

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

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: (04/2005)

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 2005-2009
[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.

GOALS AND OBJECTIVES

MANAGEMENT ISSUES

Goals

- Manage the Reading Housing Authority's existing Public Housing and Housing Choice Voucher program in an efficient and effective manner thereby qualifying as a standard or high performer under HUD's Public Housing Assessment System (PHAS) and Section Eight Management Assessment System (SEMAP).
- Manage the Reading Housing Authority (RHA) in a manner that results in full compliance with applicable statutes and regulations.

Objectives

- HUD shall continue to recognize the RHA as a standard or high performer for PHAS and SEMAP.
- RHA shall continue to make our public housing units more marketable to the community as evidenced by the HUD Resident Satisfaction Survey results for the RHA either equaling or exceeding the national averages.
- Reading Housing Authority shall sustain an occupancy rate of 97% for Public Housing and utilize a minimum of 98% of Housing Choice Voucher resources during the plan year.
- 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 by providing at least one (1) continuing education class in each area during the plan year.

EXPANSION OF THE STOCK ISSUES

Goals

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

Objectives

- RHA shall assist a minimum of two (2) families to move from renting to homeownership during the plan year.
- RHA or its Non Profit will apply for its first tax-credit allocation in the next five (5) years or sooner.
- Reading Housing Authority shall construct one new affordable housing rental or homeownership 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 RHA. 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 RHA public housing units.
- Make Public Housing and Housing Choice Vouchers the affordable housing of choice for the very low and low-income residents of our community.

Objectives

- RHA shall achieve a level of customer satisfaction that gives the agency a high score in the annual HUD Resident Satisfaction Survey for Public Housing.
- RHA 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 completing one (1) major project in the plan year.
- RHA shall become a more customer-oriented organization by providing at least one (1) continuing education session directed toward customer service.

SECURITY ISSUES

Goals

- Provide a safe and secure environment in the RHA Public Housing developments.
- Improve resident and community perception of safety and security in the RHA Public Housing developments as measured by a high score in the annual HUD Resident Satisfaction Survey.

Objectives

- RHA shall continue to enhance the security and reduce crime in the Public Housing developments through the innovative use of security cameras, fencing, landscaping, resident patrols and use of Community Police Officers.

TENANT-BASED HOUSING ISSUES

Goals

- Manage the RHA Housing Choice Voucher tenant-based program in an efficient and effective manner thereby qualifying as a standard or high performer under SEMAP.
- Expand the range and quality of housing choices available to participants in the RHA tenant-based assistance program.

Objectives

- RHA shall have at least two (2) participants from its tenant-based program become homeowners during the plan year.
- RHA shall sustain a utilization rate of 98% in its tenant-based program during the plan year.

- Reading Housing Authority shall hold at least one (1) landlord information program during the plan year to provide information on the Housing Choice Voucher program to attract new landlords to participate in its program.

MAINTENANCE ISSUES

Goals

- Maintain RHA real estate in a decent, safe and sanitary condition.
- Deliver timely and high quality maintenance service to the residents of RHA.

Objectives

- RHA shall review and revise, as needed, its current preventative maintenance plan.
- RHA shall continue to respond to routine maintenance work orders at an average rate of less than 30 days.

EQUAL OPPORTUNITY ISSUES

Goals

- RHA shall use the tenant-based (HCV) program to expand housing opportunities beyond areas of traditional low-income and minority concentration.
- Operate the RHA in full compliance with all Equal Opportunity laws and regulations.

Objectives

- RHA shall expand the choices available to the tenant-based (HCV) program participants by attracting landlords from all sections of the City to participate in the program.
- RHA shall adhere to the Section 3 regulations.
- RHA shall develop a Translation Policy.

FISCAL RESPONSIBILITY ISSUES

Goals

- Ensure full compliance with all applicable standards and regulations including those set by the Government Accounting Standards Board (GASB).
- Reduce dependency on federal funding.

Objectives

- RHA 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. RHA will sustain a passing score in the Public Housing Assessment System (PHAS) Financial Condition Scoring process.

PUBLIC IMAGE ISSUES

Goals

- Enhance the image of Public Housing and Housing Choice Vouchers in our community.

Objectives

- RHA leadership shall speak to at least two (2) civic, religious, or fraternal groups during the plan year, to explain RHA programs.
- RHA shall ensure that there are at least two (2) positive stories a year in the local media about the housing authority or one of its residents during the plan year.

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 participate in our programs.

Objectives

- RHA will implement new partnerships or programs during the plan year in order to enhance the services RHA provides to residents.
- Apply to at least one (1) appropriate alternate source of funding during the plan year for the expansion of our social service programs.

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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Annual PHA Plan
PHA Fiscal Year 2005
[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.

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:

- A. Admissions and Continued Occupancy Policy (ACOP)
- B. Capital Fund Program
- C. Extermination Policy
- D. Operating Budget
- E. Section 8 Administrative Plan
- F. Homeownership Program
- G. Procurement Policy

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

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 2005 Capital Fund Program Annual Statement: **See Section 7, Capital Improvement Needs.**
- 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 “B”**
- FY 2005 Capital Fund Program 5-Year Action Plan: **See Section 7, Capital Improvement Needs.**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Attachment “C” – Resident Advisory Board Minutes**
- Other: **Attachment “D” – Reasonable Accommodation Procedure**
Attachment “E” – Newspaper Ad for Public Meeting

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
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
N/A	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
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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	5152	3	1	4	1	4	1
Income >30% but <=50% of AMI	3111	2	1	3	1	4	1
Income >50% but <80% of AMI	2938	1	1	2	1	4	1
Elderly	2338	1	1	1	1	1	1
Families with Disabilities	1366	2	2	3	2	3	1
White Non-Hispanic	5182	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	4701	N/A	N/A	N/A	N/A	N/A	N/A
Black	1318	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s, Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: **2000**
- 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)

- Section 8 tenant-based assistance
 Public Housing as of: **08/12/2004**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# Of families	% Of total families	Annual Turnover
Waiting list total	1656		
Extremely low income <=30% AMI	1346	81.3	
Very low income (>30% but <=50% AMI)	237	14.3	
Low income (>50% but <80% AMI)	73	4.4	
Families with children	1420	86	
Elderly families	93	6	
Single families	200	12	
Families with Disabilities	422	25	
White Non-Hispanic	366	22	
Hispanic	1066	64	
Black	215	13	
American Indian/Asian	9	1	
Characteristics by Bedroom Size (Public Housing Only) 1 B/R Elderly 1 B/R eff	209	13	106
1BR	385	23	142
2 BR	613	37	115
3 BR	340	21	57
4 BR	98	6	15
5 BR	11		8
5+ BR			

Is the waiting list closed (select one)? No Yes For 2 to 5 bedroom

If yes:

How long has it been closed (# of months)? Closed 9/27/2004

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance as of: 08/13/2004			
<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	240		
Extremely low income <=30% AMI	207	86	
Very low income (>30% but <=50% AMI)	32	13	
Low income (>50% but <80% AMI)	1	1	
Families with children	162	67	
Elderly families	19	8	
Families with Disabilities	59	25	
White Non-Hispanic	46	19	
Hispanic	158	66	
Black	34	14	
American Indian/Asian	2	1	
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): 09/01/2002			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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	4,301,992		PH Operations	
b) Public Housing Capital Fund	2,111,312 527,827		PH Capital Improvements PH Operations	
c) HOPE VI Revitalization	0			
d) HOPE VI Demolition	0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,128,000		HCV HAP Payments and Admin Fees	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0			
g) Resident Opportunity and Self-Sufficiency Grants	0			
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)				
CFP 2004	1,639,139	PH Capital Improvements		
3. Public Housing Dwelling Rental Income	3,420,000	PH Operations		
4. Other income (list below)				
Interest	30,000	PH Operations		

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
Laundry, Office Rent, Tenant Charges	117,600	PH Operations		
4. Non-federal sources (list below)	0			
Total Resources	15,275,870			

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: **Approximately 90 days.**
 - Other: (describe)
- b. Which non-income (screening) factors do the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe): **History in other assisted housing programs. Utility bill payment history.**
- 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: **Tenant Placement Office
815 Franklin Street, 1st Floor
Reading, PA 19602
(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: **Elderly and Disabled receive three (3) 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? **By virtue of our selection plan, RHA historically exceed the 40% ratio.**

- 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

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

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

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

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

(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)
- f. 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:
- g. 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: **Tenant Placement Office**
815 Franklin Street, 1st Floor
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: **Maximum of two (2) thirty-day extensions not to exceed a total of sixty (60) days in accordance with the Administrative Plan.**

(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? **By virtue of our selection plan, RHA historically exceeds the 75% ratio.**

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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)

2. 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 tenant-based waiting list.**

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 **Minimum rent will be increased from \$25.00 to \$50.00 effective 04/01/2005.**

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: **Flat Rent Option**

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): **Fair Market Rents**

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: **Utilization of available HUD funding.**

(2) Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50: **Minimum rent will be increased from \$25.00 to \$50.00 effective 04/01/2005.**

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

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. **Attachment B**
- 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	1,612	320
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.

- a. Public Housing Maintenance and Management:
- i. Preventive Maintenance Policy
 - ii. Painting Program
 - iii. Extermination Policy
 - iv. Admission and Continued Occupancy Policy (ACOP)
 - v. Resident Handbook
 - vi. Housekeeping Handbook
- b. Section 8 Management:
- i. 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** **Section 8 Office**
815 Franklin Street **120 South Sixth Street**
Reading, PA 19602 **Reading, PA 19602**
(610) 376-2422 **(610) 373-5088**
(Applicants) **(Current Recipients)**

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 2005 FFY of Grant Approval:

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$527,827
3	1408 Management Improvements	\$400,000
4	1410 Administration	\$50,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$125,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$1,311,312
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$125,000
13	1475 Nondwelling Equipment	\$50,000
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	\$50,000
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,639,139
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$25,000
23	Amount of line 20 Related to Security	\$305,000
24	Amount of line 20 Related to Energy Conservation Measures	\$535,000

**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	Repair and upgrade 12 building exteriors.	1460	\$776,312
PA26-009-001, 004, 005, 006, 008 Glenside, Franklin, Kennedy, Rhodes, Eisenhower	HVAC upgrade and replacement in Glenside Administration Building and in four high rises buildings.	1460	\$150,000
PA26-P009-004, 005 Franklin, Kennedy	Replace emergency generators in two high-rise buildings.	1460	\$150,000
PA26-009-006, 008 Rhodes, Eisenhower	Boiler replacement in two high-rise buildings.	1460	\$235,000
RHA Wide	Fences for developments	1470	\$125,000
RHA Wide	A&E Costs	1430	\$125,000
RHA Wide	Management Improvements	1408	\$400,000
RHA Wide	Administration Costs	1410	\$50,000
RHA Wide	Operations	1406	\$527,827
RHA Wide	Computer hardware	1475	\$50,000
RHA Wide	Mod Used for Development	1498	\$50,000
	Total Cost for 2005		\$2,639,139

**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 Upgrade of building exteriors.	2007	2008
PA26-P009-001, 004, 005, 006, 008 HVAC upgrade at five locations.	2007	2008
PA26-P009-004, 005 Install new emergency generators at two locations.	2007	2008
PA26-P009-006, 008 Boiler replacement in two buildings.	2007	2008
RHA Wide Computer hardware	2007	2008
RHA Wide Fencing	2006	2007
RHA Wide A&E Costs	2006	2007
RHA Wide Management Improvements Computer software and training	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	% Vacancies In Development:
PA26-009-001	Glenside Homes	Units: 8	2.3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Trash and recycle areas		\$200,000	2006
Upgrade and repair building exteriors		\$150,000	2006
Upgrade and repair building exteriors		\$300,000	2007
Upgrade underground electric		\$225,000	2008
New rear porches		\$280,000	2009
Total estimated cost over next 5 years		\$1,155,000	

5 Year Action Plan Tables			
Development Number:	Development Name:	Number Vacant	% Vacancies In Development:
PA26-009-002	Hensler Homes	Units: 1	2.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Refurbish kitchens		\$ 300,000	2006
Rehab Community Building		\$180,000	2007
Electrical upgrade in units		\$85,000	2008
Installation of 100 screen doors		\$40,000	2009
Total estimated cost over next 5 years		\$605,000	

5-Year Action Plan Tables			
Development Number :	Development Name:	Number Vacant	% Vacancies In Development:
PA26-009-003	Oakbrook Homes	Units: 15	2.4%
Description of Needed Physical Improvements or		Estimated Cost	Planned Start Date

Management Improvements		(HA Fiscal Year)
Trash and recycle areas	\$200,000	2006
Rehab admin office	\$50,000	2007
Remove old oil tanks	\$120,000	2007
Demo old brick smoke stack	\$40,000	2007
Outdoor lighting upgrades	\$100,000	2008
Foundation work on 66 buildings	\$150,000	2009
Vinyl floor replacement	\$100,000	2009
Total estimated cost over next 5 years	\$ 740,000	

5-Year Action Plan Tables			
Development Number PA26-009-004	Development Name: Franklin Tower	Number Vacant Units: 0	% Vacancies in Development: 4.9%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical modification for assisted living		\$20,000	2006
Bathroom modernization in 48 units		\$48,000	2007
Install new kitchens in 48 units		\$120,000	2008
Sprinkler system upgrade		\$250,000	2009
Total estimated cost over next 5 years		\$438,000	

5-Year Action Plan Tables			
Development Number: PA26-009-005	Development Name: Kennedy Towers	Number Vacant Units: 2	% Vacancies In Development: 1.6%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical modification for assisted living		\$20,000	2006
Bathroom modernization in 145 units		\$145,000	2007
Repave parking lot		\$20,000	2007
Installation of new kitchens in 145 units		\$362,500	2008
Sprinkler system upgrade		\$367,000	2009
Total estimated cost over next 5 years		\$914,500	

5-Year Action Plan Tables			
Development Number: PA26-009-006	Development Name: Rhodes Apartments	Number Vacant Units: 4	% Vacancies In Development: 3.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical modifications for assisted living		\$20,000	2006
Expand parking lot		\$75,000	2007
Bathroom modernization of 156 units		\$156,000	2007
Installation of 156 new kitchens		\$390,000	2008
Sprinkler system upgrade		\$367,000	2009
Total estimated cost over next 5 years		\$1,008,000	

5-Year Action Plan Tables			
Development Number: PA26-009-008	Development Name: Eisenhower Apartments	Number Vacant Units: 2	% Vacancies In Development: 3.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Physical modification for assisted living		\$20,000	2006
Replace 1 Emergency Generator		\$75,000	2006
Bathroom modernization in 156 units		\$156,000	2007
Expand parking lot		\$75,000	2007
Install new kitchens in 156 units		\$390,000	2008
Sprinkler system upgrade		\$367,000	2009
Total estimated cost over next 5 years		\$1,083,000	

5-Year Action Plan Tables			
Development Number: PA26-009-010	Development Name: Hubert Apartments	Number Vacant Units: 2	% Vacancies In Development: 5.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical modifications for assisted living		\$20,000	2006
Exterior lighting		\$25,000	2006
New parking lot		\$50,000	2006
Bathroom modernization in 70 units		\$70,000	2007
Installation new kitchens in 70 units		\$175,000	2008
Sprinkler system upgrade		\$376,000	2009
Total estimated cost over next 5 years		\$716,000	

5-Year Action Plan Tables			
Development Number PA26-009-013	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 0	% Vacancies In Development: 4.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	As needed
Total estimated cost over next 5 years		\$5,000	

5-Year Action Plan Tables			
Development Number PA26-009-014	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 1	% Vacancies In Development: 95.9%
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: 3	% Vacancies In Development: 45.4%
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: 5	% 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 - 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	2006	
RHA wide A&E costs	\$ 100,000	2007	
RHA wide A&E costs	\$ 100,000	2008	
RHA wide A&E cost	\$ 100,000	2009	
RHA wide Management Improvement costs	\$ 100,000	2006	
RHA wide Management Improvement costs	\$ 150,000	2007	
RHA wide Management Improvement costs	\$ 150,000	2008	
RHA wide Management Improvement costs	\$ 150,000	2009	
RHA wide Administrative Costs	\$ 50,000	2006	
RHA wide Administrative Costs	\$ 50,000	2007	
RHA wide Administrative Costs	\$ 50,000	2008	
RHA wide Administrative Costs	\$ 50,000	2009	
RHA Development Costs	\$100,000	2006	
RHA Development Costs	\$100,000	2007	
RHA Development Costs	\$100,000	2008	
RHA Development Costs.	\$100,000	2009	
RHA Site Improvements	\$325,000	2006	
RHA Site Improvements	\$200,000	2007	
RHA Site Improvements	\$50,000	2008	
RHA Site Improvements	\$50,000	2009	
Total estimated cost over next 5 years	\$2,175,000		

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	2006	
Concrete Repairs/Replacement 15,000 yards	\$150,000	2007	
Concrete Repairs/Replacement 15,000 yards	\$150,000	2008	
Concrete Repairs/Replacement 15,000 yards	\$150,000	2009	
Masonry Repairs and Waterproofing	\$100,000	2006	
Masonry Repairs and Waterproofing	\$100,000	2007	
Masonry Repairs and Waterproofing	\$100,000	2008	
Masonry Repairs and Waterproofing	\$100,000	2009	
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: **RHA is in the midst of developing a mixed finance project or a homeownership mixed finance project. At this time RHA does not have any specific program in mind. RHA is merely exploring possible options in developing some kind of project in the plan year. Unfortunately, we do not have any projects in mind nor are funds available to do one at this time, however one may present itself in the plan year.**

- 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:

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: (DD/MM/YY)	
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:	

9. 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

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

Development Name	Number of Units
NONE	NONE

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: 10/1995
5. Number of units affected: 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 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

1. 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 (resident advocacy within network of social service system)</i>	<i>All PH households</i>	<i>Open</i>	<i>Various CommunitySettings</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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

3. Which developments are most affected?

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

2. Which developments are most affected?

- I. Oakbrook Homes
- J. Glenside Homes
- K. Hensler Homes
- L. Eisenhower Apartments
- M. Rhodes Apartments
- N. Kennedy Towers
- O. Franklin Towers
- P. 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)

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

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

The Pet Permit Application must include the following information:

- A. Description of animal
- B. Emergency contact person
- C. Color photo of animal(s)
- D. 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

- A. Be at least 6 months old and completely housebroken
- B. Be licensed by proper local authority
- C. Be neutered or spayed
- D. Be properly immunized
- E. Not be left alone for more than 12 hours
- F. 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): **Development-based budgeting**

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 as **Attachment "C" - Meeting Minutes**
 - 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 is a member of the Resident Advisory Board. However, if the present resident Commissioner retires or resigns from the Board of Commissioners, 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.

1. 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:

- A. The changes to the Capital Fund are less than 40% of the total amount of funding for that year.
- B. 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.
- C. The RHA may change any part of all of the Agency Plan if the changes are needed to meet any judicial decrees.
- D. 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:

- A. 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.
- B. The changes or modifications to the Plan are consistent with the information and data available to HUD.
- C. The changes or modifications to the Plan are consistent with the Consolidated Plan.

2. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan 2000-2004.

Goals of the 5-Year Plan have been meet as the RHA has accomplished the following objectives.

Management Issues

- A. RHA has been recognized as a high or standard performer for the annual Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) during each year of the 5-Year Plan.
- B. Resident satisfaction has improved each year as documented by the annual HUD survey.
- C. Occupancy rate of 97% in Public Housing was achieved in the fiscal year ended March 31, 2004.
- D. RHA continues to promote customer-friendly service and fiscally prudent leadership through continued training.

Expansion of The Stock Issues

- A. RHA continues to work towards increasing the homeownership of our residents through our homeownership program.
- B. RHA is currently implementing our non-profit and expect to apply for its first tax credit allocation in the next five years or sooner.
- C. RHA has not yet decided upon a new affordable housing rental community without public housing funds but are still in the planning stages for this project.
- D. RHA feels that it is on schedule to build or acquire 20 units for homeownership in that to date 3 units have been built and there is development funding in our Capital Fund and Scattered Sites PA017.

Marketability Issues

- A. Each year RHA has achieved a higher score in the annual HUD resident satisfaction survey.
- B. Curb appeal has improved by landscaping and development identification signs and constant modification of the trash collection methods and cleanup of litter as well as lease enforcement for the maintenance of yards and sidewalks.
- C. RHA continues to provide continuing education in the area of customer service.

Security Issues

- A. RHA has enhanced security and reduced crime by adding and strategically placing security camera and adding three full-time Community Police officers.

Tenant-Based Housing Issues

- A. Continuing the Homeownership Program for Public Housing units and implementing a Housing Choice Voucher (HCV) Homeownership Program in 2004.

- B. RHA achieved a 99.9% utilization rate in the HCV program for fiscal year ended 3/31/2004.**
- C. RHA continues to attract new landlords to the HCV program by holding annual landlord information sessions jointly with Berks County Housing Authority.**

Maintenance Issues

- A. RHA continually monitors and meets the objective of performing preventive maintenance at all our developments. This is especially true when new systems are installed and have different maintenance requirements. In all cases, RHA will ensure that all of our developments are maintained at as high a level as possible. However, the continued decrease in the level of funding may erode the level of preventive maintenance.**
- B. RHA uses available funding to make our developments as appealing to both our residents and the public as funding levels permit. This is an ongoing objective as we continually look for ways to ensure that our developments are no different than the private market.**
- C. RHA has been successful in meeting the objective of completing non-emergency work orders in less than 30 days. The RHA reported an actual completion rate of 3.25 days for the PHAS report for the fiscal year ended 3/31/2004.**

Equal Opportunity Issues

- A. RHA continues to attract new landlords to the HCV program by holding annual landlord information sessions jointly with Berks County Housing Authority.**
- B. RHA adheres to Section 3 regulations by informing contractors of their obligation and notifying residents when needs arise. Contractors have hired residents during modernization work and in some cases retained them as permanent employees after the work was done. RHA has hired residents who have been recommended by contractors.**

Fiscal Responsibility Issues

- A. RHA has maintained a high or standard performer score in the financial component of the PHAS evaluation each year of the 5-Year Plan while complying with all accepted accounting practices.**

Public Image Issues

- A. RHA staff spoke to South of Penn 55 Plus Club, participated in the Hispanic Center Housing Fair, participated in the annual Senior Expo in an effort to improve the public image of assisted housing.**

- B. Positive stories that appeared in the local media included stories on Wellness Services for Elderly and Disabled resident of RHA, Construction of Homes for Homeownership, Olivets Club, and the Stokes Stitt Scholarships award by RHA to residents.

Supportive Services

- A. Partnered with Berks Visiting Nurses to provide Wellness Clinics for health and welfare services and Advantage Homecare for housekeeping services for the elderly and disabled residents in public housing.
 - B. RHA continues to apply for Resident Opportunity and Self-Sufficiency (ROSS) grants when available.
2. The definition of “Reasonable Accommodation” has been added to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing and the Administrative Plan for Housing Choice Voucher. The procedure for requesting a reasonable accommodation will be included in the ACOP and Admin Plan as an exhibit and is an attachment to this plan.

Reasonable Accommodation – is a change in policies, practices, or services, when such a change may be necessary to afford a person with a disability equal opportunity and access to use and enjoy a dwelling.

4. The definition of “Individual with Disabilities” has been changed in the ACOP and Administrative Plan to read as follows.

Individual with Disabilities – any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. The term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

The phrase *Physical or mental impairment* includes (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term *physical or mental impairment* includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

Major life activities means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Has a record of such impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is regarded as having an impairment means (1) has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation; (2) has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or (3) has none of the impairments defined in the phrase *physical or mental impairment* but is treated by a recipient as having such an impairment.

5. The minimum rent policy for Public Housing and Housing Choice Voucher will be changed from \$25.00 to \$50.00 effective on April 1, 2005.
5. The definition of “Service Animal” has been added to the ACOP and Administrative Plan.

Service Animal – an animal that is a working animal not a pet that is individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks.

Note: As defined by the DOJ

In order to be in compliance with the Fair Housing Act with regard to service animals, 3 tests must be met:

- 1) The person must have a disability (see Individuals with Disabilities defined).
- 2) The animal must serve a function directly related to the person’s disability.
- 3) The request to have the service animal must meet the test of reasonable accommodation.

Optional Public Housing Asset Management Table

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

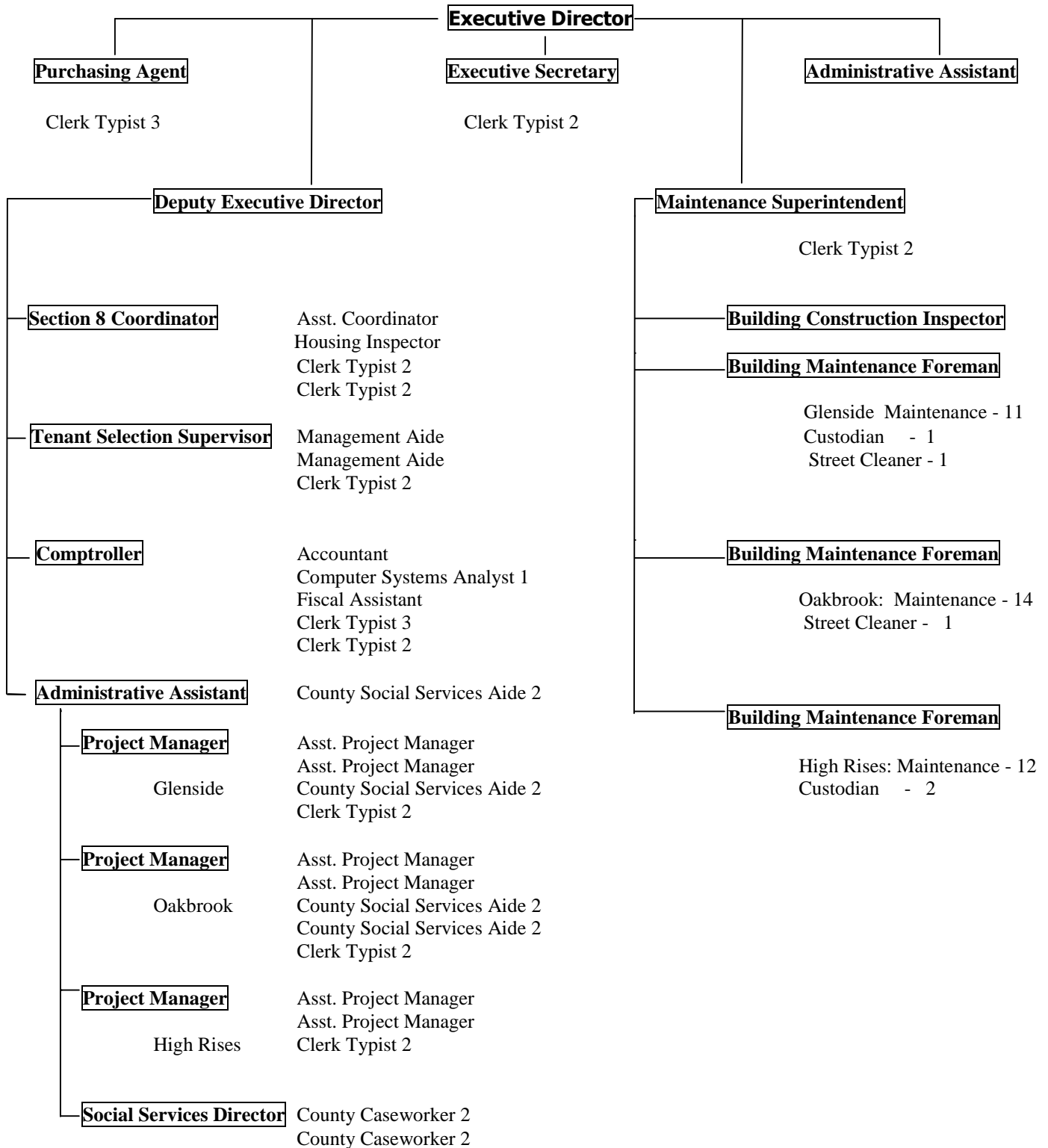
Public Housing Asset Management

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>
PA009001	400	400						
PA009002	102	102						
PA009003	526	526						
PA009004	48	48						
PA009005	145	145						
PA009006	156	156						
PA009008	156	156						
PA009010	70	70						
PA009013	1						1	
PA009014	2						2	
PA009015	9						9	
PA009016	1						1	
PA009017	10		1				10	

Attachment “A” – Admissions Policy for De-concentration (ACOP)

4. Selection Process. Residents will be selected from among eligible applicant families on the waiting list whose family composition is appropriate to available dwelling units. The Reading Housing Authority will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound low-income housing development, which provides a decent home and a suitable living environment and fosters economic and social diversity in the Resident body as a whole. Selection will be made in such a manner as:
 - A. To avoid concentrations of the most economic and socially deprived families in one or all of the properties operated by the Reading Housing Authority.
 1. The Reading Housing Authority will annually, at the preparation of the Annual Plan, determine whether each of its’ covered developments fall above, within, or below the Established Income Range in accordance with current HUD rules in 24CFR903.2.
 2. Where it is determined that a covered development falls outside the Established Income Range (EIR) the Reading Housing Authority will take the following actions:
 - a. Encourage families with income below the EIR to accept units in developments with incomes above the EIR, or vice versa, thru affirmative marketing plans or added amenities.
 - b. Targeting investment and capital improvements toward developments with an average income below the EIR and encourage applicant families whose income is above the EIR to accept units in those developments.
 - B. To maintain a Resident body in each development composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the Reading Housing Authority's area of operation as defined by state law.

ORGANIZATIONAL CHART



Attachment C
RESIDENT ADVISORY BOARD
MEETING 7/20/04

A meeting of the Resident Advisory Board was held at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, July 20, 2004 at 9:30 a.m.

ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Ron Fioravanti, Deputy Executive Director; Charles Huckstep, Administrative Assistant; Stacey Keppen, Director Social Services; Jack Knockstead, County Caseworker 2; Fred Prutzman, Building Construction Inspector; Grisel Saez, County Caseworker 2 and Dave Talarico, Maintenance Superintendent

Residents: Dorothy Frankhouser, Hubert Apartments; Jilliane Gantz, Hubert Apartments; Rodney Gantz, Hubert Apartments; Nadine Hayes, Kennedy Towers; John Krick, Eisenhower Apartments; Nicky Kutzler, Eisenhower Apartments; Rod Leibhart, Kennedy Towers; Luz Martinez, Glenside; Griselle Mercado, Glenside; Lillie Mathies, Glenside; Barbara Ortiz, Franklin Towers; Carmen Rolon, Franklin Towers; Carmen Simmons, Kennedy Towers and Rev. Larry Weiser, Franklin Towers

HANDOUTS:

- Agenda
- What is the One Year Plan?
- Notice Providing Guidance on the Role of Resident Advisory Boards (RABs) in the Development of Public housing Agency
- Proposal by PA Association of Resident Councils (PARC) to Reading Housing Authority (RHA)

AGENDA:

- Welcoming
- Meeting Rules
- What is the Resident Advisory Board?
- Annual Plan
- Open Forum
- Future Meetings

MEETING:

- Welcoming

Ron began the meeting by welcoming everyone to the meeting. Staff and residents introduced themselves. There were some first time members.

- Meeting Rules

Ron stated that he has only one rule and that is to show respect for the other members of the Resident Advisory Board. One can do that by raising their hand before speaking and let other members speak when recognized.

- What is the Resident Advisory Board?

Ron went over the handout “The Notice Providing Guidance on the Role of Resident Advisory Boards” with the RAB members.

Question #1: What is a Resident Advisory Board (RAB) and what is its purpose?

A RAB is a Board whose membership must adequately reflect and represent the residents assisted by the Public Housing Authority (PHA). Section 511 of the US Housing Act is the reason why the Annual Plan submitted every year needs RAB’s approval.

Question #2: What is the role of RABs in the development of PHA Plans?

In summary, RABs are expected to be actively involved in the development of PHA Plans. RABs should reach out to ensure that the views of all families in Public Housing and Section 8 Housing Choice Voucher programs are as well represented as possible.

Question #3: When do PHAs have to appoint RABs?

The fiscal year begins the first of the year. A PHA plan (Annual Plan) needs to be submitted 75 days prior to January 1 to Housing Urban Development (HUD). Reading Housing Authority (RHA) needs to submit with RAB’s approval the final plan sometime in November to the Board. A RAB must be appointed sufficiently in advance to meet these deadlines.

Question #4: How is the membership of a RAB determined?

All elected members of each individual council will be asked to serve on the Board. Ron mentioned that Lillie Mathies, a resident of Glenside, is a Commissioner on our Board. She as a member of RAB serves as a liaison between RHA and residents.

Question #5: Must Section 8 tenant-based recipients be represented on a RAB?

Yes, even though no one attended the meeting today, we do have someone representing our Section 8 Program. Sometimes not everyone can attend all of the meetings.

Question #6: How many RABs should each PHA have?

The law requires at least one.

Question #7: May a RAB include members who are not federally assisted public housing residents or recipients of Section 8 tenant-based assistance?

No, everyone has to be representing either Public housing or Section 8.

Question #8: May a PHA have separate RABs for tenant-based Section 8 recipients?

Yes, but our RAB includes both.

Question #9: Are PHAs with only Section 8 units required to have a RAB?

This does not apply to us for RHA has public housing units as well as Section 8 units.

Question #10: At what stage in the planning process must PHAs involve the RABs?

This paragraph says an awful lot. In summary, the role of the RABs is to assist and make recommendations regarding the development of the PHA Plan and any significant amendments or modifications to it. RABs should have plenty of time to do that so they can provide representation that is meaningful and relevant to the development of the Plan. A PHA must consider the recommendations of the RABs. Ron said that this sentence is the most important. It means that we will consider any recommendation by the RAB. When going over the plan, we will discuss everything in detail.

Question #11: Must PHAs allocate resources to RABs?

Yes, we must have reasonable resources, which includes available funds for the proper functioning of RABs. Last year and in May of this year we sent some of our Resident Council members to a conference by the Pennsylvania Association of Resident Councils (PARC).

Question #12: What if the PHA and the RAB do not agree on certain aspects of the PHA Plan?

We, the Reading Housing Authority, are required by law to consider the recommendations of the RABs when preparing the PHA Plan. Ron said that we currently do this and the RAB will need to see and approve the final plan before it is submitted.

Question #13: What is the term of appointment of RABs?

Stacey stated that the only requirement is that you are a Resident Council Officer. We had considerable discussion about this last year and that is what the group agreed upon.

Question #14: If a Resident Council or Resident Council Members are appointed as members of a RAB, do they continue to fulfill Resident Council duties?

Yes, participation on a RAB does not diminish the responsibilities of a Resident Council Officer.

Question #15: Are there specific requirements for notifying RABs of meetings?

Yes, at least 48 hours in advance the RAB members should be notified. The Reading Housing Authority will continue to provide RAB members adequate notice of meetings and make available copies of any proposed plan.

Question #16: What if a PHA is unable to obtain tenant participation on an RAB?

Stacey and Ron agreed that this has never been a problem. All members of past RAB have done an excellent job.

Stacey reminded the Board that their biggest responsibility is to take information back to the residents where they live and bring the residents feedback to the RAB meetings. As a Resident Council Officer, the job being an elected official is to represent the majority, every voice that is heard in his or her development.

Stacey added that being on the Resident Advisory Board is just not about spending money as residents who attended the PARC meeting learned. As RABs become more recognized they can get their 501C, which means they can become recognized as a nonprofit organization. As a result, they can apply for and receive grants. This could mean more programs and activities for residents.

- Proposal by PARC

Stacey explained that approximately 10 years ago HUD had funds available to start state wide-organizations for Resident Councils. Hazleton Housing Authority was awarded the contract with HUD to help authorities throughout the state to get organized and that is how PARC was formed. Resident Council members are now all members of PARC. PARC gets money to provide services for people and they are encouraged to do trainings.

Stacey passed out a "Proposal by Pennsylvania Association of Resident Councils (PARC)." She suggested that our RAB is ready to go to the next level to become an incorporated group. As a formal group, RAB can pursue their own things. RAB would have bylaws, elections, officers and schedules for RHA to come to the meetings and talk about the Annual Plan. PARC can provide the technical training to do this.

The Resident Advisory Board approved the proposal. As a result, PARC will provide a one-day on-site training for our RAB. This will involve reviewing and re-writing all bylaws and then preparing an Incorporated Application to be processed by the State for a non-profit status with the Internal Revenue Service (IRS). The cost of this supportive service contract will be \$950.00

PARC's expertise includes but is not limited to the following areas:

1. Administrative Skills like simple bookkeeping and documentation, recruiting member, establishing adhoc committees, fund raising, educational and health speakers, establishing standard meeting dates.
2. Organizational Techniques.
3. Benefits in partnering with Housing Authority and other valuable civic organizations.
4. Write and/or review bylaws.
5. Write and review application for incorporation.
6. Application for 501 C – 3-status implementation.
7. Grant application skills and implementation.
8. Form a liaison relationship between Housing Authority and their resident leaders.

Before the proposal was passed, there were several concerns and questions by some of the members of the Resident Advisory Board.

Rev. Weiser wanted to know who pays for this training. Stacey stated that we as a housing authority are allotted so much money to do so.

Ms. Hayes asked what the word “adhoc” means. This was mentioned on the first page of the proposal. Jack said it is a temporary committee formed that breaks up after an issue is resolved.

Ms. Frankhouser was wondering how things work for your individual building. Stacey answered being part of RAB means that you are a member of a bigger group. When reviewing the plan, one will see the plan as a whole. Decisions will have to be made accordingly. For example, with the funds available, is heating more important to have for everyone or a gate at each development? One will get a true picture of how RHA works. There is an Operating Fund and a Capital Fund.

Mr. Krick stressed to the RAB that RHA does their part and we have to do ours. There was concern if RAB does their part. Ms. Hayes said it is a lot of responsibility. Stacey reminded everyone that they are doing an excellent job and yes they are doing their part. Because of that, Stacey said that the RAB should not have any problem going to the next step of trying to become a non-profit organization.

Ms. Kutzler wondered if the same officers would be for both RAB and Resident Councils. Each Resident Council has their own officers, different than from the RAB.

Rev. Weiser wanted to know why other developments have 2-year terms and not 1-year terms for their officers and how do you go about changing it? Stacey said that it depends on each development’s bylaws. Charles Gennaro, President of PARC, will be able to help with this when he comes for the training.

Mrs. Ortiz was wondering if you have a problem at your development how do you fix it and make decisions when residents don’t come to the meetings.

There were comments on how other Resident Councils get residents to attend meetings. Ms. Frankhouser said that she makes a lot of phone calls. Ms. Kutzler mentioned that by just having the meeting in the Community Room, other residents are

curious to what is going on and they join in. Mr. Gantz said that sometimes they serve food.

Ron added, when Charles Gennaro comes to our Housing Authority for the training, these concerns could be addressed to him. He is very inspirational and has ways to get Resident Councils more involved. It is important to jot down and have your questions ready for Mr. Gennaro.

Stacey mentioned that as you are arranging to become an incorporated group with Mr. Gennaro take in consideration the various skills of each member and delegate accordingly. Some members have strong secretarial, accounting, and leadership skills and would be good at being the Secretary, Treasurer, President and Vice President, etc. Stacey added that the purpose of being your own group is that you get to approve things before it is presented to RHA. We will help in what ever way we can.

- Annual Plan

Ron passed out to discuss “What is the One Year Plan?” At the next meeting, he will try to have a schedule and a copy of the plan.

1. Housing Needs.

There was a question by Rev. Weiser what extremely low-income means. Ron will have a table available at the next RAB meeting.

2. Financial Resources.

Rents paid provide ½ of revenue for public housing; the other half comes from subsidies or grants. Money to be used comes out of an Operating Fund and Capital Fund. The Capital Fund is used to do jobs like balcony doors, gates, windows, etc. There is also a Section 8 Fund.

3. Eligibility and Admissions Policies.

RHA has an Admissions and Continued Occupancy Policy which is available at each building for residents to review. If it is not posted, one should see their Manager and they would provide one.

Ron mentioned screening residents. We have to be very careful whom we exclude. We have to admit a certain level of income. There is a screening for criminal background. If arrested for drug activity, we can exclude them.

4. Rent Policies.

There was a question about flat rents. Ron said that rent is established in two different ways. One either pays a flat rent or income based rent. Flat rents are based on the market rate for rent on the same type of unit in that area. The income-based rent is 30 percent of one’s gross income. It depends on each individual situation on rather a flat rent or income based rent should be used. At Annual Income review time, this is

discussed with the resident and he or she decides which is the best way. If someone loses his or her job, they can appeal the flat rent to get an income-based rent.

5. Maintenance and Management.

The Annual Plan must include a statement of the agency's maintenance management and operations.

6. Grievance Procedures.

In the ACOP, the grievance procedure is listed. The only time a grievance procedure can be denied if there is a criminal act involving drugs. RHA has a one strike and you are out policy.

7. Capital Improvements.

Ron explained that the Capital Fund in the Annual Plan is what RAB will be working on ½ of the time. RHA looks ahead five years and sets priorities. Dave Talarico, Maintenance Superintendent, and Fred Prutzman, Building Construction Inspector, are tied directly to the Capital Fund Planning.

8. Demolition and Sale of Public Housing.

At this time, RHA does not have any intentions of demolishing any of their properties. The City, however, is demolishing some properties behind Hubert Apartments. RHA will own ½ of the area. A parking lot will be placed there so more spaces are available for residents and staff. Recently, on Franklin and Second Streets, some modular homes have been built for Homeownership.

There was a concern by Ms. Frankhouser regarding a notice on the Bulletin Board that said, "Do you want a place to live next year? You might not have it."

Jack explained that this notice was just to encourage people to go vote. Stacey added that it is an effort to remind people who are concerned about subsidized housing that their legislator determines how much money is out there. You may want to think about how the politician stands on the issue of affordable housing before you go vote. Ron said how to get to legislators is to write to them as a group. You would want to contact a Federal Representative such as James Gerlach.

9. Designation of Housing for Elderly and Disabled Residents.

Ron said this does not apply to us. RHA does not have plans to convert a site just for elderly or a site just for disabled.

10. Conversion of Public Housing to Section 8 Vouchers.

RHA is not doing this.

11. Homeownership Programs.

RHA has two Homeownership Programs for first time homebuyers, the Public Housing Homeownership Program and the Section 8 Homeownership Program. The Section 8 Homeownership Program is just being initiated. It was part of last year's Annual Plan. Anyone interested in Homeownership should contact Audrey Wenrich at (610) 775-4813. Ron said maybe these programs could be mentioned at the Resident Council Meetings. A number of residents could qualify for this.

12. Services, Jobs, training, and Community Work Requirement.

Stacey added that various services are provided by RHA like our Health and Wellness Program. As far as the Community Work Requirement, the Federal Government mandates this. Anyone who is disabled or elderly is exempt.

Under Section 3 Program, Dave T. mentioned that he encourages hiring residents from our communities. We have done this in the past and we plan to continue doing so.

Family Self-Sufficiency – Our staff assists the residents to become self-sufficient.

13. Safety & Crime.

There was a question regarding putting alarms on community doors. Dave T. will look into this and get input from the residents.

Every year we send out a Customer Satisfaction Survey. Overall the results have been very good.

Ms. Kutzler was concerned about what to do in case of a fire emergency. It is important to get to the stairwell. If you need assistance, your door should be tagged with a sticker. You can obtain them at the Management's Office.

Ms. Kutzler praised the Community Police Officers for doing a good job. Discussion followed regarding the Community Police. Ms. Ortiz wondered why Community Police are pulled to an area not belonging to RHA. Mr. Leibhart felt that Kennedy Towers is not getting the coverage like they should. Ron explained it is in the agreement that if there is an emergency nearby a Community Police Officer could be called to help. By keeping neighborhoods safe, it helps to keep our developments safe. Also, Hawley was recently injured. Unfortunately, the City has no one to replace him. Mr. Leibhart said that maybe some people could attend a City Council meeting in regards to this.

Stacey added that if anyone feels his or he Community is being neglected, he or she should contact one of us. We will relay the information to the appropriate person. It is important to RHA that the residents feel safe. We can also look if the money for police officers is being spent appropriately.

Jack mentioned that Hawley is back to work and will be scheduling a meeting with each High Rise.

14. Pets.

Pets are allowed at the High Rises but not at the other developments unless it is a service animal.

15. Civil Right Certification.

Ron mentioned that all issues should try to be resolved first before going to the Human Relations Commission. The Human Relations Commission is available to help anyone who feels that he or she has been a victim of discrimination. RHA has a Civil Right Section in their plan.

16. Annual Audit.

Ron reported that we have a clean record with the audit. Our next audit is scheduled for August.

17. Asset Management.

Our Annual Plan includes this section in regards to planning for and budgeting for long-term operating, capital investment, rehabilitation, modernization, disposition and other needs for its buildings.

18. Additional Information.

This section describes the rights in the planning process, the establishment of Resident Advisory Boards and the Public Hearing Process.

- Other

The RAB gave their approval to support the RHA Homeownership Supportive Services Grant. The RHA is developing a Homeownership Supportive Services grant application to the US Department of Housing and Urban Development. These funds will be used to work with potential homeowners at the various developments to help them with the transition from renter to homeowner. This grant will enhance and greatly expand our existing Homeownership Program.

- Open Forum

Some issues presented at the open forum were as follows:

Do we allow Direct TV at the High Rises? The answer was no.

How long will the Wellness Services be continued? They will be continued until at least the end of next year with the ROSS grant.

Are bike racks going to be installed? Date T. explained that it is an item on the Capital Fund but there were other expenses. It involves more than just putting up the bike rack itself. It has to be bolted down with a concrete slab underneath. When you talk about 5 High Rises, it adds to the cost. Ron will have a report next time on what we intend to do.

Can the residents have paint to paint their apartments? Dave T. said that Dan has a list of units that must be painted and we will be getting to that.

What is happening with the recycling? Ron said we now have containers to try. A meeting will be scheduled with the Recycling Committee.

There was a request for push button doors for the Community Rooms.

- Future Meetings

The next RAB meeting will be held on Tuesday, August 10th at 9:30 a.m. at Kennedy Towers.

RESIDENT ADVISORY BOARD
MEETING 8/10/04

A meeting of the Resident Advisory Board was held at Kennedy Towers, 300 South 4th Street Reading, Pennsylvania on Tuesday, August 10, 2004 at 9:30 a.m.

ATTENDEES:

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

Residents: James Burke, Rhodes Apartments; Dorothy Frankhouser, Hubert Apartments; Jillaine Gantz, Hubert Apartments; Rodney Gantz, Hubert Apartments; Kent Hauseman, Section 8; Nadine Hayes, Kennedy Towers; John Krick, Eisenhower Apartments; Rod Leibhart, Kennedy Towers; Lillie Mathies, Glenside; Luz Martinez, Glenside; Griselle Mercado, Glenside; Larry Metz, Eisenhower; Barbara Ortiz, Franklin Towers; Carmen Simmons, Kennedy Towers, Evelyn Tirado, Glenside and Rev. Larry Weiser, Franklin Towers

HANDOUTS:

- 2005 Annual Plan Preparation Schedule
- PHA Plans – 5-year Plan for Fiscal Years 2005-2009
- Resident Advisory Board Minutes – 7/20/04

AGENDA:

- Welcoming
- Old Business
- Review Annual Plan Meeting Schedule and Agenda
- Begin Reviewing Annual Plan
- Open Forum

MEETING:

- Welcoming

Ron began the meeting by welcoming everyone especially Larry Metz, Eisenhower and James Burke, Rhodes who are new members to our Resident Advisory Board. For the benefit of the new members, Ron gave a brief review of what being a RAB member means. Copies will be sent to Larry and James on what we have covered so far.

- Old Business

Maximum Income Limits: RAB members should have received a copy of the income limits. Income Limits describe the level of income, which makes one eligible for public housing. HUD sets these limits and changes them each year.

Bike Racks: Ron reported that the locations have been identified and we are now looking for a supplier. The concrete work needs to be done. Hopefully, we will be able to install them before winter.

Direct TV: Ron will have information about this at the next meeting.

PARC Training: At the last meeting RAB approved the proposal for Pennsylvania Association of Resident Councils (PARC) to provide one-day site training for our RAB. Stacey announced that the training is scheduled for Wednesday, October 20th at 9:30 a.m., to be held at WCA. If there is a conflict with this date, one should contact Stacey. We will provide transportation to and from the training.

First part of the training will be going over bylaws and any areas of concern. RAB members should read their bylaws and have questions ready for Charles Gennaro of PARC who will be conducting the training.

Second half of the training will be on how RAB can go to the next level, to become an incorporated group. Being a RAB member isn't only about the Annual Plan. There are a lot of other things that can be accomplished as a group. PARC can provide the technical training to do this.

Minutes from meeting of 7/20/04: The minutes were reviewed and approved by the Board.

- Review Annual Plan Meeting and Agenda

Ron discussed the 2005 Annual Plan Preparation Schedule with the RAB members. It was agreed that Franklin would host the next meeting for August 24th. Then, Hubert will host the meeting for September 7th. We should be ready to send a draft of the Annual Plan to the Board of Commissioners by September 13th. The Board of Commissioners would then discuss the plan at the September Board Meeting Workshop on the 28th. On October 1st, the Annual Plan with RAB recommendations would be posted at each development for 45 days to be reviewed by the public. The Annual Plan will once again be discussed by the Board at the October Board Meeting Workshop scheduled for October 26th.

On November 15th, we should be ready for the public hearing (this is held 45 days after it has been posted). Ron mentioned that at a public hearing at least 1 Commissioner has to attend. Lillie Mathies who is a member of RAB and serves as a liaison between RHA and residents usually attends that meeting. The newspaper reporter and some RHA staff also attend. Because it is a public hearing, the public is invited as well. The announcement is posted and is in the local newspaper. In the past, no matter where or when you held them, the general public did not show up for these meetings.

Rev. Weiser mentioned because people live elsewhere they are not interested in public housing. Ron said it has been a long time since he has heard negative connotations in regards to our developments. A lot of this credit goes to our residents, the way they are conducting their lives, their involvement in the community, the formation of Resident Advisory Board and Councils, etc. So, Ron asked how do we get people who are not affected by us to attend the public meetings?

Some suggestions were sending individual invitations, giving a formal presentation, having refreshments and having it held in a big area such as the YMCA. Ron said that the time frame of 45 days might restrict us on what we can do. Stacey asked if any RAB member would be willing to be a proctor at the meeting. A proctor would be paired up with a staff member at a table to answer any questions. Ron told the RAB members to think about it and this will be discussed further at the next Resident Advisory Board Meeting. Ms. Frankhouser asked if RAB members were allowed to bring guests. Ron answered yes, anyone from the Community is invited. That is the purpose of the meeting for the public to come and make comments.

- Review Annual Plan – (5-Year Plan for Fiscal Years 2005-2009)

Ron handed out the PHA Plan for RAB members to review. At the next meeting we will be presenting and reviewing the Capital Fund part of it (what we plan to do for the next 5 years and this year as well). An example of a Capital Fund item is the Rhodes and Eisenhower windows that were just installed and the windows and AC's soon to be installed at Hensler.

Public Access to Information – Information regarding any activities outlined in this plan can be obtained by contacting RHA's Administrative Office (WCA), located at 400 Hancock, Boulevard, Reading, PA 19611

Display Locations for PHA Plans and Supporting Documents – The PHA Plans are available for public inspection at RHA's Administrative Office (WCA), PHA's Development Management Offices, PHA Local Offices, Administrative Offices of Local Government (City Hall) and the Reading Library. The Plan should be posted on the bulletin board at each development.

Table of Contents – Ron explained that the following would be discussed today: (HUD is requiring a shorter version for us to complete).

- Policies on Eligibility, Selection and Admissions (#3)
- Rent Determination Policies (#4)
- Demolition and Disposition (#6)
- Homeownership (#7)
- Project Based Voucher Program (#10)

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

A. Public Housing

Ron explained that each RAB member had to be determined eligible before he or she could move into Public Housing. There are certain steps in the process and we apply these same steps to every applicant; we do not discriminate.

1. Eligibility

- a. When does RHA verify eligibility for admission to public housing? The eligibility process starts when one is on the top of the waiting list. This process should take 90 days.
- b. Which non-income (screening) factors does RHA use to establish eligibility for admission to public housing? RHA does criminal background checks. Rental History is checked with prior landlords. RHA no longer does housekeeping screening; it is very labor extensive.

Ms. Ortiz wanted to know if someone with a criminal background could get into housing. Ron read pages 21 and 22 under “reasons to deny admissions” of the Admissions and Continued Occupancy Policy (ACOP). The ACOP should be posted on the bulletin board at each development. The Annual Plan determines what is in the ACOP.

Ms. Ortiz questioned if there was a time frame for denial. Ron read pages 23 and 24 of the ACOP, which lists the timeframes in detail. There are two cases where a person could be denied admission permanently:

- Persons who have been convicted of manufacturing or producing methamphetamine (speed)
- A household that includes an individual subject to a lifetime registration under a State sex offender registration program.

If an applicant has committed a crime within the 6 months prior to RHA starting the eligibility process, all of this would apply. Stacey explained what completion of a sentence means. It includes completion of the sentence of any conviction, payment of fines, completion of parole and probation and 6 months of unsupervised living without repeat incident.

Mr. Gantz and Ms. Frankhouser questioned what the process was to have a resident evicted for a criminal act. A lengthy discussion followed. Ron said that if a person is convicted of a crime even if it is a repeated offense, we must go by the legal process accordance to the PA State Standard Tenant Landlord Law. We can't just oust someone out of his or her unit immediately. A letter to evict will be sent to the resident. Sometimes the process could take awhile.

The exception to this is if it is drug related. If there is a strong suspicion of drug activity, RHA with enough evidence can start the eviction process immediately. RHA has the “one strike and you're out” or “zero tolerance” policy.

Mr. Leibhart wanted to know what strong suspicion means. This is where a resident can help. If something does not seem right (a lot of activity at one unit, disturbance of your neighbors) contact your Manager. There are drop boxes outside the Manager's Office for the police. Ms. Ortiz said just write a note to the police. No one needs to

know about it. Other members of the RAB said that they have and the police do read them and act upon them.

Ms. Hayes wondered if a resident is in violation of their lease and it is not a criminal act what applies. Mr. Gantz says he tells his Resident Council any violation of the lease should be reported to the Manager. All agreed. Ron added that a person could be evicted for other violations of their lease other than criminal.

Charles added sometimes it may seem that RHA is not doing something about a situation but they are. To go through the process of having someone evicted sometimes takes a while.

2. Waiting List Organization

- a. Which methods do RHA plan to use to organize its public housing waiting list?
We have a community-wide list, which is just one waiting list. It is by bedroom size; we do not have site-based list (an individual list for each development).
- b. Where may interested persons apply for admission to public housing?
Applications are made at the Tenant Placement Office at 815 Franklin Street (Rhodes Apartments) on the 1st Floor. They also can be contacted by phone.

Ms. Frankhouser asked if children are allowed in any of our developments. Ron explained that the High Rises and Hensler are for mixed population (elderly and disabled). Glenside and Oakbrook are called general occupancy, anybody can live there (elderly, disabled and family).

- c. This section does not apply to us.

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? Ron explained for general occupancy, you have two choices – Glenside or Oakbrook.
- b. Is this policy consistent across all waiting list types? No, the elderly and disabled (mixed population) receive the following three choices:
 - o Glenside,
 - o Oakbrook
 - o High Rises and Hensler.

4. Admissions Procedures

- a. Income targeting – We do not have to do this because our community provides us with applicants that meets our requirements as far as income. Does the RHA 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? By virtue of our selection plan, RHA historically exceeds the 40% ratio.

- b. Transfer Policies – In what circumstances will transfers take precedence over new admissions? Emergencies, Overhoused & Underhoused (need smaller or bigger units) Medical Justification, and administrative reasons determined by RHA (an example of this is the modernization work that was last done in Oakbrook). Resident choice does not take precedence over new admission. Our ratio of new admissions to transfers is generally 2:1.
- c. Preferences – Has RHA established preferences for admission to public housing (other than date and time of application)? The answer is yes. The following are numbered by priority.

Former Federal preferences that apply:

- o Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) (2)

Other preferences:

- o Residents who live and/or work in the jurisdiction (1)
- o Those enrolled currently in educational, training, or upward mobility programs. (1)
- o Date and Time (3)

5. Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?
 - o The RHA-resident lease
 - o The RHA's Admissions and Continued Occupancy policy (ACOP)
 - o RHA briefing seminars or written materials
 - o Other (Resident Handbook). We should be updating that soon.
- b. How often must residents notify RHA of changes in family composition?
 - o At an annual reexamination and lease renewal.
 - o Any time family composition changes, it must be reported within 10 days.
 - o At family request for revision.
 - o Other (Any time family income changes, it must be reported within 10 days).

Ron reported that soon we will have available some databases that pertain to your income. Some of these will be SSI, State Wages, and Unemployment. We will protect this information. It will only be used by RHA to determine your rent. This method has been established to help prevent fraud.

6. Deconcentration and Income Mixing

- a. Did the RHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? No, we do not do this. We do not place people with higher incomes in one area and people with lower incomes in another area. So, questions b and d are no and f and g are not applicable.

B. Section 8

The procedures are pretty much the same as Public Housing.

1. Eligibility

- a. What is the extent of screening conducted by RHA? Criminal and drug-related activity, more extensively than required by law or regulation.
- b. Does RHA request criminal records from local law enforcement agencies for screening purposes? Yes.
- c. Does RHA request criminal records from State law enforcement agencies for screening purposes? Yes.
- d. Does RHA access FBI criminal records from the FBI for screening purposes? Yes.
- e. What kinds of information RHA shares with prospective landlords? Previous rental information.

Person who was or is involved in criminal or drug-related activities would not qualify for the program.

Stacey and Ron explained to RAB members the difference between Section 8 and Public Housing. Both are assisted programs for housing. One would pay the same amount of rent for either and it is based on your income. Public Housing units are owned by the housing authority (project-based assistance). One only rents those units. Section 8 units are tenant-based assistance. Using a voucher, one has the option of renting anywhere within the City with a landlord accepting Section 8. If one chooses a location that exceeds what RHA will pay, one has an option to pay 40% of his or her income.

Ms. Gantz asked if people who are on Section 8 could rent PH units. Ron explained that we couldn't assist our own properties with a Section 8 voucher. RHA's Sylvania units are applicable for Section 8 for it does not receive a federal subsidy.

Ron briefly explained what rent reasonable is. We determine if the rent the landlord is asking is reasonable or not. If we determine it is not reasonable, one cannot rent there. Ms. Frankhouser asked if one needs a handicap unit, do we take additional features into consideration. Ron said yes, we do.

2. Waiting List Organization

- a. What program waiting lists is the Section 8 tenant-based assistance waiting list merged? Federal project-based certificate program. The project based is similar to PH project-based. A building could be designated for Section 8. The Book Bindery is designated as Section Project Based. They have a 15-year contract to do so.
- b. Where may interested persons apply for admission to Section 8 tenant-based assistance? At the Tenant Placement Office (Rhodes Apartments), 815 Franklin Street, 1st Floor. The eligibility is determined there.

3. Search Time

- a. Does RHA give extensions on standard 60-day period to search for a unit? Yes. If you are eligible for Section 8, one is issued a voucher. One has 60 days to search for that unit. There are certain circumstances that we would provide an extension. Ron added that the last time the waiting list was opened was in 1992. There is a great interest in this program. The turnover for Section 8 is approximately 100 a year. There is not a lot of opportunity for new people.

4. Admissions Preferences

- a. Income Targeting – we do not have to have any formal targeting because we meet the requirements. By the virtue of our selection plan, RHA historically exceeds the 75% ratio.
- b. Preferences – Has RHA established preferences for admission to Section 8 tenant-based assistance? Yes, and the preferences are listed below that we are going to employ in the coming year. They are numbered by priority.

Former Federal Preferences

- a. Involuntary Displacement (same as for PH) (2)
- b. Victims of domestic violence (not preference for PH). One in 10 applicants can be a victim of domestic violence. (2)

Other preferences

- Residents who live and/or work in your jurisdiction (1)
 - Those enrolled currently in educational, training, or upward mobility programs (1)
 - Date and Time (3)
5. Among applicants on the waiting list with equal preference status, how are applicants selected? Date and Time of application. This preference has previously been reviewed and approved by HUD.

6. Relationship of preferences to income targeting requirements. This is not applicable.

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 RHA? The Section 8 Administrative Plan. It is a rule by which we work. If any one would like a copy, he or she can call the Main Office.
- b. How does RHA announce the availability of any special-purpose Section 8 Program to the public? Through published notices and a letter to those on the tenant based waiting list.

We have been approved last year for the Section 8 Homeownership Voucher Program. We are in the process of working with interested people who have a voucher and who wants to buy a home. If we get someone to buy a home by the end of this RHA will receive a bonus of \$5,000. Ron said if one knows of anyone interested in this program to call Audrey Wenrich at (610) 775-4813.

There are two Homeownership Programs. A person can buy one of RHA's homes through the regular homeownership program. The Section 8 Homeownership Voucher Program is buying a home within the City. Mr. Hauseman wanted to know if the voucher could be used toward the mortgage. Yes, that is how the voucher works.

Ms. Keppen stressed the responsibility of being a RAB member. An RAB member is responsible when making a decision to look at all the pieces. This includes not only the needs of the people in one's building but also the needs of RHA as a whole and the people in the Community who are in need of housing.

Mr. Gantz brought up the issue that some residents in his building say all RHA want is your rent. Other Resident Council members hear the same thing. There was a discussion on what do you tell the residents when they say that. Mr. Gantz tells the residents that from the rent money RHA is able to get things like cameras and gates for the developments. Residents must become involved and one way is to attend Resident Council meetings.

In order to take action, RHA needs one's input. Resident Council members encourage residents to leave messages at the Manager's office. Many are afraid to do so. If an incident occurs, one needs to note the date and time and report it to the Manager immediately. The more information RHA has the faster we can resolve it.

4. PHA Rent Determination Policies – this is how rent is determined.

A. Public Housing

1. Income Based Rent Policies

- a. RHA 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 mandatory deductions and exclusions). This is the methodology we use to determine rent.

- b. What amount best reflects RHA's minimum rent? One of the major changes we are proposing is to have the minimum rent of \$25 increase to \$50. The RAB will have to disagree or agree with this decision. The Board of Commissioners will have to consider this as well.

Ron explained that this means if you are currently living in one of our developments and you have no income, RHA will charge you \$50 for rent. This applies to PH and Section 8. The reason for this is that our funding has been cut drastically. This is one of HUD's recommendations. This could provide RHA additional revenue of \$60,000 each year.

Mr. Liebhart wanted to know what percentage of the budget has been cut. Ron answered that the cuts are approximately 7% in Operating Funds. In Capital Funds, about 20% has been cut. Ms. Ortiz wondered if someone has no income how could they afford the \$50.00. Ron explained that there is a long form to fill out if someone does not have any income and someone could apply for a hardship. Very few people have ever signed up for hardship.

Mr. Burke wanted to know how many people living in RHA are on minimum rent. Approximately 150 families this applies to.

- c. Are rents set at less than 30% than adjusted income? This will be changed to yes for if flat rent applies one could be paying less than 30% of his or her income.
- d. There are no discretionary deductions.

Ron stressed that each RAB member needs to go over what we discussed today. If one thinks something should be checked or not checked, one needs to bring it up at the next meeting.

- e. There are no ceiling rents. We only have flat rents and income based rents.
- f. Rent re-determinations. Between income reexamination, how often must tenants report changes in income or family composition to RHA, such that the changes result in an adjustment to rent? All changes must be reported (both family composition and income) just like PH.
- g. Flat Rents. In setting the market-based flat rents, what sources of information do RHA use to establish comparability? RHA uses the Section 8 rent reasonableness study of comparable housing, survey of similar unassisted units in the neighborhood, and fair market rents. Flat rents are based on the market rate for rent on the same type of unit in that area.

B. Section 8 Tenant-Based Assistance

Most of Section 8 is tenant based rather than project-based.

1. Payment Standards

- a. What is RHA's payment standard? It is 100% of Fair Market Rent (FMR). Each year HUD sets a Fair Market Rent for units in Berks County. We have adopted these rents as what is called a payment standard and that determines what one would pay for a unit in our area for Section 8. This is how we base our rent reasonableness.
- b & c. Does not apply for our payment is 100% of FMR.
- d. How often are payment standard re-evaluated for adequacy? This is done annually for once a year fair market rents are set.
- e. What factors will RHA consider in its assessment of the adequacy of its payment standard?
 - o Success rates of assisted families – can we assist all the families that we have vouchers for? We currently have 603 vouchers.
 - o Utilization or use of available HUD funding.

2. Minimum Rent – What amount best reflects RHA's minimum rent? We are proposing the same as for PH. The minimum rent will be increased from \$25 to \$50 effective 4/1/05. Has RHA adopted any discretionary minimum rent hardship exemption policies? No.

6. Demolition and Disposition

We do not plan to do any demolition and disposition activities. Mr. Gantz wondered if that applied to the properties behind Hubert. It would not apply for RHA does not own those properties. Mr. Prutzman explained what is happening behind Hubert. He said that the City has demolished some homes. The City has given us some of that area which we will use for parking.

7. Homeownership Programs Administered by RHA.

A. Public Housing

1. Does RHA administer any homeownership programs.....? Yes as we discussed before we do have a public housing homeownership program.
2. Has RHA provided all required activity description information for this component....? Yes. Ron will provide the table at the next meeting. Some of this form from HUD is not accurate. We do not have 12 components any more.

B. Section 8 Tenant Based Assistance

1. Does RHA plan to administer a Section 8 Homeownership Program pursuant to....? Yes, as we discussed we do have one. This is relatively new.
2. Will RHA limit the number of families participating in the Section 8 Homeownership option? We will assist 30 families.
3. Will RHA program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? No.

10. Project-Based Voucher Program (if applicable)

RHA has a total of 58 units of Project Based Vouchers in use and this represents a little less than 10% of our allocation, which is 603. RHA at this time does not have any plans to use the additional vouchers for project basing. However, if a Project Based Homeownership Choice Voucher (HCV) program is identified and it is in line with the RHA goals and objectives, RHA would participate up to the maximum number of HCV's allowed under the regulations. We will not expand the program at this time but there is always possibility we could at a later date.

If one obtains a Section 8 voucher, one can take that for assistance anywhere in the country. This is called portability.

- Open Forum

Ms. Frankhouser mentioned flat rents vs. minimum rent.

Lillie Mathies attended a NAHRO conference in Detroit. We received an award for the modernization of Oakbrook and the upgrade of our camera system.

Mr. Huckstep described the eviction process. The residents then discussed the process.

There was a discussion on how to get residents more involved. Residents Council needs to encourage their participation and stress the benefits of doing so.

- Future Meeting

Everyone should go over what we discussed today and bring any comments (preferably in writing) to the next meeting. The next meeting will be held on Tuesday, August 24th at 9:30 a.m. at Franklin Towers.

RESIDENT ADVISORY BOARD
MEETING 8/24/04

A meeting of the Resident Advisory Board was held at Franklin Towers, 120 South 6th Street Reading, Pennsylvania on Tuesday, August 24, 2004 at 9:30 a.m.

ATTENDEES:

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

Residents: Dorothy Frankhouser, Hubert Apartments; Jillaine Gantz, Hubert Apartments; Rodney Gantz, Hubert Apartments; Nadine Hayes, Kennedy Towers; Nicky Kutzler, Eisenhower Apartments; Rod Leibhart, Kennedy Towers; Lillie Mathies, Glenside; Luz Martinez, Glenside; Larry Metz, Eisenhower; Barbara Ortiz, Franklin Towers; Carmen Simmons, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Bonnie Steeley, Franklin Towers; Evelyn Tirado, Glenside and Rev. Larry Weiser, Franklin Towers.

HANDOUTS:

- PHA Plans – 5-year Plan for Fiscal Years 2005-2009 (Sections 2, 5, 9 & 10)
- Resident Advisory Board Minutes – 8/10/04

AGENDA:

- Welcoming
- Old Business
- Review RHA Annual Plan
- Open Forum

MEETING:

- Welcoming

Ron began the meeting by welcoming everyone especially Bonnie Steely, Franklin Towers, who is attending our RAB meeting for the first time.

- Old Business

Bike Racks: Ron reported that the location, type, and funding have been identified for bike racks to be installed at all the High Rises. Joe Gapinski is in the process of determining what size rack is needed. Racks should be installed soon.

Direct TV: Ron has received information from our Solicitor. Ron will review it and have a report at the next meeting.

Minutes and comments from meeting of 8/10/04: The minutes were reviewed and approved by the Board.

Mr. Gantz had a question on the subject of Security. He was wondering if bars could be placed on the bathroom windows. Fred said that the locks on the inside of the windows will allow them to open only so far. There is a conflict between FHEO and the Fire Marshall whether we can do it or not. Fred will look into this matter.

- Review Annual Plan – (5-Year Plan for Fiscal Years 2005-2009)

Ron handed out components 2, 5, 9 & 10 from the 5-Year Annual Plan.

- Statement of Financial Resources (#2)
- Capital Improvement Needs (#5)
- Additional Information (#9)
- Project-Based Voucher Program (#10)

#2. Statement of Financial Resources

This summarizes funding for our fiscal year beginning April 1, 2005.

1. Federal Grants

- a. Public Housing Operating Fund (\$4,301,992) – This is the operating subsidy, which we will receive from HUD to do our routine operation budget. Ron mentioned that on August 11th, Tom Marsh and himself went to an Operating Fund Briefing. At this meeting, a new formula for the distribution of operating subsidy to public housing agencies was discussed. Under the new calculation, we will be receiving more money, approximately \$100,000.
- b. Public Housing Capital Fund (\$2,639,139)
 - Capital Improvements - \$2,111,312
 - PH Operations - \$527,827. This will supplement the PH operating Fund to pay for our routine operating expenses.
- e. Annual Contributions for Section 8 Tenant-Based Assistance (\$3,128,000). This is the amount of money RHA receives for the Section 8 Program which goes towards paying the landlord his or her supplemental rent as well as the administrative fees to operate the program.

2. Prior Year Federal Grants on Obligated Funds (\$1,639,139) – This is the money remaining from our current year's Capital Fund (CFP). The monies will be carried over to next year.

3. Public Housing Dwelling Rental Income (\$3,420,000) – This is the rent money paid to the Authority by the residents. This will be used for our public housing operations. Our public housing operations budget is about 8 million dollars.

4. Other Income (\$147,600) -

- o Interest (\$30,000) - The reserves RHA may have. This goes to public housing operations. Mr. Leibhart asked isn't this much lower than previous years. Ron said that we are not generating as much interest income due to lower interest rates.
- o Laundry, Office Rent, Tenant Charges (\$117,600) – This goes towards paying operating expenses.

TOTAL RESOURCES = \$15,275,870 – This is the total resources for next year. (Total of #1, 2, 3 & 4 above). This is what RHA will probably spend for all of its programs. Some of this is spent for Section 8 but the vast majority is spent for public housing.

Ron asked if there were any questions, comments or any suggestions on how to raise more revenue (money). Ron added that RHA is limited on what they can do. RHA will continue to look at different ways.

RHA and other housing authorities are approaching limited reserves. RAB members wondered if there was something they could do. RAB members could go to their elected officials and help them understand why public housing should not be cut. Mr. Leibhart wondered if it would help to talk to City Council. It wouldn't hurt but federal representatives like Holden is the best direct contact concerning federal funding.

Another way to make an impact would be for residents to vote. HUD wants housing authorities to encourage their residents to register to vote. RHA has given the Voting Administration Office permission to do a campaign at the High Rises. The campaign would only be done in the Community Rooms not door-to door. Mrs. Hayes and Mrs. Frankhouser wondered if we could get an outside source or politician to talk to the Resident Council. Stacey said Resident Council needs to agree on it and set it up. Whoever is invited would be Resident Council's guest. RHA cannot promote it or arrange anything.

#5. Capital Improvement Needs

Capital Fund Program & Activities

- A. RHA is eligible to participate in the Capital Fund Program (CFP) in the fiscal year 2005. The program is basically for Capital Improvements.
- B. The amount of RHA's estimated or actual Capital Fund Program grant for the upcoming year is \$2,639,139. It comes to about the same as last year if we count the \$400,000 RHA got extra for obligating our money in a timely fashion. There was a question on what is obligated money. Once the money for a contract is approved by the Board of Commissioners with a resolution, it is obligated money.

- C. Yes, the RHA does plan to participate in the Capital Fund Program in the upcoming year.
- D. No, we do not have any debt for financing Capital Improvement.
- E. The Capital Fund Program Annual Statement (Attachment A) and the Capital Fund Program 5 – Year Action Plan (Attachment B) were discussed. Fred explained the different items.

Attachment A

- 2. 1406 Operations (\$527,827) – Money set aside for the operating budget.
- 3. 1408 Management Improvements (\$50,000) – Helps RHA to train staff.
- 4. 1410 Administration (\$50,000) – Helps to pay salaries for the people doing projects at our developments.
- 7. 1430 Fees and Costs (\$125,000) – Money set aside for architects to design the various projects.
- 9. 1450 Site Improvement (\$125,000) - Fencing for all of the developments.
- 10. 1460 Dwelling Structures (\$1,611,312) – Money that will be spent on all projects at each development.
- 13. 1475 Nondwelling Equipment (\$50,000) – Money spent for computer hardware (physical equipment to help run our operation).
- 18. 1499 Development Activities (\$100,000)– Used for modernization development.
- 21. Total of Annual Grant (\$2,639,139) – Adding #2, 3, 4, 7, 9, 10, 13, & 18.

Pages 32 – 33 shows a further break down of the item numbers listed above that RHA is proposing. Some of these are as follows:

- Repair and upgrade the exterior of 12 buildings at Glenside – there are some brick problems.
- New AC's at Glenside Administration Building and centralized AC in the Community Rooms at the High Rises.
Mrs. Frankhouser wanted to know why Hubert's Community Room wasn't included. Fred said that a new AC unit had just been installed. Hubert does not have the ductwork for a centralized system.
- Replace emergency generators in two High-Rise Buildings.
- Boiler replacement in two High-Rise buildings. (Rhodes & Eisenhower – the last two buildings that have original boilers in them.)

Fred mentioned that we need to find ways to save on utilities like replacing outdated equipment. The cost for utilities is increasing.

Attachment B - Part III Implementation Schedule 2005-2009

Background on Plan: Fred explained that once RHA receives the money we have 24 months to obligate it and 36 months to spend it. If money is not spent, HUD

takes it back. You can, however, bring an item forward once you identify the work project in the five-year plan and HUD approves it.

Part 1 Summary: This is a break down of each development's program on spending for the next five years.

Part 2 Summary: This is the work activities involved for 2006, 2007, 2008 & 2009. Fred read the 2006 schedule with the estimated costs. They are as follows:

PA26-009-001 Glenside

- Trash & Recycle Areas - \$200,000
- Concrete - \$50,000
- Building Exteriors - \$150,000

PA26-009-002 Hensler Homes

- Kitchens - \$300,000

PA26-009-003 Oakbrook Homes

- Trash & Recycle Areas - \$200,000
- Concrete - \$50,000

PA26-009-004 Franklin Towers

- Assisted Living - \$20,000

PA26-009-005 Kennedy Towers

- Assisted Living - \$20,000
- New Generator - \$75,000

PA26-009-006 Rhodes Apartments

- Assisted Living - \$20,000
- Waterproofing - \$75,000
- New Generator - \$75,000

PAS26-009-008 Eisenhower Apartments

- Assisted Living - \$20,000
- Waterproofing - \$75,000
- New Generator - \$75,000

PA26-009-010 Hubert

- Assisted Living - \$20,000
- Exterior Lighting - \$25,000
- New Parking Lot - \$50,000

RHA Wide

- New fence and gates - \$325,000

Total CFP Estimated Cost for 2006 - \$1,825,000

Fred read the Work Activities for 2007. This can be seen on Page 2 under Attachment B. Correction for Rehab Community Buildings for Hensler - it should read \$180,000 not \$18,000.

There was a discussion regarding the working activity items for 2006 & 2007.

Rev. Weiser had a question if stoves and refrigerators are in the plans for the future.

Fred explained they are under our current operating budget. They are inspected every year and are replaced if necessary. If there are any problems in the meantime, the resident should contact his or her Manager.

Ms. Hayes wanted to know what waterproofing was. Fred explained this a clear coating that is sprayed on the outside bricks of the buildings to prevent cracking.

Ms. Kutzler had a question about garbage disposals. Ron said that recycling and trash areas are listed on the plan for Glenside & Oakbrook. There are issues there and \$200,000 is set aside to deal with that. On August 24th, there is a resolution to go before the Board. An architect will help design trash collection areas for Oakbrook & Glenside.

Stacey stressed to the RAB that this is the time to address the big things that are needed for our developments. Fred said anything that adds up to or is over \$25,000 should be called to our attention. Because of the influence of RAB, things like the windows at Rhodes and Eisenhower came about sooner.

Ms. Hayes asked if cameras are going to be installed in the Community Rooms. Fred said that he has just placed a purchase order. They were in the 2004 Plan.

Ms. Hayes was wondered if fans were going to be installed and Mr. Leibhart brought up the need to replace the windows in the hallways at Kennedy. Fred said that everyone should write down a list of what is needed and it will be discussed at the next RAB meeting.

Mr. Snyder asked why the kitchens at the High Rises cannot be used. A lengthy discussion followed. Rev. Weiser said he was recently at a meeting at City Hall where a representative of the Health Department, Fire Department and Codes Department attended. The reason the kitchens were closed is because none of the kitchens have grease traps. For all five buildings to be upgraded it would cost the Reading Housing at least \$100,000.

At the present time no food can be made in the kitchens. Ms. Frankhouser asked if it was wrong to sell food items. Stacey responded that in order to serve or sell food, we need a license from the City of Reading. To obtain this license, there are codes we must follow. Unfortunately, the City Ordinance codes are very unclear to what we can or cannot do.

Stacey suggested a solution might be to work with PARC to become an incorporated body. In this way, you could perhaps sell things by having a legal status. This is something that can be discussed at our October meeting with Charles Gennaro. It was

also suggested that a representative from the City meet with RAB members to discuss the City Ordinance codes. November might be a good time to set this up, after the PARC training. Members should have their questions ready.

Ron added that it would be a good idea to have RAB meet periodically through the year to discuss issues other than the Annual Plan.

Fred then read the work activities for the years 2008 & 2009 in the Plan. This can be found on pages 3 & 4 of Attachment B.

Ron asked if there were any questions regarding the items in the Plan for years 2008 & 2009.

Ms. Kutzler asked if new sprinklers were going to be installed in apartments. Rev. Weiser asked if they would be in the hallways. Fred said the new system would be in common areas like the hallways but not in the individual units.

Ron stressed that RAB members should review what was discussed today and have their lists of questions ready for the next RAB meeting. Items should try to be prioritized. Stacey added that each RAB member should get input from the residents of their development and share it with us next time.

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

RHA has not received or applied for a HOPE VI revitalization grant. RHA is not eligible for one.

Will RHA be engaging in any mixed-finance development activities for public housing in the Plan year? RHA does not have any projects in mind nor funds available to do one at this time. RHA would like to do something in the future.

RHA will not be conducting any other public housing development or replacement activity not discussed in the Capital Fund Program Annual Statement.

9. Additional Information (page 33).

A. PHA Progress in Meeting the Mission & Goals Described in the 5-Year Plan

Ron explained this section states the goals and objectives that have been met in the current 5-year plan. (Ron read pages 33, 34 & 35). The main categories with added comments are as follows:

- Management

One of the main reasons for PH being a standard performer instead of high performer is that our reserves are not what they used to be. Even though the PHAS scores were lower, there were no major things found.

A Resident Board member can help raise the scores by reminding residents to report maintenance issues in a timely manner. When units have things that are not fixed or working properly, it affects our scores. RHA cannot fix something if we do not know about it.

Ron said that each year RHA reports the time it takes to respond to non-emergency work orders. This came to approximately 3 ¼ days, which is very good. Emergency work orders should be done in 24 hours. RAB members said there have been no complaints from residents in regards to this.

Each year our resident satisfaction survey scores have been higher than the year before. We hope to continue to do so.

Our occupancy rate of 97% is very good.

We have continued training in customer service and financial leadership both in-house and through national associations.

- Expansion of The Stock Issues

RHA expanded its homeownership program last year through a Section 8 Homeownership Program. It was approved in the annual plan last year.

RHA is planning to apply for its first tax credit allocation in the next five years or sooner.

Three modular units have been built for Homeownership. They are located on North Second Street and on Franklin Street.

- Marketability Issues

Each year RHA has achieved a higher score in the HUD Resident Satisfaction Survey.

RHA strives to maintain a good appearance of our developments to the Community. RHA has installed signs to identify the different sites. Our trash collection methods are in the process of being modified.

RHA will continue to provide education in the area of customer service.

- Security Issues

RHA has strategically placed security cameras and added three full time police officers. Officer Palange, who is assigned to Glenside, is presently out on Administrative Leave. At this time, the City does not have someone to replace him. Ms. Steeley wondered what hours the police are scheduled to work. Their schedule is determined on when they are best needed. RHA only pays for the time the officer works.

Ron reminded the RAB members that each development has a box for police suggestions or issues. It is a good way to communicate with the police. For faster results, it is important the note states specific details. One can be anonymous; he or she does not have to sign the note. Mr. Knockstead added that another good way to voice concerns is at the Community meetings with the police. Ms. Steeley added that the police might not talk to you but they will take care of it.

- Tenant-Base Housing Issues

RHA is continuing the Homeownership Program for PH and Housing Choice Voucher Homeownership Program. Presently RHA is working with 3 people with Section 8 Vouchers to purchase a home.

RHA has achieved approximately 100 percent in leasing vouchers for the HCV Program.

RHA works directly with Berks County Housing Authority to attract new landlords to the HCV Program.

- Maintenance Issues

RHA ensures that all of our developments are maintained at the highest level possible.

It is important that we use available funds to make our developments attractive.

RHA has been successful in completing non-work orders within 30 days. This was mentioned before.

- Equal Opportunity Issues

New landlords are attracted to the HCV Program.

Contractors are informed of their obligation to hire residents as needed.

- Fiscal Responsibility Issues

Regarding PHAS scores, RHA is either a high or standard performer in all of its programs. Our annual audit is being done right now for our Federal Programs.

- Public Image Issues

RHA is expected to speak to at least two groups each year. Last year Charles spoke to South of Penn Street 55 Plus Club and the Opportunity House. RHA staff members participated in the Hispanic Center Housing Fair and the Annual Senior Expo.

Positive stories appeared in the newspaper this year. These features included but not limited to Olivet Boys & Girls Club, Wellness Center and Stokes Stitt Scholarship. Mr. Leibhart asked what the Scholarship was. Stacey explained that Stokes Stitt was a prominent Board Member. In honor of him, each year two of our residents, one from Oakbrook and one from Glenside, receive \$2,000 annually towards their 4-year college tuition. It has been a very successful program.

- Supportive Services

RHA with Berks Visiting Nurses provide Wellness Clinics for all of our elderly and disabled residents.

Resident Opportunity and Self-Sufficiency (ROSS) grants are continually being applied for.

B. Criteria for Substantial Deviations and Significant Amendments

Ron asked the residents to read page 35 referring to when and what RHA must do if there are major changes or amendments to the Annual Plan. Policy changes and different ways of conducting business are examples of major changes. Not every thing is a major change.

C. Other Information

Ron will complete the information for Section C at a later date. Attachment C will be a set of all the minutes of the RAB meetings. This will be sent with the Annual Plan to HUD.

10. Project-Based Voucher Program (if applicable)

RHA plans to use the project-based voucher program. Ron read (page 37) how the project basing is consistent with the PHA plan. Project basing is where the money is allocated for a development. Currently we have three project-based developments, which are Beacon House, Book Bindery and Emma Lazarus. Presently, there are 58 units.

- OPEN FORUM

Cameras: Ms. Hayes asked about the cameras. Fred reported that all 5 High Rises would be getting cameras. Equipment has been ordered. It is in this year's plan and they should be ready to install sometime in October.

Mr. Snyder wondered if the cameras would be different than the ones we have now. Fred said they would be the same. Cameras will be strategically placed in the parking lots and the Community Rooms.

Ms. Frankhouser asked why aren't there rotating cameras. Fred explained that in order to have a rotating camera someone would have to watch it 24 hours a day. The cameras we have do a good quality job of recording things.

AC's: AC charges were discussed. RHA charges a fee for installing an AC. The initial fee includes the cost of brackets.

Petitions: Mr. Metz asked if a petition from the residents could remove a problem tenant. Charles Huckstep will look into this. Ron added if there is a lease violation, housing should be able to do something. If there are any problems, make sure to notify the Manager.

The next meeting will be held on Tuesday, September 7th at 9:30 a.m. at Samuel G. Hubert Apartments, 125 N. 10th Street, Reading.

RESIDENT ADVISORY BOARD
MEETING 9/07/04

A meeting of the Resident Advisory Board was held at Samuel G. Hubert Apartments, 125 North 10th Street Reading, Pennsylvania on Tuesday, September 7, 2004 at 9:30 a.m.

ATTENDEES:

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

Residents: Ines Fantauzzi, Kennedy Towers; Jillaine Gantz, Hubert Apartments; Rodney Gantz, Hubert Apartments; Nadine Hayes, Kennedy Towers; John Krick, Eisenhower Apartments; Rod Leibhart, Kennedy Towers; Lillie Mathies, Glenside; Luz Martinez, Glenside; Larry Metz, Eisenhower; Carmen Simmons, Kennedy Towers; Bonnie Steeley, Franklin Towers; Evelyn Tirado, Glenside and Rev. Larry Weiser, Franklin Towers.

HANDOUTS:

- PHA Plans – 5-year Plan for Fiscal Years 2005-2009 (Pages 1-91)
- Resident Advisory Board Minutes – 8/24/04

AGENDA:

- Welcoming
- Old Business
- Review RHA Annual Plan
- New Business
- Open Forum

MEETING:

- Welcoming

Ron began the meeting by welcoming everyone especially Ines Fantauzzi, Kennedy Towers, who is attending our RAB meeting for the first time.

- Old Business

Direct TV: Ron has not completely reviewed the information. Ron will have it available at our next meeting on 10/05/04.

Minutes and comments from meeting of 8/24/04: The minutes were reviewed and approved by the Board.

Annual Plan Preparation: The upcoming schedule was discussed as when the plan will be approved and reviewed by the Board, the posting, the public hearing (which will be discussed in more detail at the next meeting), the submittal of the plan to HUD, etc.

- Review Annual Plan – (5-Year Plan for Fiscal Years 2005-2009)

Ron handed out the 5-Year Plan for Fiscal Years 2005-2009 – (91 pages)

This is an updated version that needs to be submitted to HUD. There were some extra sections that were not on the previous form. They needed to be discussed.

5. Operations and Management (pg. 38):

A. PHA Management Structure

Attachment B (pg. 88 & 89) – RHA's Organizational Chart was reviewed. The chart is an outline of the management structure (staffing) of RHA. Each staff member has a vital role in the operation of RHA. Presently, RHA has 88 full-time and 3 part-time employees.

B. HUD Programs Under PHA Management

- Public Housing –
 - Units Served at Year Beginning – 1,612
 - Expected Turnover - 320
- Section 8 Vouchers
 - Units Served at Year Beginning – 603
 - Expected Turnover – 80

There is approximately a 20% turnover of our residents annually. This turnover rate has decreased from previous years. Hopefully, this is an indication that residents are satisfied with what RHA provides.

C. Management and Maintenance Policies – the primary policies that RHA operates by. They are as follows:

- *Public Housing Maintenance and Management.*

- Preventive Maintenance Policy
- Painting Program
- Extermination Policy - Ms. Hayes had a question on the exterminator's schedule at Kennedy. Fred will be checking this out.
- Admission and Continued Occupancy Policy (ACOP) – this plan also serves as our "Tenant Selection and Assignment Plan". It should be posted at every development.

- Resident Handbook – All residents should have a copy. This will be updated.
- Housekeeping Handbook – All residents should have a copy.

During this past year, several committees have been formed by RHA:

- Reasonable Accommodations Committee
- Committee to do Standard Operating Procedures – updating our method of operations. New forms will be used for interims and annual re-certifications.
- Turnover Committee – was formed to come up with ideas on how to turn units over faster.

Committees to be formed in 2005:

- Translation Policy
 - Revision to Transfer Policy
 - Resident Handbook
- *Section 8 Management.*
- Section 8 Administrative Plan – this is comparable to the ACOP for Public Housing.

6. PHA Grievance Procedures (pg. 40) – this is part of the ACOP.

If a resident does not agree on something, he or she is entitled to a grievance hearing before a hearing officer. When a grievance is received, RHA assigns a staff member, who has no prior involvement with the resident, to be the hearing officer. In this way, the officer goes into the hearing being impartial.

At the hearing, the resident has the opportunity to present his case. After the hearing officer listens to both sides, he or she decides to uphold RHA's actions or support the resident's grievance. Everything is kept confidential.

Ms. Hayes wondered if a grievance is done when a group of residents do not agree on something. Ron explained it is an individual grievance against RHA. It does not always have to be an eviction issue. In cases of drug and criminal situations, a grievance can be denied. One of the main reasons for grievances is to try to resolve as many things as possible without going to court. RHA does not want to evict anyone.

Mr. Leibhart asked why are residents instructed to call police with incidences that involve the disturbance of neighbors like loud music and disorderly conduct. Shouldn't management be dealing with this directly? The short-term solution is to call the police. But to resolve it for the long-term, one must notify his or her supervisor. Police reports can serve as evidence to support evictions or problem areas.

Some members of resident council were concerned with the types of people entering the building at night and not leaving until the next morning. Ron said visitors cannot be kept out but if someone is living there, who is not on the lease, RHA can do something.

Rev. Weiser said the problem is that residents are leaving people in who they don't know. Ron knows RHA is taken action on this. Jack added if something is not right the important thing is to notify management immediately. Managers and Assistant Managers will take care of it. They do not ignore problems.

Ms. Hayes wanted to know how to handle a situation where a resident's guests, who are children, are bothering you by running up and down the halls. Ron replied if you know who it is, (not jeopardizing your safety), you could mention in a tactful way, "Your grandchildren are disturbing us and could you please keep them in your apartment." If it is repeated, report it to your Manager.

A. Public Housing

1. Complies with HUD requirements.

2. A grievance can be filed at the following:

- Each development where the resident is residing through the Assistant Manager or Manager.
- Tenant Placement Office.

B. Section 8 Tenant-Based Assistance – this is part of the Section 8 Administrative Plan.

1. Complies with HUD requirements.

2. A grievance can be filed at the following:

- Tenant Placement Office
- Section 8 Office

9.(1) Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities (pg. 61):

RHA has no plans to do any designation for Elderly or Disabled. Stacey explained what designation is. It is the process for which housing authorities can ask HUD's permission to make a building or certain floors just for elderly or disabled people. Several years ago we did a study, and our elderly residents wanted to have younger people live among them. Overall people were satisfied with the way it was.

Mr. Gantz asked if handicapped people requiring wheelchairs are mainly placed on the lower floors. RHA had to make so many apartments accessible for the physical handicapped. Since HUD mandates that people must have a choice where

they live, handicapped units were placed in random locations throughout all the different floors. RHA makes other units accessible as possible and abides by the Reasonable Accommodation Policy.

10. Conversion of Public Housing to Tenant-Based Assistance (pg. 63):

There are two types of assistance – *project based* and *tenant based assistance*. Public Housing is project based because the assistance goes to RHA for the unit. Whereas Section 8 for the most part is tenant-based assistance where the assistance goes to directly to the voucher holder.

A(1). RHA has no plans to go to tenant based assistance for public housing.

12. PHA Community Service and Self-sufficiency Programs (pg. 67):

Charles has been working with Community Service and explained the program. Residents who are under the age of 62 and is not disabled, not working or going to school are required to do 8 hours of Community Service a month for a year. A resident who does not complete this requirement could be evicted. Usually the residents in the High Rises are exempt from this program.

Rev. Weiser wanted to know who determines what type of services an individual does. The individual decides himself or herself what they want to do. He or she is given guidelines on what is acceptable. There are many services, except for political involvement, that a person can volunteer to do.

A.(1) PHA Coordination with the Welfare (TANF) Agency

Anyone who is receiving a TANF cash grant is exempt from Community Service. The reason for this is that in order to receive TANF benefits, an individual must do some type of work training.

Cooperative Agreements – RHA has entered into a cooperative agreement with TANF Agency to share information and/or target supportive services. This was signed on 07/30/03.

Presently we have a co-op agreement with TANF so information can be exchanged back and forth. Each resident is required at Annual Income Review time to sign a release form for income verification. All information exchanged is kept confidential.

Other coordination efforts between RHA and the local TANF agency are:

- 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.

B. Services and programs offered to residents and participants:

a. Self-Sufficiency Policies

- Public Housing Homeownership Option Participation
- Section 8 Homeownership Option Participation

b. There are special self-sufficiency programs that RHA offers. (These are listed on page 69).

The Resident Services Department helps the residents to become self-sufficient. Grisel Saez, Jack Knockstead and Stacey Keppen work in the Resident Services Department. They personally work with residents, wherever they are needed, trying to resolve issues the residents may have. This could involve getting outside intervention from a local agency to prevent an eviction.

Grisel – works primarily with Oakbrook and Glenside residents and Hispanic residents at the High Rises. The areas she helps in the most are 1) physical health issues like getting a physician or medicine; 2) housekeeping assistance; 3) benefits entitled to the resident like a rent rebate or health insurance.

Jack – works primarily at the High Rises with 1) housekeeping; 2) mental health issues; 3) benefits entitled to a person.

Stacey – involved in and coordinates grants, activities and programs for the residents. Stacey is the Director of the Department and makes sure everything runs smoothly. She is always looking at new ways to help the residents.

Charles said it is important for RAB members to stress to their residents the importance of contacting management if there is a problem or concern. Jack, Stacey or Grisel should become involved as needed; that is what they are here for.

The following are a summary of the types of services and programs:

- Service Coordination (social casework services) – individual services that are provided to our residents in a variety of ways like parenting, mental health, housekeeping issues, etc. In this past year, Resident Services Department had 1,802 interventions with residents. There were 524 home visits, 667 telephone calls, and 149 visits in common areas.
- Various Health and Wellness Programs – this includes the Nursing Program in the 5 High Rises, the 90 Plus Birthday Club, and the on-site food pantry located in Glenside, Oakbrook and most of our High Rises. Hopefully, for next year, we will be able to revisit the Exercise Program that was provided in Eisenhower and is on hold for now.

- Social and Recreational Programs – this includes the Senior Center located at Kennedy, which is set to reopen this month; Senior Carnival event which is held in May to honor seniors; summer picnics in conjunction with the Board meetings; youth programs at Oakbrook and Glenside – Olivet Club and summer camping through the YMCA.
- Daily Living Programs - the Chore services, which includes the housekeeping program in the 5 High Rises and Hensler; the furniture banks to help residents who are in need of furniture.
- Various Educational and Economic Self-Sufficiency Programs – this includes the holiday basked programs; computer learning center in Glenside which will be taken over soon by Olivet to provide services for children and adults; computer center in Oakbrook with plans to expand it in the upcoming year. This has been made possible through the agreement RHA has with Alvernia.
- Resident Initiatives Coordination – technical services that Resident Services Department provides as well as being a liaison between RHA and the various Resident Councils.
- Community Outreach – members of different groups to represent the residents at RHA. Grisel serves on the Domestic Violence Task Force, Jack serves on a Homeless Coalition, Stacey serves on a Housing Options Committee for people with mental illnesses.

Questions:

Ms. Hayes asked if there was going to be a computer-learning center at Kennedy. There will be one in conjunction with the Senior Center.

Mr. Metz wondered why the food pantry at Rhodes and Eisenhower was cancelled and how could one become started again. Stacey said that she would get the name of the person for him to contact. The program was funded by the Department of Agriculture and they went over the allotted amount. Because of this, they had to retract some of them. Since Eisenhower and Rhodes had one across the street, they felt the need there wasn't as great as in other areas.

13. PHA Safety and Crime Prevention Measures (pg. 71):

A. (1) Need for measures to ensure the safety of public housing residents:

- Residents fearful for their safety and/or the safety of their children.
- 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.

Ron added that high incidence of violent and/or drug related crime in most cases do not apply to our developments or surrounding areas. Police reports indicate that crime is no greater than the general areas of the City of Reading.

2. The information used to determine the need for RHA's actions to improve safety of residents:

- Safety and Security Survey of Residents
- Analysis of crime statistics over time for crimes committed “in and around” RHA.
- Resident Reports
- Police Reports
- Other: Study done of Crime Prevention Through Environmental Design.

3. All developments are affected.

Crime and Drug Prevention Activities RHA has undertaken or plans to undertake in the next fiscal year:

1. The following are a list of those activities:

- Contracting with outside and/or resident organizations for the provision of crime and/or drug-prevention activities
- Crime Prevention Through Environmental Design – cameras & fencing
- Activities targeted to at-risk youth, adults, or seniors – Olivet’s, YMCA, Resident Councils & Senior Center at Kennedy
- Volunteer Resident Patrol/Block Watchers Program – even though none are active at this point, these things are encouraged.
- Other - Installation of Security Cameras at all RHA sites; Community Police Officers

2. All developments are affected.

C. Coordination between RHA and the Police:

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff or 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 RHA’s management and residents
- Agreement between RHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities: Crime Prevention Methods Through Environmental Design (CPTED) assessment. A security study was done here by Sparta.

Ron added due to a leave of absence of one of our Community Police Officers, it might be some time before we have three officers again. The two officers that we have, Officer Foley, Oakbrook, and Officer Hawley, High Rises are equaling their time covering Glenside so all our sites are covered.

2. All developments are affected.

D. This pertains to the Drug Elimination Program. There is no longer any funding for this program. Olivet's, Computer Centers and Community Police now have to be funded through our Operating Budget.

Mr. Leibhart wanted to know how the funding worked. Stacey explained that we received a grant from 1996 to 2001. Money was awarded to go towards targeting drug issues in the developments. Our last award, before Congress in 2002 decided it was no longer necessary to provide these fundings, was for \$404,000.

14. Pet Policy (pg. 75) - This has been in effect for quite a while. It is listed in the ACOP and required to be in the Annual Plan.

Ron asked the RAB members to read over this.

Ms. Gantz wondered why dogs were not allowed in Glenside. A couple of years ago, for a short time, pets were allowed. A petition was signed by the residents at Oakbrook and Glenside that they did not want pets in their developments. Abiding by their wishes, RHA changed the policy back to no pets allowed. From that time, some residents might still have pets.

16. Fiscal Audit (pg. 76)

1. RHA is required to have an audit.
2. The most recent fiscal audit was submitted to HUD.
3. There were no findings and there have never been any findings that Ron can remember.

17. RHA Asset Management (pg. 76)

1. RHA is engaging in 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 the Plan.
2. Types long-term asset activities that RHA will be undertaking:
 - Development-based Accounting
 - Other: Development-based budgeting
3. RHA has included descriptions of asset management activities in the optional Public Housing Asset Management Table.

Ron added that we have to determine which developments are viable and if not viable we have to make them so. This involves giving more capital funding to those that need it the most. The revenues that we develop should offset, be equal to, or greater than the expenses that we occur. In order to do this, there needs to be accurate accounting.

- A. Mission Statements (pg. 3) – this recaps how RHA is going to accomplish its plan.

Ron read over the five mission statements on Page 3.

Questions:

- Ms. Hayes wanted to know what is meant by rental assistance. Ron said it is what we provide each and everyone here at RHA. It is the amount that is subsidized towards one's rent. This amount, which is called rental assistance, RHA receives from the government. Rent is based on 30 percent of one's income.

Goals and Objectives (page 4) – these are the ways RHA can accomplish its mission.

Ron asked RAB to read over these. RAB members should bring back their comments to the next meeting. We will address them.

Ron pointed out in the past fiscal year, RHA has been recognized as a standard performer instead of a high performer. This is preliminary due to our financial position. RHA is not in real jeopardy but it does not have the reserves it used to have. Other housing authorities are facing the same problems.

The scores from the HUD Resident Satisfaction Survey have been improving each year. This shows RHA is continuing to make our public housing units more marketable to the community.

Questions and Comments:

- Mr. Lei hart asked if it was possible to get picnic, small tables and benches for the courtyard at Kennedy Towers.

Ron said that housing does need to do something about the courtyards not only for Kennedy but for the other High Rises as well. There has been more discussion about this recently.

Fred added that first we need to do something about parking spaces especially for Rhodes, Eisenhower, and Hubert and then other areas can be redefined.

- Mr. Gantz asked if there is money designated for the parking spaces at Hubert to be repaved. Fred said there was.
- Ron mentioned that the Final Plan would have all the minutes attached to it. RAB will be able to review and make comments to the Final Plan before the Board approves it in November. The Plan will be sent to the Board next week for their review so it can be discussed at the September Board Workshop. On October 1st, there will be announcement in the newspaper until November 15th (45 days), at which time there will be a public hearing.

- Mr. Weiser wanted to know how we were going to handle the Public meeting. Ron said it needs to be decided and we can discuss it at our next meeting on October 5th. Previously, we talked about notifying agencies in the Community about our Plan.

Stacey mentioned that other organizations have been successful in their Public hearings by having a work group format, sending out invitations, having refreshments, etc. The important key is to get the Community involved. The dilemma that RHA comes across is the lack of time to plan something like this and the limited resources.

List of Supporting Documents Available for Review – pg. 10, 11 &12 - supports the things that we do.

Ron asked RAB to review these sections.

1. Statement of Housing Needs (pg. 13)

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

These numbers might need to be updated; this was based on the 2000 Census Data. It is broken down into needs with types of income. AMI stands for annual median income. There is a great housing need for the very low-income area of less than 30% of the AMI.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists (pg. 14 &15). This too is broken down into needs with types of income. The vast amounts of our applicants come from the very low-income area. RHA doesn't target anybody specifically.

RHA is required to do some things for deconcentration. This means that RHA must make sure that we don't house predominately low or high income families in a development. At this point, we do not have to target people on our waiting list for deconcentration. We have enough of the proper mixture.

Ron said that HUD has come out with different ways to operate. He asked RAB's opinion if we should continue to do what we are doing (first come, first served) or cater to a certain group.

Rev. Weiser said as long as we have a mixture of different incomes throughout our developments, RHA should continue what they are doing. All agreed RHA should continue with first come, first serve if a person is eligible for public housing or Section 8.

Acceptability of Annual Plan: All RAB members agreed that the plan is acceptable.

- NEW BUSINESS:

Leases: Mr. Gantz wanted to know if our leases in Spanish could be updated and be put in a simple language so it could be understood better. Rev. Weiser added that the leases have not been revised since 1991. Ron said that we are aware of this; it is on our agenda to do so. We try to prioritize the things that need to be done. Approximately 5 years ago, a plain language lease was done. Because of the slang terminology, we decided it was not acceptable.

Resident Involvement: Mr. Metz asked for input in regards to how to get residents more involved especially in attending Resident Council meetings. Rev. Weiser added that most developments have the same problem. Ron said we talked about this before and it is a good thing to discuss with Mr. Gennaro at the PARC training on October 20th. He has many ideas that would be helpful.

- OPEN FORUM

Some residents attended the Board meeting and picnic at Hubert on August 24th. It was suggested that RHA needs a PA system for people have a hard time hearing what is going on

Stacey mentioned that she has flyers regarding the Voter's Registration Outreach to be held on September 13th. All Resident Councils of the High Rises should make their residents aware of this.

Mr. Leibhart wanted to know the latest news on the cameras to be installed at Kennedy Towers. Fred said that they have been delivered. It will be a month or two before they are installed for locations have to be identified. Like before, it can be viewed through Channel 5.

Rev. Weiser wanted to know if the piano could be removed from the Hubert Community Room to allow for more space. Jack said it is something that needs to be brought up with the Resident Council and be voted on. Stacey said you need to balance the needs of all the residents.

There will be one more meeting to wrap things up. This meeting will be held on **Tuesday, October 5th at 9:30 a.m. at Eisenhower Apartments, 835 N. Franklin Street**, Reading. Resident Council members should talk with the residents and bring their feedback to the next meeting.

RESIDENT ADVISORY BOARD
MEETING 10/05/04

A meeting of the Resident Advisory Board was held at Eisenhower Apartments, 835 Franklin Street Reading, Pennsylvania on Tuesday, October 5, 2004 at 9:30 a.m.

ATTENDEES:

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

Residents: Jean Breidegam, Rhodes Apartments; James Burke, Rhodes Apartments; Ines Fantauzzi, Kennedy Towers; Jillaine Gantz, Hubert Apartments; Rodney Gantz, Hubert Apartments; Kent Hauseman, Section 8; Nadine Hayes, Kennedy Towers; John Krick, Eisenhower Apartments; Nicky Kutzler, Eisenhower Apartments; Rod Leibhart, Kennedy Towers; Lillie Mathies, Glenside; Larry Metz, Eisenhower Apartments; Barbara Ortiz, Franklin Towers; Carmen Simmons, Kennedy Towers; Bonnie Steeley, Franklin Towers; Evelyn Tirado, Glenside; Teresa Weaver, Rhodes Apartments and Rev. Larry Weiser, Franklin Towers.

HANDOUTS:

- Resident Advisory Board Minutes – 9/07/04
- Crossword Puzzle – Charles handed this out; it had questions regarding our developments and the Annual Plan.

UPCOMING SCHEDULE:

- PARC Training

October 20, 2004: The PARC training is scheduled for this date from 9:30 a.m. to 3:00 p.m., to be held at Hensler Community Building, 860 Avenue A, Reading. Charles Gennaro of PARC will be conducting the training.

The first part of the training will be going over bylaws and any areas of concern. RAB members should read their bylaws and have questions ready. Ron said that he hoped there will be a good turnout for that day.

The second half of the training will be on how RAB can go to the next level, to become an incorporated group. There are a lot of things RAB can accomplish as a group. PARC can provide the technical training to do so.

- October 28, 2004

Annual Plan on Board Meeting Workshop Agenda for discussion.

- November 15, 2004

Public Hearing on Annual Plan to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading at 10:00 a.m. This is the end of the 45-day comment period.

- November 23, 2004

Annual Plan on Agenda for Board's approval.

- December 10, 2004

Annual Plan mailed to HUD

OLD BUSINESS:

The purpose of this meeting was to finalize things in regards to the Annual Plan for Fiscal Year 2005. We have up to November 23rd, when it goes before the Board to make any changes. RAB agreed that the plan looks good.

- Kitchens

There was a concern with the RAB members about using the kitchens. On September 13th, Dan advised the High Rise Resident Councils they were permitted to use the kitchens again, that they did not fall within the requirements of the codes. Mr. Metz, Mrs. Ortiz and Ms. Breidegam said that they did not open the kitchens at Eisenhower, Rhodes and Franklin because they wanted it further clarified. Ron said he would talk to Dan and get back to them.

Mr. Burke thought that there could be a problem with grease traps. RAB agreed that it would be a good idea not to dump grease down the drain. Stacey said there are kitchen rules to be followed. Every kitchen should have these rules posted. She will provide to each Resident Council an updated copy of these rules.

- Satellite Dishes

Ron mentioned that he researched the possibility of residents having satellite dishes. This is what he found out.

- There are pros and cons with having the dishes.
- At the present time, RHA does not have an official policy only a verbal policy on satellite dishes. The reason RHA has disallowed them is because they are concerned about the damage it can cause the roofs on buildings. It may be feasible to place them on an individual resident's balcony or railing but there would be limitations that would need to be addressed.

- Where one is located would be a limiting factor in having a dish. The only residents who could receive good reception would be the ones that have dishes facing the South/Southeast.
- There would be added costs to the resident. In order to have a dish, a resident would need to have liability insurance in case of property damage.
- Ron said that there couldn't be any conflict of current cable companies. He is trying to find out what our current contract is with Comcast to allow another type of service. The Tenant Landlord Act of PA permits a resident to choose their cable service. How that would refer to dishes, Ron will ask our Solicitor.
- Mr. Gantz added that we need to take into consideration what type of appearance it would bring to our developments.

ITEMS OF DISCUSSION:

- Ron mentioned that Mr. Leibhart was recently featured in the Reading Eagle with his picture. The topic was on undecided voters.
- Ron said it is important for RAB members to familiarize themselves more with the Annual Plan so they can keep their Resident Councils informed of what is being planned.
- Residents seem pleased with the new windows that were installed at Rhodes and Eisenhower. The winter season will be the true test.
- Fred mentioned the only item that would possibly change in the Annual Plan would be on pg. 42, 1408 Management Improvements. As soon as HUD directs us to change it, the police salary and the Olivet's salary will be placed in that line item. So, it will show more than \$50,000. Since, the Drug Elimination money for these programs was eliminated and our operating funds have been reduced, HUD has allowed us to take specific monies from our Capital Fund to cover this. RHA thinks that these programs are important and beneficial to our residents and they should be continued.
- Ron said that because of funding cuts some Capital Fund items may have to be deferred. But, RHA will always address those issues that deal with a resident's comfort and security.
- Mr. Snyder wanted to know when the waterproofing will be done on the buildings. Fred said that in the Spring RHA plans to waterproof all of the buildings.
- Mr. Hauseman wondered about repairs for Section 8 residents. Ron said the Annual Plan does not address this but if Mr. Hauseman or any Section 8 resident was having a problem, RHA would have someone inspect his or her unit. If the

dwelling does not meet standard requirements, RHA would terminate the contract. If the landlord is not providing something, RHA could stop paying the HAB amount to the landlord until the problem is resolved.

- Ron pointed out that the 5 Year Action Plan Tables start on page 46. The tables are listed by development with the items, the estimated costs and the dates being planned for.
- Not only are bathroom modernization, new kitchen installation and sprinkler system upgrade in the plans for Franklin from 2007-2009 but all the High Rises as well. Mrs. Gantz wondered what RHA means by bathroom modernization. Fred said this would probably include new toilets, sinks and tub ceramic. Everything being installed will be utility saving; that is the one of the driving forces behind modernization.
- Mr. Gantz questioned if there were any plans to fix or replace the sidewalk concrete at the end of Hubert. Residents with scooters have a hard time getting across. It might belong to the Church located there. Fred will look into it.
- Ron explained that certain things like emergency items could be moved around once the Plan has been approved by HUD and it was listed as a line item in the 5-Year Plan.
- Mr. Gantz asked if emergency cords could be installed not only in the bathrooms but also in the living areas at the High Rises. (It is in the plans to have them installed in the bathrooms during the modernization). Ron said that he knows that in the Plan there are some ideas going forward on assisted living items and this might be one of them. Fred will look into this.

Rev. Weiser wondered if something could be done other than emergency cords. Ms. Hayes suggested, without infringing on someone's privacy, Resident Council could assign someone to check on residents. All agreed that this would be a good idea for those residents who want it.

Mr. Snyder suggested residents have a medic alert device. One can hang it around their neck. Medicare won't pay for this but you might be able to get it through the Office of Aging and other programs.

- Mr. Gantz asked if it was possible to build a parking garage and rent out spaces. Fred said a couple of years ago it would have been a great idea, but with funding cuts it would not be possible now. Ron added that there is a need for parking. In the near future, we have plans to provide more spaces at Rhodes and Eisenhower. Hubert and Kennedy the parking situation should be okay. Franklin is the only High Rise that presents a problem. There are a lot of limitations because of the way it was physically built.
- Mrs. Hayes and Mr. Leibhart wondered if parking spaces could be designated for visitors. Ron said that is not in the plans for the High Rises. There should be plenty of spaces for visitors to park on the streets.

- Mrs. Hayes asked when are the cameras going to be installed. Fred said they are in his office waiting for the go ahead from Joe Gapinski. Fred added that wherever he is putting cameras, the vending machines in the Community Rooms would be covered.
- The residents at Hubert are pleased with the new gate. It is keeping trespassers out. The fence in the front of the building should be installed soon.
- Mrs. Ortiz asked if there was a way to close the yard in the front of Franklin Towers. Rev. Weiser mentioned that the private property sign is being ignored. Residents have a hard time sitting front of the building because children are always playing there. Rev. Weiser belongs to the Fourth Ward Coalition that meets at the Center Park Methodist Church across from Franklin Towers and they are thinking of buying a vacant lot nearby and converting it into a playground. They have already talked to the Codes Department but if approved it may take a year or two. Ron said as far as the Reading Housing Authority goes maybe a gate can be installed, something like what was done at Hubert. Ron will talk to Dan about this. Ms. Ortiz added that maybe cameras could be placed in the front of the building.
- Ms. Weaver said that she has a problem with the AC on the floor above her dripping. Fred said he would take care of it.
- Ms. Breidegam mentioned that there have been a lot of complaints about the new rent paying system. The banks are not receiving some of the checks and residents are showing delinquent in their rent. Isn't there a way to change this? Ron replied that unfortunately RHA had not much of a choice but to have residents send in their rent payments to a lockbox. The industry has changed; the banks will not collect rents anymore where a resident can walk in and directly pay his or her rent. There were some difficulties at first with the new system but these problems are being resolved. If anyone is still having a problem, he or she should contact Charles so he can investigate it. It is important to talk with the Manager promptly, so the Manager is aware of the situation. Sometimes it takes a while to track things. Ron stressed if one's rent is late because of this and one is normally a prompt payer, he or she will not get evicted.

Ms. Hayes asked rent could not be collected at the individual Managers' Offices. Ron said there is a cost factor that is involved. Ron agreed with Mr. Gantz that another reason it is not being done is because of security concerns. Also, RHA looked at the possibility of an automatic (direct deposit) system. The problem with that is it would be a major monitoring task for the housing authority.

Charles said a personal check is the best way for a resident to pay his or her rent; it is easier to track. If a money order is used, the receipt must be kept. On the back of the receipt is a number to call if one would have a problem.

Ms. Breidegam asked if anyone could clarify what the article in the newspaper meant in regards to the bank making changes as of October 1.

Charles explained that in the past it took two or three days to clear a check. During that time, the money was not taken out of a person's account. Now, because of electronic direct deposits (it works like a debit card), money could be taken out right a way. One has to make sure the money is initially in their account or one's check could bounce.

- Fred mentioned that Hensler residents would soon be receiving a new heater and central air conditioning. It is in the plan to do some renovations to the kitchen at the Hensler Community Building.
- Mr. Krick mentioned that residents are wondering when the laundry rooms will be getting soap dispensers. Fred said that he is still looking into machines that will use our cards for laundry products. RHA does not want to be collecting money. Rev. Weiser asked Fred if there was a problem with Resident Council getting those dispensers and daily collecting the money. Fred said he didn't think there would be a problem but he will look into it further.
- Mr. Snyder talked about the "vial of life". A tube with one's medical history and medications are kept in a designated place like the resident's refrigerator. In case of emergency, this can be easily assessed. The tubes are usually sold at a local pharmacy. It is a good thing to pursue.
- Jack mentioned that the Office of Aging suspended their cleaning program (Prospectus). RHA will try to absorb the 30 to 40 Prospectus contracts through our ROSS grant.
- Mr. Metz said that he called and inquired about why the food bank for Rhodes and Eisenhower was discontinued. Now, they would like to start a pantry at Eisenhower. Unfortunately, there is no room at Eisenhower for one. Charles agreed that you do need a lot of storage space; some of the food is perishable. Ms. Hayes suggested that maybe the 55 Plus Club could help. They did something for Kennedy. It might be worth looking into.
- Mr. Gantz said that the residents are questioning him if RHA can install push buttons in the Community Rooms and laundry rooms. Residents have a hard time getting through the doors. Fred said that fire codes will not allow us to keep the doors open. Fred will look into the possibility of having automatic door openers.
- Ms. Hayes said there was a problem with lockouts. Dave Talarico is checking this out.

Some Issues for PARC Meeting:

- To decide what type of format for future meetings, informal or formal. Managers should be invited periodically for their input and to help answer questions.
- To decide who is to be invited at future meetings, only Resident Council members? Ron said the important thing is to get people involved.

- How to become your own organization to take it to the next level?
- Where you want to go as your own entity?
- Ways to get residents including Section 8 residents more involved in Resident Council.
- Get a Resident Council together for Oakbrook.

The meeting was adjourned at 12 noon. Next event is the PARC training scheduled for October 20th at 9:30 a.m. at the Hensler Community Room, 860 Avenue A, Reading. RAB members will receive a copy of each member's address and phone number. This way ideas and information can be shared more easily.

Attachment “D” – Reasonable Accommodation Procedure

Reading Housing Authority

REASONABLE ACCOMMODATION PROCEDURE

- A. **General Information:** It is the policy of Reading Housing Authority to comply with all Fair Housing regulations, including Section 504 of the Rehabilitation Act of 1973, as amended. Section 504 requires public housing authorities to modify policies, rules, and procedures, or make a structural change to a common area or dwelling, in order to accommodate persons with disabilities so that such individuals can have an equal opportunity to use and enjoy the housing program. An accommodation is considered reasonable if it does not constitute a fundamental alteration of the housing program or does not pose a substantial administrative or financial burden.
- B. **Application Process:** In order to be considered for a Reasonable Accommodation, applicants and residents shall contact the appropriate Reasonable Accommodation Coordinator. For applicants, this is the Tenant Selection Supervisor. Residents shall contact the Resident Services Director. Applicants and residents shall be asked to complete a ‘Request for Reasonable Accommodation’ form.
- C. **Decision-Making Process:** The Reasonable Accommodation Coordinators shall distribute and maintain request forms and 3rd-party verification forms. Verification forms are to be completed by a knowledgeable professional who is selected by the applicant or resident. The professional is asked to attest to (1) whether the applicant or resident meets the definition of a person with a disability in accordance with the U.S. Department of Housing and Urban Development, (2) how this disability prevents the applicant or resident from making effective use of the housing program (3) whether the requested accommodation is necessary so that the disabled person can equally use and enjoy the housing program. Upon receipt of completed forms, the coordinators shall consult with appropriate administrative personnel to determine whether the requested accommodation meets all requirements to be considered reasonable. Reading Housing Authority shall assume all reasonable costs associated with the implementation of the accommodation when it has been demonstrated that no alternative payor is available. If an accommodation is determined to be unreasonable as a result of financial burden, the applicant/resident may be given the opportunity to assume related financial responsibility.
- D. **Notification Process:** All applicants or residents shall be notified in writing regarding the outcome of the request. Applicants or residents whose requests are approved shall receive notice of a reasonable time frame in which to expect implementation of the accommodation. In all possible scenarios, applicants or residents whose requests are denied will be offered an alternative accommodation as deemed reasonable by the reasonable accommodation coordinators and/or administrative personnel.
- E. **Grievance Process:** All applicants or residents whose requests are denied and who believe that the denial is in violation of Section 504 of the U.S. Rehabilitation Act shall be given the opportunity for due process of the complaint. Applicants or residents must submit a written request for a grievance hearing to the office from which denial notification was received. Requests must be received within 10 business days of the date of the denial notice in order to be scheduled for a hearing. A third-party hearing officer shall be contacted to render a decision regarding the request.
- F. **Confidentiality Policy:** As with all information obtained by the agency, Reading Housing Authority will hold confidential all information used to determine eligibility for reasonable accommodation. Request forms, 3rd party verification forms and written recordings of verbal conversations will be maintained separately from the applicant/resident master file.
- G. **Media Plan:** All applicants and residents of Reading Housing Authority shall be informed of their right to request a Reasonable Accommodation. This information shall be delivered at the time of application, upon annual income recertification, through postings and fliers in common areas and upon individual request. Reading Housing Authority shall make a good faith effort to ensure that all requests are recognized and appropriately directed.