanti, Deputy Executive Director; David Talarico, Maintenance Superintendent; Elaine Adesso, Executive Secretary; Charles Huckstep, Administrative Assistant; Stacey Keppen, Director of Social Services and Jack Knockstead, County Caseworker 2.

AGENDA

- Meeting Rules
- Review of Minutes from meeting of 08/05/03
- 2004 Annual Plan Component Review and Comments
- New Business

Ron welcomed the new RAB members and asked all members to introduce themselves. He again reminded members to be courteous to other members and not to speak out. Everyone will have a turn to speak.

Mandatory Earned Income Disregard was the first topic of discussion. RAB members were unclear on what Earned Income Disregard was about. Residents who work, and earn additional income, can have income disregarded from the rent calculation. Charles explained the ruling on this issue. Residents have four years to use the disregard from the time they begin employment. Within the four-year period, you have 12 months of 100% disregard of income and 12 months of 50% disregard of income. The four-year clock starts when the resident begins working.

Evelyn Carter questioned the job that she currently has. She is in a program called the National Program for Black Aged. It had been called Green Thumb. Charles explained that this program is totally exempt from the income disregard and rent calculation.

The opportunity to use the Earned Income Disregard should be presented to you every time there is a change in income. Income changes should always be reported to the manager. This is not a new program. It has been going on for about three years. Income increases should be reported within ten days of receiving the increase. Appropriate rent increases thereafter will take place after a 30-day notice is given to the resident.

A change to the minutes from 8/05/03 should reflect that the County Social Service Aides would be doing the housekeeping inspections. It was stated in the minutes that it would be Resident Services staff members.

2004 Annual Plan Component Review

The first component reviewed was the Capital Fund. RHA recently received the final numbers for the money to be received for this years funding. The 2004 Capital Fund Annual Statement was disbursed. Dave Talarico, RHA Maintenance Superintendent, spoke about the line items and figures. In 2003 we had almost \$2.8 million, we were not fortunate enough to get that amount this year. We will be receiving \$2,289,861, approximately \$500,000 less. We will bring the work items forward and try to fit the items with the amount of funding to get the most out of the funding.

The second line item on the sheet, 102 windows in Hensler Homes, has been a line items since 2003. We need 2004 money to help support this project. 192 units in Glenside Homes still have the old floor tile in them and will need to have them replaced.

The Oakbrook Boiler House has been abandoned with the installation of individual boilers in the units. RHA will be looking into refurbishing this building to community space for Oakbrook residents. This will be used for various programs that are ongoing in this development.

The fourth item on the statement is to replace the fuses in the high-rise building with circuit breakers. This will take place in 577 units.

Rodney Gantz explained that the front doors and community room doors are being held open at night. People are sticking things in the door to keep them from closing properly. He is concerned for the safety of the residents. Dave explained that there are limitations as to what can be done. Suggestions were made to

install door alarms, which will need to have responsibility put on residents to close the doors when the alarm is ringing.

Any situation that occurs in which a resident has been intimidated, frightened, etc. should be reported to the manager as soon as possible. With the new camera system, we have 30 days worth of information stored on one disc. The most important thing is to contact an RHA employee as soon as the incident occurs.

Dave Talarico stated that, prior to the meeting, he received the final approval to obtain a gate and fencing in the rear of Hubert Apartments. This has been an issue for quite some time. The gate and fencing will take approximately 8-10 weeks to be installed. Fred Prutzman was very instrumental in obtaining this gate for Hubert and Dave wanted RAB members to be aware of Fred's contribution to this project.

Hossein Sahafi expressed concern with the installation of balcony lighting in the high-rise buildings. He made the suggestion that RHA should forgo this project until next year with the recent cases of West Nile Virus that have been reported in neighboring Lancaster County. It is his contention that the lights will attract mosquitoes that may carry this potentially deadly virus. Another resident suggested that we look into a colored light that does not attract bugs or to possibly have seasonal lighting to keep these issues in mind.

Priscilla Faith suggested that RHA establish a crime watch. Ron stated that at one time there was a watch and that there is still equipment left from that time. Also, he feels it may be a good time to get something started with the community police force that is in place. Resident Council's should start the discussion with the police officers. Stacey offered the help of Resident Services with establishing the watch.

Lou Echenlaub questioned the funding for the new windows in the high-rise buildings. Dave explained that the contracts have been signed and preparations are being made to have sample windows installed. There are 1,100 windows that need to be installed in the buildings. The expectation is for the project to be in "full swing" by the middle of September. The funding for this project has come from the 2003 Capital Fund. Contracts could not be signed until RHA had the money in hand.

A resident asked if ceiling fans could be installed in the hallways of the high rise buildings. It is her concern that it is extremely hot in the hallways when residents

leave their apartments. Dave explained that the windows in the breezeways can be opened but he doesn't think the installation of ceiling fans will be acceptable. Also, Dave suggested that this is one of the items that may take longer to resolve. It is something that he will have to start to look into.

Bids to supply laundry equipment at the high-rise buildings have been advertised. A pre-bid meeting will be held on Thursday, August 21, 2003 for all potential equipment suppliers to come and see the sites and learn what we want. There are some changes that need to be made to the plumbing in the room as well as venting and electric. Equipment will be replaced on an as needed basis. That is if there are currently four washers and four dryers in the room that is what will be replaced. RHA is obtaining unit pricing so that if we see the need to add more of each, we will do so.

Tony questioned the availability of funding for this project. Dave responded stating that there is currently money available from the 2003 Budget to replace the current number of machines on hand. If we find that we need more machines, we may need to find an additional funding source. The plumbing, electrical and venting changes will allow for the additional machines.

Residents have concerns and would like to have automatic door openers on some doors that do not have them now specifically, Rhodes, Eisenhower and Kennedy laundry rooms and the community rooms at Hubert and Franklin. RHA had a meeting with ADS, the automatic door company, and obtained a price of \$3,000 for each opening. This is a project that hasn't been planned on. However, now that we have the pricing and we know what we are up against we can try to plan for it.

When residents move out of their apartments, the apartments are then painted. The painting of units while residents are in the unit should be done every five years. RHA has not been able to keep up with this program due to funding issues. Tom McNeill asked if RHA could have this as a line item for next years budget.

Ron urged RAB members to supply the questions that they have in writing. When questions are received they will be responded to in writing by RHA staff. Questions and/or recommendations will be included in the 2004 Annual Plan submission.

Joan Yeager, a resident of Rhodes Apartments, stated that she is handicap and would like to know if it would be possible for maintenance to install plexi-glass in

her kitchen in order to prevent her wheelchair from making marks on the wall. There are two other residents that would also like to have this addressed. Dave Talarico took the information.

Residents questioned the work order system procedures because they felt it was taking too long to have repairs made to items that they had called in. Dave explained that non-emergency work orders have 30-days to be repaired. Emergency work orders have a 24-hour response time. He stated that if a work order is a non-emergency and is completed within 2-3 days he doesn't have a problem with that. Maintenance tries to respond to all calls as quickly as possible.

Questions were asked on shining the floors in the apartments that are occupied and whether or not the maintenance dept. could restore the shine to the floors. Dave explained that maintenance shines the floors when the units are vacant and will not be shining them while occupied. Dave explained that floor wax found in the store should contain more solids in its ingredients and it will hold up better. The wax that RHA uses cannot be bought over the counter nor can the maintenance department give it to residents to use.

Ron asked for questions pertaining to the Capital Fund section of the Annual Plan and stressed that the meeting should focus on the plan and its content. Hossein questioned the line item for Management Improvements and what would fall under that category. It is upgrades to computer systems and replacing equipment. It has nothing to do with hiring of staff. This is a very broad category that can range from vehicle replacement to any operating systems that we need to keep the housing authority running. The line item for Administrative Costs includes the housing authority salaries.

The next component of the Annual Plan that was discussed is the Statement of Financial Resources. Ron explained that the federal grant expected for 2004, Public Housing Operating Fund has taken a 7% cut or 93% of what we normally would receive. It amounts to approximately \$500,000 less. Also, the Capital Fund has taken a \$500,000 cut as well. RHA does not know the reason why these cuts have taken place. RHA is still in good financial condition and can absorb a one time hit like this. If this hit in funding continues, it will get harder to keep up with the improvements that are being made. The last source of funding is the Section 8 funding which doesn't all go to subsidize rents, the Section 8 Administrative Costs are also included in that funding.

RHA is still using money from funding that was received in 1995. These funds are being used for Scattered Site Development and the Homeownership Program. Currently, RHA is doing demolition on six houses in the City of Reading and replacing them with three modular homes. There is also money from 2001 and 2002 budget that is under contract and has not yet been expended. Stacey also spoke briefly about the ROSS Grant (\$200,000) which be used in part for the CHORE Services implementation.

Joan Yeager questioned more parking facilities at Rhodes and Eisenhower. Dave instructed her to refer to the five-year plan and that future monies may be earmarked to support this project. Ron added that Tony Serrano, a Franklin resident, has done extensive planning for more parking at his building. Once again, the funding is not available.

RAB members questioned the cost for the fencing installed at Oakbrook and Glenside. Dave explained the fencing is to create smaller communities and also keeps the “foot traffic” on the sidewalk and creates safety. The fencing is a crime deterrent.

Component 7 is the PHA Grievance Procedure, which is followed by the regulations that are set down by the government. RHA does not add or take anything away from these regulations. The regulations can be found in ACOP. This policy is identical for Section 8 and can be found in the Administrative Plan for Section 8. Residents are encouraged to use this procedure. Everything should be put in writing.

Component 8 of the Annual Plan involves Demolition and Disposition of properties. RHA does not plan to do any of this. In the past Kennedy Towers and Franklin Tower underwent some demolition to provide the Community Center and Section 8 offices.

Component 9 deals with Disabilities or Elderly Families and Families with Disabilities. This is talking about designation of units, buildings, sections of buildings strictly for disabled, elderly or both. RHA does not have any intentions of doing any designation at this point. RHA is required to have 31 units for disabled residents. Currently there are 51 units. Also, over the years, provisions for the audio and visual impairments have been added as well. This is the reason for the loud fire signals. Any resident who needs accommodations made should submit the request to the manager or request the assistance of Resident Services.

Component 12 PHA Self Sufficiency Programs and Community Service. Charles reviewed this portion with RAB members. The QHWRA, Quality Housing and Work Reform Act of 1998 changes the choice of flat rents versus income based rents and mandated community service. The community service requirement states that any resident who is not disabled, not caring for a person who is disabled, not over 62 and not in school is required to do 8 hours of community service per month so that their lease will be renewed the next year. In October 2001 RHA instituted a program to support this. January 2002 the program was suspended. Currently, as of July 2003, the program has been reinstated. This means that at the next Annual Income Review (AIR) you will either fall into a category to be exempt or have to do so many hours of service.

If a resident does not comply with the community service component, they will be given a second year to comply. In that second year they will need to make up for the first year of non-compliance, that is to "double up" on the community service component. If after two years of non-compliance, RHA may choose to not renew your lease.

If a resident is receiving assistance from welfare, they would be exempt from the community service requirement because they would already have a requirement for obtaining that benefit. We have recently executed an agreement with the Department of Welfare so that we will be working more closely with them and sharing information of our residents who are their clients. We will be doing cross training with them. We can obtain more up to date information from them. Charles stated that the types of assistance received from the Department of Welfare is not clear as to whether or not they would be exempt from the community service requirement.

The final component covered for this meeting was #16 Fiscal Audit. RHA has an annual audit conducted on all of our programs. We have had very clean audits. This information is also submitted to HUD. This is all a part of our annual evaluation. This is the financial portion in addition to the Resident Satisfaction Survey and the physical inspection conducted yearly. RHA has been scored as a High Performer after considering all of the above factors for both Public Housing and Section 8. As a high performer, we have received an additional 3% of funding in our Capital Fund or \$65,000. RHA is valued on its own performance, not in relationship to how other housing authorities score.

Franklin residents asked for space to have Resident Council meetings at and also blood pressure screening. Ron stated that this building has limited space. Stacey

and her staff are trying to find a way to accommodate this situation. More discussion will come on this subject.

Next meeting will be on September 2, 2003 at Rhodes Apartments.

2004 RESIDENT ADVISORY BOARD MEETING 9/02/03

ATTENDEES

Residents: Carl Snyder, Jr., Rod Leibhart, Thomas McNeill, Lou Eichenlaub, Joan Yeager, Evelyn Carter, Frederick Wentzel, Nadine Hayes, Hossein Sahafi, Anna Taylor, John Krick, Rodney Gantz, Priscilla Faith, John Rattigan, and Tony Serrano. Also, representing Section 8, Kent Hauseman.

RHA Staff: Ron Fioravanti, Deputy Executive Director; David Talarico, Maintenance Superintendent; Margaret Berkheiser, Clerk Typist 2; Charles Huckstep, Administrative Assistant; Stacey Keppen, Director of Social Services, Grisel Saez, County Caseworker 2 and Jack Knockstead, County Caseworker 2.

AGENDA

- Meeting Rules
- Review of Minutes from meeting of 08/19/03
- 2004 Annual Plan Component Review and Comments
- New Business

After reviewing the meeting rules, which are to be respectful when speaking. All members will get a turn to speak. Ron moved on to the minutes from the meeting held on 8/19/03.

Members questioned the name of the audit company that RHA uses. The name is Jump Scutalaro Company and they are out of Tom's River New Jersey.

Other RAB members stated that they would like to know more about what is going on within RHA, throughout the buildings and the developments. Members are looking for some type of breakdown in the Management Improvement category, which is a broad category within the Capital Fund. Ron explained that it is not

clear how much money will be spent on each item throughout the year. The Capital Fund Annual Statement describes how the money is spent. The statement was passed out at the last meeting. Prior to starting the Annual Plan review, RAB meetings were held quarterly discussing what was happening throughout RHA and how the Capital Fund monies were being spent.

John Krick questioned the laundry room equipment bid. Dave Talarico explained that the bid has been extended to accommodate the contractor's request for more information on the equipment requested by RHA, which was a result of the pre-bid meeting. An addendum was issued and the bids will be opened September 18, 2003.

Ron then reviewed the questions and concerns submitted by an RAB member, a listing of these items was passed out to the members. The questions were referencing Oakbrook Homes and have been responded to by RHA staff members. Dave Talarico reviewed the questions and RHA answers in detail. He urged members to help RHA in deciding where more fencing should be placed throughout the Authority and also, access to the gate. Any suggestions RAB members have on gate access would be greatly appreciated. A resident suggested a type of lock similar to the high-rise buildings with a card key. RHA does a 25% turnover each year and is reluctant to give keys out for gates because it would be very difficult to control.

The Capital Fund money will be spent in order of priority as deemed by the RHA staff and Resident Council's/RAB member requests.

Signs have been ordered for the developments and high-rise buildings. The signs include pet access areas, trespassing, etc.

Ron covered issues that had been brought up and not responded to. The first issue was the installation of porch/balcony lights and the attraction of mosquitoes and the West Nile Virus. Ron investigated this issue with the Berks County Extension Service and found that mosquitoes are not either attracted or repelled by fluorescent lighting. The addition of porch lighting will not add any additional risk in getting the virus. Any time you are outside the risk is there with mosquitoes being attracted to body heat. As money permits, RHA will move forward with this project.

RHA has met with the Fire Marshall and Building Inspector on the community room doors at Hubert. They have stated that we may install locks on the door and

the locks should be keyed to the building master. A new Evacuation Plan will need to be posted because, as of now, the signs point to those doors for emergency evacuation and that will no longer be the case. The new plan will direct you into the stairwell and a light will have to be installed above that doorway to exit the building. The bottom line is that it can be done, and will be addressed, after some other priority issues have been taken care of.

Anna Taylor questioned the fire alarm system and the exits to be used as she is wheelchair bound. Residents should use the stairs in case of fire. The fire department will check the stairwell for residents that are wheelchair bound and will evacuate the building that way. The stairwells should be secured. There are stickers that should be applied to doors so that the fire department knows that residents are disabled. Also, there is a box outside called a knox box which lists all disabled residents and their apartment numbers. Ron stated that the whole evacuation process would be reviewed.

Also, in old business, residents thanked Dave Talarico, Maintenance Superintendent for seeing that their apartments had plexi-glass installed to avoid holes in the walls from wheelchairs. Ron reminded residents that they should be careful during the installation period so that the maintenance staff can get the plexi-glass installed.

Ron moved onto the final components of the Annual Plan. The Statement of Housing Needs was discussed next. The information on the table has been provided by the City of Reading. The table shows the housing needs of the residents of the City of Reading by income. It shows the affordability of housing, overall number of people, supply of housing, size and location. These are all impact numbers with the lowest numbers being the least severe and the higher numbers being the most severe. RHA's waiting list is very representative of the City of Reading's housing needs. The information on the number of people has been obtained from the census. It is RHA's intention to inform residents of the City of Reading of our housing opportunities.

Component 10 of Annual Plan is the Conversion of Public Housing to Tenant Based Assistance. Ron explained that there were changes to Section A question 1. The answer should be yes. This change will be reflected in the final copy of the Annual Plan. The difference between Section 8 and Public Housing is that Public Housing does not give out vouchers for its housing. Section 8 applicants are given a voucher for housing and they need to find a house that is Section 8

approved. Public Housing is in designated locations. Public Housing assistance is given to the unit. Section 8 assistance is given to the resident.

Page 8 of the Annual Plan lists the type of Annual Plan that the housing authority is submitting. RHA is submitting the streamlined plan for the High Performing PHA. This is also a change from the original draft of the Plan. This allows RHA to not submit some of the paperwork with the Plan.

Component 11 also includes Section 8 Tenant Based Assistance. RHA does have a Public Housing Homeownership Plan and has had one for several years. We will now be adding a Section 8 (tenant based) Homeownership Plan. RHA will limit the number of families able to participate in the plan to 5% which equates to approximately 30 families therefore the box 26-50 participants has been checked. RHA will not establish additional criteria other than the HUD criteria for this program.

Ron then covered a handout that explained the Section 8 Homeownership Plan. The entire Plan was not discussed, Ron stated that he wanted RAB members to take time and read the information. If RAB members have any questions after reading the document they should contact Ron directly. Potential homeowners will receive counseling through agencies such as BCAP.

With the Public Housing Homeownership Plan, residents have a “trial period” at owning a home whereby they lease the home from RHA for a period of time while obtaining financial counseling through BCAP. Section 8 Homeownership will not work the same way. Residents applying for this Plan will enter into an agreement to purchase a home while obtaining the voucher for purchase. There will not be a “trial period”.

Stacey reminded members that it is their responsibility to take back the information they receive at the meeting to their Resident Council's. They should also come to the meetings with the comments and feelings of the people in their buildings that they represent. RAB members are a line of communication between RHA staff and residents. It is a very big responsibility.

RHA was one of the first housing authorities in the United States as a pilot program for homeownership. We obtained 8 units in the City of Reading, rehabbed them and sold them with no problem. RHA then received development money to refurbish homes in cooperation with the City of Reading with the idea being to plant seeds throughout the City to revitalize the neighborhoods. This

program did not work as expected. RHA has sold 25 of these properties, 15 are occupied as rentals and 10 others are currently vacant. The reasons the 10 homes are vacant is generally because they are not in desirable neighborhoods. The homes have all been renovated. RHA is having difficulty in finding people to move into them and subsequently buy them. Approximately half of what RHA purchased has been sold.

Residents asked if RHA has a list of houses that may be available through the Section 8 Plan. Ron stated that RHA does not help applicants in finding housing. Stacey added that housing agencies such as BCAP should be able to help potential homeowners as they have access to monies set aside for that use and listings of homes.

The Section 8 Office has a list of properties that are currently available to rent. The list is not inclusive of all the properties in the City that may be available. It is information that has been provided to us. There is never a unit that has been pre-approved for Section 8. Each unit is inspected pending someone wanting to rent it. The Section 8 waiting list is currently closed and probably will not reopen for some time. To be eligible for homeownership you must be a current recipient or at the top of the waiting list.

Hossein suggested that RHA use the homes under the Public Housing Homeownership Plan that are not currently leased be used for other things such as a community center, art gallery, etc. Ron stated that there have been some recent discussions on alternative uses for those properties. RHA's Executive Director is currently working with HUD for other uses of these properties.

Component 13 is PHA Safety and Crime Prevention Measures. RHA has indicated that residents are fearful for their safety and/or the safety of their children and people on the waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime. There are other measures that we did not feel that were appropriate so they were not checked off. RHA does not feel that there is any greater risk of crime in our developments than there is in the community at large. RAB members feel there are some minor issues regarding criminal activity. Vandalism and graffiti are also issues that could be sighted but RHA also feels that there is no greater problem within RHA as there is in the City of Reading.

RHA had completed a Crime Prevention Through Environmental Design Study that will involve fencing, trees, traffic studies, and lighting. These security issues

affect all RHA developments. Also, the camera equipment and installation of more security cameras also falls within this category.

RHA plans to contract with outside and/or resident organizations for the provision of crime and/or drug prevention activities. All developments are also affected by these plans. The RHA Community Police initiative is working well.

Component 14 is the Pet Policy. The policy will not be changing. We have had this policy for several years. Rodney Gantz questioned having pets on the property other than the designated areas where pets may relieve themselves. Other residents and Ron suggested that he may be misunderstanding the rules and that pets may be in other areas. The only area that may be restricted is the lobby of the buildings at the high-rises.

Hossein questioned the price involved (\$2.00 monthly) for having a fish tank. Also, he stated that the \$5.00 monthly charge for air conditioners is stated in the lease that it is for the lease of an air conditioner. RHA does not supply air conditioners and the \$5.00 charge is to pay for the added electricity. Air conditioners are optional. The \$2.00 fish tank charge is also for the added electricity. Residents talked about the charges and they feel they need to be reviewed. John Rattigan suggested that the \$300 pet charge also be reviewed.

Ron reminded residents that dogs and cats are not allowed in Glenside and Oakbrook. Tropical fish/turtles, goldfish and commercially sold birds. The residents completed a survey and this was a result of that survey. A resident of the high-rise's suggested that we allow ferrets in the high-rise buildings.

Ron briefly explained components 15 and 16, which are Civil Rights Certifications and Fiscal Audit, respectively. Component 17 PHA Asset Management consists of activities that RHA is working on that contribute to long-term asset management other than the items addressed in the Plan. RHA is working on other items including development-based accounting. These items are not described in the Plan.

Component 18 Other Information includes Resident Advisory Board Recommendations. RHA will include the comments/suggestions made by members as well as meeting minutes as attachments to the Plan. Including comments in the Plan will provide HUD with documentation of the at length discussions held on issues. In the final copy of the Annual Plan, RHA will decide

how to answer question 3 that decides how to proceed with the suggestions/recommendations from RAB members.

Another part of this component describes the election process for residents to the RHA Board of Commissioners. Lillie Mathies is the resident who holds this position. She is one of five members of the Board members that are appointed by the Mayor of the City of Reading. Board Members set the policy for RHA procedures.

A final copy of the Plan will be sent to all RAB members including all attachments. The Plan will be posted for display in public areas for 45 days at which time a Public Hearing will be held at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading. The date of the hearing is November 3, 2003 with the time to be announced. Attendance at this meeting has been low in previous years. RAB members were making some suggestions as to how to increase attendance at the meeting. One suggestion was to hold the meeting in the City at one of the high-rise buildings so that residents in the city may attend by walking if transportation was stopping anyone from attending.

New Business

Evelyn Carter stated that she went 6 days (including the weekend) without a key to the building because her key had broke. She was very upset with this. Ron stated that he would look into why it took so long and possibly have RHA staff keep stock of keys in the event the machine that makes the keys is out of service as was in the case this time.

John Rattigan stated that he was upset because earlier in the week a maintenance man came by his apartment to do some work without prior notice. It is policy that RHA give a 48-hour notice before entering apartments so that residents can be prepared for their entry. In the event of an emergency, maintenance will enter apartments without this notice. Dave stated that maintenance should have given him notice in this case because it was preventative maintenance being performed.

Tony Serrano read from the lease regarding RHA maintenance giving 48-hour notification. Dave Talarico stated that in the instance Tony was referring to, he made the decision for maintenance to enter without the notice because it was in the best interest of the residents in the building. If he had to, he would make the same decision again.

The next issue was that there are residents who allow people to enter the buildings without knowing who they are. Ron reminded John that this issue has previously been brought to RHA's attention and that Charles had addressed this situation. When a situation such as this arises, residents should put the complaint in writing and submit it to the manager. Ron stated that if there is a situation, the resident submitting the complaint should be prepared to answer questions on what they had done. Follow the chain of command in order to get answers. The order is Assistant Manager, Manager, Administrative Assistant, Deputy Executive Director.

A discussion ensued on residents allowing people into the building as the resident is leaving, without checking to see who they are. RAB members are concerned at some of the locations that residents do not wait until the door closes fully before walking away.

With all new business being discussed the meeting ended for lunch. The next meeting will be held in January 2004.