

# PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2006

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: (04/2006)**

**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 by calling (610) 775-4813.
- 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, 2009.
- Reading Housing Authority shall build or acquire units for homeownership with available HUD funds by December 31, 2009.
- 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 encourage participants from its tenant-based program to become homeowners during the plan year by using the Housing Choice Voucher.
- RHA shall sustain a utilization rate of 98% in its tenant-based program during the plan year.

- Reading Housing Authority shall hold or participate in 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 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
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	5240	3	1	4	1	4	1
Income >30% but <=50% of AMI	3069	2	1	3	1	3	1
Income >50% but <80% of AMI	3042	1	1	2	1	2	1
Elderly	2300	1	1	1	1	1	1
Families with Disabilities	1366	2	2	3	2	3	1
White	8558	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic (any race)	5537	N/A	N/A	N/A	N/A	N/A	N/A
Black	1979	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: **06/07/2005**  
 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	1597		
Extremely low income <=30% AMI	1318	82	
Very low income (>30% but <=50% AMI)	217	14	
Low income (>50% but <80% AMI)	62	4	
Families with children	1284	80	
Elderly families	111	7	
Single families	313	20	
Families with Disabilities	425	27	
White Non-Hispanic	410	26	
Hispanic	986	62	
Black	195	12	
American Indian/Asian	6		
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	294	18	126
1BR	391	25	50
2 BR	472	30	88
3 BR	342	21	61
4 BR	93	6	2
5 BR	5		3
5+ BR	0		

Is the waiting list closed (select one)?  No  Yes **2BR, 3BR, 4BR, & 5BR**

If yes:

How long has it been closed (# of months)? **9 Months (Closed 9/30/2004)**

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 **Displaced by City Placard**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance as of: <b>06/07/2005</b>			
<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	62		
Extremely low income <=30% AMI	49	79	
Very low income (>30% but <=50% AMI)	7	11	
Low income (>50% but <80% AMI)	6	10	
Families with children	59	95	
Elderly families	3	5	
Single families	0	0	
Families with Disabilities	16	26	
White Non-Hispanic	16	26	
Hispanic	40	64	
Black	6	10	
American Indian/Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	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

## Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months): **34 Months (Closed 09/01/2002)**

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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



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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>				
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>	<b>Planned Uses</b>	<b>Planned Uses</b>
<b>1. Federal Grants</b>				
a) Public Housing Operating Fund	4,710,576		PH Operations	
b) Public Housing Capital Fund	497,816		PH Operations	
c) HOPE VI Revitalization	0			
d) HOPE VI Demolition	0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,044,000		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			
<b>2. Prior Year Federal Grants (un-obligated funds only) (list below)</b>				
NONE				
<b>3. Public Housing Dwelling Rental Income</b>				
	3,652,021	PH Operations		
<b>4. Other income (list below)</b>				
Interest	30,000	PH Operations		
Laundry, Office Rent, Tenant Charges	139,000	PH Operations		

**Financial Resources:  
Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>	<b>Planned Uses</b>	<b>Planned Uses</b>
<b>5 Non-federal sources</b> (list below)	0			
<b>Total Resources</b>	12,073,413			

### **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, 1<sup>st</sup> 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
- 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)

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, 1<sup>st</sup> 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

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

f. Rent re-determinations:

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:

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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1608	260
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 2006 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	\$497,816
3	1408 Management Improvements	\$476,266
4	1410 Administration	\$75,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$75,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$150,000
10	1460 Dwelling Structures	\$1,015,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$125,000
13	1475 Nondwelling Equipment	\$75,000
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	\$0
19	1502 Contingency	\$0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$2,489,082</b>
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	\$275,000
24	Amount of line 20 Related to Energy Conservation Measures	\$0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-001 Glenside Homes	Repair and upgrade 6 building exteriors.	1460	\$715,000
PA26-P009-002 Hensler Homes	Refurbish kitchens in 102 units.	1460	\$300,000
PA26-009-004,005, 006,008 & 010 Franklin, Kennedy, Rhodes, Eisenhower & Hubert Apts	Installation of new lighting on the grounds of five high-rise apartment building.	1450	\$150,000
RHA Wide	Faces for developments	1470	\$125,000
RHA Wide	A&E Costs	1430	\$75,000
RHA Wide	Management Improvements	1408	\$476,266
RHA Wide	Administration Costs	1410	\$75,000
RHA Wide	Operations	1406	\$497,816
RHA Wide	Computer hardware	1475	\$75,000
	<b>Total Cost for 2006</b>		<b>\$2,489,082</b>

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-P009-001 Upgrade of building exteriors.	2008	2009
PA26-P009-002 Refurbish kitchens in 102 units	2008	2009
PA26-P009-008 Install new emergency generators at one high-rise building.	2008	2009
PA26-P009-004, 005, 006, 008 & 010 Installation of new site lighting on the grounds of five high-rise apartment buildings.	2008	2009
RHA Wide Computer hardware	2008	2009
RHA Wide Fencing	2008	2009
RHA Wide A&E Costs	2008	2009
RHA Wide Management Improvements, computer software and training and new security cameras.	2008	2009
RHA Wide Administrative Costs	2008	2009
RHA Wide Operations	2008	2009
RHA Wide Mod used for Development	2008	2009

**(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)

<b>5-Year Action Plan Tables</b>			
<b>Development Number:</b>	<b>Development Name (Or indicate PHA wide)</b>	<b>Number Vacant Units:</b>	<b>% Vacancies In Development:</b>
PA26-009-001	Glenside Homes	8	2.3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
New vinyl floors in 100 units		\$250,000	2007
Upgrade and repair building exteriors		\$300,000	2007
Upgrade and repair building exteriors		\$300,000	2008
Upgrade underground electric		\$225,000	2009
New rear porches		\$280,000	2010
New playground equipment		\$150,000	2011
New curb cuts ay all corners of sidewalks		\$75,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$1,580,000</b>	

<b>5 Year Action Plan Tables</b>			
<b>Development Number:</b>	<b>Development Name:</b>	<b>Number Vacant Units:</b>	<b>% Vacancies In Development:</b>
PA26-009-002	Hensler Homes	1	2.1%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Rehab Community Building		\$180,000	2007
Electrical upgrade in units		\$85,000	2008
Installation of 100 screen doors		\$40,000	2009
Installation of new siding and soffit on 16 buildings		\$250,000	2010
New curb cuts at all corners		\$50,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$605,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number :</b> <b>PA26-009-003</b>	<b>Development Name:</b> <b>Oakbrook Homes</b>	<b>Number Vacant Units:</b> <b>15</b>	<b>% Vacancies In Development:</b> <b>2.4%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
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
Upgrade and rehab two buildings for office and community space		\$300,000	2008
Foundation work on 66 buildings		\$150,000	2009
Vinyl floor replacement		\$100,000	2009
New front and rear porches		\$350,000	2010
New curb cuts at all corners		\$100,000	2011
New storm drains at four locations.		\$300,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$1,610,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b> <b>PA26-009-004</b>	<b>Development Name:</b> <b>Franklin Tower</b>	<b>Number Vacant Units:</b> <b>0</b>	<b>% Vacancies in Development:</b> <b>4.9%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Physical modification for assisted living		\$20,000	2007
Bathroom modernization in 48 units		\$48,000	2007
Installation of 48 new electric panels		\$57,600	2008
Install new kitchens in 48 units		\$120,000	2008
Sprinkler system upgrade		\$250,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$645,600</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number:</b> <b>PA26-009-005</b>	<b>Development Name:</b> <b>Kennedy Towers</b>	<b>Number Vacant Units:</b> <b>2</b>	<b>% Vacancies In Development:</b> <b>1.6%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Physical modification for assisted living		\$20,000	2007
Bathroom modernization in 145 units		\$145,000	2007
Repave parking lot		\$20,000	2007
Installation of 145 new electric panels		\$174,000	2008
Installation of new kitchens in 145 units		\$362,500	2008
Sprinkler system upgrade		\$367,000	2009
New parking area		\$125,000	2010
New access controls		\$75,000	2010
New fencing		\$75,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$1,363,500</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number:</b> <b>PA26-009-006</b>	<b>Development Name:</b> <b>Rhodes Apartments</b>	<b>Number Vacant Units:</b> <b>4</b>	<b>% Vacancies In Development:</b> <b>3.2%</b>



Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical modifications for assisted living	\$20,000	2007
Expand parking lot	\$75,000	2007
Bathroom modernization of 156 units	\$156,000	2007
Installation of 156 new electric panels	\$187,200	2008
Installation of 156 new kitchens	\$390,000	2008
Sprinkler system upgrade	\$367,000	2009
New access controls	\$75,000	2010
New fencing	\$75,000	2011
<b>Total estimated cost over next 5 years</b>	<b>\$1,345,200</b>	

5-Year Action Plan Tables			
Development Number:	Development Name:	Number Vacant Units:	% Vacancies In Development:
PA26-009-008	Eisenhower Apartments	2	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	2007
Bathroom modernization in 156 units		\$156,000	2007
Expand parking lot		\$75,000	2007
Installation of 156 new electric panels		\$187,200	2008
Install new kitchens in 156 units		\$390,000	2008
Sprinkler system upgrade		\$367,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$1,345,200</b>	

5-Year Action Plan Tables			
Development Number:	Development Name:	Number Vacant Units:	% Vacancies In Development:
PA26-009-010	Hubert Apartments	2	5.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
New parking lot		\$50,000	2007
Physical modifications for assisted living		\$20,000	2007
Bathroom modernization in 70 units		\$70,000	2007
Installation of 70 new electric panels		\$84,000	2008
Installation new kitchens in 70 units		\$175,000	2008
Sprinkler system upgrade		\$376,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$925,000</b>	

5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units:	% Vacancies In Development:
PA26-009-013	Scattered Site Units	0	4.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date

		<b>HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years) 300 yards	\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide) Scattered Site Units</b>	<b>Number Vacant Units: 1</b>	<b>% Vacancies In Development: 95.9%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>		<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide) Scattered Site Units</b>	<b>Number Vacant Units: 3</b>	<b>% Vacancies In Development: 45.4%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Carpet Replacement (every 5 to 10 years) 300 yards		\$5,000	As needed
<b>Total estimated cost over next 5 years</b>		<b>\$5,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (Or indicate PHA wide) Scattered Site Units</b>	<b>Number Vacant Units: 0</b>	<b>% Vacancies In Development: 0%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>

Carpet Replacement (every 5 to 10 years) 300 yards	\$ 5,000	As needed
<b>Total estimated cost over next 5 years</b>	<b>\$5,000</b>	

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

<b>5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name:</b>	<b>Number Vacant Units</b>	<b>% Vacancies In Development:</b>
PA26-009- RHA Wide Management Improvements/Admin Costs - A&E costs	RHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
RHA wide A&E costs		\$ 100,000	2007
RHA wide A&E costs		\$ 100,000	2008
RHA wide A&E costs		\$ 100,000	2009
RHA wide A&E cost		\$ 100,000	2010
RHA wide A&E cost		\$ 100,000	2011
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 Management Improvement costs		\$ 150,000	2010
RHA wide Management Improvement costs		\$ 150,000	2011
RHA wide Administrative Costs		\$ 50,000	2007
RHA wide Administrative Costs		\$ 50,000	2008
RHA wide Administrative Costs		\$ 50,000	2009
RHA wide Administrative Costs		\$ 50,000	2010
RHA wide Administrative Costs		\$ 50,000	2011
RHA Development Costs		\$100,000	2007
RHA Development Costs		\$100,000	2008
RHA Development Costs		\$100,000	2009
RHA Development Costs.		\$100,000	2010
RHA Development Costs		\$100,000	2011
RHA Site Improvements		\$325,000	2007
RHA Site Improvements		\$200,000	2008
RHA Site Improvements		\$50,000	2009
RHA Site Improvements		\$50,000	2010
RHA Site Improvements		\$50,000	2011
<b>Total estimated cost over next 5 years</b>		<b>\$2,175,000</b>	

<b>5-Year Action Plan Tables</b>			
<b>Development Number PA26-009 RHA Wide</b>	<b>Development Name(Or indicate PHA wide): PHA Wide Improvements</b>	<b>Number Vacant Units: N/A</b>	<b>% Vacancies In Development</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date HA Fiscal Year</b>
Concrete Repairs/Replacement 15,000 yards		\$150,000	2007
Concrete Repairs/Replacement 15,000 yards		\$150,000	2008
Concrete Repairs/Replacement 15,000 yards		\$150,000	2009
Concrete Repairs/Replacement 15,000 yards		\$150,000	2010
Masonry Repairs and Waterproofing		\$300,000	2011
<b>Total Estimated Cost Over Next 5 Years</b>		<b>\$1,000,000</b>	

## **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.)

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

**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.

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

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



<input type="checkbox"/>	Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/>	Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/>	Other: (describe below)

**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:

<b>Development Name</b>	<b>Number of Units</b>
<b>NONE</b>	<b>NONE</b>

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 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. )

<b>Services and Programs</b>				
Program Name & Description	Estimated Size	Allocation Method	Access	Eligibility
<i>Service Coordination (social casework services)</i>	<i>300 Unduplicated Participants; 2000 Interventions</i>	<i>Open</i>	<i>In-home; PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Various Health and Wellness Program (Wellness Centers, 90+ birthday Club, Food Pantries)</i>	<i>800 Participants</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Social and Recreational Programs, (Senior Community Center, Summer Picnics, Day of Caring, Boys &amp; Girls Club programming, Youth Summer Camping, Reasonable Accommodations Program)</i>	<i>800 Participants</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Daily Living Programs (Chore Services, Furniture Bank, Community Policing Program)</i>	<i>1750 Households</i>	<i>Open</i>	<i>In-home; Community Spaces</i>	<i>Public Housing</i>
<i>Various Educational and Economic Self-Sufficiency Programs (holiday basket, program, scholarship program)</i>	<i>500 Households</i>	<i>Open</i>	<i>PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Resident Initiatives Coordination (technical assistance and liaison with development-based resident councils and city-wide resident council)</i>	<i>1600 Households</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>1600 Households</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
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 2004 for the period 2004-2008 and has been updated annually with Action Plan Sheets. Reading Housing Authority was participated 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 2004 Plan Year ended 2005.**

**Goals of the 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, 2005.**
- 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 working on a new housing community without public housing funds.**

### **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 implemented the Housing Choice Voucher (HCV) Homeownership Program.**
- B. RHA achieved a 98% utilization rate in the HCV program for fiscal year ended 3/31/2005.**
- 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 5 days for the PHAS report for the fiscal year ended 3/31/2005.

### 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 participated in the Bethel Church Health Fair, the annual Senior Expo (2004), and the Berks County Transition Coordinating Council Expo in an effort to improve the public image of assisted housing.
- B. Positive stories that appeared in the local media included stories on formation of neighborhood group and Resident Council in Glenside, Construction of Homes for Homeownership, Kennedy Tower Senior Center reopening, visit to RHA by HUD Regional Director Milton R. Pratt Jr., and the Stokes Stitt Scholarships awarded 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.
3. The minimum rent policy for Public Housing and Housing Choice Voucher was changed from \$25.00 to \$50.00 effective on April 1, 2005.
4. Proposed No Trespassing Policy and Procedure
- A. **General Information:** It is the policy of Reading Housing Authority to forbid any person who is determined to pose a threat of danger against agency property, personnel or clientele from entering onto properties owned and managed by RHA. Such persons shall receive notification that they are not permitted to trespass upon agency property, and that they will be prosecuted to the fullest extent of the law if they are found to do so. Reading Housing Authority shall make a good-faith effort to preserve the right to visitors by residents while balancing the safety and security of the population at large.
  - B. **Eligibility Criteria:** Notices may be issued to residents whose leases have been terminated, guests of residents, or any person who is found upon agency property and is not considered to be a guest of a resident family. Notice will be issued to any person who:
    - 1) Commits one incident of violent crime, or drug-related activity, or destruction of RHA property, or weapons offense on any RHA property, OR
    - 2) Commits multiple incidences of nuisance crimes on any RHA property.
  - C. **Procedure for Issuance:** Eligibility for status as a no-trespasser will be determined by mutual agreement of the respective Public Housing Manager and appropriate law enforcement official. Upon agreement, the law enforcement official shall contact the office of the Executive Director and provide:
    - 1) Perpetrator's name
    - 2) Address
    - 3) Date of birth
    - 4) Reason for request
    - 5) Names and addresses of additional parties to whom notices should be served. This would include such parties as officers of parole or probation, and adult residents for whom perpetrator was known to have been residing with or visiting at time of incident.

Upon approval, the office of the Executive Director shall prepare and send notice via U. S. mail to the perpetrator. If an address is known. The office shall also issue copies of the letter to the respective Public Housing Manager, law enforcement official and other approved parties. If the address is unknown, the law enforcement official, as an authorized agent of Reading Housing Authority, shall serve verbal notice to the perpetrator in a court of law, in any other official setting, or as encountered on properties of RHA. If the incident (s) in question result in termination of a Reading Housing Authority Residential Lease Agreement, such notice shall accompany the Reading housing Authority Notice of Termination and become valid upon voluntary relocation by the recipient or upon official notification from the District Judge under the Pennsylvania Tenant Landlord Act.

**D. Notification of other parties:** Reading housing Authority shall manage an updated list of persons receiving trespass letters. This list shall be provided on a bimonthly basis to law enforcement personnel and the respective public housing management office for posting. Residents who are found to have permitted visitation by any person receiving a trespass letter shall receive lease violation counseling to his matter by the management office. Repeat visitation shall constitute a lease infraction and be processed as such in accordance with the Reading Housing Authority Residential Lease Agreement Terms and Conditions.

## **5. Project Based Voucher Program**

The intent of the Project based Voucher program is to promote the increase of affordable housing throughout the City of Reading. RHA intends to use or allocate no more than 20% of our Housing Choice Vouchers towards the project based program.

RHA will in accordance with regulations, limit the number of vouchers to be used to 25% of the number of units, both subsidized and unsubsidized for any individual project. If there are 25 units in the project then only 6 units can be subsidized unless HUD grants a waiver.

The exact number of units will fluctuate as dollars allocated through our funding source will determine the actual number of units that can be funded. This includes but is not limited to the number of units available for lease.

If RHA does not have the entire number of units available for the selected PBV units when the PBV project is selected, RHA will develop a leasing schedule to suit the needs of both RHA and the agency or organization that has been selected for PBV. This leasing schedule of the selected PBV program and the vouchers RHA has available will be done to ensure the vouchers are available for leasing.

It would not be in RHA's or the applicants on the waiting list interest to permit our voucher leasing rate to fall below a certain level. HUD could and has taken away or reduced our funding for the vouchers because our leasing rate was at a lower level. By working with the agency and or organization in this manner will

permit RHA the highest leasing rate possible and still meet the needs and intent of the program.

The Reading Housing Authority is establishing criteria for the selection of proposals from interested Builders/Developers for Project Based Vouchers. The intent of this program is to encourage the development of affordable and decent housing in areas that are in need of affordable housing for residents.

The following criteria will be used when selecting a proposal:

- A. The proposed project helps to deconcentrate poverty and/or increases the number of affordable and decent housing.
- B. The census tract the proposed project will be located in or near a HUD designated Enterprise Zone, Economic Community or Renewal Community.
- C. Whether the Federal, State and local governments have invested in the area the proposed project is to be located.
- D. The site is suitable for the facilitation and furthering the 504 needs of the City.
- E. Whether the proposed project based voucher project is located in an area where meaningful economic and educational opportunities exist.
- F. The proposed PBV project must be adequate in size, exposure to accommodate the number and type of units proposed.
- G. Promote greater choice of housing opportunities.
- H. Further the Reading Housing Authority and the City of Reading housing goals.
- I. The housing will be located in areas which have accessible social, recreational, commercial services of similarly unassisted neighborhoods.
- J. The housing will be located where potential employment opportunities for the participants or the developer can demonstrate that sufficient public transportation to employment opportunities is available.

Each factor will be assigned 10 points for a total of 100 points for the selection of the project based voucher program.

## Optional Public Housing Asset Management Table

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

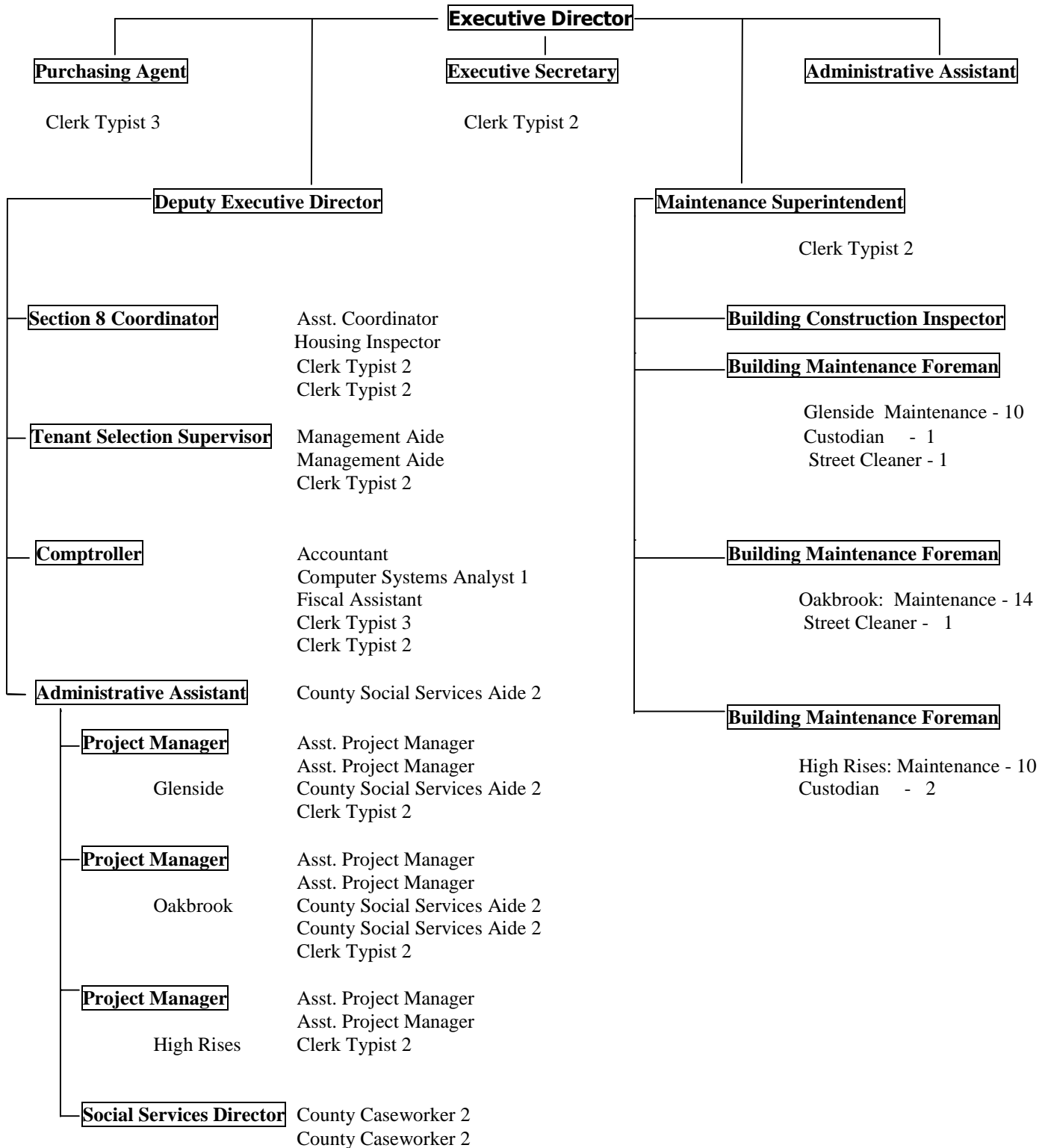
### Public Housing Asset Management

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 3/29/05

A meeting of the Resident Advisory Board was held at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, March 29, 2005, at 10:00 a.m.

#### ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Ron Fioravanti, Deputy Executive Director; Stacey Keppen, Director Social Services; Jack Knockstead, County Caseworker 2; Grisel Saez, County Caseworker 2 and Dave Talarico, Maintenance Superintendent

Residents: Narcissa Cabreja, Kennedy Towers; Evelyn Carter, Eisenhower Apartments; BettyAnne Christ, Hubert Apartments; Josephine Czarnecki, Hubert Apartments; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Jilliane Gantz, Hubert Apartments; Nadine Hayes, Kennedy Towers; Barbara Ortiz, Franklin Towers; Juan Ortiz, Oakbrook; Jennifer Prater, Franklin Towers; Carmen Rolon, Kennedy Towers; Carmen Simmons, Kennedy Towers; Fred Wentzel, Rhodes Apartments 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
- PARC Annual Conference Information
- Your Channel to your Community ((Neighborhood Organizations in Reading)

#### AGENDA:

- Welcoming
- Meeting Rules
- What is the Resident Advisory Board?
- What is the Annual Plan?
- Jurisdiction-Wide Resident Council Status and Bylaw Preparation
- City of Reading Neighborhood Associations
- Open Forum
- Future Meetings

Before the meeting, Daniel Luckey, Executive Director welcomed everyone to the Resident Advisory Board and thanked each Board member for his or her participation. He said that this year would be a better year than last.

There are many things that RHA is working on. From the previous year, trash removal increased over \$100,000. We need to find ways to reduce this amount.

Dan added that our purpose is to try to make housing as safe and hospitable as possible to our residents. If there is an event or one is not happy with something, it is important to contact us. The Community Police, Social Service Department and Managers along with their staff are all available to serve the residents.

The RAB members thanked Dan for all RHA has done for the residents. They were very pleased with the cameras and how messages can be viewed through their televisions. The Community Police are doing a great job at the High Rises, Glenside and Oakbrook communities.

#### 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 when recognized let him or her speak without interrupting.

- What is the Resident Advisory Board?

Ron asked the RAB members if they had any questions in regards to the handout "The Notice Providing Guidance on the Role of Resident Advisory Boards". This was mailed to them prior to the meeting. The handout consisted of the following:

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 RABs approval. The development of the Annual Plan is one of the RABs main purposes.

Ron said that it is important to keep in mind, as a Resident Advisory Board member his or her role is to represent the housing authority as a whole. Day to day issues should be brought first to the Manager of his or her development. If not resolved, he or she may need to bring it to the attention of his or her Resident Council. RAB should get involved when something effects the organization as a whole and bring it to the attention of RHA. Ron explained the hierarchy of RHA. The Managers with the Social Services Department are there to serve each development directly. Charles and then Ron are next in line. RAB members agreed how important it is to bring complaints to the Manager in order to have them resolved.

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?

A PHA plan (Annual Plan) is due to HUD no later than 75 days prior to the commencement of the PHA's fiscal year (April 1<sup>st</sup>). Reading Housing Authority (RHA) needs to submit with RABs 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?

Public Housing Resident Council Officer, the resident member of the RHA Board of Commission and Section 8 residents at large will make up the RAB membership.

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?

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.

Question #11: Must PHAs allocate resources to RABs?

Yes, we must have reasonable resources, which includes available funds for the proper functioning of RABs.

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.

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

As long as they qualify as someone identified in question #4.

Question #14: If a Resident Council Officer is appointed as a member 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?

This has never been a problem. All members of past RAB have done an excellent job.

The biggest responsibility of being a RAB member is to take information back to the residents where one lives 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.

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.

- What is the Annual Plan?

“What is the One Year Plan” was mailed to each RAB member. Ron stressed to the RAB that it is important for them if not already to read and understand this. It outlines what the Annual Plan is all about.

The current Annual plan is posted in each building for the public and the residents to view. Ron passed the current plan around for the RAB members to look at.

Ron explained that both Public Housing and Section 8 are represented in the development of the Annual Plan. The process works as follows, the RAB members take back to the different Resident Councils on what has been discussed. After they get the residents feedback, they bring the information back to the RAB. In this way, everyone is involved with the planning stage.

The One Year Plan is about RHA’s operations, programs, and services for the upcoming fiscal year, which begins April 1<sup>st</sup>. We will be working on 2006. It is always a year ahead so RHA has ample time to submit it to HUD for their review and approval. We plan to do this by the beginning of December. There will be five or six meetings for the preparation of the plan. The plan is discussed by the Board of Commissioners and then posted 45 days for the public to review. After the 45 days, a public hearing is held. The final draft is then completed and in November it goes before the Board for their approval. At the next meeting, Ron will have the 2006 Annual Preparation Schedule.

The One Year Plan must address the following categories:

1. Housing Needs – RHA tries to work with the City as best as they can for our housing needs.

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 (ACOP) 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.

#### 4. Rent Policies.

Changes are based on what HUD allows. There are certain rules and regulations that we must follow.

#### 5. Maintenance and Management.

The Annual Plan must include a statement of the agency's maintenance management and operations. Dave Talarico, Maintenance Superintendent, will be talking to RAB later about this.

#### 6. Grievance Procedures.

In the ACOP, the grievance procedure is listed. This is a way to try to resolve an issue before legal procedures.

#### 7. Capital Improvements.

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. Examples of capital improvements are the cameras and new windows.

#### 8. Demolition and Sale of Public Housing.

At this time, RHA does not have any intentions of demolishing any of their properties. The exception in the future might be scattered sites.

#### 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. We have a mixed population in all of our facilities.

#### 10. Conversion of Public Housing to Section 8 Vouchers.

This probably will not happen but we need to discuss it if it is viable.

#### 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.

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

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, we encourage 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.

It is important to RHA that the residents feel safe.

Officers Hawley and Foltz are our Community Police Officers. They were hired to serve and protect our residents.

### 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.

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.

We have a clean record with the audit. It is done each year.

### 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.

- PARC Annual Conference

Stacey explained that besides our Resident Councils in our developments there is a next level of Resident Council (the Jurisdiction of Resident Council). We the Reading Housing Authority as a whole are part of this Jurisdiction. Just

like the government, there are Resident Councils at all different levels, State & Federal.

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 Pennsylvania Association of Resident Council (PARC) was formed. Resident Council members are now all members of PARC. PARC gets money to provide technical assistance for its members.

Each year they host an Annual Conference. Non member and member Resident Councils across the State are invited to attend to learn basic skills of operating Resident Councils. This year it will be held at the Ramada Conference Center in State College, PA from May 10<sup>th</sup> to 12<sup>th</sup>. The Reading Housing Authority encourages all RAB members who are also officers of a Resident Council to attend. Some areas of discussion will be how to form a Resident Council, prepare bylaws, motivate your neighbors to participate, how to resolve conflicts; issues that are relevant to every Resident Council across the State. It is an opportunity to share one's ideas and experiences with other people in the same position that he or she is in.

Stacey explained that there is no cost to any of our RAB members to attend. HUD provides the funds for this so all fees are paid by the Reading Housing Authority. Each person attending will in advance receive a check to cover his or her meals. Stacey stressed that it is a working conference, and each person should come back with information to share with his or her Resident Councils. Everyone was asked to let Stacey know by the end of the meeting if he or she is planning to attend. Bus transportation will be provided.

Residents who attended before gave their opinion of the conference. Mr. Wentzel said it was very informative. Mrs. Mathies told us that it was a very enjoyable and worthwhile experience. You had a chance to meet Resident Councils from all over the state. Mrs. Hayes said she learned a lot about the different programs involving housing.

- Jurisdiction-Wide Resident Council Status & Bylaw Preparation

Stacey asked RAB members to look at page 4.20 of the One Year Plan Package titled "Establishing Resident Advisory Boards." She stressed that it is important for everyone to read this section.

1. If a Jurisdiction-Wide Resident Council exists that is duly elected by residents and complies with HUD tenant participation rules, the housing agency must appoint this council.
  - a. If there is no Jurisdiction Wide Resident Council, but there are local Resident Councils that are duly elected, the housing agency must appoint these Resident Councils or their representative.



Number 2 is what we are doing right now. We have Resident Councils whose members are comprised of the Resident Advisory Board.

Since last year, RAB is trying to work towards Number 1, developing a Jurisdiction-Wide Resident Council. Stacey stressed that it is important to become a Jurisdiction-Wide Resident Council. RAB is already doing the work of one. Last year, PARC provided a one day on-site technical training for our RAB members on how to go to this next level.

This involves getting a 501C status with the Internal Revenue Service (IRS) and being recognized as a nonprofit organization. As an incorporated group, the RAB can pursue their own agendas. They can apply for and receive grants, which could mean more programs and activities for residents. The RAB (Jurisdiction-Wide Resident Council) would have bylaws, elections, officers, plan meetings, arrange transportation, manage the money, etc. This group would help to oversee the books of the smaller councils.

RAB members should consider running for an office of the Jurisdiction-Wide Resident Council. At least for the next year, they would be doing no more work than they are now except one would be considered an officer. Stacey pointed out until we have officers and they are willing to participate by having bylaws, we cannot get to that next step of being a Jurisdiction-Wide Resident Council. Ron added that being a Jurisdiction-Wide Resident Council it empowers one as a group to make changes. One could have more influence in their communities.

- City of Reading Neighborhood Associations

Stacey explained how the residents of Reading Housing Authority are a part of the city community and they should be represented. Their voices should be heard. It is important to the Mayor and the Community of Reading that people get involved in these organizations in order to help improve their neighborhoods. One can do this individually or as a group in multiple ways. Stacey passed around "Your Channel to your Community" This lists the Neighborhood Organizations in Reading. Further Information can also be accessed through the website [www.bctv.org/listhoods.php](http://www.bctv.org/listhoods.php).

Rev. Weiser mentioned how he is presently involved in the 4<sup>th</sup> Ward Coalition and he talked about the ways the Community has been improved. Ms. Carter, Rev. Weiser and Ms. Czarnecki mentioned how being involved in one's community organizations can make neighborhoods safer. Stacey added that RHA has little control over what happens in the neighborhoods outside of their developments. RHA residents, who are also residents of the city, can make a difference. A Jurisdiction-Wide Resident Council could even make a bigger difference.

- Open Forum

There was a moment of silence for Rodney Gantz. He was an active member of RAB. He passed away suddenly a few months ago.

Rev. Weiser announced that this would be his last meeting. He will be moving to Florida. He was invited to share his ideas with a Resident Council of a local public housing authority. He will keep in contact with us.

Several RAB members had questions about rent receipts, the wording could be clearer. Stacey said this would be a good topic to present to each Resident Council to see if there is a problem RHA Wide. If it is, this problem should be brought back to the RAB. The policy and procedures would be looked at to see what changes could be made.

RHA's Policies and procedures can be found in the Admissions and Continued Occupancy Policy (ACOP). A copy is available at each Manager's Office. As a RAB member if there are questions on a certain issue it is his or her obligation to review the policy and see what it says about it. A copy of the ACOP will be distributed to the Resident Councils at their next meeting.

There was a discussion regarding termination letters. Ron said this is usually a timing issue. If someone has a problem he or she should contact his or her Manager. If there is a problem organizational Wide, this should be brought to the attention of the RAB.

- Future Meetings

Stacey urged each RAB member to remember to think of the larger issues (what are the policies) that affect RHA as a whole and bring those ideas to future meetings. It is not just what you need; it is what your neighbors need. Individual incidents should be brought to the attention of his or her Manager or if unresolved to each individual Resident Council.

Stacey reminded everyone if they do not R.S.V.P. for future RAB meetings there will be no transportation and no lunch. We will not contact you; it is your responsibility to get back to Elaine or Janice at (610) 775-4813.

The next RAB meeting will be held on Tuesday, May 31st at 10:00 a.m. at George M. Rhodes Apartments, 815 Franklin Street.

RESIDENT ADVISORY BOARD  
MEETING 5/31/05

A meeting of the Resident Advisory Board was held at George M. Rhodes Apartments, 815 Franklin Street, Reading, Pennsylvania on Tuesday, May 31, 2005, at 10:00 a.m.

ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Ron Fioravanti, Deputy Executive Director; Stacey Keppen, Director Social Services; Jack Knockstead, County Caseworker 2 and Grisel Saez, County Caseworker 2

Residents: Jean Breidegam, Rhodes Apartments; Carmen Carillo, Rhodes Apartments; Sandra Carr, Hubert Apartments; Evelyn Carter, Eisenhower Apartments; BettyAnne Christ, Hubert Apartments; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Kent Hauseman, Section 8; Jilliane Gantz, Hubert Apartments; Nadine Hayes, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, RHA Commissioner; Griselle Mercado, Glenside Homes; Joanna Moran, Glenside Homes; Carmen Rolon, Kennedy Towers; Coral Roth, Hubert Apartments; Carmen Simmons, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Rev. Larry Weiser, Franklin Towers and Fred Wentzel, Rhodes Apartments.

HANDOUTS:

- Agenda
- 2006 Annual Plan Preparation Schedule
- Admissions & Continued Occupancy Policy (ACOP) – copy to each Resident Council

AGENDA:

- Welcoming
- Old Business
- Review 2006 Annual Plan Preparation Schedule
- Overview of PARC Conference
- Discussion of Nominations for City-Wide Resident Council
- Discussion of Admissions and Continued Occupancy Policy (ACOP)
- Open Forum
- Adjourn – Lunch

MEETING:

- Welcoming

Ron began the meeting by welcoming everyone especially those who are attending the RAB meeting for the first time.

- Old Business
  - *Minutes and comments from meeting of 3/29/05.* The minutes were reviewed and approved by the Board.
  - *Bike racks, benches & fence at Franklin.* Fred will present information at next meeting.
- Review 2006 Annual Plan Preparation Schedule

Ron reviewed the upcoming schedule with RAB members. Everyone should have received a handout of the schedule. The next meeting will be held on August 2<sup>nd</sup> at 10:00 a.m. at the Hensler Community Building, 860 Avenue A. Future meetings with RAB will be held on August 23<sup>rd</sup> at Eisenhower Apartments and September 13<sup>th</sup> at Hubert Apartments. We will discuss later if any more meetings with RAB are needed. The preparation schedule should continue as planned.

- Overview of PARC Conference

Overall the conference was a success. The RAB members who attended gained a lot of knowledge. The following is what they had to say about the conference:

- Fred Wentzel – Highlight of the seminar was talking to Charles Gennaro, President of PARC.
- Carmen Carillo – Learned a lot about taking care of people and how residents can look out for each other.
- Jilliane Gantz – It was good to learn how other Resident Councils get people involved.
- Betty Anne Christ – Overwhelming experience, learned a lot of new things and met new people.
- Luz Martinez – I loved the conference; I learned a lot and had a good time.
- Ines Fantauzzi – Charles Gennaro took time to explain things. One learned how to treat people; no one is better than anyone else.
- Grisel Mercado – It was very interesting, able to work with other Resident Councils.
- Carmen Rolon – It was a beautiful experience. I learned a lot from Charles Gennaro on how Resident Councils can get involved and work together.
- Nadine Hayes – Learned a lot what other people are doing so we could become an incorporated group and what we can and cannot do according to the bylaws.
- Carl Snyder – Learned many new things and went over old things. Discussed how Resident Councils can become a nonprofit organization.

- Ed Dainty – Great time. Learned a lot of information from PARC & other councils.
- Discussion of Nominations for City-Wide Resident Council

Stacey reported that until we have officers and they are willing to participate by having bylaws, we cannot get to that next step of being a Jurisdiction-City Wide Resident. This is essential in regards to developing the Annual Plan and it empowers one as a group to make changes in the Community.

At the next meeting, there will be nominations of officers for a City-Wide Resident Council. The RAB members discussed what office should be filled.

- President – Needs to be a strong role model, diplomatic, good listener and speaker.
- Vice President – Supports the leader, may have to take over meetings periodically.
- Secretary – Needs to have good writing skills and is able to take good minutes.
- Treasurer - Needs to have good financial skills.
- Asst. Secretary/Treasurer – Helps with the duties of Secretary and Treasurer.

The RAB member will vote for the officers. It is important that RAB members have their nominations ready for the next meeting on August 2<sup>nd</sup>.

- Discussion of Admissions and Continued Occupancy Policy (ACOP)

Stacey explained the Admissions and Continued Occupancy Policy (ACOP) Policy. It lists the rights and responsibilities in detail that each resident has as a lessee of the Reading Housing Authority. This document will support the reason and describe everything that is stated on one's lease. It should be posted at each Manager's office that the ACOP is on file and one may sign it out to review. Because the document is so big, there is not an individual copy handed out to each resident.

A copy of the ACOP was handed out to each Resident Council so it can be used as a resource. Ken Hauseman, will receive a copy of the Section 8 Administrative Plan. It is the responsibility of the person in charge of his or her Resident Council to hold on to this copy and share the information with the residents. This public housing document is helpful and clarifies issues about policy like grievance hearings, how RHA manages its waiting list, how people apply for housing, who is and who is not allowed to move into public housing, transfer policy, pet policy, obligations of new tenants, overview of inspections, flat rents,

community service, reasonable accommodations, etc. As a Resident Council member it is important to be aware of the policies.

Stacey explained that the RHA's Board of Directors must approve all changes to the ACOP. Some of the information in the ACOP is directly from HUD so the housing authority has no ability to change it. The things that can be revised RHA has certain perimeters to do so. RHA takes into consideration the input of residents when making changes for it is a vital part of the Annual Plan preparation process.

Any revisions to the ACOP have to be posted. During the Annual Plan preparation, Ron said that we would be taking a hard look at some areas in the ACOP like the Admissions Policy and the Definition of Family. Mary Jane Dudek, Tenant Placement Office Manager, will be speaking to RAB about Admissions. Ron will have sections of the ACOP available as they are discussed.

- Open Forum

- Evelyn Carter questioned our procedure of how lockouts are handled. Why are residents charged during weekends and holidays if a maintenance man is already on the premises? Nadine Hayes wondered why the price is so high. Ron said that is because we pay employees to do it during off hours. Ron said that he would review these issues and present an explanation at next meeting.
- Evelyn Carter and others agreed that as Resident Council officers we should encourage the residents to make duplicates of their keys and leave the extra one with someone for safe keeping.
- Fred Wentzel reported that a Food Pantry was started at Rhodes & Eisenhower. Volunteers worked very hard. But there were problems with tardiness of people and getting the food ready. Ms. Hayes gave some suggestions, as there is a Food Pantry at Kennedy. Stacey said that this is a Resident Council issue and should be discussed there. Stacey will check with the person in charge of the Food Pantry.
- RAB members were encouraged to attend the Barta Public Meeting for June 16<sup>th</sup> at 2 p.m. at Barta Administration Office, 8<sup>th</sup> & Cherry Streets. They will be discussing the changes in bus routes that could affect Glenside residents and possibly all RHA's residents. This is an example of by being a City-Wide Resident Council and having more representation, one can have more influence in the Community
- Rev. Weiser asked why more of our documents cannot be written in both English and Spanish. Ron said that we have a Translation Committee currently working on various documents to be translated. It might be difficult to translate everything but we will

have something in place to help the resident. We also are attempting to hire more people with bilingual skills so at least one person in each office can help with translations. If anyone is having trouble understanding something, he or she should contact the Manager's office. One of our bilingual staff is more than willing to help.

- There was a discussion on who could provide the service of teaching the residents Spanish. There are outside groups like the Hispanic Center who may be could help. Ron said that any type of education like English or Spanish classes would satisfy the requirement of Community Service.
- Stacey reminded all RAB members that their role is to represent all residents of their developments. You cannot be an officer and make good decisions based on your personal beliefs about people. One must be open-minded and be able to look at the whole picture. Ron added that he thought everyone is doing a good job.
- A suggestion was made by Nadine Hayes to change the knobs on the stoves in Kennedy and all the High Rises to digital controls. Ron said he would present an explanation at next meeting.
- Lillie Mathies announced that AC's have been installed at Hensler. Residents are happy about it. Ron said that Hensler is one of the few places we can do central air conditioning.
- There was a request by Glenside RAB members for an upgrade of the overall site at the Hensler Community Center. Grisel Mercado stated that residents do not want to use the center because the furnishings are so bad.
- Nadine Hayes stated that hearing-impaired residents should have something like a light that blinks to make them aware someone is at their door. RHA's staff has worked through agencies dealing with the deaf and hard of hearing for items to help the resident to live safely and independently on their own.
- Carl Snyder asked why all the High Rises could not implement a system whereas another resident is designated to check routinely on a person in need. It could be something as simple as having one's door marked. Stacey suggested that the group consider something like that as a Resident Council program.
- Stacey explained the RHA's Reasonable Accommodation Procedure; a copy of this can be found in the addendum of the ACOP. Since April of last year to May of this year, there have been 108 reasonable accommodations requests screened. We have approved 90 percent of them.

- RAB members will have a walk through of Hensler after the meeting on August 2<sup>nd</sup>.
- Nadine Hayes announced that there will be a flea market at Kennedy Towers on June 7<sup>th</sup> at 10:00 a.m.

Jack reminded everyone if they do not R.S.V.P. for future RAB meetings there will be no transportation and no lunch. We will not contact you; it is your responsibility to get back to Elaine or Janice at (610) 775-4813.

The next RAB meeting will be held on Tuesday, August 2<sup>nd</sup> at 10:00 a.m. at the Hensler Community Building, 860 Avenue A, Reading, PA.



RESIDENT ADVISORY BOARD  
MEETING 8/02/05

A meeting of the Resident Advisory Board was held at Hensler Community Building, 860 Avenue A, Reading, PA 19601 on Tuesday, August 2, 2005, at 10:00 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 Grisel Saez, County Caseworker 2

Residents: Nilda Berrios, Rhodes Apartments; David Boskey, Rhodes Apartments; Narcissa Cabreja, Kennedy Towers; Sandra Carr, Hubert Apartments; Evelyn Carter, Eisenhower Apartments; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Dorothy Frankhouser, Hubert Apartments; Kent Hauseman, Section 8; Nadine Hayes, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, RHA Commissioner; Johana Moran, Glenside Homes; Coral Roth, Hubert Apartments; Carl Snyder, Eisenhower Apartments; Evelyn Tirado, Glenside Apartments and Rev. Larry Weiser, Franklin Towers.

HANDOUTS:

- Agenda
- Annual Plan Table of Contents with Components - #5, 6, 8, 9, 10, 11, 14 & 16

AGENDA:

- Welcoming
- Old Business
  - Bike Racks
  - Benches
  - Fence at Franklin
  - Digital Controlled Stoves
  - Handling of Lockouts
- Nominations for City-Wide Resident Council
- Overview of National Alliance of Resident Services in Affordable & Assisted Housing
- Discuss Annual Plan Components - #5, 6, 8, 9, 10, 11, 14, 16
- Future Meeting
- Open Forum
- Adjourn – Lunch

## MEETING:

- Welcoming

Ron opened the meeting by welcoming everyone. Everyone introduced himself or herself. Ron mentioned that he has only one rule and that is to show respect for the other members of the Resident Advisory Board.

- Old Business

- *Minutes and comments from meeting of 5/31/05.* The minutes were reviewed and approved by the Board.
- *Bike racks* - They were ordered for all 5 High Rises on July 28<sup>th</sup> and they will be delivered approximately in 8 weeks. A cement slab will be poured so racks can be installed.
- *Benches* - They were ordered on July 28<sup>th</sup> and will be here in about 8 weeks. The order consisted of 3 benches for Hubert; 1 each for Rhodes and Eisenhower, which will be installed in the back of building. Nothing has been decided for the courtyard because the parking lot area is going to be redesigned. Kennedy already has benches in the front. Ms. Hayes reported that there are no benches in the back of the building. Ron will look into this.
- *Fence at Franklin* – On July 14<sup>th</sup> a fence with a gate was ordered for the courtyard of Franklin. Delivery will be in about 4 weeks. A camera and a card reader for access will be installed at the same time. The new fence in the courtyard will certainly be a deterrent but will it solve the problem? Rev. Weiser mentioned the problem of children trespassing at Franklin Tower.

Discussion followed in regards to what can be done. Mr. Boskey suggested that we should try to get the activities on tape with our camera system. Ms. Berrios said that maybe even higher fences would be the answer to stop them from climbing and jumping onto our property.

Hawley was called on several occasions but there was no response. There is a sign, "No bicycles" but the children are ignoring it. Ron added he was informed that the fire department would not allow a reader gate out to the sidewalk.

Stacey and Ron suggested it would be a good idea for RHA management along with the Police to meet with Rev. Weiser and other residents of Franklin to see what can be done. Stacey and Ron will arrange something.

Stacey said that being involved with your City Council could bring about changes and get results. Everyone is not only a resident of RHA but a resident of the City as well.

- Digital Controlled Stoves – Ron reported that we couldn't convert the existing ranges to digital. In the Annual Plan, the Capital Fund, there is a plan to improve the kitchens at the High Rises. That would be the time to replace the stoves. It may take a couple of years. We will be addressing the Capital Fund at the next meeting.

Ms. Berrios added when we look at improving the kitchens could exhaust fans be installed. Ron said that in the 5-year plan, when discussing the design of new kitchens at the High Rises, this would be looked at.

- Handling of Lockouts – A fee will be charged to residents during off maintenance hours regardless if a worker is there. Residents, knowing they would not be charged, could wait around and interrupt our workers while on an emergency call or there for another important reason.

- Nominations for City-Wide Resident Council

Stacey stressed that it is important to become a City-Wide Resident Council. HUD would like all our individual Resident Councils to do so, to represent RHA as a whole. It is not only essential for the development of the Annual Plan but by being an incorporated group it empowers one to make changes in the Community. Since RAB is already doing the work of one, it should not be difficult to go to this next level. In order to do so, there must be an election of officers and bylaws to be written.

Stacey stated that the elected officer does not have to carry the same position or role they do in their individual resident council. We will, if needed, provide technical assistance on how to run these meetings. Also, while nominating officers, one should keep the following credentials in mind:

- President – Needs to be a strong role model, diplomatic, good listener and speaker, able to run meetings and represent RHA as a whole.
- Vice President – Works closely with the President and supports him. Be available to take over meetings and help with Administrative functions.
- Secretary – Needs to have good writing skills and is able to demonstrate those skills with minutes, correspondence, etc.
- Treasurer – Needs to have good financial skills in coordinating activities and supplies for meetings.

Evelyn Carter made the motion to have an election of officers and Carl Snyder seconded the motion. The group agreed that the nominations of officers would take place at the next meeting on August 23<sup>rd</sup>. Stacey stressed that it is important that everyone be prepared to nominate someone and participate in the upcoming secret ballot vote. There was a suggestion that as an incentive, maybe RHA could provide an elected officer of a City-Wide Council with more training.

Mr. Boskey suggested that when considering officers, if possible, it would be a good idea to have a representation from each Resident Council. Ron said that it is important the elected officer carries the information back to the different developments. Ms. Berrios mentioned that as a City-Wide Council member it is important to closely work together and show respectability to all others.

- Overview of National Alliance of Resident Services in Affordable & Assisted Living

Stacey mentioned how it is informative and exciting to be able to share with other Resident Councils throughout the state. For all those who attended the PARC conference, they were able to have that opportunity.

Not only one can become involved on a statewide level, it is possible nationally as well. Presently, there is a movement nationally called the National Alliance of Resident Services in Affordable & Assisted Housing (NARSAAH). For the last three years, this National Organization out of Washington, D.C., has hosted conferences for residents and residents services throughout the United States. Stacey will keep RAB members up to date on this and pass on any literature.

- Annual Plan Components

Ron referred to the information sent out in regards to the Annual Plan on Components - #5, 6, 8, 9, 10, 11, 14, 16

5. Operations & Management

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

A. PHA Management Structure – includes an organizational chart, which Ron went over.

B. HUD Programs Under PHA Management - this consists of two programs, Public Housing & Section 8 Vouchers (Housing Choice Voucher). Units or families served at year beginning for Public Housing was 1608 and Section 8 was 603. Our turnover in Public Housing has been dropping every year and Section 8 has remained steady.

## C. Management and Maintenance Policies

### ***Public Housing Management***

- Preventive Maintenance Policy
- Painting Program – Ron will talk to Fred and Dave to have them give an update at next meeting.
- Extermination Policy
- Admission & Continued Occupancy Policy (ACOP) – It includes rules for Public Housing.
- Resident Handbook
- Housekeeping Handbook

### ***Section 8 Management***

- Section 8 Administrative Plan – similar to ACOP, which includes all rules.

In the near future, Section 8 waiting list will be opened. It will be advertised in the newspaper.

There was a discussion on what is meant by Section 8 for those who needed clarification. A Section 8 voucher holder receives a subsidy to use in a private landlord setting. The landlord has to be willing to accept Section 8. The property has to meet certain standards so one is living in a safe, decent and affordable place. The Housing Authority receives monies from HUD to be paid to one's landlord and one, as a resident, is responsible for the rest.

Rent is determined the same way as public housing except there is a landlord involved. There are allowances for utilities but that is included in the net amount. Sometimes rent can be more than 30 percent if one wants to live somewhere beyond what we can pay. With a Section 8 Voucher you can use it anywhere in the country; one has more choices. To move outside of the city limits would be considered portability and there are different jurisdictions. Berks County Housing is affiliated with the areas outside of the City like West Reading, Sinking Spring, Hamburg, Birdsboro, etc. At the next meeting, information will be provided in regards to the Section 8 Program.

Rev. Weiser asked if there are accessible units available in the Section 8 Program. Stacey said there is a great need for more in the City; landlords do not realize that there are programs out there to help them make units accessible.

## 6. PHA Grievance Procedure

There are separate grievance procedures for Public Housing and Section 8. For Public Housing a grievance can be filed at the Manager's Office. The procedure is listed in the ACOP, Section 20.

As far as an applicant, he or she can go to the Tenant Placement Office. Section 8 Voucher holders would contact the Section 8 Office on South Sixth Street. The procedure is listed under Section 6 of the Administrative Plan.

8. Demolition and Disposition

At this time, RHA does not have any intentions or think it is necessary to demolish any of their properties.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities

Ron said that RHA does not have plans to convert a site just for elderly or a site just for disabled. Stacey added that residents do not want to live near lease violators but as a result of residents being compliant older residents do enjoy living around younger residents and vice versa. Ms. Berrios stressed to the Board as a resident it is important to try to get along with one's neighbors, no matter what their age or nationality is.

10. Conversion of Public Housing to Tenant-Based Assistance

Ron explained that Tenant-Based Assistance means talking about Section 8. The subsidy goes to the voucher holder or the person.

Whereas, Public Housing is called Project-Based Assistance. All of the assistance received goes to the development, not one individual. RHA has no intention of converting any Public Housing to Tenant-Based Assistance.

Ron added that Section 8 is more expensive than Public Housing, which means with the same number of dollars, we can assist more people in Public Housing than Section 8. Public Housing there is no limit of the number of people one can assist.

There was a question if the names of the Section 8 landlords could be provided. Agencies are allowed to give a person a list of landlords willing to participate. Mr. Hauseman added what some of the responsibilities there are to be a Section 8 participant.

11. Homeownership Programs Administered by the PHA Overall

RHA has two Homeownership Programs for first time homebuyers, the Public Housing Homeownership Program and the Section 8 Homeownership Program.

We have been successful in rehabilitating 50 individual family units throughout the community in regards to our Public Housing

Homeownership Program. We have sold 33 of these. Out of the remaining 17, 15 are occupied by renters and 2 are vacant.

Our Section 8 Homeownership Program has been effective since April. Presently, we have one participant who purchased a home. There are 2 people who are working towards their Homeownership.

If anyone has any questions or need further information on both these programs, he or she should contact Audrey Wenrich, Administrative Assistant, at (610) 775-4813. Stacey said that Audrey could be invited like any other Reading Housing Authority employee to a Resident Council meeting to discuss a program.

14. Pet Policy

Ron reported that there have not been any changes to the Pet Policy which states that pets are allowed at the High Rises and Hensler.

There was a question by Ms. Hayes if visitors were allowed pets. Ron said our practice is not to allow them.

Ms. Frankhouser asked why RHA charges the amount they do for a pet deposit, which seems rather high. Ron said that if there is damage by an animal, it is usually expensive. The deposit is there to help cover these costs. For a dog or cat, an initial \$50.00 is charged and then \$10 a month will be charged to the resident until the security of \$300.00 is reached.

There were other questions in regards to the Pet Policy as to the charge of \$2 for fish tanks and what size animal is allowed. This is all explained in the ACOP under Pet Policy.

16. Fiscal Audit

HUD requires Fiscal Audits each year. The Auditors were here last week for the last Fiscal Year ending 3/31/05. Ron doesn't remember any time not having a clean record.

For the residents benefit, an audit and finding were explained. A Financial Audit is done by a contractor approved by HUD, that we hire. Their job is to make sure that we are complying with certain rules and doing accounting procedures correctly. A finding is something that you are doing wrong.

- Open Forum

Ms. Hayes mentioned that Kennedy Towers need the following:

- Fans or something to keep the Laundry Rooms cool.

- Automatic door in the Laundry Room.
- Additional phone outlets in the unit.

Ms. Fantauzzi inquired about having an additional handle in the bathroom. Stacey explained the Reasonable Accommodation Policy, where if anyone has a special need; a disability defined by HUD, RHA must consider the modification. In order for us to know a person's need, he or she must request it by contacting their Manager's Office or Social Services Department. A person with a need is not the same thing as a person with a want. In the last year, RHA has considered more than 100 different requests.

Ms. Berrios had a question about the cost of reinstalling an AC. Ron said a resident does not have to pay for the material like the brackets but he or she does have to pay for the labor. Ron said he would look into the charge of replacing an AC if it is not working properly.

Ms. Tirado was wondering when Hensler Community Room would have more tables and chairs. Ron said that we have identified the problem and something is in motion. We would like to refurbish it in a similar fashion to the Community Rooms at the High Rises. Codes will define exactly what can be done. Ron said that it should be brought up again at the next meeting.

Mrs. Mathies commented how pleased she was with the central air at Hensler. There was a problem with Channel 5 due to lightening striking the camera.

Ms. Hayes wanted to know how to arrange with BARTA services a local trip such as to the Old Country Buffet for Kennedy residents. Eisenhower residents recently did something similar.

- Future Meeting

The next RAB meeting will be held on Tuesday, August 23<sup>rd</sup> at 10:00 a.m. at Eisenhower Apartments, 835 Franklin Street, Reading, PA 19602.



RESIDENT ADVISORY BOARD  
MEETING 8/23/05

A meeting of the Resident Advisory Board was held at Eisenhower Apartments, 835 Franklin Street, Reading, PA 19602 on Tuesday, August 23, 2005, at 10:00 a.m.

ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Charles Huckstep, Administrative Assistant; Stacey Keppen, Director Social Services; Jack Knockstead, County Caseworker 2; Daniel Luckey, Executive Director; Tom Marsh, Comptroller; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2

Residents: Nilda Berrios, Rhodes Apartments; David Boskey, Rhodes Apartments; Elnora Brooks, Eisenhower Apartments; Narcissa Cabreja, Kennedy Towers; Carmen Carillo, Rhodes Apartments; Sandra Carr, Hubert Apartments; Evelyn Carter, Eisenhower Apartments; Cecilia Cruz, Glenside Homes; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Nadine Hayes, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, RHA Commissioner; Madeline Medina, Rhodes Apartments; Griselle Mercado, Glenside Homes; Karen Ridge, Eisenhower Apartments; Janet Rodriguez, Rhodes Apartments; Coral Roth, Hubert Apartments; Carmen Simmons, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Evelyn Tirado, Glenside Apartments, Rev. Larry Weiser, Franklin Towers and Ann Zielinski, Hubert Apartments

HANDOUTS (Mailed)

- PHA Community Service & Self-Sufficiency Programs
- Goals & Objectives
- Statement of Financial Resources
- Capital Fund Program Summary – pg. 36 (pgs. 37-44 distributed at meeting)
- RAB Minutes – August 2, 2005

AGENDA:

- Welcoming
- Old Business
  - Benches
  - Fence at Franklin
  - TV Cable/Dish
  - Painting Program
  - Tables/Chairs at Hensler
  - Cooling Laundry Rooms
  - Automatic Door Openers
  - Additional Phone Outlets

- Nominations for City-Wide Resident Council
- Discuss Annual Plan Components
  - Goals and Objectives – Dan Luckey
  - Component #2, Financial Services – Tom Marsh
  - Component #7, Capital Improvements – Fred Prutzman
  - Component #12, Community Service Programs – Stacey Keppen/Charles Huckstep
- Future Meeting
- Open Forum
- Adjourn – Lunch

MEETING:

- Welcoming

Dan welcomed everyone. He thanked everyone as a Resident Advisory Board member for all his or her efforts, hard work, participation and dedication. He enjoys working with each and everyone. For the benefit of new members, everyone introduced themselves.

- Old Business

- *Minutes and comments from meeting of 8/02/05.* The minutes were reviewed and approved by the Board.
- *Benches:* Benches were ordered on July 28<sup>th</sup> for Hubert, Rhodes and Eisenhower. They should be here in about two to three weeks. Fred will be looking into fixing the benches in front of Kennedy and see about placing benches in the courtyard.
- *Fence at Franklin* - It is on order from Amity Fence. The fence should be here in about 2 to 3 weeks. A gate opener with card access will be installed. Rev. Weiser questioned the width of the opening. Fred said it would be wide enough for wheelchair accessibility.
- *TV Cable/Dish* – Our contract with Comcast, which will expire in 2006, is being reviewed by Ed Stock. He will be checking on what we can or cannot do as far as negotiating equipment. We are looking at the possibility of having a dish network. This will involve putting something on the roofs. This may or may not help in residents' monthly bills. A problem with a dish network is that all the local channels may not be available to the viewer.

Dan mentioned that some residents, who are hooked up to Comcast Digital Service, are having a hard time receiving our Security Channel. We are looking into what the problem is. If we change over to a dish network, this might have to be addressed.

A problem that needs to be resolved before switching to a dish network is how to install it with the existing cable lines. Comcast owns some of these lines.

Dan said if we do not convert to a dish, in the long-term, somewhere along the line we will have to change our equipment over to all digital. It will be not as compatible to what we have presently.

Mr. Snyder wondered if the RHA has anything to do with the meeting being held in regards to the Cable Company's contract with the City. Dan said that it is different. But, as a City Resident, one is encouraged to attend. Stacey added that the meeting has already been held. She doesn't know if there will be any more meetings.

- *Painting Program* – Dan said that we are looking into reinstating it. The problem is that it is very costly and not because we do not want to do it. Because HUD is continuing to cut our funding, we had to eliminate some programs. But as of 5 to 6 years ago, every unit within the housing authority has been painted. Fred added that it is on hold. We need to find out what pot of money we are allowed to take it from. If we have to pay from it out of the Operating Budget, we would be really hurting.

Dan explained how even a 1 percent cut, last year we were cut approximately 8 percent, could effect the operations of RHA. As time goes on with the increase of energy costs, things will become more and more difficult. HUD used to reimburse us 100% on utility costs but they have stopped doing it.

Dan stressed to the residents to try to conserve energy where they can and encourage others to do likewise. RHA has taken measures to be more energy efficient. One example is the recent installation of new windows at Hensler, Rhodes and Eisenhower. Some residents commented that sometimes this past winter it was too warm in their apartments. Dan said that we are trying to work with a happy medium. Fred added since an outside temperature regulates the heat at the High Rises, the easiest way other than turning the loop temperature down is for the residents to close their flaps on the radiators as needed.

- *Tables/Chairs at Hensler* – Fred reported that the easiest way to purchase these is from a State Contract. George in Purchasing is looking into this.
- *Cooling Laundry Rooms* – Because of the small area of the room, Dan reported that we are limited to what can be done.

- *Automatic Door Openers* – These doors could cost \$8,000 a piece for each laundry room. With HUD cuts, this might not be feasible for us to do them all at one time. If we could do a door a year, the High Rise with the greatest need will have them installed first. Fred will look into what it will cost. Depending on fire regulations, we may be limited on what type of door is allowed.
- *Additional Phone Outlets* – The residents requested another phone outlet, preferably to be installed in their bedrooms. Dan said we would look into the cost. A suggestion was, that in the meantime, one could buy a jack with two outlets.

Dan added that as an authority we are proactive, trying to foresee and prevent problems before they happen. Because of this, we never had any major problems with our water, heat and electric.

Ms. Hayes had a question on how can we have acceptable and affordable housing when HUD keeps cutting funds. Dan said that the congressional members influence HUD's decisions. Stacey mentioned that residents as a group, like being a member of a City-Wide Resident Council or individual Resident Council can make a difference by writing letters to their local congressman and expressing how budget cuts have negatively effected them. Dan added that even more important is one as an individual should vote. If all the residents of RHA, which is about 3,000 people, would vote they could have a major input of determining their next elective official.

- Nominations for City-Wide Resident Council

Before nominations began, Stacey reminded RAB that at the last meeting they agreed it would be nice if every Resident Council could be represented at the nomination level. Also, Stacey stressed the importance of becoming a City-Wide Resident Council. The elected officer does not have to carry the same position or role they do in their individual Resident Council.

At the next meeting on Tuesday, September 13th, a secret ballot election will be held. Resident Services will, if needed, provide technical assistance on how to run these meetings. The following different skills an elected officer should possess were reviewed:

- President – Needs to be a strong role model, diplomatic, good listener and speaker, able to run meetings, delegate and represent RHA as a whole.
- Vice President – Works closely with the President and supports him. Be available to take over meetings and help with Administrative functions.
- Secretary – Needs to have good writing skills and is able to demonstrate those skills with minutes, correspondence, etc.
- Treasurer – Needs to have good financial management skills in coordinating activities and supplies for meetings.

Stacey added before a RAB member accepts a nomination, he or she should keep in mind the skills needed for that position. One can nominate himself or herself, someone from a different Resident Council or from his or her own Resident Council. More than one person from the same Resident Council can be nominated.

Stacey acting as Temporary Chairman, announced that the nomination of officers for a City-Wide Resident Council was open. The following RAB members accepted their nominations:

#### PRESIDENT

1. *Luz Martinez*– Carl Snyder nominated and Ed Dainty second it.
2. *Evelyn Carter*– Larry Weiser nominated and Ed Dainty second it.
3. *Ines Fantauzzi* – Nadine Hayes nominated and Elnora Brooks second it.
4. *Larry Weiser*– Evelyn Carter nominated and Carmen Carillo second it.

#### VICE-PRESIDENT

1. *David Boskey*– Carl Snyder nominated and Griselle Mercado second it.
2. *Rev. Larry Weiser*– Evelyn Carter nominated and Carl Snyder second it.
3. *Carl Snyder* - Coral Roth nominated and Elnora Brooks second it.
4. *Ed Dainty*– Elnora Brooks nominated and Karen Ridge second it.

#### SECRETARY

1. *Evelyn Carter* – Rev. Weiser nominated and Carmen Cabreja second it.
2. *Nilda Berrios* – Carmen Cabreja nominated and Evelyn Carter second it.

#### TREASURER

1. *Lillie Mathies* - Evelyn Tirado nominated and Nadine Hayes second it.
2. *Coral Roth*– Sandra Carr nominated and Evelyn Carter second it.

There was a question if Lillie Mathies could be nominated since she is not an officer of a Resident Council. The Resident Advisory Board is presently set up to include all Resident Council leaders and the Resident Commissioner. Since there are no bylaws established yet to state otherwise, there were no objections from RAB for Lillie Mathies, our Resident Commissioner, to be nominated for Treasurer.

The RAB voted and it was agreed that someone could be placed on the ballot for two different offices. Once the bylaws are established, it will specifically state what can be done.

Ed Dainty made a motion, second by Ed Boskey to close the nominations, which was carried unanimously.

- Annual Plan Component

**Goals and Objectives** – Dan explained that all public housing agencies should have attainable goals and objectives. (Dan read pages 4, 5, 6, & 7). The added comments are as follows:

- Management Issues

HUD has a system of evaluating us to see if we are managing our housing authority in an efficient and effective manner. These methods are called for Public Housing – Public Housing Assessment System (PHAS) and for Section 8 – Section Eight Management Assessment System (SEMAP). To qualify for federal funding, we need to be assessed as a standard or a high performer.

Presently, there are Real Estate Assessment Center (REAC) inspections taking place in our developments. Their evaluation of our buildings is a determining score factor on what type of performer we are. Last year we were a standard performer at 79 points, which is 11 points from being a high performer. We expect to be a high performer next year.

One of the main reasons for RHA being a standard performer instead of a high performer is that HUD did not reimburse us for our full utility costs.

Another reason is that HUD keeps changing the evaluation rules (methodology). This makes it difficult for us to know what is expected.

Fred stressed to the RAB that they 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. Even a minor thing like not having a cover on an outlet could lose points for us. RHA cannot fix something it doesn't know about.

Dan explained what the Resident Satisfaction Survey is. HUD sends out letters to a portion of our residents asking for their opinions on the operations of RHA. For the last few years, we have done very well. Dan commended RHA's management and maintenance staff for doing an excellent job. Our staff tries to do their best in enforcing the rules and working with the residents to provide a safe, affordable and decent place to live.

Our occupancy rate is consistently at 96 and 97 percent, which is very good.

- o Security Issues

Mr. Boskey had a concern about the automatic doors at the front entranceways at the High Rises on how people are able to shove them open and close. Fred said because of fire codes, he thinks the doors need to be designed that way. But, he will check to see what the Fire Marshal says and what can be done. Information will be provided at the next meeting. Dan stressed that the buildings are closed and secured at night.

## **Component #2, Financial Services**

Tom explained when we go over our budgeting process with HUD, there is a formula involved which consists of a series of calculations to determine our funding. This funding should provide affordable, safe and decent public housing. What is happening we are receiving less money than what the formula says we should be funded. This is due to budget cuts and not receiving our full recovery of utility allowances. Housing authorities all across the nation are suffering. This makes it very hard for us at times to plan and get things accomplished when we want to.

This year HUD changed the entire formula, which will have a new base period of three different years. Everything we have done in the past, with that part of our budgeting process, will change. We are not sure what all will be involved nor the impact from it.

Tom passed around to the RAB members a copy of the Management, Discussion and Analysis (MD &A). Every year REAC comes to RHA and evaluates us by looking at our buildings and structures. They also take a look at our financials, which is called an audit. Based on these things, we are given a score.

The MD&A is an easily readable analysis of RHA's financial activities, which includes financial highlights, for the fiscal year ending March 31, 2005. Tom pointed out the last page, which states what this all means according to HUD. If anyone is interested to have their own copy, they should contact the Administrative Office.

The Statement of Financial Resources, which each tenant received a copy, summarizes funding for our fiscal year beginning April 1, 2006.

## 1. Federal Grants

- a. Public Housing Operating Fund (\$4,710,576) – This is the projected operating subsidy, which we will receive from HUD to do our routine operation budget.
- b. Public Housing Capital Fund (\$497,816). Major repairs come out of this fund like Oakbrook modernization and new windows for the developments. A portion is used to supplement operations.
- e. Annual Contributions for Section 8 Tenant-Based Assistance (\$3,044,00.00). 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. There is no extra money from there. Sometimes money from public housing is lent to keep this program a flow.
- f. Many years ago we received a pocket of money (a grant) called “Drug Elimination Money.” We could use that for a number of programs like the Olivet’s and Community Police Now these costs have to come out of Capital Fund.

2. Public Housing Dwelling Rental Income (\$3,652,021) – This is the rent money paid to the Authority by the residents. This will be used for our public housing operations.

## 4. Other Income

- o Interest (\$30,000) – The reserves RHA may have. This goes to public housing operations.
- o Laundry, Office Rent, Tenant Charges (\$139,000) – This goes towards paying operating expenses.

TOTAL RESOURCES = \$12,073,413 – This is the total resources for next year (Total of #1, 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.

Rev. Weiser wondered how rising utility costs will effect RHA and its residents. Dan said that HUD has approved RHA to advertise for an Energy Saving Company. They will come in and do an audit of all our developments to find ways of conserving energy. Tom went over the various utility costs for the fiscal year ending March 31, 2005.

Water	\$600,000
Electricity	\$783,000
Gas	\$1,300,000
Other Fuel	\$13,000
Labor	\$27,000



Tom added that prior years, RHA would submit a budget to HUD estimating what our cost would be in utilities for the following year. At the end of the fiscal year, we would be reimbursed for any money spent in excess of that budgeted amount. But now, no reimbursement is being made. With escalating utility costs, it is hard to know in the beginning of the year what our costs will be by the end of the year. Because of this, we need to decrease consumption and become more energy efficient. RHA is working towards that direction. We have installed new windows at Hensler and the High Rises and have installed individual heaters in the Oakbrook units.

The new model that we will use to determine our funding will always use 18-month-old information. We are generating our budget, based on old information! HUD has developed a new methodology of determining funding to include a built in inflation factor. But not having any control of the factor and the price of utilities, we will have to wait to see what happens.

### **Component #7, Capital Improvements**

Fred explained the categories on page 36. He said this is just a wish list. These will be included in the Annual Plan.

**1406 Operations** (\$497,816) – Money is used to subsidize our operating budget. As the Capital Fund is things we want to do and the operating budget is things we need to do.

**1408 Management Improvements** (\$476,266) – Money is used to pay our police officers, Olivet's and YMCA, etc. It also helps to pay for the training of our employees, computer software and security cameras.

**1410 Administration** (\$75,000) - Helps to pay salaries for the people doing projects at our developments.

**1430 Fees and Costs** (\$75,000) – Money set aside for engineers and architects to design the various projects. If there were any legal fees encountered, it would come out of this.

**1450 Site Improvements** (\$150,000) – Anything RHA does to improve our developments other than the buildings like the benches and fences.

Rev. Weiser wanted to know what it would cost for the gate and fence at Franklin. Fred said approximately \$5,000 and this high cost is due to the magnetic opener and closure being installed with it.

**1460 Dwelling Structures** (\$1,015,000) – Money that will be spent on the buildings that house residents. It can be used for things like waterproofing and new windows.

**1470 Nondwelling Structures** (\$125,000) - This money is used on any building that does not house residents like our Maintenance Buildings and some of RHA's offices.

**1475 Nondwelling Equipment** (\$75,000) – Money spent for computer hardware (physical equipment to help run our operation).

**Total of Annual Grant** (\$2,489,082)

Fred explained that pages 37 and 38 are what we are going to do in 2006. Stacey said that this is an important part. RAB members should make sure they understand and take the information back to their respective Resident Councils to discuss it.

Pages 39 to 44 is our 5-year wish list (Action Plan). A lot of these items will be taken care of with the Energy Performance Contract, which we are going to put out soon for bid. To help us save money, the Energy Company will be looking at new lighting in the units, new bathroom fixtures in the units, stoves, refrigerators and faucets, etc. A lot of the things in the 5-year plan could be completed within the next year, depending on what savings the Energy Performance Company comes up with.

Fred requested that RAB review the 5-year plan and see if there are any big items (\$25,000 or more) they would like to be done for their development. An example of this would be all handicap accessible doors at Hubert. RAB members should talk with their respective Resident Councils and have a list ready by the next RAB meeting so the items can be addressed.

### **Component #12, Community Service and Self-sufficiency Programs**

Charles has been working with Community Service and explained the program. In 1994 President Clinton enacted the Quality Work Housing Reform Act. In that Act certain procedures and regulations changed. That is when flat rents and Community Service were implemented. The Community Service requirement was that residents who are under the age of 62 and who 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.

An exception to the rule had been added recently. If one is a caretaker for a child under the age of 6, he or she does not have to do the service even if they are in a 2-parent household. A flyer will be distributed soon regarding this change. The purpose of Community Service is for people to give back to the Community.

Stacey explained the Resident Service Programs. She referred to page 52 (12-PHA Community Service and Self-sufficiency Program), question B(1)b. Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? The answer is yes and that is where in the Annual Plan, RHA describes the Resident Services Program.

There are three primary functions of Resident Services:

1. Service Coordination – this is the individual social casework kind of services that Grisel and Jack primarily provide like parenting, mental health, housekeeping issues, etc.
2. Oversees and coordinates On-Site Social Programs.
3. Works with Resident Councils and Resident Advisory Board.

The role of the Social Caseworker and Service Coordinator involves visiting residents in their homes to see what type of services are needed. Their goals are:

1. To help people be happy and self-sufficient as they can be.
2. To help the housing authority be more successful by having residents be happy and self-sufficient.

The following are a summary of the types of Self-Sufficiency programs provided:

- Service Coordination – individual services that are provided to our residents in a variety of ways like parenting, mental health, housekeeping issues, etc.
- 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 pantries. Stacy reported that at the end of this year, our grant will expire for the Wellness Programs but Dan agreed because of the importance of this service, it would continue.
- Social and Recreational Programs – this includes the Senior Center located at Kennedy, summer picnics in conjunction with the Board meetings, Day of Caring with the United Way and Salvation Army, Olivet's Boys and Girls Club programming and Youth Summer Camping. Our Reasonable Accommodations Program makes sure that people with disabilities receive what they need in order to have equal access to housing programs.
- Daily Living Programs – the Chore services, which provides services for people who do not qualify for other services. This includes the Housekeeping Program at the 5 High Rises and Hensler. Our Administration has agreed to continue this service even though specific grants are no longer available. Next year we will be able to serve not only the High Rises but also Oakbrook and Glenside residents. Also, the furniture banks help residents who are in need of this and the Community Policing help our residents feel safe.

- Various Educational and Economic Self-Sufficiency Programs – this includes the holiday basket programs, scholarship program at Oakbrook and Glenside.
- 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.

Stacey added that RHA does a tremendous job in regards to its Self-Sufficiency programs.

- Open Forum

- Mr. Snyder wanted to know why the Food Pantry at Eisenhower had to be open to the public. Stacey said for safety and security reasons, it was agreed that it would only be for RHA's residents. She will contact the Greater Food Bank.

- Future Meeting

The next RAB meeting will be held on Tuesday, September 13th at 10:00 a.m. at Samuel G. Hubert Apartments, 125 N. 10<sup>th</sup>, Reading, PA 19601. Stacey reminded RAB members that they must notify the Executive Office if they plan to attend the meeting.

RESIDENT ADVISORY BOARD  
MEETING 9/20/05

A meeting of the Resident Advisory Board was held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, PA 19601 on Tuesday, September 20, 2005, at 10:00 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; Tom Marsh, Comptroller; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2

Residents: Carmen Carillo, Rhodes Apartments; Sandra Carr, Hubert Apartments; Evelyn Carter, Eisenhower Apartments; Cecilia Cruz, Glenside Homes; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Nadine Hayes, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, RHA Commissioner; Madeline Medina, Rhodes Apartments; Griselle Mercado, Glenside Homes; Karen Ridge, Eisenhower Apartments; Coral Roth, Hubert Apartments; Carl Snyder, Eisenhower Apartments and Rev. Larry Weiser, Franklin Towers

Guest: Jeannie Rudolph, Berks County Senior Citizen Council, Inc.

HANDOUTS (Mailed)

- Annual Plan – Sections 1, 3, 4, 13, 15, 17, 18, & Optional Public Housing Asset Management Table
- RAB Minutes – August 23, 2005

AGENDA:

- Welcoming
- Old Business
  - Benches
  - Fence at Franklin
  - TV Cable/Dish
  - Painting Program
  - Tables/Chairs at Hensler
  - Cooling Laundry Rooms
  - Automatic Door Openers
  - Additional Phone Outlets
- Elections for City-Wide Resident Council
- Discuss Annual Plan Components
  - Component #1, Statement of Housing Needs

- Component #3, Policies Governing Eligibility, Selection, and Admissions
- Component #4, Rent Determination Policies
- Component #13, Safety and Crime Prevention Measures
- Component #15, Civil Rights Certifications
- Component #17, Asset Management
- Component #18, Other Information
- Optional PH Asset Management Table
- Future Meeting
- Open Forum
- Adjourn – Lunch

MEETING:

- Elections for City Wide Council:

Jack introduced and welcomed Jeannie Rudolf from the Berks County Senior Citizens Council, who would be counting the ballots.

The nominations were as follows:

President – Luz Martinez, Evelyn Carter, Ines Fantauzzi, Rev. Larry Weiser

Vice-President – David Boskey, Rev. Larry Weiser, Carl Snyder, Ed Dainty

Secretary – Evelyn Carter, Nilda Berrios

Treasurer – Lillie Mathies, Coral Roth

Before the ballots were cast, Stacey stressed to RAB how important the positions are. Diplomacy is a vital skill that the officers should possess. Officers will need to work with RHA, resident population at large, other governing bodies throughout Reading, Berks County and nationally, which includes HUD officials. Ron added this is an exciting time for RHA. Stacey thanked everyone for accepting the nominations and RAB as a whole for doing a fantastic job.

The following were elected as officers of RHA City-Wide Resident Council:

President – Rev. Larry Weiser

Vice-President - Carl Snyder

Secretary – Evelyn Carter

Treasurer - Lillie Mathies

Everyone was congratulated on his or her new position. Stacey mentioned that some time will be spent internally with housing authority staff looking at what role RHA should play in regards to RAB and Resident Councils. Then those ideas will be shared with RAB officers to determine the next steps. Bylaws will need to be written.

Jack mentioned that the Berks County Senior Citizen Council is going to be the expert on the Medicare Part D that will be coming up in the next two months.

- Old Business

- *Minutes and comments from meeting of 8/23/05.* The minutes were reviewed and approved by the Board.
- *Benches:* The benches for Hubert, Rhodes and Eisenhower have been delivered. The benches at Kennedy, two in the courtyard, are in the process of being ordered.
- *Fence at Franklin* – Fred has contacted Amity Fence and the fence should be here soon to install.
- *Bike Racks* - Bike racks have just been delivered. They need to be assembled. Fred is meeting with the concrete man later this week to choose the spots at Eisenhower, Rhodes, Franklin, Kennedy and Hubert.
- *TV Cable/Dish* – There was no new update on this.
- *Painting Program* – Fred stated the last time that this was undertaken it came out of the Operating Budget as a routine maintenance item. Because of the Operating Budget being so tight, this is something we may have to add to the plan, if we can, as a Capital Item. Fred will look into what we can do.
- *Tables/Chairs at Hensler* – Fred reported that this is in the process. George in Purchasing is obtaining prices.
- *Cooling Laundry Rooms* – Fred is waiting a response from Joe Gapinski, Maintenance Foreman.
- *Automatic Door Openers* – This project should be starting in approximately a month. Dave is already receiving prices. These openers will be placed on all the following doors:
  - Franklin (Community Room)
  - Hubert (Community Room & Laundry Room)
  - Rhodes (Laundry Room)
  - Eisenhower (Laundry Room)
  - Kennedy (Laundry Room 3<sup>rd</sup> Floor)
- *Additional Phone Outlets* – Fred said that the overall cost needs to be looked at to see how this can be done. Dan would like to find a way to do this. It would probably be another Capital Fund item because of the large amount of outlets needed. Also, this will not

be an easy task because of the conduit running through the floors and not the walls. Ron suggested that a phone line could be split to accommodate a computer. But the issue here, majority of residents agreed, was to have a phone line accessible in their bedroom where another box would need to be added. Some residents have added another jack. Ms. Carter suggested that at the Radio Shack one could purchase a piece of equipment for \$49.95 that is able to do a wireless phone extension. Rev. Weiser said that he had bought one and it works great. Fred will look into the possibility of making these available for our residents.

Ron mentioned that we would continue to do a follow up on all of the above items.

- Discuss Annual Plan Components

- Statement of Housing Needs (pg. 13) – (Component #1)

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

This was based on the 2000 Census Data. These are the housing needs for the City of Reading. It is broken down into needs with types of families and income. AMI stands for annual median income. The data shows various categories like affordability, supply, quality, accessibility, size and location.

Rev. Weiser asked in dollar amount what is considered extremely low income, very low income and low income. Ron said these income limits are based each year on the information RHA receives from HUD. These limits vary depending on the size of the family. Ron said that he would provide this data to anyone who was interested.

There is a great housing need for the very low-income area of less than 30% of the AMI. At this time, the City does not have any plans to increase affordable housing. Stacey said as a City-Wide Resident Council, a group representing RHA, they could have a major impact influencing the City to make changes.

- B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists (pg. 13 & 14). This too is broken down into needs with types of income and families. The vast amounts of our applicants come from the very low-income areas. It isn't likely that we can assist all these people on the waiting list for a couple of years. Because of so many applicants, our waiting list for public housing is currently closed for 2, 3, 4 & 5 bedroom units. Efficiencies and 1-bedroom units are still open.

The waiting list for Section 8 was opened for three days last month. We accepted the first 400 out of 900 applications; the number of



applicants we thought could be reached within a year. Our plans are to follow the same procedure each year. This way somebody isn't given false hope.

Ms. Hayes wondered if there was a way to advertise for applicants other than the newspaper. Some people in the Community don't receive the paper. Ron said he will take this into consideration the next time we advertise.

Rev. Weiser wondered why the number of acceptable units for the handicap is very limited in the City. A reason for the lack of units in the City stems from the landlord. Landlords do not want to turn their units into handicap accessible because they are worried about the costs. Stacey said potential landlords need to become more aware that there is funding and other sources available to help make their units accessible. Unlike RHA, private landlords do not have the legal obligations and the federal funding to pay for reasonable accommodations to units. They only have the obligation to consider an accommodation. Ron mentioned that Sylvania Homes, owned by RHA and which receives no federal assistance, has three handicap units that qualify for Section 8.

Ron asked the RAB members to review pages 16 – 18. This section lists the strategies for addressing needs such as the shortage of affordable housing for all eligible populations, families at or below 30% of median, and races or ethnicities with disproportionate housing needs. It also lists the reasons for selecting strategies. RHA attempts to accommodate what the City and the County has written in their consolidated plan. We also consult with the residents through the RAB. RHA takes their opinions and requests into consideration while preparing the Annual Plan. Sometimes limited funding makes it difficult to reach our goals.

○ **PHA Policies Governing Eligibility, Selection, and Admissions (pg. 24) – (Component #3)**

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.

A. Public Housing – the following can be found in the ACOP.

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 and housekeeping are checked with prior landlords. History in other assisted housing programs and utility bill payment history are reviewed.

Other screenings were discussed. Ms. Hayes questioned if we could screen for mental health. Ron said that we are not allowed to screen for this. As long as any individual can comply with his or her lease, that individual has every right to live here.

There was a question if there was some way to screen visitors. Residents are responsible for what their guests do. If something happens which violates the lease, a resident could be evicted. This is for everyone's safety and security.

Ron mentioned there is one screening method that we could consider adding in the future. This would be a credit check.

Mr. Snyder suggested doing housekeeping inspections for screening. Ron said that our limited staffing prevents us to do so. We presently rely on landlord references for this. In the last 2 to 3 years, we implemented annual housekeeping inspections for all of our own units. This has improved conditions in the units.

Some RAB members questioned the authenticity of the documents that we receive. Ron stressed that we obtain all the necessary documents from the proper channels to identify people and to verify their income. During recertifications, residents have the right to review all of their documents for accuracy.

## 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 1<sup>st</sup> Floor.

## 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&c. Is this policy consistent across all waiting list types? No, the elderly and disabled (mixed population) receive the following three choices:

- Glenside
- Oakbrook
- High Rises and Hensler

4. Admissions Preferences

- a. Income targeting – Does 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 exceed the 40% ratio.
- b. Transfer policies – In what circumstances will transfers take precedence over new admissions? Emergencies, overhoused, underhoused, medical justification, and administrative reasons determined by RHA.
- c. Preferences – Has RHA established preferences for admission to public housing (other than date and time of application)? The answer is yes.

Ron asked the RAB members to review the other sections – this is basically how we do things in reference to the waiting list.

Former Federal preferences:

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

Other preferences:

- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs.

Applicants are placed on the waiting list in the following order:

1. Residents who live an/or work in the jurisdiction
1. Those enrolled currently in educational, training, or upward mobility programs.
2. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
3. Date and Time

## 5. Occupancy

- a. Reference materials that applicants and residents can use to obtain information about the rules of occupancy of public housing.
  - o Resident Lease
  - o ACOP
  - o Seminars or written materials
  - o Resident Handbook
- 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
  - o At family request for revision
  - o Other (list): Any family income changes.

Ron stressed that all residents are required to report any change in family composition or income.

## 6. De-concentration and Income Mixing

Ron stated that because HUD requires some type of a mix for our family developments, Glenside and Oakbrook, RHA does a study each year to make sure that we don't have a very low income group in one location and a higher income group in another location. The study from last year showed that the average incomes for Glenside and Oakbrook were moving apart. This year the study shows that the incomes are coming closer and closer together.

- B. Section 8 – The following information can be found in the Section 8 Administrative Plan. Ron mentioned that maybe we would like this plan available for review at all locations, not just the Section 8 Office.

- (1) Eligibility – things RHA does for screening.
- (2) Waiting List Organization
- (3) Search Time
- (4) Admissions Preferences
- (5) Special Purpose Section 8 Assistance Programs

- o **RHA Rent Determination Policies (pg. 24) – (Component #4).**  
**This is the basis on how we determine rent.**

### 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 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? The minimum rent is \$50, which was raised from \$25 to \$50 last year.
- c. Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income? Yes, if flat rent applies it is a fixed amount and one could be paying less than 30% of his or her income.
- d. There are no discretionary deductions.
- e. There are no ceiling rents. We only have flat rents and income based rents.
- f. Rent re-determination. Ron explained any type of change in one's family composition, income or deductions should be reported to the Manager's Office as soon as possible. These changes will affect one's rent. Examples of a deduction that could reduce the rent would be higher medical expenses such as prescriptions or a spouse becoming disabled. A minor added to a household or a change of marital status would alter one's family composition.

At Annual Income Review time, rent will be calculated and based on anticipated income and changes for the coming year.

Ms. Carillo asked where a list of deductions could be found. This information is in the ACOP. Ron added any questions pertaining to policy or procedure could be directed to the Manager.

Ms. Hayes questioned if an increase or decrease in food stamps has a bearing on rent calculation. This would not affect one's rent in anyway.

There was a discussion on the possibility of changing the definition of family in the 5-year plan. RHA would be more compliant in the way the world is today. As it stands now family means two or more persons related by blood, marriage or by operation of law.

Ron explained that RHA needs time to work on this, because broadening the scope of definition of a family would be difficult to implement and involve other changes such as occupancy rules. What size bedroom unit would someone be entitled to if they just wanted to just share an apartment and the expenses? If they are entitled to a two bedroom than what about the married couple? This is just one of many questions that need to be answered.

Therefore, a new definition will not be ready for this current Annual Plan. Ron said that hopefully it would be ready to be proposed by next year's Annual Plan. It is something that needs to go before the Board to see if they agree to a change.

## 2. Flat Rents

Ron explained what a flat rent is. A flat rent is a fixed amount of rent that a resident will pay. Flat rents are based on the market rate for rent on the same type of unit in the neighboring area. A resident may want to choose this option of paying a flat rent if it would be lower than paying 30 percent of his or her income. At Annual Income Review time, this should be offered to each resident so he or she can make a choice. One thing to look at before deciding a flat rent is what will be his or her income situation in the upcoming months. Will he or she be getting a job raise, changing to a higher paying job or anything that will increase their income where the income-based rent is higher than the flat rent. Ron added if one loses his or her income, he or she can go back paying the income based amount.

RAB members were concerned that the leasing rules would change with a flat rent. Ron assured everyone that the rules don't change with the type of rent one is paying.

## B. Section 8 Tenant-Based Assistance

### 1. Payment Standards

This is similar to the income limits in public housing.

- a. What is the PHA'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. This is how we base our rent reasonableness.

## 2. Minimum Rent

The minimum rent amount is \$50, which was raised from \$25.00 last year.

### ○ **PHA Safety and Crime Prevention Measures (pg. 55)** – Component #13

This section states some of the following:

- Issues RHA has encountered in its HUD Annual Survey.
- Actions that were taken to improve and maintain safety of our residents.
- Crime Prevention Activities RHA has taken
- Coordination between RHA and the Police Department

Mr. Snyder had a problem with the local police not responding to a trespassing complaint. Ron said it was probably a communication problem between our officers and the City Police. Ron will look into this.

As far as our no trespassing policy, Ron said that if an outside person causes trouble in our developments, we usually send him a no trespassing letter. This information is sent to the Police. If he trespasses, we then have grounds for him or her to be arrested.

### ○ **Civil Rights Certifications (pg. 59)** – component #15

To show that the housing authority is in compliance with the Fair Housing Civil Rights Regulations, certifications need to be sent to HUD. We do submit those certifications and it is part of the Annual Plan.

### ○ **Asset Management (pg. 60)** – component #17

There are two things that we will be undertaking in the near future.

- Development-Based Accounting
- Development-Based Budgeting

HUD wants to know what developments are able to operate as stand alone entities, what ones are able to and what ones are losing money. If something is negative to the operations of RHA, we can determine what to do to try to turn it around.

### ○ **Other Information (pg. 61)** – component #18

a. Resident Advisory Board Recommendations

1. Did RHA receive any comments on the Annual Plan from the Resident Advisory Board? Yes, we have throughout our review of the Annual Plan.
  2. These comments are stated in Attachment C (Meeting Minutes) of the Annual Plan to be submitted.
  3. In what manner did the PHA address those comments? We have considered comments, but determined that no changes to the Annual Plan were necessary. Some comments have raised awareness to issues that will be reviewed during the plan year.
- b. Description of Election process for Residents on the RHA Board. Lillie Mathies, resident of RHA, is currently a Commissioner of the Board. She has been serving on the Board for a number of years.
  - c. Statement of Consistency with the Consolidated Plan of the City of Reading.

This states how we apply what the Consolidated Plan requires.

- d. Other Information Required by HUD
  1. RHA's definition of substantial deviation from its 5-Year Plan or significant amendment or modification to the Agency Plan.
  2. RHA progress in meeting the mission and goals described in the 2004 plan year ended 2005. Goals of the Plan have been met as the RHA has accomplished the following objectives. These are listed on page 65- 67.

#### Optional Public Housing Asset Management Table

This states what kind of activity is planned for each development. We are going to apply Capital Funding to all of the developments except for the Scattered Sites. There is a Homeownership Component for the Scattered Sites.

Ron reviewed the 2006 Annual Plan Preparation Schedule.

- o September 27<sup>th</sup> – Annual Plan on Workshop Agenda for Discussion
- o September 30<sup>th</sup> – Annual Plan posted for 45 days to be reviewed by the public
- o November 14<sup>th</sup> – Public Hearing on Annual Plan
- o November 16<sup>th</sup> – Final draft of plan completed and mailed to Board of Commissioners
- o November 22<sup>nd</sup> – Annual Plan on Agenda for Board approval
- o December 9<sup>th</sup> – Annual Plan submitted to HUD



Ron added during the comment period from September 30<sup>th</sup> to November 14<sup>th</sup>, the Annual Plan would be posted at each location. Anyone wishing to comment on the proposed plans may do so at the public hearing on Monday, November 14<sup>th</sup> or in writing to Daniel F. Luckey, Executive Director, Reading Housing Authority, 400 Hancock Boulevard, Reading, PA 19611 prior to the hearing date.

- Other Comments:

Ms. Hayes questioned about how many days a year a resident can have a visitor staying in his or her unit. Ron explained the lease states 14 days but it does not specify consecutive days.

There was a discussion about our policy in regards to a lease violation of lodgers and boarders and how RHA addresses this issue. Ron assured RAB members that RHA does everything it can do to legally enforce it. Residents have been evicted for boarders and lodgers. Sometimes it is difficult to identify and prove. As a resident, RHA needs ones help to report any lease violation that one may be aware of. RHA will then investigate it.

Ron mentioned that if a resident has a good record for two years, they would be eligible for a transfer from an efficiency to a 1 bedroom unit. This is called an incentive transfer, which is one way RHA can reward a resident. RHA has many more efficiencies than 1 bedroom units.

A question was raised about the outside contractors; is this something new? Ron said that this has been initiated to take some of the burden off our maintenance department to turnover units faster.

- Future Meeting

At the next meeting, to be announced, bylaws will be developed. The Resident Services Office will be notifying everyone of the date and time. If there are any comments or concerns on what has been discussed with the Annual Plan, one can reach Ron at (610) 775-4813. Any individual concerns should be directed to his or her Manager or Resident Service Department.

The meeting was adjourned at 12:10 p.m.

RESIDENT ADVISORY BOARD  
MEETING 11/1/05

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA 19611 on Tuesday, November 1, 2005, at 10:00 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: Nilda Berrios, Rhodes Apartments; Narcisa Cabreja, Kennedy Towers; Evelyn Carter, Eisenhower Apartments; Edward Dainty, Eisenhower Apartments; Ines Fantauzzi, Kennedy Towers; Kent Hauseman, Section 8 Representative; Nadine Hayes, Kennedy Towers; Lillie Mathies, RHA Commissioner; Griselle Mercado, Glenside; Johana Moran, Glenside; Barbara Ortiz, Franklin Towers; Carmen Rolon, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Evelyn Tirado, Glenside.

HANDOUTS

- No Trespassing Policy and Procedure
- By-laws Sample
- Project Based Criteria
- Medicare Part D Presentation

AGENDA:

- Welcoming
- Old Business
  - Benches - Kennedy
  - Fence at Franklin
  - Tables/Chairs at Hensler
  - Automatic Door Openers
- No Trespass Policy
- Bylaws for City-Wide Resident Council
- Future Meeting
- Open Forum
- Adjourn – Lunch

MEETING:

- Welcoming:

Ron opened the meeting by welcoming everybody.

- Old Business:

Fred Prutzman reported on the following:

- Benches & Bike Racks – Pads will be poured within the next two weeks at all locations.
- Fence at Franklin – The gate and the key mechanism need to be installed.
- Tables/Chairs at Hensler – George in Purchasing is tracking down prices.
- Automatic Door Openers – They have been installed at Rhodes, Eisenhower & Hubert. Next month, Kennedy and Franklin will be done. Ms. Hayes questioned why an automatic door opener was not placed on the 1<sup>st</sup> floor of Kennedy. Fred stated that there is not enough room to do so.

Comments:

Ms. Hayes asked where the benches would be placed at Kennedy. Fred said that they will be put in the courtyard. There is no room in the back to put a bench.

Ms. Ortiz wondered what the status was in regards to having fans in the laundry room at Franklin. Fred said that he needed to follow up with Joe Gapinski on this.

- No Trespass Policy:

This is a policy that RHA would like to implement. A revised copy was distributed to all RAB members. Per the request from our Solicitor, the revision was to Paragraph C, last sentence, where the words “to uphold an eviction request” were added.

RHA has had a procedure for No Trespassing for a while. Because of past RAB comments on screening, RHA feels it is important to add this to the Annual Plan. The main purpose of this is to prevent visitors, who have not conducted themselves in a proper fashion, from entering RHA’s properties. These efforts are coordinated with and enforced by our Community Police Officers.

There was a question on who are considered trespassers and what should a resident do if a trespasser is in the building. In paragraph B, it states the eligibility criteria. All residents are responsible for their guests. Residents who are found to have permitted visitation by any person receiving a no trespassing letter shall receive lease

violation counseling by the management office. Residents should immediately contact the police if he or she suspects anyone of being a trespasser. A list of all names of trespassers will be posted on the bulletin board at each location.

Stacey stressed it is important for RAB to inform their individual councils of the No Trespassing Policy & Procedure. Ron added this policy is for the benefit of all residents.

Ms. Carter questioned if our policies will be written in Spanish as well as English for the residents. Ron explained that we have a Translation Committee, consisting of several RHA's employees, who are working on this. If a Spanish version is not readily available, there will be instructions on how to receive a translation.

RAB agreed this should be included in the final version of the Annual Plan. It will be submitted to our Board for their approval.

- Project Based Voucher Program:

Ron distributed information on the Project Based Voucher Program. This will be included in the Section 8 Administrative Plan as well as the Annual Plan after it has been approved by the Board.

Dan explained the difference between a project and tenant based voucher program. Tenant based is where a person is given a voucher to go into private housing and the public housing authority (RHA) pays the subsidy. Project based is where RHA pays the subsidy to the building. It is an inducement for landlords to put some money for improvements into their properties or developers to build some new properties. There are several that RHA has throughout the City like the Book Bindery (40 vouchers), Beacon House (15 vouchers) and Emma Lazarus (5 vouchers).

Al Boscov would like to do some project-based housing in the City near the Goggle Works. It is a good program. The intent of the program is to encourage the development of affordable and decent housing in areas throughout the city that are in need of affordable housing for residents. But in order to do so, certain criteria has to be changed according to HUD. By having this policy in place, we are giving Mr. Boscov the opportunity to advertise and do so.

It will not affect more than 20 percent of the available vouchers in our allocation. There is a 15-year limitation on a project-based building; Beacon House time will expire next year. Residents living there then will be able to fall under the regulations of tenant based housing.

Ms. Berrios was wondering about the selection process as to the type of family for Section 8. Mr. Luckey said that each application is

reviewed after it has been submitted to see if that person is eligible. The landlord than has the final say if he or she would accept that person. Each program (tenant or project based) has its own individual rules and regulations.

Mr. Hauseman, our Section 8 representative, explained how the process has and is working for him. He is a tenant based voucher holder who can take his voucher anywhere unlike a project based where the person can only use it by living in that building.

RAB agreed that the new Project Based criteria should be included in the Section 8 Administrative and Annual Plan.

- Bylaws for City-Wide Resident Council:

Stacey passed around a sample Bylaw template, format suggested by HUD, that may be used to help establish the bylaws for a City-Wide Resident Council. This is one of the first things that need to be done to have an official group to be able to apply for other things like a 501 (c) 3.

RAB needs to vote and agree on the bylaws, in order to have a format so official business can be conducted. All RAB members will be affected by this. Since the bylaws are so important, the group wanted to have more time to think about it. At the next meeting, RAB members should bring their ideas and suggestions.

Stacey stressed that as a Resident Advisory Board member one of their purposes is to support each other. Ms. Berrios said sometimes with residents negative attitudes it is difficult for individual Resident Council groups to work to their potential. Unfortunately, this problem occurs. It is important to stay focused and be positive.

Article I - The group decided to call themselves the RHA City Wide Resident Council. As a group with this name, they will have a voice not only at their individual councils but at the City, State and Federal levels as well. They will need to establish goals and objectives.

Article II - As a RHA City Wide Resident Council, they will receive mail from various sources. The group agreed that their official address would be in care of Resident Services at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, PA. Sometimes RHA's interoffice mailing system could be used to distribute mail to the various offices. The Hubert Office would not be responsible for correspondence; the management office work is the responsibility of the Council's President.

Article IV - Who makes up the membership of the RHA City Wide Resident Council? Membership will consist of the Executive Officers representing each Resident Council of RHA. It also includes the Resident Commissioner and the Section 8 Housing Choice Voucher Representative.

A question was asked why couldn't the Community Police Officers be part of the membership. Since the group has the right to discuss things privately, maybe they would like them to have open regular invitations. This would apply to the staff of RHA as well.

Other Bylaw Discussion - Stacey reminded everyone that future RHA City-Wide Resident Council Meetings are not public meetings. They should be run like the general meetings of the Resident Councils. The only people that have the right to be there are the RAB members. Since these are formal meetings, everything discussed should be in writing.

Ms. Hayes wondered if there was a private place to have these meetings. Stacey agreed that it would be a good idea for each Resident Council to have their own office, but unfortunately there is not enough space. This is something that could be recommended to RHA when the City-Wide Resident Council is deciding on their goals and objectives

There was a question in regards to a new resident, who was an officer of a resident council in another housing authority, if he is permitted to attend a RAB meeting. It was agreed that he should first attend a general resident council meeting. At the next election, if he is voted in as an officer, than he can attend RAB meetings. Things like this should be spelled out in the bylaws.

Stacey mentioned that she received a call from a person affiliated with the Office of Aging wondering if our Resident Councils could help a neighboring subsidized High Rise to develop their own representative group like ours. Maybe they could attend some of our Resident Council meetings. The word is out that RHA's Resident Councils are doing a great job.

- Future Meetings

Public Hearing is scheduled for Monday, November 14<sup>th</sup> at 10:00 a.m. to be held at WCA. The general public can make comments at that time. The Annual Plan would have been posted for its 45 day review.

The next RAB meeting will be announced later. Ron reminded everyone that RHA's staff would always be here to help them in the process of becoming a City-Wide Resident Council.

- Open Forum

The parking situation at Franklin was discussed. Recently there have been some incidents in regards to vandalism towards parked cars. There were some suggestions on what can be done. It would cost approximately \$50,000 to convert the spaces inside the gate to parking and the yard would be eliminated. Fred suggested that he would remove the leaves from the trees and the cameras will be adjusted closer to the cars. RHA and the police need to be informed immediately of these incidents.

Someone suggested that RHA contact the church across the street so they are aware of the situation.

Mr. Snyder mentioned that the camera in the Community Room at Eisenhower needs adjusting to view the soda and milk machine. Fred will check the positioning of it.

The TV in the Community Room in Eisenhower is not working. Fred will look into this.

Ms. Berrios mentioned that the lighting and cameras in front of Rhodes could be better. It was suggested that Fred be invited to one of the Resident Council meetings to see where they would like them.

Ms. Mercado said that the light in the playground at Glenside is not working. The Maintenance Department will check this. In the future, things that are not working properly need to be called in at our Maintenance Work Order Number which is 610-375-8222.

Jack mentioned the new prescription plan by Medicare is effective January 1<sup>st</sup>. The Senior Network, Inc. & Humana, Inc. will be here at our High Rises to provide information sessions for our residents. Jack distributed the schedule. RAB members should share this information with their Resident Councils. This information will also be posted on all bulletin boards.

The meeting was adjourned at 12:05 p.m.

## **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 3<sup>rd</sup>-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, 3<sup>rd</sup> 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.



**ATTACHMENT E**

**PUBLIC HEARING NOTICE**

The residents of the City of Reading are hereby being advised that the Reading Housing Authority will hold a public hearing on **MONDAY, NOVEMBER 14<sup>TH</sup>, 2005, AT 10:00 a.m. at the WILLIAM W. WILLIS CENTER FOR ADMINISTRATION, 400 HANCOCK BOULEVARD, READING, PA 19611**, for the purpose of reviewing and eliciting comments on its **ANNUAL PLAN & FIVE YEAR PLAN**. The proposed plans, documents and other relevant information are available for public inspection at the Reading Housing Authority's Administration Building, 400 Hancock Boulevard, Reading, PA, and all other Reading Housing Authority offices, during normal business hours.

Any questions about the plan or requests for information should be directed to Daniel F. Luckey, Executive Director, at 610-775-4813.

Anyone wishing to comment on the proposed plans may do so at the public hearing on the date noted above or in writing to Daniel F. Luckey, Executive Director, Reading Housing Authority, 400 Hancock Boulevard, Reading, PA 19611, prior to the hearing date.

Reading Housing Authority

Daniel F. Luckey  
Executive Director

**Publish Dates:**

Friday	September 30, 2005
Saturday	October 1, 2005
Sunday	October 2, 2005

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part I: Summary**

**U.S. Department of Housing  
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 Office of Public and Indian Housing

OMB Approval No. 2577-0157  
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HA Name _____	Comprehensive Grant Number _____	FFY of Grant Approval _____
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2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>				
21	Amount of line 20 Related to LBP Activities				
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