

PHA Plans

5-Year Plan for Fiscal Years 2009-2012
Annual Plan for Fiscal Year 2008

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: (04/2008)

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 STATEMENT

- The mission of Reading Housing Authority is to promote adequate, affordable housing, economic opportunity in a suitable living environment for the families we serve, without discrimination in a professional, fiscally prudent manner; be a positive force in our community by working with others to assist families with appropriate supportive services; offer quality affordable housing options and opportunities; and build 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

- Reading Housing Authority shall construct one new housing community without public housing development funds by December 31, 2009.
- A 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.
- Reading Housing Authority will look toward expanding its housing stock as funding permits.

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.

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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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”**
- 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”**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Other: **Attachment “C” – Reasonable Accommodation Procedure**
Attachment “D” – Newspaper Ad for Public Meeting
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Attachment “E”- Resident Advisory Board Minutes**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
N/A	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

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	4	3	NA	NA	NA	NA
Income >30% but <=50% of AMI	3069	3	3	NA	NA	NA	NA
Income >50% but <80% of AMI	3042	2	3	NA	NA	NA	NA
Elderly	2300	3	3	NA	NA	NA	NA
Families with Disabilities	1366	NA	NA	NA	NA	NA	NA
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
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing as of: **07/2007**
 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	1267		
Extremely low income <=30% AMI	1127	89	
Very low income (>30% but <=50% AMI)	119	9	
Low income (>50% but <80% AMI)	21	2	
Families with children	928	73	
Elderly families	102	8	
Single families	238	19	
Families with Disabilities	465	37	
White Non-Hispanic	466	37	
Hispanic	651	51	
Black	151	12	
American Indian/Asian	0		
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	395	31	82
1BR	341	27	90
2 BR	213	17	80
3 BR	217	17	54
4 BR	96	8	4
5 BR	6		5
5+ BR	0		

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

If yes:

How long has it been closed (# of months)?

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes **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: 07/2007			
<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	99		
Extremely low income <=30% AMI	79	80	
Very low income (>30% but <=50% AMI)	19	19	
Low income (>50% but <80% AMI)	1	1	
Families with children	63	64	
Elderly families	3	3	
Single families	4	4	
Families with Disabilities	29	29	
White Non-Hispanic	27	27	
Hispanic	59	60	
Black	13	13	
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): Closed 09/20/2007

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 Violence Against Women (VAWA), Emma Lazurus House

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Other: (list below)

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

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

Select all that apply

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

Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Employ admissions preferences aimed at families with economic hardships

Adopt rent policies to support and encourage work: **MEID**

Other: (list below)

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

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

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses				
Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
1. Federal Grants				
a) Public Housing Operating Fund	5,016,516		PH Operations	
b) Public Housing Capital Fund	477,312		PH Operations	
c) HOPE VI Revitalization	0			
d) HOPE VI Demolition	0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,148,656		HCV HAP Payments and Admin Fees	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0			
g) Resident Opportunity and Self-Sufficiency Grants	0			
h) Community Development Block Grant	0			
i) HOME	0			
Other Federal Grants (list below)	0			
2. Prior Year Federal Grants (un-obligated funds only) (list below)				
NONE				
3. Public Housing Dwelling Rental Income	3,574,632	PH Operations		
4. Other income (list below)				
Interest	150,000	PH Operations		

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
Laundry, Office Rent, Tenant Charges	141,600	PH Operations		
5 Non-federal sources (list below)	0			
Total Resources	12,508,716			

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 does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe): **History in other assisted housing programs. Utility bill payment history.**
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other: **Tenant Placement Office
815 Franklin Street, 1st Floor
Reading, PA 19602
(610) 376-2422**
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **Mixed Population 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
 - Over-housed
 - Under-housed
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other: **Previous rental information**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other: **Tenant Placement Office**
815 Franklin Street, 1st Floor
Reading, PA 19602
(610) 376-2422

(3) Search Time

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

If yes, state circumstances below: **Maximum of two (2) thirty-day extensions not to exceed a total of sixty (60) days in accordance with the Administrative Plan.**

(4) Admissions Preferences

- a. Income targeting
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income? **By virtue of our selection plan, RHA historically exceeds the 75% ratio.**

b. Preferences

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence (Emma Lazarus House)
- 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 (Interim adjustments only)
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____

Other:

- 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)
3 BR is a 95% of FMR.

- 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? Listed in RHA HCV Admin Plan

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	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**
815 Franklin Street
Reading, PA 19602
(610) 376-2422
(Applicants)
- Section 8 Office**
120 South Sixth Street
Reading, PA 19602
(610) 373-5088
(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 2008 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	\$477,312
3	1408 Management Improvements	\$315,511
4	1410 Administration	\$88,740
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	\$250,000
10	1460 Dwelling Structures	\$950,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$130,000
13	1475 Nondwelling Equipment	\$100,000
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	Amount of Annual Grant (Sum of lines 2-19)	\$2,386,563
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$250,000
24	Amount of line 20 Related to Energy Conservation Measures	\$250,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RHA Wide	Funds to support Operating Budget.	1406	\$477,312
RHA Wide	Police contract, Olivets contract, YMCA contract, computer software and staff training and support.	1408	\$315,511
RHA Wide	Salaries and benefits for Capital Fund staff.	1410	\$88,740
RHA Wide	Costs for design of Capital Fund projects.	1430	\$75,000
RHA Wide	Fences benches and sidewalks for developments.	1430	\$250,000
PA-26-P009-004,005, 006,008 & 010 Franklin, Kennedy, Rhodes, Eisenhower & Hubert Apts.	Install new electric panels in 575 units.	1460	\$750,000
PA-26-P009-02 Hensler Homes	Install new siding on gable ends and new eve soffit on 26 building.	1460	\$250,000
PA-26-P009-10 Hubert Apts.	Construct new and additional parking lot for residents of Hubert Apts.	1470	\$80,000
RHA Wide	Computer hardware, security cameras and hardware.	1475	\$100,000
	Total Cost for 2008		\$2,386,563

**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)
RHA Wide Funds to support Operating Budget	09/30/10	09/30/11
RHA Wide Management Improvements, computer software and training.	09/30/10	09/30/11
RHA Wide Police contract, Olivets contract, YMCA Contract, computer software and staff training and support.	09/30/10	09/30/11
RHA Wide Administration costs for supporting Capital Fund Projects	09/30/10	09/30/11
RHA Wide Costs for design of Capital Fund projects	09/30/10	09/30/11
RHA Wide Fences, benches and sidewalks for developments	09/30/10	09/30/11
PA26-P009-004, 005, 006, 008 & 010 Install 575 new electric panels	09/30/10	09/30/11
PA26-P009-002 New siding on gable ends and new eve soffit on 26 buildings.	09/30/10	09/30/11
PA26-P009-010 Construct new parking lot for residents of Hubert Apts.	09/30/10	09/30/11
RHA Wide Computer hardware, security cameras, security Recorders and support vehicles.	09/30/10	09/30/11

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

5-Year Action Plan Tables			
Development Number:	Development Name (Or indicate PHA wide)	Number Vacant Units:	% Vacancies In Development:
PA26-009-001	Glenside Homes	8	2.3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade and repair building exteriors		\$300,000	2009
Replace rooftop HVAC system		\$50,000	2009
Upgrade underground electric		\$225,000	2010
Upgrade and repair building exteriors		\$300,000	2010
New vinyl floor in 200 units		\$600,000	2010
New rear porches		\$280,000	2011
Upgrade and repair building exteriors		\$300,000	2011
New playground equipment		\$150,000	2012
New boilers in 49 buildings		\$75,000	2012
Total estimated cost over next 5 years		\$2,280,000	

5 Year Action Plan Tables			
Development Number:	Development Name:	Number Vacant Units:	% Vacancies In Development:
PA26-009-002	Hensler Homes	1	2.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Electrical upgrade in units		\$85,000	2009
Installation of 100 screen doors		\$40,000	2010
Restoration on building exteriors		\$320,000	2010
New curb cuts at all corners		\$50,000	2011
Refurbish kitchens in 102 units		\$300,000	2012

Total estimated cost over next 5 years		\$795,000		
5-Year Action Plan Tables				
Development Number : PA26-009-003	Development Name: Oakbrook Homes	Number Vacant Units: 15	% Vacancies In Development: 2.4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Outdoor lighting upgrades			\$100,000	2009
Upgrade and rehab two buildings for office and community space			\$300,000	2009
Foundation work on 66 buildings			\$150,000	2010
Vinyl floor replacement			\$100,000	2010
New front and rear porches			\$350,000	2011
New curb cuts at all corners			\$100,000	2011
New storm drains at four locations			\$300,000	2012
New main doors and storm doors on 66 buildings			\$1,000,000	2012
Total estimated cost over next 5 years			\$2,400,000	

5-Year Action Plan Tables				
Development Number PA26-009-004	Development Name: Franklin Tower	Number Vacant Units: 0	% Vacancies in Development: 4.9%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new kitchens in 48 units			\$120,000	2009
Install new riser valves			\$25,000	2009
Sprinkler system upgrade			\$250,000	2010
Upgrade exterior lighting			\$25,000	2010
New access controls			\$75,000	2011
Upgrade fire panels and devices			\$42,000	2011
New fencing			\$75,000	2012
New floor tile and apinting in common hallways			\$100,000	2012
Total estimated cost over next 5 years			\$712,000	

5-Year Action Plan Tables				
Development Number: PA26-009-005	Development Name: Kennedy Towers	Number Vacant Units: 2	% Vacancies In Development: 1.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of new kitchens in 145 units			\$362,500	2009
Install new riser valves			\$75,000	2009
Sprinkler system upgrade			\$367,000	2010
Upgrade exterior lighting			\$25,000	2010
Upgrade fire panels and devices			\$126,000	2011
New access controls			\$75,000	2011
New fencing			\$75,000	2012
New floor tile and painting in common hallways			\$300,000	2012
Total estimated cost over next 5 years			\$1,405,500	

5-Year Action Plan Tables			
Development Number: PA26-009-006	Development Name: Rhodes Apartments	Number Vacant Units: 4	% Vacancies In Development: 3.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 156 new kitchens		\$390,000	2009
Install new riser valves		\$75,000	2009
Install new emergency generator		\$75,000	2009
Sprinkler system upgrade		\$367,000	2010
Upgrade exterior lighting		\$25,000	2010
New access controls		\$75,000	2011
Upgrade fire panel and devices		\$135,500	2011
New expansion of parking lot		\$75,000	2011
New fencing		\$75,000	2012
New floor tile and painting in common hallways		\$250,000	2012
Total estimated cost over next 5 years		\$1,542,500	

5-Year Action Plan Tables			
Development Number: PA26-009-008	Development Name: Eisenhower Apartments	Number Vacant Units: 2	% Vacancies In Development: 3.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Install new kitchens in 156 units		\$390,000	2009
Install new riser valves		\$75,000	2009
Install new emergency generators		\$75,000	2009
Sprinkler system upgrade		\$367,000	2010
Upgrade exterior lighting		\$25,000	2010
New access controls		\$75,000	2011
Upgrade fire panels and devices		\$135,500	2011
New expansion of parking lot		\$75,000	2011
New fencing		\$75,000	2012
New floor tile and painting in common hallways		\$250,000	2012
Total estimated cost over next 5 years		\$1,542,500	

5-Year Action Plan Tables			
Development Number: PA26-009-010	Development Name: Hubert Apartments	Number Vacant Units: 2	% Vacancies In Development: 5.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation new kitchens in 70 units		\$175,000	2009
Install new riser valves		\$35,000	2009
Sprinkler system upgrade		\$376,000	2010
Upgrade exterior lighting		\$25,000	2010
New access controls		\$75,000	2011
Upgrade fire panels and devices		\$60,000	2011
New floor tile and painting in common hallways		\$100,000	2012

Total estimated cost over next 5 years	\$846,000	

5-Year Action Plan Tables			
Development Number PA26-009-014	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 1	% Vacancies In Development: 95.9%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2012
Total estimated cost over next 5 years		\$ 20,000	

5-Year Action Plan Tables			
Development Number PA26-009-015	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 3	% Vacancies In Development: 45.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2012
Total estimated cost over next 5 years		\$ 20,000	

5-Year Action Plan Tables			
Development Number PA26-009-017	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 0	% Vacancies In Development: 0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2012

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5-Year Action Plan Tables			
Development Number PA26-009- RHA Wide Management Improvements/Admin Costs – A&E costs	Development Name: RHA Wide	Number Vacant Units	%Vacancies In Development:
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
RHA wide A&E costs		\$100,000	2009
RHA wide A&E costs		\$100,000	2010
RHA wide A&E cost		\$100,000	2011
RHA wide A&E cost		\$100,000	2012
RHA wide Management Improvement costs		\$325,000	2009
RHA wide Management Improvement costs		\$350,000	2010
RHA wide Management Improvement costs		\$375,000	2011
RHA wide Management Improvement costs		\$400,000	2012
RHA wide Administrative Costs		\$90,514	2009
RHA wide Administrative Costs		\$92,324	2010
RHA wide Administrative Costs		\$94,170	2011
RHA wide Administrative Costs		\$96,053	2012
RHA Site Improvements		\$125,000	2009
RHA Site Improvements		\$150,000	2010
RHA Site Improvements		\$175,000	2011
RHA Site Improvements		\$200,000	2012
RHA Development Costs		\$75,000	2009
RHA Development Costs		\$100,000	2010
RHA Development Costs		\$125,000	2011
RHA Development Costs		\$150,000	2012
Total estimated cost over next 5 years		\$3,323,061	

5-Year Action Plan Tables			
Development Number PA26-009 RHA Wide	Development Name(Or indicate PHA wide): PHA Wide Improvements	Number Vacant Units: N/A	% Vacancies In Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Concrete Repairs/Replacement 15,000 yards		\$150,000	2009
Concrete Repairs/Replacement 15,000 yards		\$150,000	2010
Concrete Repairs/Replacement 15,000 yards		\$150,000	2011
Masonry Repairs and Waterproofing		\$300,000	2012
Total Estimated Cost Over Next 5 Years		\$750,000	

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below: **RHA is in the midst of developing a mixed finance project or a homeownership mixed finance project. At this time RHA does not have any specific program in mind. RHA is merely exploring possible options in developing some kind of project in the plan year. Unfortunately, we do not have any projects in mind nor are funds available to do one at this time, however one may present itself in the plan year.**

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

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

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

2. Activity Description

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

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

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

A. Voluntary Conversion Initial Assessments

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

Development Name	Number of Units
NONE	NONE

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: PA009013, PA009014, PA009015, PA009016, PA009017
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: 50 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/30/03

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description	Estimated Size	Allocation Method	Access	Eligibility
<i>Service Coordination (social casework services)</i>	<i>400 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 & 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>1600 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

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

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

Pet owners are required to pay a pet deposit of \$50.00 in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises. The deposit, less any costs, will be returned to the resident upon the pet permanently leaving the premises.

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 "F" - 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: Definition of Family; Hensler Kitchen Replacements
 - 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:

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 2005 for the period 2005-2009 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 2006 Plan Year ended 2007.

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 97.3% in Public Housing was achieved in the fiscal year ended March 31, 2007.**
- 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 maintaining two 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 100% utilization rate in the HCV program for fiscal year ended 3/31/2007.**
- C. RHA continues to attract new landlords to the HCV program by holding annual landlord information sessions separately or jointly with Berks County Housing Authority.**

Maintenance Issues

- A. RHA continually monitors and meets the objective of performing preventive maintenance at all our developments. This is especially true when new systems are installed and have different maintenance requirements. In all cases, RHA will ensure that all of our developments are maintained at as high a level as possible. However, the continued decrease in the level of funding may erode the level of preventive maintenance.**
- B. RHA uses available funding to make our developments as appealing to both our residents and the public as funding levels permit. This is an ongoing objective as we continually look for ways to ensure that our developments are no different than the private market.**
- C. RHA has been successful in meeting the objective of completing non-emergency work orders in less than 30 days. The RHA reported an actual completion rate of 3.7 days for the PHAS report for the fiscal year ended 3/31/2007.**

Equal Opportunity Issues

- A. RHA continues to attract new landlords to the HCV program by holding annual landlord information sessions separately or 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 annual fall 2006 Senior Expo; and presentations to the Senior Independent Living Group at the Bethany Children's Home, Alvernia College Social Welfare Policy Class, and "Be Wise" Human Services Professionals to provide overview of housing programs and policies.
- B. Positive stories that appeared in the local media included stories about RHA partnering with Berks Visiting Nurses to provide Wellness Clinics for health and welfare services; RHA serving the community since 1939; and RHA participation in renovating homes in the community.

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 was awarded a Tenant-Based Rental Assistance grant for 24 Housing Choice Vouchers.

3. 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 lever. 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 track 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. 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 housing goals of Reading Housing Authority and the City of Reading.**
- I. 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.**

4. **RHA applied for a Shelter Plus Care Grant in May 2006. The final award for this grant was made to RHA in the amount of \$786,240 in October 2007. The Shelter Plus Care program is designed to link rental assistance to supportive services for hard-to-serve homeless persons with disabilities (primarily those who are seriously mentally ill; have chronic problems with alcohol, drugs, or both; or have acquired immunodeficiency syndrome (AIDS) and related diseases) and their families. The program provides grants to be used for rental assistance for permanent housing for homeless persons with disabilities. Rental assistance grants must be matched in the aggregate by supportive services that are equal in value to the amount for rental assistance and appropriate to the needs of the population to be served.**

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>
PA009000010P Glenside Homes	400	400	0	0	0	0	0	0
PA009000011P Hensler Homes	102	102	0	0	0	0	0	0
PA009000020P Oakbrook Homes	526	526	0	0	0	0	0	0
PA009000030P High Rise Buildings	575	575	0	0	0	0	0	0
PA009000040P Scattered Sites	8	0	0	0	0	0	8	0

**Certification by State of Local Official of PHA Plans Consistency with
The Consolidated Plan**

I, Thomas McMahon the Mayor, City of Reading, Pennsylvania, certify that the Five-Year PHA Plan for Fiscal Years 2009-2012 and Annual PHA Plan for Fiscal Year 2008 of the Reading Housing Authority is consistent with the Consolidated Plan of the City of Reading, Pennsylvania, prepared pursuant to 24 CFR Part 91.



1/09/08

Signed/Dated by Appropriate State or Local Official - Thomas McMahon - Mayor

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual and standard 5-Year/Annual Plan for the PHA fiscal year beginning April 1, 2008, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:


1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
- 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
- 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

READING HOUSING AUTHORITY PA009
 PHA Name PHA Number/HA Code

X Standard Five-Year PHA Plan for Fiscal Years 2008 - 2012, including Annual Plan for FY 2008.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

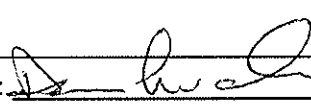
Name of Authorized Official STEVEN E. BELINSKI	Title BOARD CHAIRMAN
Signature X 	Date JANUARY 8, 2008

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

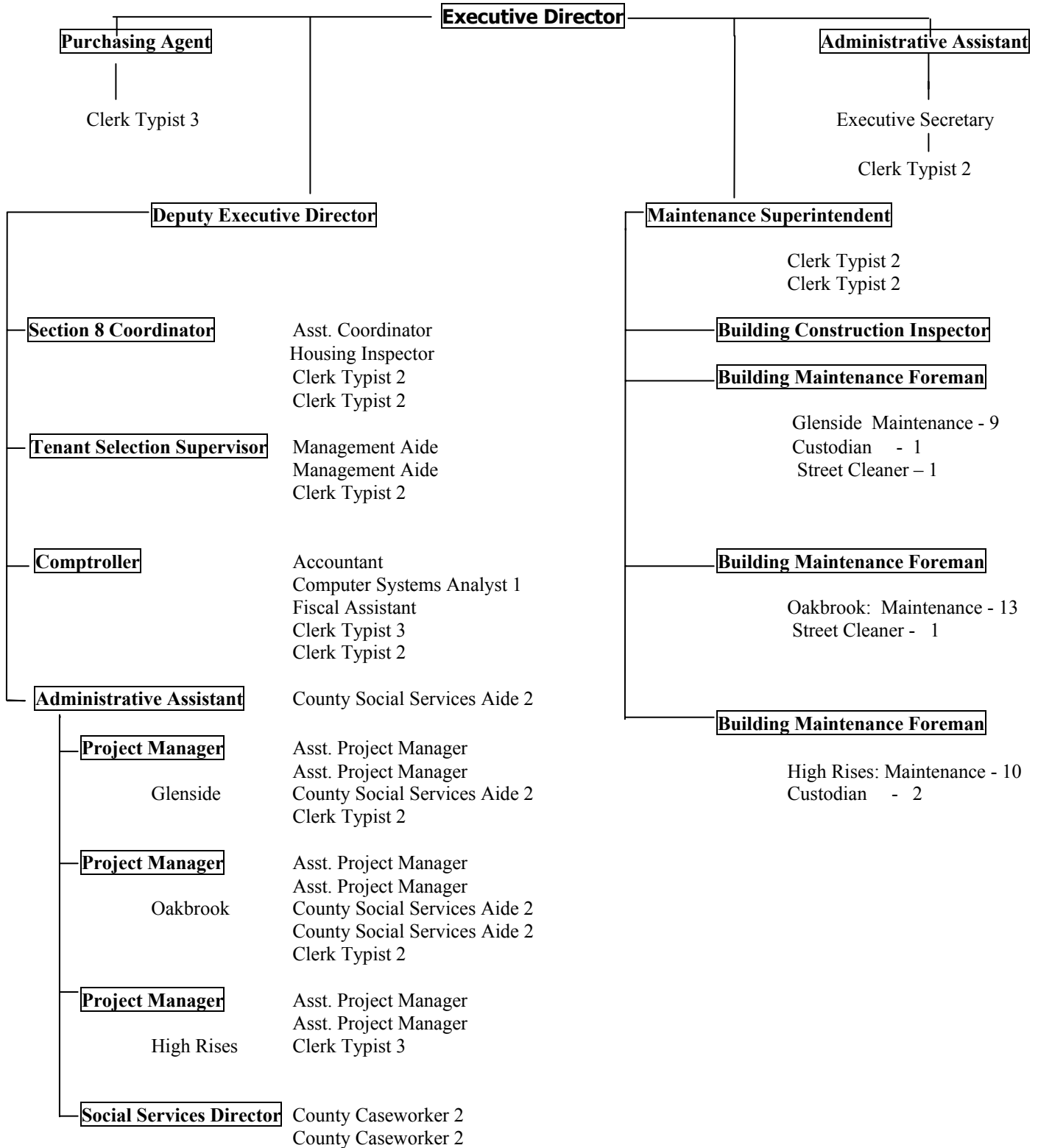
1. Type of Federal Action: <input type="checkbox"/> NA a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> NA a. bid/offer/application b. initial award c. post-award	3. Report Type: <input type="checkbox"/> NA a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: NA Congressional District, if known:	
6. Federal Department/Agency: NA	7. Federal Program Name/Description: NA CFDA Number, if applicable: _____	
8. Federal Action Number, if known: NA	9. Award Amount, if known: \$ NA	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): READING HOUSING AUTHORITY 400 HANCOCK BOULEVARD READING, PA 19611-1802	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Signature:  Print Name: DANIEL F. LUCKEY Title: EXECUTIVE DIRECTOR Telephone No.: 610 775-4813 Date: 11/14/2007	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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.

ATTACHMENT B

ORGANIZATIONAL CHART



Attachment C

Reading Housing Authority

REASONABLE ACCOMMODATION PROCEDURE

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

ATTACHMENT D

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 **THURSDAY, JANUARY 3, 2008 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 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:

Sunday	November 18, 2007
Monday	November 19, 2007

ATTACHMENT E - MINUTES

RHA CITY-WIDE RESIDENT COUNCIL MEETING 6/14/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA 19611 on Thursday, June 14, 2007, at 10:00 a.m.

ATTENDEES:

RHA: Elaine Adesso, Executive Secretary; Charles Huckstep, Administrative Assistant; Ron Fioravanti, Deputy Executive Director; Jack Knockstead, County Caseworker 2; Tom Marsh, Comptroller; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2.

Residents: Ed Dainty, Eisenhower Apartments; Mary Jane Guth, Franklin Towers; Rhonda Kershner, Franklin Towers; Lori Leon, Oakbrook Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Barbara Oritz, Franklin Towers; Ana Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Ronald Walker, Hubert Apartments and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of May 10, 2007
- Statement of Financial Resources
- Fiscal Audit
- Capital Fund Program Summary
- Updated List of CWRC members

AGENDA:

- Welcoming
- Review Minutes
- New Business
- Overview of Annual Plan/Preparation of 2008 Annual Plan
 - Component #16, Audit
 - Component #2, Financial Resources
 - Component #7, Capital Improvement Needs
 - Component #11, Homeownership Programs
 - Component #8, Demolition and Disposition
 - Component #10, Conversion of Public Housing to Tenant-Based Assistance
- Old Business
- Open Forum
- Adjourn

MEETING:

Carl Snyder, President of City-Wide Resident Council (CWRC), called this meeting to order at 10:12 a.m., Thursday, June 14, 2007.

- Welcoming:

Carl welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of May 10, 2007, were reviewed and approved by the Board.

- New Business

Nominations were taken for the vacant position of Vice-President of RAB/CWRC.

Nominated were as follows:

Carl Snyder nominated **Ed Dainty**, Vice-President of Rhodes Resident Council.
Rhonda Kershner nominated **Rhonda Kershner**, Secretary of Franklin Resident Council.

Mary Jane Guth nominated **Odelia Tina White**, President of Franklin Resident Council.

With the majority of votes, Tina White was named Vice President of CWRC/RAB.

BARTA

Carl mentioned that he heard effective July 1, 2007, BARTA will be eliminating some routes. Saturday and Sunday runs will be cut completely. Also, the price of fare will be going up to \$1.65. Residents should keep their eyes on the news.

- Overview of Annual Plan/Preparation of 2008 Annual Plan

Ron started the first meeting of the Annual Plan review by welcoming everyone.

Per Section 511 of the US Housing Act, a representative body must be actively involved in the approval of a Public Housing's Annual Plan. They assist and make recommendations regarding the plan. The representative body must ensure that the view of all families in Public Housing and Section 8 Housing Choice Voucher programs are represented. This representative body is called Resident Advisory Board (RAB). Membership consists of the officers of all the individual Resident Councils of RHA, the RHA Resident Commissioner and the representative(s) of the RHA Housing Choice Voucher Program.

One of the responsibilities of being a RAB member is to take back information to the various Resident Councils. The RAB member should bring the residents feedback to the RAB meetings when discussing the Annual Plan. In this way, everyone is part of the planning state.

The Annual Plan is a document which states what the Housing Authority is expecting to do and how monies will be spent for the next year. Also, there is a five year plan. These plans will be sent to HUD for their approval.

- Component #2, Financial Resources

Tom Marsh handed out a copy of the Statement of Financial Resources. He went over the following with CWRC:

1. Federal Grants

- a. Public Housing Operating Fund (\$5,016,616) – This is the projected operating subsidy, which we should receive, from the formula given to us by HUD, we use to do routine operations like electric, gas, water, maintenance, salaries, etc.
- b. Public Housing Capital Fund (\$477,312) – This is money that we expect to transfer into our Operating Fund to help cover costs of routine expenses. The reason for this is because of Federal Budget Cuts, we generally do not receive the full amount of funding so we need to supplement. HUD allows us to do so. Capital Fund money is primarily used for modernization.
- e. Annual Contributions for Section 8 Tenant-Based Assistance (\$3,148,656). This is the estimated 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.

3. Public Housing Dwelling Rental Income (\$3,574,632) – This is the rent money paid to the Authority by the residents. This will be used towards our public housing operations.

4. Other Income

Interest (\$150,000) – The interest income of reserve money RHA may have from investing. This goes towards public housing operations.

Laundry, Office Rent, Tenant Charges (\$141,600) – This is other money (revenue) that goes towards paying operating expenses. There is a Head Start Program in Oakbrook and Glenside that pays rent to use RHA's facilities.

TOTAL RESOURCES = \$12,508,716

Tom passed around a sample of a budget. This is the money that RHA anticipates to spend on various things. It is broken down into categories. Every year this needs to be approved by the Board of Commissioners.

Ron explained that each year our financials are evaluated by HUD. The PHAS (Public Housing Assessment System) report, which is public information, lists our scores. This year we received a 29.1 out of 30 for financial. We have always done well in this area.

- **Component #16, Audit**

Tom passed around a copy of the financial audit report ending March 31, 2006 and explained what it means.

The first part of the report is an easily readable analysis of Reading Housing Authority's financial activities. These include Public Housing, Housing Choice Voucher, Capital Fund, Business Activities, Development, ROSS Grant with their own set of objectives and monies. The basic financial statements are listed in the second section.

HUD requires Audits for each fiscal year which ends in March. We have just finished the data for March 31, 2007 and it has been submitted to HUD for their review. A Financial Audit is done yearly by an independent auditor. The Auditor then attests to the accuracy of our submission to HUD.

Our Audits go very well. We haven't had a finding over 10 years.

A CWRC member wondered where to go for an Audit of a Resident Council. There were several suggestions like a local CPA, another Resident Council, a resident skilled in this type of thing and Charles Gennarro from PARC.

- **Component #7, Capital Improvement Needs**

Fred passed around the Capital Fund Program Summary for 2008. He explained the categories on page 36. This is a wish list to be included in the Annual Plan for 2008.

1406 Operations (\$477,312) – Money is used to subsidize our operating budget. The Capital Fund is things we want to do and the Operating Budget is things we need to do.

1408 Management Improvements (\$315,000) – 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 (\$88,740) – Helps to pay the salaries and benefits of people working on the Capital Fund Projects.

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

1450 Site Improvement (\$250,000) – Anything RHA does to improve our developments like fencing, exterior lighting, benches and sidewalks.

1460 Dwelling Structures (950,000) – Money that is spent on the units the residents live in like electrical panels and new siding.

1470 Nondwelling Structures ((\$130,511) – This money is used on any building that does not house residents, the Community Building at Hensler, Maintenance Buildings and the Administration Buildings. It can also be used for constructing new and additional parking lots.

1475 Non-Dwelling Equipment (\$100,000) – Money spent for computer hardware (physical equipment to help run our operation).

Total of Grant (2,386,563) – is based on previous year's money,

Fred explained that on page 37 are the projects that RHA is planning to do in 2008. There is always a 5 year plan included in the Annual Plan. Every year items are bumped up to the top and new ones added. It doesn't mean that the first ones listed will be the first ones completed. Sometimes things become a priority. HUD allows us to do what we want as long as it is identified in the 5 year plan.

Page 38 states when we have to obligate funds. We have two years to sign a contract and three years to spend the money. Pages 39 to 43 is a copy of the 5-year plan.

Fred stressed that it is important CWRC members understand the plan and take the information back to their respective Resident Councils to discuss it. By next meeting, Fred would like in writing what each individual council needs (not what they need individually but what their development needs as a whole). Resident Councils should have kept notes on this. Jack, Stacey or Grisel can help with that if needed.

There are some things HUD allows us to do and some things they don't. We will address the lists at the Annual Planning meetings.

Rhonda asked when new stoves are going to be installed at Franklin. Fred explained that we are in the process of signing an Energy Contract. This past year, at no cost to the authority, Honeywell was the company hired by us to do an Energy Audit, which HUD required, of all our facilities to determine the exact amount of energy savings RHA will be able to save. If we sign the contract, and HUD approves the contract, Honeywell will start doing the conservative measures they listed, everything from low flow toilets, to having windows, roofs, refrigerators and stoves being replaced. These capital fund items are being put off until then. Until HUD reviews it, this process could take a while.

Ron added it is a 12 year contract; twelve years of savings from being more efficient on water, electric, heating, etc., pays for the initial cost, money which we will have to borrow.

Barbara Ortiz mentioned about the lack of lighting in the stairwells at Franklin. Fred said that this was a temporary situation due to the generators being replaced. Everything now should be working properly.

Carl Snyder mentioned that 2008 Capital Fund Summary does not mention the expansion of the parking lot at Eisenhower and Rhodes. Fred said that it was an oversight on his part; it will be included. Plans are to have Eisenhower and Rhodes parking lots combined in a year or two.

Carl asked if there will be separate parking spaces for staff and residents. Fred said yes there will be.

Ron added that there are a few discrepancies on the preliminary plan and there will be a revised plan at the next meeting.

Holly Melin asked where the new parking lot at Hubert will be located. Fred said that it will be at the empty lot in the back of Hubert along Mulberry Street. The reason for the delay is RHA does not own one of the properties, 119 Mulberry Street. RHA is in the process of obtaining it by eminent domain. This takes a while. There are safety issues like camera and lighting that goes along with doing the parking lot.

- **Component #11, Homeownership Programs**

Ron reported that we are continuing with a Homeownership Program for both Public Housing and Section 8. Anyone interested, should be contacting Audrey Wenrich, Administrative Assistant, at RHA.

Public Housing Homeownership - There are a few scattered site properties left for Homeownership that are currently Public Housing. Years back RHA received some development funds and bought some properties throughout the city, rehabbed them and brought them up to proper codes. These single family dwellings, are rented just like any other unit in public housing, which is based on the person's income. There is a year long educational process involved before they have an opportunity to buy. So far, we have sold approximately 30 units.

Section 8 Homeownership – One needs to be a participant of the Section 8 Program. With their voucher, one can use that to buy a property. There is a educational process, he or she needs to go through. The supplemental rent that would go to the landlord now goes towards buying a house. Presently, there are two people participating in this program. In the Annual Plan, it says that RHA would allow up to 26 people to participate in the Section 8 Homeownership Program.

Tina asked if the Section 8 office is accepting any more applications. Ron said that new vouchers are not being issued for at least another 6 months. It will be probably

another 12 months until we are accepting applications. There are presently 80 to 100 people on the waiting list. When the waiting list opens, we will make the general public aware of it. The waiting list opens and closes quickly.

CWRC members were wondering if High Rise residents are eligible for this program. Anybody is eligible if they meet the criteria. You must have an income that is dependable. Someone on a SSI income might not be able to afford it. It is mostly designed for families who want to move out of public housing and Section 8.

Jack added that RHA has not only rehabbed houses but have torn some down and rebuilt them; one in the 900 block of Franklin, two in the 200 block of 2nd and three at the corner of Front and Buttonwood Street.

- **Component #8, Demolition and Disposition**

At this time, RHA does not have any intentions or think it is necessary to demolish any of their properties. The only way we are disposing any properties is through the Homeownership Program.

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

At this time RHA has no intention of converting any Public Housing to Tenant-Based Assistance.

Ron explained that Tenant-Based Assistance refers to Section 8. The subsidy goes to the voucher holder and he or she can use the voucher issued by RHA to find a place of his own.

Whereas, Public Housing is called Project-Based Assistance. All of the subsidy received goes to the development, not one individual.

- **Old Business**

- Visitors Policy

Ron reported that one of the things to be brought to the table during the Annual Plan process is the revision of the ACOP, this will include defining what a family, visitor and guest are. RHA has formed a committee and is presently working on this. As sections of the ACOP are revised, it will be brought to CWRC's attention. At the next meeting, we will have something.

Mary Jane Guth asked if we are still following the current policy in regards to babysitting. Until the ACOP is revised, we need to follow the current policy. Jack added that one needs to abide by their lease, respecting and not disrupting other neighbors. The resident is responsible for their visitor.

- Other

Carl asked if the Pet Policy was going to be revised. Since this is part of the ACOP, it will be addressed.

Carl wondered if managers still can be invited to CWRC meetings. Ron said there is no prior approval needed and managers can be invited during the Annual Planning process.

Migdalia Rivera asked if transfers are going to be done again from a studio to a one bedroom. Ron said it was discontinued due to lack of funding. When we do a quality of life transfer, it creates a lot of work for our maintenance department and due to not enough manpower time, contractors from outside are hired to assist us, which adds to the cost. HUD only requires us to do transfers that are overhoused or underhoused.

Tina White asked how can a resident move if he or she is bothered by another resident. That is a lease violation and that other resident needs to be reported to the Manager. A lot of times residents are not aware that a Manager is in the process of investigating a situation.

- **Open Forum**

Tina asked about the units that are going in on the 1000 block of Penn Street. This community called Park Place on Penn will consist of possibly 16 condominiums. Eight of the units have been started.

Ana Reyes wondered why eviction notices were posted on residents' doors instead of mailing them. Ron said RHA was informed by our legal counsel that PA state law requires notices like these to be hand delivered to an adult member of the household or posted on the door. Mailing is no longer the legally acceptable method. We have decided to post them because it is more efficient for RHA to do it that way.

There were several complaints from CWRC members how RHA management lacks customer service. Ron said that he will look into this. We have been looking into customer service training for our staff.

There was a question if we are installing any new cameras in Oakbrook. Fred said that we are planning to use the ones at the trash sites for other locations after we replace them. If there are troubled areas, it is up to the Community Police to let us know where they would like the cameras.

The meeting was adjourned at 12:05 p.m.. The next meeting will be on Thursday, July 12, 2007 at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 7/12/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA 19611 on Thursday, July 12, 2007, at 10:00 a.m.

ATTENDEES:

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

Residents: James Andrews, Rhodes Apartments; Aida Bonilla, Glenside Homes; Cecilia Cruz, Glenside Homes; David Bosley, Rhodes Apartments; Julia Casiano, Glenside Homes; Angel Chimelis, Hubert Apartments; Josephine Czarnecki, Hubert Apartments; Ed Dainty, Eisenhower Apartments; Mary Jane Guth, Franklin Towers; Rhonda Kershner, Franklin Towers; Clifford Jablonski, Rhodes Apartments; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Griselle Mercado, Glenside Homes; Ana Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Eileen Valentin, Oakbrook Homes; and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of June 14, 2007
- Part 1: Definitions of Family and Household Members
- 3.(l.) J. Guests
- List of RAB Members

AGENDA:

- Welcoming
- Review Minutes
- New Business
- Overview of Annual Plan/Preparation of 2008 Annual Plan
 - Component #4, Rent Determination Policies
 - Component #5, Operations and Management Policies
 - Component #6, Grievance Procedures
 - Component #9, Designation of Housing
 - Component #13, Crime and Safety – Preventative Measures
- Old Business
- Open Forum
- Adjourn
- Lunch

MEETING:

Odelia Tina White, Vice President of City-Wide Resident Council (CWRC), called this meeting to order at 10:08., Thursday, July 12, 2007.

- Welcoming:

Tina welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves. Jack congratulated the new officers at Rhodes.

- Review Minutes

The minutes of June 14, 2007, were reviewed and approved by the Board.

- New Business

Ron said that he was impressed by the Oakbrook Resident Council inviting various organizations such as Salvation Army, Greater Berks Food Bank, I-LEAD, etc., to give presentations at their Resident Council meetings.

- Part I: Definitions of Family and Household Members

The Definitions were passed around to all RAB members for their review. Ron said that RHA is proposing that the definition of family be changed in the ACOP. For that to happen, it must first be approved by RAB.

Family: To be eligible for admission, an applicant must qualify as a family. A family may be a single person or a group of people. Presently the policy states two or more people in a household must be related by blood, marriage, operation by law or have children in common. The new definition will state that individuals who are not related by blood, marriage, adoption or other operation of law can live in the same household if they demonstrate they share resources or have previously lived regularly together.

Stacey spoke about how the make up of a family has changed through the years. We do not have the right to determine moral values on who a person chooses as their family. Sometimes two people who have disabilities rely on each other. Godmothers, not blood related, in some cultures are considered families. People of the same sex have a long term relationship.

Household: This definition will be added if approved. Household is a broader term that includes additional people, who with RHA's permission, live in a public housing unit such as live-in aides, foster children, and foster adults.

Discussion:

Angel – How do these people get added to the lease? Ron said the resident needs to make a request at his or her Manager's office. We are looking for a permanent commitment to each other to live as a family. Occupancy guidelines also need to be taken into consideration (size of unit and eligibility requirements).

Eileen – Can my grandfather be added if he is disabled and has no income. The current policy allows a blood relative to be added if it is reported and approved by the Management Office. Resident needs to meet all eligibility criteria. Income has nothing to do with it.

Angel – Can a person possibly live with you if the family guidelines are not met? Ron said in particular situations like live in aides, a person not considered family can be housed with a resident.

Boskey – Will rents be affected by this change? Flat rents will still be an option. Any extra income from a person being added will be included in the calculation of the rent.

Tina – If a resident is engaged is that other person considered family? Stacey said that in the current policy no. If the proposed change becomes approved, he or she could be considered.

The majority of RAB approved the new definition of family and household members. This now should go back to the individual Resident Councils to be discussed. To become effective, it needs to be approved by RHA's Board and HUD. Until then, the current policy is still in place.

Any concerns can be addressed at the next RAB meeting.

◦ E-I-J. Guests [24CFR 5.100]

The proposed new definition for guests was distributed to each RAB member and they were told to review it. Some procedures may change as well.

Stacey explained that the change is minor and deals more with how long a guest can stay. Presently it states that visits not exceeding fifteen (15) days annually may be authorized by the manager. Visits of more than fifteen (15) days annually will not be authorized. The new change will state that an overnight guest can remain in the unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12 month period.

Residents still need to notify RHA when overnight guests will be staying in the unit for more than 3 days. Former residents who have been evicted are not permitted as overnight guests.

A resident could be evicted if a guest stays longer than the terms of the policy unless a resident requests an exception and it is approved by management with all identification and documentation of the residence to which the guest will return (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days).

Ron added that a person is considered an overnight guest if he sleeps during the day and stays up doing everyday type of things.

Stacey pointed out that any time a person uses a resident's address as their permanent address without having him or her approved and added to the lease that person is considered an unauthorized occupant.

Discussion:

Angel said that he sees residents give out keys to people not on their lease. Is this acceptable? While residents are allowed to give their apartment keys to friends or family, at no time, are entry keys to the building to be handed out to nonresidents. If a resident sees this is being done, he or she should report it to Management.

Eileen asked how about if someone forgets to report a guest and that person is sick or injured and needs to stay and Management finds out? Ron stressed that if found out, one may be evicted, because he or she violated his or her lease by not informing management. Forgetting to do so is not a legitimate reason. Reporting guests to management is an honor system. We do not have the resources to have a camera and a spy at every house but if caught you could risk eviction.

Eileen added that some people are scared and they are afraid to report things. It is the Resident Council's job to make sure residents know the policy and if following the policy, a resident should not be scared.

Rhonda wondered if someone accidentally falls asleep in a resident's apartment, could that resident possibly be evicted? The current and proposed policy both state that a resident must notify RHA if there is an overnight guest for more than three days. This situation would not warrant an eviction notice.

The majority of RAB approved the proposed definition for guests. This now should go back to the individual Resident Councils to be discussed. To become effective, it needs to be approved by RHA's Board and HUD. Until then, the current policy is in place.

Any concerns can be addressed at the next RAB meeting.

- Component #4, Rent Determination Policies (pg. 29) – This is the basis on how we determine rent.
 - A. Public Housing

1. Income Based Rent Policies

- (a) There are choices of rent in public housing. These are the 30% of adjusted monthly income, minimum and the flat rents, 10% of unadjusted monthly income which is rarely appropriate. There is no such thing as a welfare rent.
- (b) What amount best reflects RHA's minimum rent? The minimum rent is \$50.00 unless one can determine it is a hardship. In which case, there is a procedure to go through that is outlined in the ACOP.
- (c) Does RHA 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.
- (f). Rent determination – Any type of change in one's family composition, income or deductions should be reported to the Manager's Office within 10 days. These changes will affect one's rent. Examples of 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.

2. Flat Rents – A flat rent is a fixed amount of rent that a resident will pay. RHA uses the following sources of information in setting the market based flat rent.

- The Section 8 rent reasonableness study of comparable housing.
- Survey of similar unassisted units in the neighborhood
- Fair Market Rents.

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 the family's income situation will be in the upcoming months. Will he or she be getting a job raise, changing to a higher paying job or anything that will increase the household's income where the income-based rent is higher than

the flat rent. If one loses his or her income, her or she can go back paying the income based amount.

B. Section 8 Tenant-Based Assistance

1. Payment Standards

- (a) What is RHA's payment standard? RHA will not enter into a contract with the landlord if the payment is above a certain amount. These standards are set anywhere between 90% and 100% of the Fair Market Rents. HUD does studies and sets the Fair Market Rents for each jurisdiction (our area is Berks County) based on the unit size. We use that information to determine the payment standard (rent reasonableness) for Section 8. Payment standards our changed annually and are approved by our Board. Right now we have 604 vouchers and currently are assisting about 718 families.

2. Minimum Rent

The minimum rent is \$50.

Questions:

Angel asked if there are any other ways to notify the residents other than the newspaper when Section 8 is open for applications to the public. Ron said that the next time we are planning to expand our notification.

Ron added that if a Public Housing resident applies for Section 8, he or she does not get priority and move ahead on the list. We go by the order the requests come in.

Eileen wondered when it will be open again. Ron said that it could be up to 8 or 9 months. We still have 100 of the original 400 on the list. There is more of a need then what is available.

- Component #5, Operations and Management Policies (pg. 33)

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

- A. RHA Management Structure – includes an organizational chart. Ron will have this chart available at the next meeting.

- B. HUD Programs Under Management – This consists of two programs, Public Housing, which consists of our Homeownership units & Section 8. Units or families served at the beginning of the fiscal year for Public Housing was 1608 and Section 8 was 603. Our turnover for Public Housing is about 260 (20%) and Section 8 is about 80 units per year.

C. Management & Maintenance Policies

Public Housing Management

- Preventative Maintenance Policy
- Painting Program, which is on hold.
- Extermination Policy
- Admission & Continued Occupancy Policy (ACOP) – It includes rules and policies for Public Housing. Some sections are in the process of being revised.
- Resident Handbook – Is being looked at.
- Housekeeping Handbook.

Section 8 Management

- Section 8 Administrative Plan – similar to ACOP, which includes all rules and policies for Section 8.
- Component #6, Grievance Procedures (pg. 34)

If something occurs and a resident or applicant does not feel it is appropriate, he or she can file a grievance. For Public Housing a grievance can be filed at the resident's Management Office. The procedure is listed in the ACOP, Section 20. Every Resident Council should have a copy of the ACOP. Ron said that it is important as a CWRC member to make sure residents are aware of this procedure.

As far as the applicant, he or she can file a grievance at the Tenant Placement Office. Section 8 voucher holders would contact the Section 8 Office (Franklin Towers on Sixth Street). The procedure is listed under Section 6 of the Administrative Plan.

Ron added that a Hearing Officer is always an employee, who has no prior knowledge of what is going on. Many actions have been overturned by the hearing officer. The grievance procedure is another step in the legal process. You have the right to appeal it and go to court.

- Component #9, Designation of Public Housing for Occupancy by Elderly Families (pg. 47)

Ron said that RHA does not have plans to convert or designate a site just for elderly or a site just for disabled. Stacey's Department has done an excellent job handling social issues. There is more of an advantage of having a mixed community of people.

- Component #13, PHA Safety and Crime Prevention Measures (pg. 54)

A. (1) The need for measures to ensure the safety of public housing residents.

- High incidence of violent and/or drug-related crime in some or all of RHA's developments.
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to RHA'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.

2. What information or data did RHA used to determine the need for RHA actions to improve safety of residents?

- Safety and security survey of residents – (Resident Assessment Survey).
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority.
- Resident reports. RHA employee reports.
- Police reports.
- Other: Study done of Crime Prevention Through Environmental Design (CPTED).

3. Which developments are most affected? All our developments are affected.

(B)1. The crime prevention activities RHA has undertaken or plans to undertake?

- 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
- Installation of Security Cameras at all RHA sites
- Community Police Officers.

Ron added that the above shows that RHA has done a lot of preventative measures. The Community Police Officers have done a great job. Residents have also been very cooperative.

C. Coordination between RHA and the police. The following are the coordinated effort between RHA and the police for carrying out crime prevention measures and activities.

- 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 RHA management and residents.
- Agreement between RHA and local law enforcement agency for provision of above-baseline law enforcement services.
- Other activities: CPTED assessment

Questions:

Eileen asked how to go about developing a crime watch; Oakbrook residents are interested in organizing one. A lot of crime happens after hours when the offices are closed. Stacey said that Crime Watch can be very effective. Someone from Eisenhower Resident Council could be invited to attend any Resident Council meeting and talk about Crime Watch for they have developed one and it has been very successful. Stacey, Jack and Grisel can help and outside organizations as well. Also, if residents are concerned about crime, community police offices can be invited to attend meetings as well.

Eileen also had a concern about City Residents dumping their trash illegally in Oakbrook. Crime Watch can help with these activities as well. We have cameras but they do not capture everything.

Rhonda asked Ed to briefly explain how Crime Watch works for the High Rises. Ed said that residents formed a group to keep an eye on things. Anything suspicious is reported to the Police or the Management Office. Everyone must sign in after 8 p.m. There are other procedures to be followed as well.

Angel was concerned that he does not see the Community Police in his building on a regular basis. Dan Luckey, who showed up for a brief period during the meeting, explained that RHA does monitor the activities of the police. He assured RAB that the Community Police are there at least once a week at each High Rise, and perhaps even more. Residents sometimes may not see them for they are investigating problem areas at our other developments.

Angel suggested that RHA has a doorman at the High Rises from 11 p.m. to 4 p.m. Ron said that we do not have the manpower or the resources to do so.

Some CWRC members asked if cameras are being reviewed for criminal activity. We do review them but sometimes the cameras do not capture everything. Sometimes there is a malfunction like recently lightning knocked some out. RHA tries to get them up and working as soon as possible. There may be times when the residents do not see the pictures from a camera on their TV screen but we do. If residents are aware of an incident, he or she should contact the Management Office. It is helpful to note the date and the time, it narrows our search when reviewing it.

- Old Business:

Angel asked if it there would ever be a time when residents can pay their rent online. Ron said that we could look into it. But at the present time, we do not have the manpower to implement this.

Aida wondered if the painting of units at Hensler is in process. Fred said that the money is in the Operating Fund for units to be painted in all the developments but as far as he knows it is on hold. He will have an answer by the next meeting.

Tina asked if the revised Capital Fund has been done. Fred said that he would have that copy at the next CWRC meeting. Until then, Resident Council Officers should get recommendations from their respective Resident Councils. They should be in writing and to be discussed at the next CWRC meeting.

- Open Forum and Concerns:

Angel wanted to know if it was possible to have posted where a RHA maintenance guy is working in a building. Sometimes, he is needed and can not be found. Fred said that Dave and the Foreman will work out something.

Several CWRC members wondered why a resident needs to pay twice for the installation of their AC's in their units. Sometimes AC's are not working properly and they need to be replaced or fixed. They are charged a fee for taking it out and a fee for putting it back in. This is a hardship for many for the fees are tagged on to their rents in such a short period of time. Ron said that it is our present policy but we will review it. For now if it has become a problem, talk to the Management for some kind of payment arrangement.

Migdalia reported that bicycles have been stolen from the bike racks during the night at Kennedy. Ron mentioned that residents' bicycles are to be put in their units overnight. The bike racks intention was for guests and residents convenience if they were using them during the day. Residents should be reminded of this.

Also she reported that some of the washing machines at the High Rises were used to wash pet blankets. This has become a problem for some residents have allergies to this. This will be looked into.

Grisel thanked Luz Martinez, for all her hard work in conducting English classes at Glenside. Last month 12 people graduated and received diplomas.

The meeting was adjourned at 12:00 p.m.. The next meeting will be on Thursday, August 9, 2007 at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 8/09/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA 19611 on Thursday, August 9, 2007, at 10:00 a.m.

ATTENDEES:

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

Residents: Aida Bonilla, Glenside/Hensler Homes; David Boskey, Rhodes Apartments; Julia Casiano, Glenside/Hensler Homes; Angel Chimelis, Hubert Apartments; Deandra Howell, Kennedy Towers; Clifford Jablonski, Rhodes Apartments; Joanna Lopez, Kennedy Towers; Luz Martinez, Glenside/Hensler Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Ana Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments, Eileen Valentin, Oakbrook Homes; and Ronald Walker, Hubert Apartments

HANDOUTS

- Meeting Minutes of 7/12/07
- Organizational Chart
- Revised Capital Fund Program Summary
- List of RAB Members
- Components 1, 12, 15, 17, & 18

AGENDA:

- Welcoming
- Review Minutes
- Old Business
- Overview of Annual Plan/Preparation of 2008 Annual Plan
 - Component #1, Housing Needs
 - Component #12, Community Service Programs
 - Component #15, Civil Rights Certification
 - Component #17, Asset Management
 - Component #18, Other Information
- New Business
- Open Forum
- Adjourn
- Lunch

MEETING:

Carl Snyder, President of City-Wide Resident Council (CWRC), called this meeting to order at 10:15 a.m., Thursday, August 9, 2007.

- Welcoming:

Carl welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of July, 12, 2007, were reviewed and approved by the Board.

- Old Business

Fred reported back on the following:

- Painting of Units:

Monies for painting of units have been put in the Operating Budget. It will probably start sometime in March of 2008. The reason that it needed to be pushed back is that a portion of the money set aside for this was used to refurbish vacant units. Recently, we had a high amount of vacant units. In the long run, it saved the Authority to do it this way.

- Posting of Maintenance Workers:

There is no need for the residents to know the whereabouts of Maintenance Workers and Foreman. For work orders, a resident needs to call the work order number at 610-777-5500. Any other concerns, residents should contact their Management Office.

- AC Charges:

Fred ran this by his supervisor, David Talarico, Maintenance Superintendent, and he is looking into the possibility of charging residents \$10.00 for a reinstallation, authority wide. Before a decision can be made it needs to be discussed with maintenance staff and property managers.

- Washers & Dryers:

Purchasing new dryers and washers for the High Rises is in the five year plan. It makes sense to wait until the bigger model becomes available through Matt McCray, who installed the original equipment, which should be sometime in 2008.

Comments:

Holly asked if there were different costs to install the AC's at the High Rises. Rhodes and Eisenhower there is a charge of \$65.00 and Kennedy, Hubert and Franklin the charge is \$35.00

- New Business:

RHA

Stacey announced that starting in the beginning of September, there will be nursing students from Alvernia College helping out with Wellness Programs at the High Rises. In the next few weeks, their instructor will meet with the Resident Councils to determine where and how they can best serve our residents.

CWRC

Carl was concerned about upcoming elections. Some residents just attend meetings closer to election time for they want to be nominated. They have no clue to what is going on at their Resident Councils; it is not fair to others, who attend meetings regularly, if they are voted in. Stacey said that Resident Councils could change their bylaws accordingly to include a voting membership and a general membership. Carl will be looking into this.

- Overview of Annual Plan/preparation of 2008 Annual Plan

Organizational chart of RHA was handed out. It is important residents become familiar with the names of the RHA staff working in their development.

Capital Fund Program Summary, Fred distributed a revised copy.

Comments/Concerns:

Luz Martinez asked about the following:

Renovations of the kitchens at Hensler Homes. The money is in the Capital Fund for 2007. An RFP for an architect to do the design has been sent. Proposals are due on Thursday, August 16th.

Electrical outlets for dryers at Hensler Homes. These will be installed when the kitchens are being done.

Riser Valves at Eisenhower Apartments. Carl mentioned that pipes are leaking at Eisenhower. Fred said that the installation of new riser valves is listed on the five year plan; this should take care of the problem.

Energy Contract – Honeywell: Fred said that if we sign the energy contract, our capital plan will need to be changed to incorporate the things that will be completed under this contract. We should know by next month.

Stacey added that it is important that CWRC members understand the Capital Plan. If items are not listed on this summary, they can not be done. RHA has to have HUD's prior approval before doing any jobs. In the next few weeks, before we submit the 2008 Annual Plan, as a CWRC member, it is his or her responsibility to go over this with their Resident Council. Anything to be added, should be in writing and given to Fred at the next meeting. At that time, he has a list from HUD of the items that can and cannot be done.

- Component #1, Housing Needs (pg. 13)

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

This was based on the 2006 Census Data. These are the housing needs for the City of Reading. It is broken down into the needs with types of families and income. AMI stands for annual median income. There are quite a few families in the City of Reading that falls into this group. Most of our jurisdiction falls under extremely low income. The data also shows various categories like affordability, supply, quality, accessibility, size and location.

- B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists (pgs. 13-16).

This too is broken down into needs with types of income and families in regards to the Waiting List as of July 2007. The vast amounts of our applicants come from the very low-income areas. For public housing, our occupancy rate is somewhere between 97 and 98 percent; we turn over about 350 units a year. There are approximately 1300 families on the waiting list. The demand is greater than the availability which causes long waiting lists. The 2 and 3 bedroom unit waiting list has been closed since August of 2006, which means we are not accepting any more applications. It will probably open again sometime in 2008. We still accept applications for displaced families.

The Section 8 Program, we are allowed to give out 600 vouchers. Currently, we are not accepting any more applications. We still have 100 applicants from when it was open before that we are briefing to determine if they are eligible. Once we get through that, we will be opening the waiting list, sometime in 2008 or possibly sooner. This will be posted throughout our developments and listed in the newspaper.

Stacey added that it is important that CWRC members understand what RHA is up against. Hundreds of families are waiting for housing. The demand is greater than the number of units we have available. Considering, we do our best to provide decent, safe, and affordable housing with the limited resources we have.

- C. Strategies for Addressing Needs (pg. 16)

Ron asked the RAB/CWRC members to review page 16. This section lists the strategies in addressing housing needs of families in our jurisdiction and on the waiting list for the upcoming year.

Each year, it takes us less time to renovate public housing units and our turnover rate has become reduced.

RHA attempts to accommodate what the City and County has written in their consolidated plan. We can not do it alone.

Stacey added that we have received 24 additional tenant based Section 8 vouchers for the chronically homeless. RHA had applied for these vouchers in a partnership with the Berks County Mental Health/Mental Retardation (MH/MR) through a program call Shelter Plus Care. There will be a different waiting list and it targets people with a history of drug addiction or mental illness. In order to receive these subsidies, people will be monitored by the supporting services that they need to be engaged in.

Ron mentioned that the Goggleworks Apartments are in the process of being built. There will be project based vouchers available for 12 of the 59 units. The Project Based Vouchers are intended to be for the elderly and others that earn less than 50% of median income. The rest of the units (47) will be market rate. One and two bedroom units will be available.

Questions:

Angel wanted to know if RHA would be building any more High Rises. Ron said that as far as he knows the government is not interested in building anymore. However, there is a Public Housing and a Section 8 Homeownership Program. A few years back we were able to buy and refurbish houses in the City to rent to low income families so they could eventually have an opportunity to own their own home. We have sold 42 out of 50. For more information, he or she should call Audrey Wenrich at 610-775-4813.

Jack added that the Federal Government doesn't want a specific area for low income; prefer to have it scattered throughout the City. They also prefer tenant based, where a person is given a voucher to go into private housing and the public housing authority (RHA) pays the subsidy to the landlord.

- Component #12, Community Service Programs (pg. 51)

- A. Coordination with the Welfare (TANF) Agency:

- We do have a cooperative agreement with them. It includes the following:

- 1. Client Referrals.

2. Information sharing regarding mutual clients (for rent determinations and otherwise).

B. Services and programs offered to residents and participants:

- 1a. Self Sufficiency Policies – We do have some mandatory programs like Earned Income Disregard (EIV) and Community Service but the following are the types of discretionary policies that RHA employs to enhance the economic and social self-sufficiency of assisted families.

- Preference in Admission to Section 8 for certain public housing families. (Even though this is checked, Ron needs to look at this further).
- Preference/eligibility for Public Housing Homeownership.
- Preference/eligibility for Section 8 Homeownership. (People who are currently in our Public Housing or Section 8 Program will get preference if they wish to participate in our Homeownership Programs).

- b. Does RHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? The answer is yes. The following are a summary of the types of Self-Sufficiency programs provided, which Stacey explained:

- Service Coordination – Individual Services that are provided to our residents in a variety of ways like parenting, housekeeping issues, references to outside agencies, obtaining medicine, etc. These services are voluntary, confidential and free. They have helped over 700 people this year. Usually it takes at least five calls or visits to resolve issues.
- Health and Wellness Programs – this includes the Nursing Program and Wellness Center in each of the High Rises, the 90 Plus Birthday Club, and on-site food pantries.
- Social and Recreational Programs – this includes the on site Senior Center located at Kennedy; summer picnics in conjunction with the Board meetings, Days of Caring with the United Way and Salvation Army; Olivet's Boys and Girls Club programming; which includes the Youth Summer Camping Program. Our Reasonable Accommodations Program makes sure that people with disabilities receive what they need in order to have equal access to housing programs. If someone with a disability believes that they do not have the opportunity to have, do or access something that a person without a disability can have, do or access, he or she should contact the Resident Service Office. They will find ways to accommodate unless it imposes an undo financial burden on the housing authority.

All requests are kept confidential; management offices are not able to access medical and personal information.

- Daily Living Programs – the Chores 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. Also, the furniture banks help residents who are in need of this and the Community Policing, where we have hired two policeman to help keep our residents safe.
 - Various Educational and Economic Self-Sufficiency Programs – this includes the holiday basket programs, scholarship program totaling \$8,000 awarded to a resident at Oakbrook and Glenside each year.
 - 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 – Grisel, Jack and Stacey serve on a variety of social service committees throughout the County, representing the residents of RHA.
- (2) There are no family self-sufficiency programs. RHA has never been funded for that.

c. Welfare Benefit Reductions

1. RHA is complying with the statutory requirements relating to the treatment of income changes resulting from welfare program requirements.

- Component #15, Civil Rights Certifications (pg. 58)

This shows that the housing authority is in compliance with the Fair Housing Civil Rights Regulations; certification needs to be sent to HUD (pg. 145). A certification (pg. 144) is signed by the Mayor of Reading stating that we are in compliance. We submit these certifications as a part of the Annual Plan.

- Component #17, Asset Management (pg. 60)

1. RHA will engage in activities that will contribute to the long-term asset management of its public housing stock, etc.
2. There are two things that we will be undertaking in the near future.

- Development-Based Accounting
- Development-Based Budgeting

Ron added that we are currently going through a transitional period on the way we do business, which is called Asset Management. HUD wants to know what and how our developments are able to operate as stand alone entities. If something needs to be improved in one of our developments for it to run better, we can easily determine where the problem lies and turn it around. We will be funded accordingly. This should be fully in place by the year 2011. The first phase of this project based accounting will go before our Board in February 2008 for our fiscal year 4/08 to 3/09.

3. On page 68, it shows how our developments will be grouped and the activities (Asset Management Table). Scattered sites are listed in Homeownership the others ones are not.

Carl wanted to know if we have a list of the Homeownership units. One can contact Audrey Wenrich in the main office. She keeps a list.

Stacey added that presently all of our eight homeownership units are occupied. We started out with 50; 42 of them have been sold. Some of the stipulations in buying a home are one needs to live in the unit for a year and attend a program conducted by BCAP. When all their requirements are completed, they have to decide if they want to buy it. These homes are scattered throughout the City.

Carl asked if RHA was going to do more scattered site units for homeownership. At the present, we are not being funded to buy and rehab any more.

- Component #18, Other Information (pg. 61)
 1. Did RHA receive any comments on the Annual Plan from the Resident Advisory Board? Yes, we have throughout the 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 RHA address those comments? All changes need to go through the RAB. We will be addressing some of those changes at our next meeting. The changes in process include definition of family and time for Hensler kitchen replacements.

4. Description of Election process for Residents on the RHA Board. Lillie Mathies, resident of RHA, is currently a Commissioner of the Board who has been appointed by the Mayor. She has been serving on the Board for 13 ½ years.
- C. Statement of Consistency with the Consolidated Plan of the City of Reading.

This states how we comply with what the Consolidated Plan requires. We attempt to meet the needs that the City identifies as issues.

- 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. This basically says if there is 40% change in the Capital Fund and it is not a result of a HUD funding shortfall and not a mandated regulation change, it needs to go through RAB.
 2. RHA's progress in meeting the mission and goals described in the 2006 plan year ended 2007. RHA has accomplished most of their objectives to the Goals of the Plan listed on pages 63-66.

Ron said that RAB members should read through these.

Resident Satisfaction Survey is a tool that we use to see if we are meeting our goals. This is an annual survey that HUD is sent to some of our residents, who are randomly selected, to fill out. Surveys should be going out to the residents soon for the upcoming year. Each year HUD ranks us on the results of the survey. Each year our scores have improved. When residents receive this, they should fill it out objectively and send it back to HUD as soon as possible.

Carl asked if we received our Public Housing Assessment System (PHAS) rating from HUD. Ron said that our overall score is compiled from different components like physical, financial, management, and resident. We have received our preliminary rating for financial which was around 29 out of 30. We have always done well in this area. The rest of the components need to be completed before we know our overall rating. REAC has just been here to rate Maintenance. Last year we were a Standard Performer. We strive to be a High Performer.

It is important that our residents notify management or maintenance if there is an issue. If things are left unattended, it could affect our scores plus our goal which is to provide, safe, decent and affordable housing. We need RAB's help to get the message across to our residents that the sooner they report things the better.

Jack added reporting things include the simple things, like light bulbs broken or burners missing.

Angel said that there has been a problem with garbage not being removed from the laundry room at Hubert. Ron said that this is a maintenance issue and needs to be reported by calling our maintenance work order line at 610-777-5500. There is someone there to receive your call 24 hours a day. Fred will be looking into this.

Eileen mentioned that she recently went into the Oakbrook office and was charged for something that she did not know about. Prices and items to be charged to residents should be posted in each Management Office. Ron will be looking into this.

Carl wanted to know if there is a charge for replacing a fluorescent bulb in his kitchen at Eisenhower. Fred said he will check this out.

Ronald said that the halogen light above the kitchen sink becomes too hot. Fred mentioned that if the Energy Contract is signed, and the chances look good, all light fixtures will be replaced.

Angel suggested that at the next meeting there should be a 10 minute break for snacks and whatever. It was decided that the next meeting in September will be hosted by Hubert.

Kennedy requested the following items:

- Apartment painted
- A washer and dryer added specifically for pet items
- Fans above the stove and kitchen cabinets
- Camera in front of building
- Brighter Lights
- Maintenance to spray Lysol when needed in the halls and stairways

Fred said that he will look into this and see what can be done.

The meeting was adjourned at 11:50 a.m.. The next meeting will be on Thursday, September 13, 2007 at 10:00 a.m. at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 9/13/07

A meeting of RHA City-Wide Resident Council was held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, PA 19601 on Thursday, September 13, 2007, at 10:00 a.m.

ATTENDEES:

RHA: Ron Fioravanti, Deputy Executive Director; Mary Beth Hennigan, RHA Commissioner; Stacey Keppen, Social Services Director; Jack Knockstead, County Caseworker 2; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2

Residents: Aida Bonilla, Glenside/Hensler Homes; Angel Chimelis, Hubert Apartments; Josephine Czarnecki, Hubert Apartments; Ed Dainty, Eisenhower Apartments; Mary Jane Guth, Franklin Towers; Deandra Howell, Kennedy Towers; Clifford Jablonski, Rhodes Apartments; Lori Leon, Oakbrook Homes; Joanna Lopez, Kennedy Towers; Lillie Mathies, RHA Commissioner; Griselle Mercado, Glenside Homes; Ana Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments, Madeline Torres, Franklin Towers; Eileen Valentin, Oakbrook Homes; Ronald Walker, Hubert Apartments and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of 8/9/07.
- Annual Plan Preparation Schedule
- List of RAB Members
- Component #14 and Goals and Objectives

AGENDA:

- Welcoming
- Review Minutes
- New Business
- Overview of Annual Plan/Preparation of 2008 Annual Plan
 - Component #3, Policies on Eligibility, Selection and Admission
 - Component #14, Pets
 - Goals and Objectives
- Old Business
- Open Forum
- Adjourn
- Lunch

MEETING:

Carl Snyder, President of City-Wide Resident Council (CWRC), called this meeting to order at 10:05 a.m., Thursday, September 13, 2007.

- Welcoming:

Carl welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of August 9, 2007, were reviewed and approved by the Board.

- New Business

Ron handed out a revised 2008 Annual Plan Preparation Schedule. He mentioned that we will need more meetings to finalize the plan. The next meeting will be held on October 11th at WCA. Currently, we are in the process of revising some parts of the Admission Continued Occupancy Policy (ACOP). We would like to include it in the Annual Plan to be submitted to HUD for their approval.

- Overview of Annual Plan/Preparation of 2008 Annual Plan
 - Component #14, Pets

Ron handed out the proposed Pet Policy to the ACOP. All shaded areas will be deleted from the policy. The big change is in the pet deposit, which will be reduced to \$50.00. All the residents who have paid a deposit of more than \$50.00 will be reimbursed. Also there will be no monthly fee for having a pet. When approved by HUD, all changes will go in effect as of April 1, 2008.

Questions:

Carl wondered if other types of pets were allowed. Ron said there has been no change to the policy in regards to this. Hamsters, and ferrets fall into the rodent category and are not included in the definition of common household pets.

Josephine asked about parrots. Anything that is sold in pet stores and is considered by HUD would be acceptable.

Tina wondered what would happen if residents can not take care of their pets. RHA has a policy in place which states the requirements of a resident having a pet. If criteria are not met, a resident will not be allowed to keep his or her pet.

City Wide Council Members asked if they will receive a copy of the change. A copy of the ACOP and the Annual Plan to be submitted to HUD will be distributed to them.

Aida wanted to know why dogs and cats are not allowed in Glenside. Ron said that there was a survey and a vote taken last year. The decision by the residents was not to have them in Glenside and Oakbrook.

Eileen asked if a deposit has always been required. Yes. We will just be reducing the amount in April, if approved.

- Component #3, Policies on Eligibility, Selection and Admission

- Definition of Family – Ron said that this will be changed as approved by CWRC at the July 12th meeting. The definition was reviewed. The big difference from now and what we had before is that a family can consist of two unrelated people who are dependent on each other and provide for the household.

After approved by RHA's Board and HUD, this will go in effect on April 1, 2008 and read as follows:

Family – to be eligible for admission, an applicant must qualify as a family. A family may be a single person or a group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. RHA has the discretion to determine if any other group of persons qualifies as a family.

RHA Policy - A family also includes two or more individuals who are not related by blood, marriage, adoption or other operation of law, but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

Ron added that according to our Legal Department, common law marriages in Pennsylvania no longer exists.

- Interim Reexamination

Presently these are done when there is a change of a family composition or income.

Ron proposed before the CWRC Board a change to the Interim Reexamination Policy. Overall, this will not only benefit the resident but RHA as well. All changes (income and family composition) still need to be reported but RHA will not act on all changes. All reduction in income will be changed at interim reporting time as required by HUD. All increases in income will wait to be changed until Annual Examination time. All CWRC approved the following change:

If a family reports a change that would result in an increase in the family share of the rent, RHA will note the information in the tenant file, but will not conduct an interim reexamination to reduce the administrative burden with the following exceptions.

- EID Families
- Zero-Income Families
- Difficulty Anticipating Annual Income
- Updating Provisional Documents
- Error Corrections

At the next meeting, Ron will have a copy of Component #3 reflecting these changes.

There was a question on how Annual Exams work. Ron said that they are done quarterly for Public Housing residents, January, April, July and October. If someone moves into housing in March their Annual Review will be conducted the prior quarter, which in this case, would be January and January yearly from that point on.

- Goals and Objectives

Ron explained that all public housing agencies should have goals and objectives. Pages 4-7 list the goals and objective of RHA to be met for 2008. Basically they are the same as for last year.

- 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 Program (SEMAP)). To qualify for federal funding, we need to be assessed as a standard or a high performer. The last couple of years, we have been rated as a standard performer. This was due to funding cuts.

- Expansion of the Stock Issues

RHA strives to expand our stock but it is difficult because of the limited funding involved from HUD.

- Marketability Issues

RHA tries to make their developments look as good as possible. We need the cooperation of the residents to attain this. Ron said that together we are doing a great job. We have received numerous compliments from visitors outside of our community.

- Security Issues

It is part of our mission statement to provide safe housing. We have two community police officers who work with us to keep our developments safe. Generally residents are very pleased. The police respond in the order of priority.

Eileen added that Crime Watch is trying to be established in Oakbrook. There was a meeting last Monday and the attendance was good. She stressed that everyone has to work together to fight crime and make our communities safe.

Kennedy is also starting up a Crime Watch.

Council Members from the High Rises mentioned that they are working together to combat crime. They are making sure doors are locked and during evening hours, they keep an eye on who enters and leaves the buildings.

- Tenant-based Housing Units

RHA is continuing the Homeownership Programs for PH and Housing Choice Voucher Homeownership. We have worked with Section 8 Voucher Holders for them to purchase homes.

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

RHA works directly with the Community and Berks County Housing to attract new and good landlords to the HCV Program.

- Maintenance Issues

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

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

With our new work order system that was put in place a few years ago, completing work orders in a timely manner is our strong point.

Discussion:

Dropping the re-installment fee for air conditioners is still being considered.

Lori mentioned that street cleaning could be improved at Oakbrook. Vacant parking spaces have remnants of glass and other debris. Fred said that he will have Dave talk to Al and see what our street cleaner can

do. Ron added that many of our streets are not posted by the City for cleaning and that is where some of the problem lies.

Angel asked if it was possible to make the doors wider in the bathrooms in the lobby at Hubert for wheelchair accessible. Fred will be looking into it.

Deandra mentioned that the gas sometimes is strong from vehicles parked in the back of Kennedy. Fred said that only contractors are allowed to park on the grass in the back of the buildings. If other vehicles are parked there, it should be reported to Management immediately. Ron added any problems, should be reported to the Manager.

- Equal Opportunity Issues

RHA complies with all the equal opportunity laws and regulations. Section 3 for contractors, contractors are informed of their obligation to hire residents as needed.

- Fiscal Responsibility Issues

It is one of RHA's strong points. We are in full compliance with all applicable standards and regulations including those set by the Government Accounting Standards Board (GASB). RHA has a good level of reserved funds if an emergency arises.

Recently, RHA had to spend over \$50,000 on fumigation. Every High Rise has had a presentation on the awareness of bed bugs. Early detection is the key to prevention. Residents should inform Management immediately if they happen to see one. Annual house inspections will include checking for bed bugs. Presently, inspections are taken place in Oakbrook. All Oakbrook and Glenside residents will receive a flyer in regards to bed bugs.

Eileen wondered how Oakbrook residents can prepare themselves for inspections. Residents are notified in advance when their inspection will take place and what they should do. Ron added that we are concerned about clutter in apartments. It could become a haven for bed bugs to hide.

Some CWRC members wondered if they could post notices in their buildings about reducing clutter. Stacey said that RHA's has a housekeeping handbook and that might be a good idea to post.

There was a question in regards to smoking. Residents are currently allowed to smoke in their apartments but not in the Community Rooms or elevators. If need to change this, this would be the forum to try to do so.

- Public Image Issues

One of our goals is to enhance the image of the Public Housing and Housing Choice Voucher Programs in our community. We do that in various ways like speaking to at least two civic, religious or fraternal groups in the community or having at least two positive stories printed per year in our local newspaper.

- Supportive Service Issues

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

Questions:

Mary Guth wondered when Franklin Towers fence is going to be completed. Fred said that the gate for the front is not back from the factory yet. It should be here soon and at that time everything will be ready to go. Hopefully, it will be next week.

- Old Business

- Honeywell Contract

Fred reported that we have signed the Energy Contract with Honeywell and it has been sent to HUD for their approval. The following are some of the projects that it will include. These things should be completed within two years.

1. Replace all common area lighting.
2. Replace all resident's living space lighting. (This includes all new bathroom medicine cabinets at the High Rises).
3. Disconnect heat lamps at Franklin, Kennedy, Rhodes and Eisenhower Apartments.
4. New faucet aerators and shower heads in all kitchens and bathrooms. (Oakbrook and Glenside get all new faucets).
5. New toilets in all developments.
6. Replace faucet assembly (Glenside & Oakbrook)
7. Building Envelope Improvement. Contractors identify any holes and leaks, where air is coming into the building and fixes them.
8. Eight Hundred exterior doors to be weather stripped at Glenside.
9. All electrical outlets and switches on outside walls to be sealed at Glenside.
10. At Hensler, all doors to be weather stripped, all heat closet doors to be weather stripped.
11. At Oakbrook, all exterior doors to be weather stripped.
12. At Oakbrook all electrical outlets and switches on outside walls to be sealed.

13. At Oakbrook, attic hatches get sealed.
14. At all High Rises, seal any place air gets in buildings.
15. New windows in the Community Rooms at Rhodes, Eisenhower, Hubert and Franklin, the offices, front balconies at Hubert and breeze way windows at Kennedy.
16. At Hensler and Hubert, thermostats are replaced.
17. New high efficiency boilers at Rhodes and Eisenhower.
18. At Franklin, Kennedy, Rhodes and Eisenhower, replace the heating water pumps.
19. At Franklin, Rhodes, Eisenhower and Hubert, replace Community Room AC units.
20. Eisenhower Apartments, replace office and lobby area, AC units.
21. Replace at Hubert AC units in Community Room and Resident Service Offices.
22. New refrigerators in all developments.
23. An energy awareness program run by Honeywell.
24. Generating savings from efficiency use of water, gas and electric

Tina asked if this will all start by April 1, 2008. Fred said probably not it takes time to be approved by HUD.

○ Nominations

Nominations for City Wide

Bylaws state that the term of office for CWRC elected position should be two years. It is time to re-elect. The following were nominated to City Wide Resident Council:

President – Carl Snyder
 Vice-President-Ed Dainty
 Vice-President-Tina White
 Secretary-Joanna Lopez
 Treasurer-Lillie Mathies

Elections will be held on October 11th, the next CWRC meeting, which will be held at WCA. Majority agreed bylaws should state that elections should be held in October and not November.

Stacey mentioned that next year, the CWRC should try to take on more duties such as

- Ordering lunches
- Arranging transportation
- Taking minutes
- Sending out meeting notices and material

- Conferences

PARC conference was cancelled due to lack of funding.

- Other Business:

Stacey mentioned that Councilman Fuhs, who represents Oakbrook, recently did a tour of Oakbrook with Ron, Sandy and Officer Foltz. Each Resident Council was encouraged to find out and get acquainted with their City Councilman. Each one of our developments is represented by a City Council person. Their job is to collect information from the people in their jurisdiction and help improve neighborhoods. They could be invited to one of the Resident Council's meeting as a guest speaker.

The meeting was adjourned at 12 noon. The next meeting will be on Thursday, October 11, 2007 at 10:00 a.m. at WCA, 400 Hancock Boulevard, Reading, PA 19611.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 10/11/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611 on Thursday, October 11, 2007, at 10:00 a.m.

ATTENDEES:

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

Guest: Jean Rudolf, Berks County Senior Citizen Council, Overseeing Election

Residents: Cecilia Cruz, Glenside Homes; Ed Dainty, Eisenhower Apartments; Mary Jane Guth, Franklin Towers; Deandra Howell, Kennedy Towers; Rhonda Kershner, Franklin Towers; Clifford Jablonski, Rhodes Apartments; Joanna Lopez, Kennedy Towers; Luz Martinez; Glenside Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Griselle Mercado, Glenside Homes; Migdalia Rivera, Kennedy Towers; Yvette Rios, Eisenhower Apartments; Sandra Rodriguez, Glenside Homes; Carl Snyder, Eisenhower Apartments, Madeline Torres, Franklin Towers; Ronald Walker, Hubert Apartments and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of 9/13/07
- List of RAB Members
- Chapter 2, Fair Housing and Equal Opportunity
- Chapter 4, Applications, Waiting List & Tenant Selection
- Chapter 9, Reexaminations
- Chapter 10, Pets
- Chapter 12, Transfer Policy

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes
- New Business
- Review Admissions and Continued Occupancy Policy (ACOP)
 - Chapter 2, Fair Housing and Equal Opportunity
 - Chapter 4, Applications, Waiting List & Tenant Selection
 - Chapter 9, Reexaminations
 - Chapter 10, Pets
 - Chapter 12, Transfer Policy
 -

- Old Business
- Adjourn
- Lunch

MEETING:

Carl Snyder, President of City-Wide Resident Council (CWRC), called this meeting to order at 10:05 a.m., Thursday, October 11, 2007.

- Welcoming:

Carl welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of September 13, 2007 were reviewed and approved by the Board.

- New Business

- **Elections**

The following were elected to CWRC.

President	Carl Snyder
Vice President	Tina White
Secretary	Joanna Lopez
Treasurer	Lillie Mathies

- Review Admissions and Continued Occupancy Policy (ACOP)

CWRC will be reviewing chapters at this meeting and some subsequent meetings of the proposed ACOP. Once it is submitted, reviewed and approved by HUD, the changes will take place April 1, 2007. A new copy of the ACOP will be distributed to each Council.

Major changes will include:

Definition of Family
 Pets
 Times of Recertification

- **Chapter 2, Fair Housing and Equal Opportunity**

Stacey spoke on the highlights of this chapter.

HUD Regulations and PHA policies are grouped into three parts.

Part I – Nondiscrimination.

Part II - Policies Related to Persons with Disabilities.

Part III – Prohibition of Discrimination Against Limited English Proficiency Persons.

Federal, State, City and Local Laws govern how we treat all applicants and resident families equally. RHA has policies to comply with these laws. Some of these laws are listed on page 2.

Federal regulations prohibit discrimination against certain protected classes. Some of these classes include, race, color, sex, religion, familial status, age, disability, national origin. Also RHA has added some classes. These are listed on page 3 with factors RHA will not use.

Page 4 lists RHA's policy on Discrimination Complaints. Stacey stressed if anyone feels that they are being discriminated against, if they are being treated differently because of a protected class, he or she should notify someone from housing. We prefer you put it in writing so both parties have a copy. RHA has to respond to each and every complaint and attempt to remedy it.

Fair Housing Act prohibits housing authorities' refusal to make reasonable accommodations for people with disabilities who live in housing. RHA must ensure that persons with disabilities have the same equal opportunity as others to have full access to RHA's programs and services. Disabilities can include mental as well as physical conditions.

RHA has a policy on Reasonable Accommodation. Page Six lists how we make residents aware of this policy.

A "reasonable accommodation" is a change, exception, or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. This definition is stated on page 7 along with the types of Reasonable Accommodation.

Page 9 explains the Verification of Disability. Reasonable Accommodations are only applied to people with a disability. Someone has to be disabled to qualify. Someone with a health problem does not mean he or she is disabled. RHA needs third party verifications that a person is disabled before it is handled as a reasonable accommodation. Third-party verification must be obtained from an individual identified by the family who is competent to make the determination such as a doctor, social worker, a nurse, etc.

Page 10, explains how it works. If a resident asks for a reasonable accommodation, that manager or employee must contact the Social Service Office of Jack, Stacey and Grisel. Stacey's department goes out and researches

it. They make sure that the request is in writing and verifications needed are sent to third parties. If it is a maintenance issue, like grab bars, Fred will take a look at it. If the request imposes an undue financial or administrative burden on RHA, we have the right to refuse or alter the request. Requests for accommodations must be assessed on a case-by-case basis. A copy of the approved request will be sent to the resident. Sometimes this process can take a month or more until verifications come back. Only current residents we accommodate for, not relatives or others who want to be added to the lease.

Page 11, RHA takes reasonable steps, required by HUD, to ensure that persons with disabilities related to hearing and vision have reasonable access to their programs and services. Some of the services that we provide to meet these people's needs are TTD/TTY (text telephone display/teletype), large-print and audio versions of key program documents, visual aids and third party representation.

The Physical Accessibility Laws, RHA must follow is listed on page 12. Uniform Federal Accessibility Standards (UFAS) has a book we must follow on how the design, construction and alteration of facilities to be readily accessible and usable by persons with disabilities are to be made. Funding limits us on the things we would like to do but are not required to do.

Denial or Termination of Assistance (pg. 13) – When reviewing reasonable accommodation requests, RHA must consider whether the reasonable accommodation will allow the family to overcome the problem that led to RHA's decision to deny or terminate assistance. If a reasonable accommodation will allow the family to meet the requirements, RHA must make the accommodation.

Page 14 -16, Improving Access to Services for Persons with Limited English Proficiency (LEP). LEP persons are defined as persons who do not speak English as their primary language and have a limited ability to read, write, speak or understand English. RHA has a Policy Plan for people with LEP. RHA trains and hires bilingual staff to be available to act as interpreters and translators. Upon signing a waiver, applicants and residents are allowed to use an interpreter of their own choosing. RHA provides written translations of vital documents.

Yvette asked if she could volunteer as an interpreter for the people in her building. RHA encourages other residents to help as long as they know the rules and regulations and can interpret correctly so the person they are translating for understands.

Page 18 & 19 lists the definition of a person with a disability under federal civil rights law.

- **Chapter 4 – Applications, Waiting List and Tenant Selection**

Tanya Nelson, RHA Resident Selection Supervisor spoke on this process.

The policies outlined in this chapter are organized into three sections.

Part I: The Application Process.
Part II. Managing the Waiting List
Part III. Tenant Selection

When a family wishes to reside in public housing, the family must submit an application that provides RHA with the information needed to determine the family's eligibility. HUD requires RHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, RHA must select families from the waiting list in accordance with HUD requirements and RHA's policies outlined in its ACOP and its Section 8 Administrative Plan.

A person can obtain an application from the Tenant Placement Office located at 815 Franklin Street from the hours of 8:30 to noon. They also could request one by mail or by contacting us at 610-373-3933. We accept applications from everybody when the Waiting List is open. People who work, live or attend school in the City get preference over the people who don't.

Tenant Placement Office (TPO) must take steps to ensure that the application process is accessible to those people with disabilities and LEP.

Tanya explained how a person is placed on the waiting list (pg. 4). Sometimes a person is considered ineligible because of no address or Social Security Number on their application. A person will be notified if they are ineligible or eligible to be placed on the Waiting List within 10 business days of TPO receiving a completed pre-application. Applicants will be placed on the waiting list according to RHA's preferences and the date and time their preapp is received by RHA. Being placed on the Waiting List does not guarantee admission. When selected from the Waiting List, a person will need to fill out a full application to be determined for admission. At that time, verifications for income, criminal checks and other types of verifications will be sent. This process can take a while.

Managing the Waiting List (pg. 5-6). RHA's waiting list is organized in such a manner to allow accurate identification and selection of families in the proper order, according to the ACOP.

Opening and Closing the Waiting List (pg. 7) – RHA closes the waiting list for most of the current applicants when the estimated waiting period reaches 12 months. RHA announces by public notice the closing and opening of the waiting list. Some of the media used for publishing notices are the Reading Eagle, Reading/Berks Merchandiser, La Voz, Press releases to Social Service Agencies and BCTV Community Calendar. We announce the closing 7 days prior and the opening is announced at least 10 business days before. Currently two and three bedroom units are closed. We should be opening them up soon.

Deandra asked what the office number is to TPO. The main number is 610-372-3933 and applicants can find out where they are on the waiting list by calling 610-376-2422.

Carl asked about transferring from a studio to a 1 bedroom unit. Ron said that this was a convenience transfer that we discontinued doing because it requires refurbishing an additional unit which is costly and HUD has cut RHA funding. .

Family Outreach

RHA conducts outreach as necessary to ensure that they have a sufficient of applicants on the waiting list to fill anticipated vacancies and to assure that RHA is complying with the Fair Housing Act. HUD requires housing authorities to serve a specified percentage of extremely low income families. RHA outreach efforts are listed on page 8.

Reporting Changes in Family Circumstances.

Families on the waiting list must inform RHA within 10 business days of changes in family size or composition, preference status, or contact information, including mailing address and phone numbers. These changes must be submitted in writing. Changes can effect a family's qualification for a particular bedroom size or entitlement to a preference.

Updating the Waiting List

RHA's waiting list is updated as needed. If an applicant fails to comply with information needed by RHA to keep lists current, he or she could be removed from the waiting list. If a notice is returned by the post office with a forwarding address, we will attempt to contact the applicant again. RHA's policy towards this is listed on page 10.

Removal from the Waiting List

Applicants have the option at any time to remove themselves from the waiting list. They can reapply at a later date. If RHA determines that the family is not eligible for admission while they are on the waiting list, their name will be removed. If this is the case, a notice will be sent.

Tenant Selection

RHA must establish tenant selection policies for families being admitted to public housing. The order in which families will be selected is determined by the method RHA has chosen. There are certain preferences that may affect the order in which families are selected. Some of these include residency and involuntary displacement. The Selection Method is listed on pages 13 through 18. Ron added that the High Rises and Hensler are mixed family developments for the elderly or disabled.

Notification of Selection

RHA will notify the family by first class mail when it is selected from the waiting list. They will need to call the Tenant Placement Office for an interview appointment. They will be told what documents to bring.

The Application Interview

All adult family members are required to attend the interview and to provide information to establish eligibility and the appropriate amount of rent to be paid. Any required documents or information that a family is unable to provide at the interview must be provided within 10 business days from the interview. Families may request an extension. If required documents and information are not provided within a required time frame, the family will be removed from the waiting list. RHA's policy on this is listed on page 20 – 21.

Final Eligibility Determination

RHA verifies all information to make the final determination of eligibility. RHA must notify the family in writing of their decision. RHA's policy for this is listed on page 22.

- Chapter 9 – Reexaminations

Charles spoke on this issue.

CWRC was asked to read over the introduction. The chapter is comprised of four sections:

Part I – Annual Reexaminations for Families Paying Income Based Rents

Part II – Reexaminations for Families Paying Flat Rents.

Part III – Interim Reexaminations

Part IV – Recalculating Tenant Rent.

RHA is required to monitor each family's income and composition over time, and to adjust the family's rent accordingly.

Annual Reexaminations for Families Paying Income Based Rents.

For those families who choose to pay income-based rent, RHA must conduct a reexamination of income and family composition at least annually. Charles explained how RHA schedules Annual Income Reviews (AIR's) based on the resident's anniversary date.

Approximately nine months after a resident moves in, they will be asked by mail to come into the office for their annual income review. They will be required to bring certain documents with them. All adult members must attend the review. An advocate, interpreter, or other assistant may assist the family at this time. If a

family fails to attend two scheduled interviews without RHA approval, the family would be in violation of their lease. RHA's policy is outlined on pages 3 and 4.

If the results of the Annual Review show that they are not in the correct bedroom size according to our occupancy standards, they may be asked to transfer to an appropriate size unit.

Criminal backgrounds will be obtained only during the application process. That does not mean that information from crimes committed while living public housing can not be used for lease enforcement and eviction.

Tina White asked if someone who is now elderly and had committed a crime a long time ago be considered for public housing. Ron said that as long as someone has paid their debt to society, age has nothing to do with it, they can apply. Like everybody else, there are criteria that we look at to see if they are eligible or not.

Community Service Requirements. Community Service is required for some residents. Exemptions from this include the elderly and disabled. At the time of the Annual Review, a resident will be informed if he or she needs to meet this requirement.

Effective Dates. As part of the Annual Reexamination process, RHA must make appropriate adjustments in the rent after consultation with the family and upon verification of the information. RHA's policy on how we arrive at these dates is explained on pages 6.

Reexaminations for Families Paying Flat Rents. HUD requires us to offer all families the choice of paying income-based rent or a flat rent. For families paying flat rents, RHA will conduct a full reexamination of family income and composition every year. At Annual Reexamination time, residents have a choice of choosing income based rent or flat rents. Flat rents are generally chosen by a resident when their income based rent would be much higher than a flat rent. At Flat rent amounts varies; they are based on bedroom size. This is explained on page 7 & 8.

Lillie asked if someone loses his or her job how would that effect his of her flat rent. If this was the case, their rent would be decreased to an income based rent.

Interim Reexaminations. Between Annual Reexaminations, residents must report all changes, income and family status, to the Manager's Office. At that time, a rent change will be done on all decreases of income. The RHA Board has approved the following change to the ACOP and the Section 8 Administrative Plan at the October Board Meeting.

If a family reports a change that would result in an increase in the family share of the rent, RHA will note the information in the tenant file, but will not conduct an

interim reexamination to reduce the administrative burden with the following exceptions:

EID Families (Earned Income Disregard)
Zero-Income Families (RHA checks this status every 3 months)
Difficulty Anticipating Annual Income
Updating Provisional Documents
Error Corrections

This process is explained on pages 9-13.

Recalculating Tenant Rent

Families paying income-based rent, RHA must recalculate the rent amount based on income verifications and notify the family of the changes. The notice will include the annual and adjusted income amounts that were used to calculate the tenant rent.

When errors resulting in the overpayment or underpayment of rent are discovered, corrections will be made in accordance with the policies listed in Chapter 15.

Pets

Charles explained RHA's policy on pets.

The following four parts have been established:

Part I - Assistance Animals
Part II - Pet Policies for all Developments
Part III – Pet Deposits and Fees for Elderly/Disabled Developments
Part IV – Pet Deposits and Fees for General Occupancy Developments

Assistance Animals

Charles asked CWRC members to read over this section (pages 2-4)

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals are often referred to as service animals. They perform many disability-related functions that are listed on page 2.

Before an assistance animal is permitted in a household, there must be a person with a disability and a family's request and PHA's approval of a reasonable accommodation.

PHA's Policy on the care and handling of an assistance animal is listed on page 4.

Pet Policies for All Developments

A Pet Policy establishes clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. Pets must be registered with RHA and approved before they are brought into a resident's household.

There are certain criteria that must be met before a resident is allowed to have a pet. These are listed on page 6. They include a resident must pass a housekeeping inspection and the pet must be defined as a common household pet according to our policy.

Residents who have been approved to have a pet must enter into an agreement.

Standards for Pets

Dogs and cats are only allowed in the High Rises unless it is an assistance animal. Oakbrook and Glenside residents voted not to have cats and dogs in their developments. The rules and standards for having a pet can be found from pages 7 to 14. CWRC was asked to look over this Section. For the most part, this hasn't been changed from the previous ACOP.

Common household pets means a domesticated animal, such as a dog, cat and commercially sold bird, fish or a turtle. Other animals not considered common household pets and therefore are not allowed include reptiles, rodents, insects, wild animals or feral animals, arachnids, pot-bellied pigs, and animals used for commercial breeding. The only reptile allowed is a turtle. Someone asked if a hamster was allowed. Since a hamster is a rodent, it is not permissible.

Pet Deposits and Fees

All pet owners are required to pay a pet deposit.

There has been a change in the policy on the amount of the pet deposit. This will be reduced to \$50.00. All residents who have paid a deposit of more than \$50.00 will be reimbursed for any monies paid over \$50.00. Also there will be no monthly fee for having a pet. When approved by HUD and RHA Board all changes will be effective April 1, 2008.

Joanna wondered if a resident's pet died and they replace it immediately with another one, do they have to pay another security deposit. The resident can opt not to be refunded and to have that deposit used towards another one. Ron explained that the new Pet Policy would need to be approved.

Any damages incurred by a resident having a pet will be the responsibility of the resident. This is explained on page 16.

Repeated violations of cleanliness will be considered as a violation of the lease.

- **Transfer Policy**

Ron discussed Chapter 12 with CWRC members. This Chapter includes the following:

- Part I – Emergency Transfers
- Part II – RHA Required Transfers
- Part III – Transfers Requested by Residents
- Part IV – Transfer Processing

Emergency Transfers

Certain situations require an Emergency Transfer such as maintenance conditions in the resident's unit, building or at the site if it poses an immediate, verifiable threat to the life, health or safety of the resident or family members and it cannot be repaired or abated within a 24 hour period. Examples are gas leaks, serious water leaks, toxic contamination and no heat in the building during the winter. Emergency transfers are mandatory for the tenant. Tenants shall bear the cost of all transfers except those requested by RHA to permit modernization of units, or to permit the repair of unit defects hazardous to life, health, or safety. This is explained on pages 1-2.

RHA Required Transfers

RHA may require a resident to be transferred. The types of transfers that may be required but not limited to are to make an accessible unit available for a disabled family, complying with occupancy standards (residents housed in the correct unit size), demolition, disposition, revitalization, and emergency transfers. This is discussed in detail on pages 3 to 6.

Transfers Requested by Tenants

RHA will consider the following transfer requests:

- Threat of physical harm or criminal activity
- Reasonable Accommodation
- Meeting Occupancy Standards

Because of lack of funding, we need to avoid additional administrative costs and burdens. No convenient transfers like studio to one bedroom units are being considered at this time.

Eligibility for Transfer

Except where reasonable accommodation is being requested, RHA will only consider transfer request from residents that meet the following requirements:

Have not engaged in criminal activity that threatens the health and safety of residents and staff.

Owe no back rent or other charges, or have a pattern of late payment of 4 times within the past 6 months.

Have no housekeeping lease violations or history of damaging property within the past 12 months.

Security Deposits

When a family transfers from one unit to another, RHA will transfer their security deposit to the new unit. The resident will bear all of the costs of transfer he or she requests this will include any maintenance charges due for the old unit.

Handling of Requests

Ron asked CWRC members to read over this section. Residents requesting transfer to another unit or development will be required to submit a written request in writing.

Transfer Processing

RHA will maintain a transfer list to ensure that transfers are processed in the following correct order:

- Emergency Transfers
- High-priority transfers
- Making accessible units available
- Demolition, renovation, etc.
- Occupancy standards
- Other RHA required transfers

Transfer Offer Policy

Residents will receive one offer of a transfer.

When the transfer is required by RHA, refusal of that offer without good cause will result in lease termination.

When the transfer has been requested by the resident, refusal of that offer without good cause will result in the removal of the household from the transfer list and the family must wait six months to reapply for another transfer.

Good Cause for Unit Refusal - Ron said that CWRC members should read over this.

Deconcentration – Ron said as described on page 13 that this never happened.

Reexamination Policies for Transfers - The reexamination date will not be changed.

- **Old Business**

There was nothing discussed at this time.

The meeting was adjourned at 12 noon. The next meeting will be on Thursday, October 25, 2007 at 10:00 a.m. at WCA, 400 Hancock Boulevard, Reading, PA 19611.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 10/25/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611 on Thursday, October 25, 2007, at 10:00 a.m.

ATTENDEES:

RHA: Elaine Adesso, Executive Secretary; Ron Fioravanti, Deputy Executive Director; Charles Huckstep, Administrative Assistant; Jack Knockstead, County Caseworker 2; and Grisel Saez, County Caseworker 2

Residents: Ed Dainty, Eisenhower Apartments; Deandra Howell, Kennedy Towers; Rhonda Kershner, Franklin Towers; Clifford Jablonski, Rhodes Apartments; Lori Leon, Oakbrook Homes; Holly Melin, Hubert Apartments; Anna Reyes, Oakbrook Homes; Yvette Rios, Eisenhower Apartments; Mayra Rivera, Eisenhower Apartments; Carl Snyder, Eisenhower Apartments, Madeline Torres, Franklin Towers; Ronald Walker, Hubert Apartments and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of 10/11/07
- Chapter 1, Overview of the Program and Plan
- Chapter 6, Income and Rent Determination
- Chapter 7, Verifications
- Chapter 8, Leasing and Inspection

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes
- New Business
- Review Admissions and Continued Occupancy Policy (ACOP)
 - Chapter 1, Overview of the Program and Plan
 - Chapter 6, Income and Rent Determination
 - Chapter 7, Verifications
 - Chapter 8, Leasing and Inspection
- Old Business
- Open Forum
- Adjourn
- Lunch

MEETING:

Carl Snyder, President of City-Wide Resident Council (CWRC), called this meeting to order at 10:05 a.m., Thursday, October 25, 2007.

- Welcoming:

Carl welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of October 11, 2007 were reviewed and approved by the Board.

- New Business

No new business reported.

- Review Admissions and Continued Occupancy Policy (ACOP)

- **OVERVIEW OF THE PROGRAM AND PLAN – Chapter 1**

Ron spoke on this chapter. Any RHA policy highlighted means that RHA put it into their own words, complying with laws and regulations.

This chapter is broken down into three parts:

Part I. The Public Housing Agency (RHA).

Part II – The Public Housing Program.

Part III – The Admissions and Continued Occupancy (ACOP).

PART I: THE RHA

Part I describes RHA's creation and authorization, the general structure of the organization and the relationship between RHA Board and staff.

Organization and Structure of RHA.

RHA is funded by the federal government; its jurisdiction is in the City of Reading.

RHA is governed by five board of officials called Commissioners who are appointed by the Mayor of Reading. Lillie Mathies, treasurer of CWRC, serves on RHA's Board; she is called a Resident/Commissioner. The Commissioners approve policies so RHA can conduct business. They need to approve our Annual Plan before it can be implemented. The Annual Plan will go before our Board in January after it is posted 45 days for public comment. If approved, it will be effective 4/01/07.

The principal staff member of RHA is our Executive Director, Daniel F. Luckey. The Executive Director oversees the day to day operations of RHA and is directly responsible for carrying out the policies established by the Commissioners.

RHA Mission

Stated on page 3, every organization has one. CWRC was asked to read over this.

RHA'S Commitment to Ethics and Service

RHA is committed to provide excellent service to all public housing applicants, residents and the public. RHA will make every effort to keep residents informed of program rules and regulations, and to advise participants of how the program rules affect them.

PART II: THE PUBLIC HOUSING PROGRAM

Overview and History of the Program

RHA has been around for a long time. Changes have occurred throughout our history. The acts that governed us are listed on page 5.

Public Housing Program Basics

HUD contracts with public housing authorities to administer programs in accordance with HUD regulations and allows an operating subsidy to be provided. RHA must create written policies that are consistent with HUD regulations. The Admissions and Continued Occupancy Policy (ACOP) is one of these policies.

Public Housing Partnerships

Public Housing Partnerships consists of HUD, the public housing and the residents. Organizations in the Community also assist. Key aspects of these relationships are shown on page 7. Congress can have an influence on how we do things. Residents are encouraged to vote. The next general election is to be held on November 6th.

What Does HUD and RHA Do?

These are listed on page 8.

Ron added that at the October Board Meeting the Energy Saving Performing Contract with Honeywell has been approved. Fred has discussed what this will include with CWRC before. (See Meeting Minutes 9/13/07).

What does the Tenant Do?

Ron had CWRC members read out loud the tenant responsibilities listed on page 9. This is what we expect of residents.

Applicable Regulations

On page 10 are the Federal and State laws and regulations that we have to abide by.

Holly Melin questioned what does grievance procedure mean? If we take action against a resident he or she has the right to file a grievance. There is a procedure that is followed. First a resident should talk with his or her Management to try to get the issue resolved. If not resolved, he or she is entitled to a grievance hearing, an informal meeting with a grievance officer present, someone in the organization who knows nothing prior about the case, who makes the decision. We will be going over the grievance procedure (Chapter 14) at the next meeting.

Holly asked if a person has a Section 8 voucher can he use it to transfer to our public housing units. Ron explained that here are two types of subsidies:

Project Based where the assistance from HUD goes to the public housing authority for its units. Tenant Based is where the assistance goes directly to the resident. One can not transfer from one type to another. They need to reapply.

Deandra wondered if it was legal to get a copy of a lease agreement. At the time of the leasing, residents should have received a copy of all documents that they signed. The Manager's office has them on file, if anyone needs a copy.

Holly wanted to know what sublet meant. Sublet means you rent your unit to someone else, which is prohibited.

PART II: THE ADMISSIONS AND CONTINUED OCCUPANCY POLICIES

Overview and Purpose of the Policy

A notice that the ACOP is available for viewing is posted at each Manager's Office. The reason we have policies is to be consistent, to do things fairly and in the same way. The ACOP is the document that contains and clarifies RHA's admissions and occupancy policies.

Contents of the Policy

What policies are covered in the ACOP is listed on page 11. The waiting list for Section 8 was opened for a few days several weeks ago. We accepted 250 applications for the waiting list.

Updating and Revising the Policy

RHA will review and update the ACOP at least once a year, and more often if needed to reflect changes in regulations or when needed to ensure staff consistency in operation.

- **INCOME AND RENT DETERMINATIONS – Chapter 6**

This chapter explains how rents are calculated. Charles spoke on this.

This topic is broken down into three parts as follows:

Part I: Annual Income

Part II: Adjusted Income

Part III: Calculating Rent

Part I – ANNUAL INCOME

The definition of annual income is explained on page 3. CWRC members were asked to read over this. Ron added that this can become quite complicated and he did not expect CWRC to understand this completely, just to be familiar with it.

Household Composition and Income

Income is excluded for the following:

Live-in Aides

Foster child or foster adult

Children under 18 years of age

Full-time students 18 years of age or older, employment income above \$480 a yr.

Temporarily Absent Family Members

Generally the following are considered to be part of the household even though they are absent more than 180 days.

Absent Students

Absences Due to Placement in Foster Care

Absent Head, Spouse or Cohead due to employment.

Individuals Confined for Medical Reasons

Joint Custody Children if they live with the family 50 percent or more of the time.

Tina White wondered if one's grandchild can be considered part of the household. Yes, if one has custody. Anyone added to the household must meet occupancy standards.

Caretakers for a child – pg. 6 (RHA has no situation like this).

Anticipating Annual Income

Everyone's situation is different. We figure out income in order to determine what a person's rent will be for the upcoming year. RHA analyzes all UIV, third-party and family-provided data.

Using Up-Front Income Verification (UIV) to Project Income.

HUD has put in place a database for us to use to anticipate income. This is used in conjunction with family-provided documents. (pg. 8)

Earned Income

Types of earned income included and excluded in the Annual Income are listed on pages 9-12. Sporadic income is income that is not received on a regular basis, therefore hard to predict. Residents are expected to report to the Manager's office any type of change in his or her income.

Earned Income Disallowance

The earned income disallowance known as (EID) encourages people to enter the work force by not including the full value of increase in earned income for a period of time. Pages 13 & 14 explain what qualifies a person and how it works.

Grisel asked if a resident can choose not to participate in this. At the present time, all residents who qualify are participating in this. Ron will find out if it is mandatory or not.

Charles remarked that residents sometimes have a hard time understanding EID. Any resident having a problem understanding how his or her rent is calculated should talk to their Manager.

Individual Savings Accounts

RHA chooses not to establish savings accounts for their residents. RHA does not have the manpower to do so. There are local organizations that can help a resident with that such as BCAP.

Business Income – pages 16-17.

Explains the types of business income; this usually doesn't apply to our residents.

Assets – pages 18-25

Lump-Sum Receipts – If someone is eligible to receive SSI, their first payment usually comes in a lump sum. This lump sum is not included when calculating rent.

A lot of residents have IRA accounts; only the interest received is calculated.

In determining the value of a checking account, RHA will request the average monthly balance for the last six months from the financial institution.

In determining the value of a savings account, RHA will use the current balance.

Lori Leon asked if burial plots are counted as an asset. No, they are not counted.

Tina White wondered if a resident needs to report if he or she has money from a Christmas Club or money market accounts. They are considered savings account and all savings need to be reported.

Rhonda wondered about jewelry and coin collections. Anything of value that can be sold and turned into cash needs to be reported. At a resident's Annual Review, there is a sheet that lists these types of things and needs to be filled out.

Periodic Payments

Periodic payments are forms of income received on a regular basis. The types of periodic payments excluded and included in calculation of rent are listed on pages 26 & 27.

Part II – Adjusted Income – explains adjusted income and how we adjust it.

In determining adjusted income, the following must be deducted from Annual Income

- \$480 for each dependent
- \$400 for any elderly family or disabled family
- The sum of the following, to the extent the sum exceeds three percent of annual income:
 - *Unreimbursed medical expenses of any elderly family or disabled family.
 - *Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.
 - *Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities necessary to enable any member of the household to be employed.

Pages 33 through 44 explains these deductions.

PART III – CALCULATING RENT

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income
- 10 percent of the family's monthly gross income
- The welfare rent (not applicable in the State of Pa)
- A minimum rent of \$50 that is established by RHA (should read 50 not 0).

Ceiling Rents - RHA chooses not to use ceiling rents explained on page 46.

Financial Hardships – Hardships affecting minimum rent is listed on pages 48-52. A resident needs to request this in writing.

Utility Reimbursement – This only applies to our scattered sites. Utility allowances are explained on page 53.

Flat Rents – Upon admission and at a resident's annual income review, they have the option of choosing a flat rent or an income-based rent. If at any time a resident loses his or her job or is receiving less income, he or she can go back to income-based rent as explained on page 56.

Because the EID is a function of income-based rents, a family paying flat rent cannot qualify for the EID even if a family member experiences an event that would qualify the family for the EID.

Grisel asked if someone is on the EID program and he or she loses his or her job in the middle of it, can they go back on it another time or does the clock keep ticking. If a resident qualifies for EID, the resident's wages does not count for a year. The second year, only 50% of the wages is counted. If a person stops working in 4 months and does not work again until 8 months later, when he or she goes back to work that will be counted as the fifth month on EID. The clock stops and starts again until they reach their year of discounting wages and their year of discounting 50% of their wages.

Ron said that in the future if any Resident Council needs further clarification of a RHA policy, someone from RHA's staff would be happy to attend a meeting and explain it.

CWRC was asked to read over pages 59 through 70 at their own leisure, which are inserts in regards to HUD's rules and regulations.

- **VERIFICATIONS – Chapter 7**

PART I: GENERAL VERIFICATION REQUIREMENTS

RHA must verify all information that is used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect this information. Applicants and tenants must cooperate with the verification process to receive assistance.

This consists of information being supplied to RHA so a resident's rent or eligibility can be determined. All adult applicants and residents will be asked to sign consent forms to obtain financial information. HUD form 9886, Authorization for Release of Information needs to be signed to obtain financial information from banks or other financial institutions. This form is also used to obtain employment verifications. Another form, called the general release form, needs to be signed to obtain financial information from Welfare, Children & Youth and other local agencies.

Overview of Verification Requirements

Ron went on to explain that HUD allows RHA to use five methods to verify family information. In order of priority, the forms of verification that RHA will use are:

- Up Front Verifications (UIV)
- Third-Party Written Verifications
- Third-Party Oral Verifications
- Review of Documents
- Self-Certification

Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 calendar days of the date they are provided to RHA.

File Documentation - RHA must document in the resident or applicant's file how the figures used in income and rent calculations were determined.

Up-Front Income Verification (UIV) – (pg. 6)

UIV is a federally created database which collects information about State Income Wages, Social Security and Unemployment of an applicant or resident. RHA accesses it through HUD's EIV system (Electronic Information Verification). On an occasion there may be a legitimate difference between the information provided by the family and UIV-generated information. When there is a substantial difference between the information provided by the UIV source and the family, RHA must request another form of third-party written verification or another method to reconcile the difference. If there is the case of an earned income disregard (EID), RHA needs to notify HUD, explaining the discrepancy.

Exceeds Threshold Reports (ETRs) – This is a tool for identifying families who may have concealed or under-reported income.

EIV Identity Verification – Verifies resident identities. Any discrepancies, RHA will attempt to resolve.

Third Party Written and Oral Verifications

HUD requires RHA to make at least two unsuccessful attempts to obtain third-party verification before using another form of verification. RHA's policy is listed on page 7.

Third party verification is not required when legal documents are the primary source, such as a birth certificate or other legal documentation of birth. When third party verifications are not required is explained on pgs. 8-9.

Review of Documents & Self-Certification (pg. 10)

In cases where third-party verifications are not available or not required, RHA will use documents provided by the family as verification.

PART II: VERIFYING FAMILY INFORMATION

RHA needs to verify family information, to legally identify who is living in a household and to make sure their information is correct.

Types of verifications for legal identity are listed on page 11.

Social Security Numbers

For every family member age 6, or older, the family must provide documentation of a valid social security number (SSN). Social security numbers must be verified only once during their continued occupancy. RHA will accept certain documents as evidence of SSN. This is explained on page 12.

Documentation of Age

A birth certificate or other official record of birth is the preferred for age verification. If these cannot be provided, other forms are acceptable, listed on page 13. Age must be verified once during continued occupancy.

Family Relationships

Family relationships are verified only to the extent necessary to determine a family's eligibility and level of assistance. They might qualify for certain deductions.

Absence of Adult Members/Foster Children and Foster Adults

RHA's policy is on page 15.

Documentation of Disability

RHA must verify the existence of a disability in order to allow certain income disallowances and deductions from income. How we obtain this documentation is explained on pages 17 & 18. RHA will attempt to first obtain information about disability benefits through SSI or SSA based through the HUD EIV System.

The definition of a person being considered disabled is as follows:

A person who has a physical, mental or emotional impairment that substantially impedes his ability to live independently or compromise his ability to function in activities of daily living.

Citizenship or Eligible Immigration Status

Housing assistance is not available to persons who are not citizens, nationals, or eligible immigrants. We must verify that they are eligible for assistance prior to the time of admission. RHA's policy and some documents required are on page 18-19.

Verification of Preference Status

RHA offers a preference for families displaced by government action. A preference is also offered to applicants living, working or attending school in the City of Reading. Documents used for verification are listed on page 20.

Part III: Verifying Income and Assets

Method of verifying different types of income and assets are listed on pages 21-25.

Income from Excluded Sources

A detailed discussion of excluded income is provided in Chapter 6, Part I.

RHA will reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family's rent (as is the case with the earned income disallowance).

PART IV: VERIFYING MANDATORY DEDUCTIONS

For a family to be eligible for a deduction the following need to be verified as explained on pages 27-34.

Dependent & Elderly/Disabled in Household
Medical Expense
Disability Assistance Expenses
Child Care Expenses

Ron asked everyone to read later pages 35-39 to become familiar with HUD's rules and regulations that govern verifications.

Questions:

Tina White asked if someone has left you inheritance in form of money or assets does it need to be reported. Yes and anything over \$5,000, imputed interest of 2% will go towards earned income.

- **LEASING AND VERIFICATIONS – Chapter 8**

Charles explained that this chapter is divided into two parts.

Part I: Leasing
Part II: Inspections

PART I – LEASING

An eligible family occupies a dwelling unit of RHA under the terms of a lease. The lease meets all regulatory requirements and complies with state and local laws and codes. The resident must abide by the terms of the lease.

Lease Orientation

Prior to occupancy all adult members of the household, 18 years or older, are required to attend a leasing orientation.

At the time of the leasing, they will be provided copies of certain documents and certain topics will need to be discussed. This is listed on page 2.

Execution of the Lease

The lease must be signed by the head of household, spouse or cohead, and all other adult members of the household and someone from RHA prior to admission. An appointment will be scheduled for the execution of the lease. The head of the household will be provided a copy of the executed lease and the Manager's office will retain a copy in the resident's file. The lease must state the composition of the household as approved by RHA.

Modifications to the Lease

RHA may modify its lease from time to time. Any revisions to the lease have to be approved by RHA's board. The family will have 60 days to accept the revised lease. If they refuse to accept it, their tenancy could be terminated. All proposed changes will be posted in the central office plus a copy will be mailed or delivered to the resident.

Anytime there is a change in family composition, a new lease will be created. All adult family members and RHA are required to sign the new lease.

Security Deposits

Residents must pay a security deposit; it must be paid in full prior to admission. RHA will hold the security deposit for the period the family occupies the unit. Our policy is explained on page 6.

Payments Under the Lease

The resident's rent is due on the first of every month unless it falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If there is a rent change, RHA will notify the family of the new amount and the effective date of the change.

Late Fees and Nonpayment

If the family fails to pay their rent and other charges by the seventh business day of the month, a 14 day Notice to Vacate will be posted on their door and a copy sent to their premises. Per HUD regulations, notices are not allowed to be just mailed anymore. There was a question why these notices can not be handed to residents instead being posted. Ron said that unfortunately, we do not have the manpower to do it that way.

Excess Utility Charges

RHA will charge the tenant a flat monthly fee for washers, dryers, freezers or AC's in their unit. These charges are due on the first of the month with their regular rent.

Holly asked how much it is to have an AC installed. The price is \$35 or \$65, it depends on where you live.

Maintenance and Damage Charges

RHA charges the resident for maintenance and repairs beyond normal wear and tear. These charges appear on their monthly bill and are due on the first of the month with their rent and utility charges. A notice of the charges will be sent in advance. If a family has any questions about their charges, they should talk to someone in the Manager's office.

PART II: INSPECTIONS

HUD rules requires RHA to inspect each dwelling unit prior to move-ins, at move-out, and annually during occupancy.

Move-Ins

Any adult family member may attend the initial inspection and sign the inspection form for the head of the household.

Move-Out Inspections

RHA must inspect the unit at the time the resident vacates the unit and must allow the resident to participate in the inspection if he or she wishes, unless the resident vacates without notice to RHA. The resident will be charged for maintenance and damages beyond normal wear and tear and RHA will provide the resident a statement showing the charges.

Annual Inspections

These are done once year and are conducted by RHA. Residents are given prior notice.

Quality Control Inspections

These are sometimes done as a follow up on annual housekeeping inspections to assure that all defects were identified in the original inspection and that repairs were completed in an acceptable manner.

Special Inspections

RHA staff may conduct a special inspection for any of the following reasons:

- Housekeeping
- Unit Condition
- Suspected lease violation
- Preventative maintenance
- Routine maintenance
- Emergency situations

Other inspections

Building exteriors, grounds, common areas and systems will be inspected according to RHA's maintenance plan.

NOTICE AND SCHEDULING OF INSPECTIONS

Non-Emergencies

RHA will notify the resident in writing at least 48 hours prior to a non-emergency inspection.

Regular annual housekeeping inspections, the resident will receive at least a 2 week prior written notice of the inspection so the resident has time to prepare the unit.

Regular annual maintenance inspections, the resident will receive at least a 48 hour prior written notice of the inspection.

Entry for repairs requested by the family will not require prior notice.

Emergencies

RHA may enter a dwelling unit at any time without advance notice when there is reasonable cause to believe that an emergency exists.

Scheduling of Inspections

Inspections are conducted during business hours. If a resident needs to reschedule an inspection for a verifiable good cause, they must notify RHA at least 24 hours prior to the scheduled inspection.

Attendance at Inspection

Except for move-in inspections, the resident is not required to be present. If the resident is not present for any other type of inspections, a notice that the inspection was conducted will be left at their door. The inspection report will be available to the resident.

Non-emergency Repairs

RHA will correct all non-life threatening health and safety defects within 30 days of the inspection date.

Resident-Caused Damages

Damages to the unit beyond wear and tear will be billed to the tenant.

Repeated or excessive damages to the unit beyond normal wear and tear will be considered a serious or repeated violation of the lease.

Housekeeping

Residents whose housekeeping habits pose a non-emergency health or safety risk, encourage insect or rodent infestation, or cause damage to the unit are in violation of their lease.

In case of non-compliance with housekeeping, reinspections will be conducted within 30 days to confirm that the issue has been resolved.

OLD BUSINESS

There was no old business brought up at this time.

OPEN FORUM

There were some individual maintenance issues brought up at the open forum. They were advised to call our Maintenance Office at 610-777-5500.

The meeting was adjourned at 12 noon. The next meeting will be on Thursday, November 8, 2007 at 10:00 a.m. at WCA, 400 Hancock Boulevard, Reading, PA 19611.

RHA CITY-WIDE RESIDENT COUNCIL
MEETING 11/08/07

A meeting of RHA City-Wide Resident Council was held at William W. Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611 on Thursday, November 8, 2007, at 10:00 a.m.

ATTENDEES:

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

Residents: Josephine Czarnecki, Hubert Apartments; Ed Dainty, Eisenhower Apartments; Deandra Howell, Kennedy Towers; Clifford Jablonski, Rhodes Apartments; Lori Leon, Oakbrook Homes; Joanna Lopez, Kennedy Towers; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Griselle Mercado, Glenside Homes; Anna Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Sandra Rodriguez, Glenside Homes and Odelia Tina White, Franklin Towers

HANDOUTS

- Meeting Minutes of 10/11/07
- ACOP - Chapters 3, 5, 11, 14, 15 & 16

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes
- New Business
- Review Admissions and Continued Occupancy Policy (ACOP)
 - Chapter 3, Eligibility
 - Chapter 5, Occupancy Standards and Unit Offers
 - Chapter 11, Community Service
 - Chapter 14, Grievances and Appeals
 - Chapter 15, Program Integrity
 - Chapter 16, Program Administration
- Old Business
- Open Forum
- Adjourn
- Lunch

MEETING:

Odelia Tina White, Vice-President, City-Wide Resident Council (CWRC), called this meeting to order at 10:05 a.m., Thursday, November 8, 2007.

- Welcoming:

Tina welcomed all CWRC members. For the benefit of the new members, everyone introduced themselves.

- Review Minutes

The minutes of October 25, 2007 were reviewed and approved by the Board.

- New Business

No new business reported from CWRC.

- Review Admissions and Continued Occupancy Policy (ACOP)

Ron said the public hearing notice for the Annual Plan will be published in the Reading Eagle and La Voz on the 18th and 19th of November. The Annual Plan with the ACOP will be posted for 45 days at every development for the public review. It is important that every CWRC member has reviewed them. If any residents have any questions during this time, he or she should contact the Executive Office at 610-775-4813. On January 3rd, the Public Hearing will be held. A Commissioner is required to be at that meeting. Lillie Mathies said that she would attend.

- **ELIGIBILITY – Chapter 3**

Tanya spoke on this chapter. Any RHA policy highlighted means that RHA has put it into their own words, complying with all local, state and federal laws and regulations.

This chapter is broken down into three parts:

Part I. Definitions of Family and Household Members.

Part II – Basic Eligibility Criteria.

Part III – Denial of Admission.

RHA is responsible for ensuring that every individual and family admitted to the public housing program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by RHA to confirm eligibility and determine the level of the family's assistance.

PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS

Family and Household:

To be eligible for admission, an applicant must qualify as a family. A family may be a single person or a group of persons.

There has been a change in the policy from the previous one. Whereas before the definition of a family could only be if they are related by blood, now reads:

“A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate that they have lived together previously or certify that each individual’s income and other resources will be available to meet the needs of the family.”

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family’s composition changes.

Household is a broader term that includes additional people, who with RHA’s permission, live in a public housing unit, such as live-in aides, foster children and foster adults.

Family Break-Up and Remaining Member of Tenant Family.

When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. The other eligible family may apply but will have a later application date on the waiting list.

Any change of family composition while being housed has to be reported to the Manager as soon as possible.

Head of Household, Dependent, Elderly and Near-Elderly Persons and Elderly Family, Guests, Foster Children and Foster Adults, Absent Family Members and Live in Aides – This is explained on pages 3 to 11.

The only real change in these definitions pertained to guests. This was explained and approved by CWRC at a previous meeting.

Tina White questioned if it was good to allow more children as guests for they could be exposed to people with criminal records, who are guests of other residents. Ron said that each resident is responsible for his or her own guest. If any one suspects a resident or a guest, who could jeopardize another resident’s safety, that person should be reported to the police and the Manager’s office as soon as possible. We need help to identify these people and keep our developments safe.

PART II: BASIC ELIGIBILITY CRITERIA

Income Eligibility and Targeting

HUD is required by law to set income limits that determine the eligibility of applicants for HUD’s assisted housing programs, including the public housing program. The income limits are published annually and are based on HUD

estimates of median family income in a particular area or county, with adjustments for family size. This is explained on pages 12 to 17.

Some of the Lower Income Limits are as follows:

1 person	\$36,200.00
2 persons	\$41,350.00
3 persons	\$46,550.00
4 persons	\$51,700.00
5 persons	\$55,850.00

PART III: DENIAL OF ADMISSION

RHA will not admit an otherwise-eligible family who was evicted from federally assisted housing within the past 5 years for drug-related criminal activity under any circumstances.

If any household member has ever been convicted of drug-related criminal activity for the production or manufacture or for the intent to produce or manufacture of methamphetamine in any location, not just federally assisted housing, the family will be denied admission.

If any household member is currently registered as a sex offender under a State registration requirement, the family will be denied admission.

RHA will deny assistance if any household member is currently engaged in the use of illegal drugs.

If RHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the family will be denied admission.

Criminal Activity – Reasons and types of denial is listed in detail on page 20.

Joanne Lopez asked what happens if a person on the waiting list is arrested and put in jail. This would be considered a no show and that person would be placed at the bottom of the list.

Lori Leon wondered if someone has been convicted of a crime will they ever be allowed in housing. A registered sex offender and someone who has been involved with methamphetamines, as explained above, can not ever be admitted to housing. Crime involving drugs, crimes against property and crimes that impose a financial cost will be denied housing five years from the conviction date. Criminal sexual conduct, the family will be denied admission for 10 years. These and other types of crimes are explained on page 20.

Jack asked if a person can be on probation. Yes, they could be for the time frame for admission is based on the date of conviction not the date of sentencing.

Previous Behavior

RHA will deny admission to an applicant family if RHA determines the family has the following:

- A pattern of unsuitable past performance in meeting financial obligations, including rent within the past five years.
- A pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences with the past five years which may adversely affect the health, safety, or welfare of other tenants.
- Has a pattern of eviction from housing or termination from residential programs within the past five years.
- Owes rent or other amounts to this or any other PHA or owner in connection with any assisted housing program. All monies owed must be paid in full.
- Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent.
- Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- Has engaged in abusive, violent or threatening behavior towards RHA personnel.

Screening

RHA will perform criminal background checks through local law enforcement for all adult household members.

RHA has chosen not to obtain information from drug abuse treatment facilities to determine whether any applicant family's household members are currently engaging in illegal drug activity.

RHA will consider the family's history with respect to the factors listed on page 24.

In order to determine the suitability of applicants, RHA will examine applicant history for the past five years. Such background checks are listed on pages 25 and 26.

Criteria for Deciding to Deny Admission

RHA considers all relevant circumstances when deciding whether to deny admission based on a family's past history except in the situations for which denial of admission is mandated.

Reasonable Accommodation – If the family indicates that the behavior of a family member with a disability is the reason for the proposed denial of admission, RHA will determine whether the behavior is related to the disability.

Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence and Stalking – pgs. 29 -32

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to public housing if the applicant is or has been a victim of domestic violence, dating violence, or stalking. An example would be if previously housed and lots of damage was caused by abusive spouse, the decision to be presently housed should not be based on this.

Notice of Eligibility or Denial

RHA will notify an applicant family of its final determination.

All denials can ask for an informal hearing if they chose to. An officer, an RHA employee outside of the Tenant Placement Office, will listen to their complaint and decide according to the ACOP, if the applicant should be allowed in housing or not.

○ **OCCUPANCY STANDARDS AND UNIT OFFERS – Chapter 5**

Tanya spoke on this chapter, which consists of the following two parts:

Part I: Occupancy Standards

Part II: Unit Offers

Part I: OCCUPANCY STANDARDS

Occupancy standards are established by RHA to ensure that units are occupied by families of the appropriate size.

Determining Unit Size

RHA occupancy standards are as follows:

- Single person families will be allocated a zero (0) bedroom before a one (1) bedroom unless none is available at the selected development.
- Foster children will be included in determining unit size unless it can be confirmed that they will be in the household less than six (6) consecutive months.
- RHA will allocate one (1) bedroom for each two (2) persons within the household.

Except:

- Parent of their child (or foster child) and grand-parent of their grandchild (or foster child) will not be required to share a bedroom.
- Siblings and foster children of the opposite sex over the age of five (5) will not be required to share a bedroom.

Standard of the appropriate unit bedroom size is listed on page 3.

Ron said that a parent with a small child can opt at the time of admission for a 1 bedroom instead of a 2 bedroom but they must understand that no transfer will be given to a two bedroom until the child becomes 5 years of age. This could apply to a parent with three children; the child under 5 years of age can be housed with his mother in a two bedroom instead of a 3 bedroom, providing the other children are of the same sex.

There was a question on the number of children allowed in one bedroom. Two is the maximum number.

Tina asked if a person is in a studio at the High Rise when can they be transferred to a 1 bedroom. Only if the person's family's composition, changed, like getting married would this be allowed at this time. Ron said that this was a convenience transfer that we discontinued doing because it requires refurbishing an additional unit which is costly and HUD has cut RHA funding.

Stacey added that it is RHA's job to house as many people possible, according to HUD's rules and regulations.

Exceptions to Occupancy Standards

RHA will not consider granting an exception to Occupancy Standards that is in violation of local housing or occupancy codes, regulations or laws. All reasonable accommodation should be in writing. RHA's policy is explained on page 4.

Ron said that all people added to the household must be screened and approved. All residents must be in the correct bedroom size for that unit; RHA will not transfer residents to add people.

PART II – UNIT OFFERS

RHA assigns eligible applicants to dwelling units in accordance with the ACOP which is consistent with civil rights and nondiscrimination.

Number of Offers

Tanya explained that our General Occupancy Developments consist of Glenside Homes and Oakbrook Homes. The Mixed Population Developments consist of Hensler Homes, Franklin Towers, Kennedy Towers, Rhodes Apartments, Eisenhower Apartments and Hubert Apartments. RHA

has adopted a “two-to-three offer plan.” Our policy for offering units to applicants is listed on page 5.

Time Limits for Unit Offer Acceptable or Refusal

Applicants must accept or refuse a unit offer within 5 business days of the date of the unit offer.

Refusals of Unit Offers

Good cause for unit refusals includes situations in which an applicant is willing to move but is unable to do so at the time of the unit offer, or if the applicant demonstrates that acceptance and the offer would cause undue hardship. This is explained on pages 7 and 8.

Accessible Units

How RHA handles the occupancy of accessible units is explained on page 9.

- **COMMUNITY SERVICE – Chapter 11**

Charles spoke on this chapter, which consist of the following two topics:

Part I: Community Service Requirements

Part II: RHA Implementation of Community Service

PART I – COMMUNITY SERVICE REQUIREMENTS

Charles explained that the Community Service Program has been in operation for three years. At a Resident’s Annual Review, he or she is asked to fill out a sheet in regards to Community Service.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Requirements

The eight (8) hours per month or 96 hours a year may consist of either volunteer work or a self-sufficiency program activity. All adult member (18 years or older) of a public housing resident family must be determined if they are exempt or not.

Exempt Individuals are as follows:

- 62 years or older
- Blind or Disabled
- Primary Caretaker of a person who is blind or disabled

- Employment – minimum of 20 hours a week
- Engaged in work activity under state funded programs, such as TANF, which includes the welfare-to-work program and SSI.
- Family receiving assistance under state funded programs and has been found noncompliant.

Listed on pages 2 and 13, volunteer work includes:

- Work at a local institution
- Work with a nonprofit organization
- Work at RHA to help with litter control
- Work at RHA to help with children's programs
- Work at RHA to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board
- Caring for children of other residents so they may volunteer

Work activities that will be exempt are listed on page 4.

Charles pointed out that the only time babysitting is considered exempt is if it is done for someone who is performing a Community Service.

Questions:

Ana Reyes asked if helping a Resident Council member handing out flyers and various other activities counts. Yes, a resident being a member of Resident Council or assisting other Resident Councils is considered exempt from Community Service. Papers must be signed with dates and times the service was done.

Lori Leon wondered if being the primary caretaker of her husband is she exempt. Yes if documents are provided, stating such.

Notification & Determination of Exemption Status and Compliance

RHA will provide the family with a copy of the Community Service Policy. At Annual Review time, RHA will determine who is required to do Community Service and the family will be notified in writing.

The process of notification and determination by RHA is listed on pages 6 to 8.

Noncompliance

If the resident or family member are required to do Community Service and they have not lived up to their obligation, RHA has the right to terminate the lease. If one does not fulfill their obligation of 8 hours of community a month

the first year, it can be carried over to the second. Community Service can be served 8 hours a month or in intervals as long as the hours for the year total 96.

RHA's procedure for noncompliance is explained on pages 9 and 10.

PART II: IMPLEMENTATION OF COMMUNITY SERVICE

RHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills, working towards being economically self sufficient as explained on page 11.

Question:

Ana Reyes asked if the Student School Community Program has anything to do with our Community Service Program. These are two different programs; the Student School Community Program is under the Juvenile Probation Office.

- **LEASE TERMINATIONS** – Chapter 13

Charles spoke on this chapter which consists of the following:

Types of Termination

Part I: Termination by Tenant

Part II: Termination by RHA – Mandatory

Part III: Termination by RHA - Other Authorized Reasons

Part IV: Notification Requirements

PART I: TERMINATION BY TENANT

RHA requires the family, who wants to move and terminate their tenancy to give at least a 15 day advance written notice to RHA of their intent to vacate. Less than that, circumstances beyond the resident's control, RHA may waive the requirement.

PART II: TERMINATION BY RHA – MANDATORY

HUD requires us to terminate the lease in certain circumstances. Situations which RHA terminates the lease are explained on pages 3 and 4. They are as follows:

- Failure to Provide Consent
- Failure to Document Citizenship
- Failure to Provide Social Security Documentation
- Failure to Accept RHA's Offer of a Lease Revision
- Methamphetamine Conviction

- Noncompliance with Community Service Requirements

PART III: TERMINATION BY RHA – OTHER AUTHORIZED REASONS

HUD also requires us to terminate the lease for reasons pertaining to certain criminal activity, alcohol abuse, and certain household obligations as stated in the regulations.

Mandatory Lease Provisions

Definitions such as guest, household, premises, dating violence, domestic violence, drug-related criminal activity, etc., which will be used in this chapter, are listed and explained on page 6.

Other authorized reasons for termination of the lease are as follows;

- Drug Crime on or Off the Premises – RHA’s policy on drug related crimes are one strike and you are out. The current lease states that residents can be terminated due to crimes on or near the premises. Because of legal reasons, it will be changed to on or off the premises.
- Illegal Use of a Drug – A pattern of illegal drug use means more than one incident of any use of illegal drugs during the previous six months.
- Threat to Other Residents – Any criminal activity that threatens the health, safety, or right to peaceful enjoyment by other residents.
- Alcohol Abuse – If the abuse or pattern of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Furnishing False or Misleading Information Concerning Illegal Drug Use or Alcohol Abuse or Rehabilitation

Other Serious or Repeated Violations of Material Terms of the Lease

- Failure to make payments due under the lease, including nonpayment of rent.
- Repeated late payment of rent or other charges.
- Assigning the lease or to sublease the dwelling unit.
- Providing accommodations for boarders or lodgers.
- Failure to use the dwelling unit solely as a private dwelling.
- Failure to abide by necessary and reasonable regulations posted in the project office.
- Failure to comply with all obligations imposed upon residents for health and safety reasons.
- Failure to keep the dwelling unit in a clean and safe condition.
- Failure to dispose ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner.
- Failure to use in a reasonable manner all electrical, plumbing, heating, air-conditioning, etc.
- Not to refrain household members and guests from destroying, defacing, damaging, or removing any part of the dwelling unit or project.

- Failure to pay reasonable charges other than for normal wear and tear for the repair of damages to the dwelling unit.
- To act and cause household or guests and visitors to act, in a manner which will disturb other residents' peaceful enjoyment and to jeopardize decent, safe and sanitary conditions.
- Having household members, guests and visitors display or use any offensive weapons that endangers life or property.
- Firearms not stored on the premises in a locked gun cabinet supplied by the resident and approved by the Authority
- Not to provide the Authority with a copy of the applicable permit or registration as required by law for any weapon or firearm kept on the premises.
- Not to take reasonable precautions to prevent fires and not refraining from storing or keeping flammable materials upon the premises.
- Automobile repairs done on RHA's property.
- Failure to notify the authority promptly of known need for repairs to their dwelling unit.

Other Authorized Reasons for Termination

HUD regulations state that public housing authorities may terminate tenancy for other good causes. These "Good Causes" are listed on page 12. Included in this are threatened, violent or abuse behavior toward RHA personnel; family absence from a unit and over-income families.

Alternative to Termination of Tenancy

Exclusion of Culpable Household Member – RHA in certain circumstances will allow the head of the household with his or family to remain in housing if the household member who has committed a criminal activity has been removed from the household.

Repayment of Family Debts

If a family owes amounts to RHA, as a condition of continued occupancy, they will be required to repay the full amount or a repayment agreement may be arranged within 15 days of receiving the notice, which is posted on the resident's door and mailed to the resident.

Criteria for Deciding to Terminate Tenancy

RHA will use the concept of the preponderance of the evidence, consideration of circumstances and consideration of rehabilitation as stated on pages 15 to 17 in making all termination decisions.

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of lease, RHA will determine whether the behavior is related to the disability. If so, upon the family's request, RHA will determine whether alternative measures are appropriate as a reasonable

accommodation. RHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed lease termination.

Prohibition Against Terminating Tenancy of Victims of Domestic Violence, Dating Violence, and Stalking

The Violence against Women Reauthorization Act of 2005 (VAWA) - Criminal activity directly relating to domestic violence, dating violence, or stalking against a resident shall not be cause for termination unless an RHA can demonstrate an actual and imminent threat to other residents or those employed at RHA. This is explained on pages 18 to 20.

PART IV: NOTIFICATION REQUIREMENTS, EVICTION PROCEDURES AND RECORD KEEPING

Conducting Criminal Records Checks

RHA will only conduct criminal checks at the time of application. Managers do scan crime logs daily and they are constantly in contact with Police Officers for any current criminal activity.

Disclosure of Criminal Records to Family

In all cases where criminal record or sex offender registration information would result in lease enforcement or eviction, RHA will notify the household in writing of the proposed adverse action. The family will be given an opportunity to dispute the information within 10 business days.

Lease Termination Notice

Any adverse action will be posted on the resident's door and sent by first-class mail. RHA was advised by their legal counsel either to post on the door or hand deliver the notices. RHA has decided not to hand deliver notices due to lack of manpower to do so.

Form, Delivery, Content and Timing of types of termination notices are explained on pages 23-26.

Eviction

Eviction notice is a notice to vacate. RHA may only evict the resident from the unit by instituting a court action.

Notification to Post Office – when an individual or family is evicted for criminal activity, RHA must notify the local post office serving the dwelling unit that the residents no longer reside there.

A written record of every termination and/or eviction is maintained by RHA at the development where the family was residing.

- **GRIEVANCES AND APPEALS – Chapter 14**

Ron went over the chapter, which consisted of the following three parts:

Part I: Informal Hearing for Public Housing Applicants

Part II: Informal Hearing with Regard to Noncitizens

Part III: Grievance Procedures for Public Housing Residents

PART I: INFORMAL HEARINGS FOR PUBLIC HOUSING APPLICANTS

If an applicant is denied admission, they are entitled to an informal hearing if they wish to dispute it. A request for an informal hearing must be made in writing and delivered to RHA either in person or by first class mail, no later than 10 business days from the date of RHA's notification of denial of admission. The informal hearing will be conducted by an impartial third party, someone from another office. RHA will notify the applicant of their final decision, including a statement explaining the reasons. (pgs. 1-4).

PART II: INFORMAL HEARINGS WITH REGARD TO NONCITIZENS

CWRC members were asked to read over this section (pgs. 6 – 9).

PART III: GRIEVANCE PROCEDURES FOR PUBLIC HOUSING RESIDENTS

RHA has a grievance procedure in place, which is required by HUD, through which residents are provided an opportunity to grieve any action or failure to act involving the lease or policies which adversely affect their rights, duties, welfare, or status.

A copy of the grievance procedure is given to residents at leasing time. The grievance procedure is referenced in the lease. Because of recent ACOP changes, RHA will be executing a new lease for residents to sign. This should be available in the near future.

Definitions

Ron said that it is important to become familiar with these on page 11. Some of them are as follows:

- Grievance – any dispute which a tenant may have with respect to RHA action or failure to act in respect to the lease or regulations which affects the individual tenant's rights, duties, welfare or status.
- Complainant – any tenant whose grievance is presented to RHA or at the project management office.

- Due Process Determination – a determination by HUD that law requires the tenant be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit.
- Elements of Due process – include adequate notice to the resident of the grounds for termination or eviction and right of the resident to be represented by a counsel; opportunity for the resident to refute the evidence presented by RHA.
- Hearing Officer/Panel – a person selected to hear grievance and render a decision.

Applicability

Some things are not applicable to a grievance procedure. RHA is located in a due process state which means RHA may evict through state/local judicial eviction procedures. This means that RHA will not offer grievance hearings for lease terminations involving criminal activity that resulted in a felony conviction of a household member or that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of RHA, or for drug related criminal activity on or off the premises.

Informal Settlement of Grievance

RHA will accept requests for an informal settlement of a grievance either orally or in writing within 10 business days of the event the resident wishes to dispute. Within 10 business days, RHA will schedule a meeting with the resident. If resident fails to attend the meeting, RHA will only reschedule it if the resident shows good cause for failing to appear.

Procedures to Obtain a Hearing

The resident must submit a written request for a grievance hearing to RHA within 5 business days of the resident's receipt of the summary of the informal settlement. Ron is checking with Ed Stock, our solicitor, to see if a resident is allowed to waive the informal settlement and move directly to the Grievance Hearing.

Escrow Deposits – not applicable.

Scheduling of Hearings – within 10 business days of receiving a written request for a hearing, the Public Housing Management Office will schedule and send a written notice of the hearing to the resident and the Hearing Officer.

Selection of Hearing Officers

An impartial person must be selected to be the Hearing Officer at the Grievance Hearing. RHA will appoint an employee to be the Hearing Officer. The employee will not be the Executive Director, Deputy Executive Director or work in the maintenance department.

Procedures Governing the Hearing

- The complainant (tenant) will have the opportunity to examine any RHA documents before the hearing. If they wish a copy, they will be allowed to receive it at \$.10 a page.
- The tenant has a right to be represented by counsel or any other person he or she chooses to represent him or her.
- Hearings may be attended by the following applicable persons: A RHA representative and any witnesses for RHA; the tenant and any witnesses for the tenant; the tenant's counsel or other representative; any other person approved by RHA as a reasonable accommodation for a person with a disability and an interpreter.
- The tenant has a right to a private hearing unless he or she requests a public hearing.
- The tenant has the right to present evidence and arguments and to confront and cross examine all witnesses.
- A decision is based solely and exclusively upon the facts presented at the hearing.

If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear. The Hearing Officer will reschedule the hearing only if the tenant can show good cause for the failure to appear or a reasonable accommodation is needed for a person with disabilities.

At the hearing, the tenant must first show the reasons they have filed a grievance. RHA must then justify their action.

Any evidence to the Hearing Officer must be presented at the time of the hearing. The different types of evidence are listed on page 19 & 20.

Decision of the Hearing Officer

The Hearing Officer must issue a written decision, stating the reasons for the decision, within a reasonable time after the hearing. When making the decision, the Hearing Officer will consider the following as explained on page 21.

- RHA Notice to the Family
 - Discovery
 - RHA Evidence to Support their Decision
 - Validity of Grounds of Termination of Tenancy (when applicable)
- The Hearing Officer will issue a written decision to the family and RHA no later than 10 business days after the hearing. The report will contain

Hearing Information, Background, Summary of the Evidence, Findings of Fact, Conclusions and Order.

Final Decision – When RHA considers the decision of the Hearing Officer invalid due to the reasons stated on page 23, it will present the matter to the RHA Board of Commissioners within 10 business days of the date of the Hearing Officer’s decision, where the Board has 30 days to make their determination.

Ron said that it is important that all residents know what their rights are.

- **PROGRAM INTEGRITY – Chapter 15**

RHA is committed to ensuring that funds made available to RHA are spent in accordance with HUD requirements.

Ron spoke on this Chapter which is divided into the following two parts:

Part I: Preventing, Detecting, and Investigating Errors and Program Abuse

Part II: Corrective Measures and Penalties

PART I: PREVENTING ERRORS AND PROGRAM ABUSE

To ensure that RHA’s program is administered effectively and according to the highest ethical and legal standards, RHA will employ a variety of techniques to ensure that both errors and intentional program abuse are rare. The techniques are listed on page 2.

Detecting Errors and Program Abuse

RHA employs a variety of methods to detect errors and program abuse as explained on page 3. RHA encourages staff, residents, and the public to report possible program abuse.

PART I: INVESTIGATING ERRORS AND PROGRAM ABUSE

RHA reviews all referrals, specific allegations, complaints, and tips from any source including other agencies, companies, and individuals, to determine if they warrant investigation.

RHA may investigate possible instances of error or abuse using all available RHA and public records. If necessary, RHA will require applicant/resident families to give consent to the release of additional information.

PART II: CORRECTIVE MEASURES AND PENALTIES

Under or Over Payment - Whether the incorrect rental determination is an overpayment or underpayment, RHA must promptly correct the tenant rent and any utility reimbursement as follows:

- Increases in the tenant rent will be implemented only after the family has received a 30 days notice.
- Any decreases in tenant rent will become effective the first of the month following the discovery of the error.

Family-Caused Errors and Program Abuse

In case of family-caused errors or program abuse, the family will be required to repay any amounts of rent underpaid. RHA may, but is not required to, offer the family a repayment agreement. If family fails to repay amount owed, RHA will terminate the family's lease in accordance to the policy. RHA will not reimburse the family for any overpayment of rent when the overpayment clearly is caused by the family.

Prohibited Actions and Penalties for Program Abuse are explained on page 8.

RHA Caused Errors or Program Abuse

The family is not required to repay an underpayment of rent if the error or program abuse is caused by RHA staff. RHA will reimburse a family for any family overpayment of rent regardless of whether the overpayment was the result of staff-caused error or staff program abuse. Ron discussed with CWRC what is considered evidence of program abuse by RHA staff as listed on page 9.

Criminal Prosecution & Fraud and Program Abuse Recoveries – pages 10 and 11.

- **PROGRAM ADMINISTRATION** – Chapter 16

Ron spoke on this chapter which consists of the following:

- Part I: Setting Utility Allowances
- Part II: Establishing Flat Rents and Public Housing Maximum Rents
- Part III: Repayment of Family Debts
- Part IV: Public Housing Assessment System (PHAS)
- Part V: Record-Keeping
- Part VI: Reporting and Record Keeping for Children with Environmental Intervention Blood Lead Level.
- Part VII: Notification to Applicants and Tenants regarding Protections under the Violence against Women Reauthorization Act of 2005 (VAWA).

PART I: SETTING UTILITY ALLOWANCES

This only applies to our Scattered Sites. RHA has sold 44 units; 6 units remaining.

Surcharges for RHA-Furnished Utilities

RHA additionally charge a monthly fee to residents for appliances such as freezer, AC and washer and dryer. Charges have to be posted in the Managers Offices.

PART II: ESTABLISHING FLAT RENTS AND PUBLIC HOUSING MAXIMUM RENTS.

Flat Rents

RHA will review flat rents on an annual basis, and adjust them as necessary to ensure that flat rents continue to mirror market rent values. How RHA determines flat rents are listed on page 6. At Annual Review, residents make a choice if they want to be charged a flat rent.

Maximum Rents

RHA calculates for maximum rents to see if they are eligible for assistance. This is explained on page 8.

PART III: FAMILY DEBTS TO RHA

RHA will enter into repayment agreements in accordance with the policies contained in this part as a means to recover monies owed by families. At this time, the only means RHA uses if a family refuses to repay monies owed to RHA is a Collection Agency.

Repayment Policy

Each month families receive a rent statement which shows monies owed. Residents have to the 7th business day of each month to pay monies owed. If not paid in full, they will receive a 14 Notice of Proposed Adverse Action for the amount owed.

In order to pay monies owed, the family may be able to enter into a repayment agreement.

Prior to the execution of a repayment agreement, the family must pay 25 percent of the balance owed to RHA.

Payment Thresholds – the allotted time for the amount of money owed is listed on page 10.

The head of the household and spouse/cohead (if applicable) must sign the repayment agreement.

All payments are due by the close of business on the 1st day of the month. If the 1st does not fall on a business day, the due date is the close of business on the first business day after the 1st.

If the payment is not received by the end of the business day on the date due, with a grace period of 7 days, it will be considered a breach of the agreement.

RHA will not enter into a repayment agreement if there is already a repayment agreement in place.

Ron stressed that rents need to be collected for the operation of our properties.

Stacey added that residents should not wait until they receive their 14 day notice. As soon as they know there will be a problem with monies owed he or she should contact the Management Office.

PART IV: PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

Each year HUD measures the performance of RHA. The management tool HUD uses is called the Public Housing Assessment System (PHAS). RHA is given a score on their performance; the higher the score, more funding may be available. Each year residents are chosen by random to fill out a Resident Service and Satisfaction Survey. The results of the survey are one of the factors in compiling the score. Other factors include, Management Operation of RHA, Physical Condition of RHA's Properties, and the Financial Condition of RHA. This is explained on pages 12-14.

PART V: RECORD KEEPING

RHA must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements in a manner that permits a speedy and effective audit.

All applicant and participant information are kept in a secure location and access will be limited to only authorized RHA staff.

RHA follows all privacy act requirements and keeps all information confidential. RHA staff will not discuss personal family information unless there is a business reason to do so. Inappropriate discussion by staff will result in disciplinary action.

PART VI & VII: REPORTING REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL AND NOTIFICATION TO APPLICANTS AND TENANTS REGARDING PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)

CWRC members were asked to read over this on pages 18 and 19.

OPEN FORUM

Tina inquired about when the gates for the Franklin Parking Lot will be in operation. Fred said that everything should be installed today and be in use this week. Cameras are on.

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

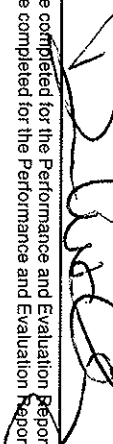
Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part I: Summary

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name: Reading Housing Authority
 Original Annual Statement Reserve for Disasters/Emergencies
 Performance and Evaluation Report for Program Year Ending 2007 Revised Annual Statement/Revision Number 4
 Final Performance and Evaluation Report Comprehensive Grant Number PA26P009501-04
 FFY of Grant Approval 2004

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$527,827.00		\$527,827.00	\$527,827.00
3	1408 Management Improvements	\$425,000.00		\$368,266.65	\$368,266.65
4	1410 Administration	\$75,000	\$251,587.39	\$224,929.24	\$224,929.24
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$125,000.00	\$40,000.00	\$37,386.42	\$37,386.42
8	1440 Site Acquisition				
9	1450 Site Improvement	\$125,000.00	\$393,412.61	\$388,693.61	\$388,693.61
10	1460 Dwelling Structures	\$986,312.00	\$926,312.00	\$926,312.00	\$926,312.00
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures	\$300,000.00	\$0		
13	1475 Non-dwelling Equipment	\$75,000.00		\$60,701.44	\$60,701.44
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	Amount of Annual Grant (Sum of lines 2-19)	\$2,639,139.00	\$2,639,139.00	\$2,534,116.36	\$2,534,116.36
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$593,943.72	\$593,943.72	\$593,943.72	\$593,943.72

Signature of Executive Director:  Date: 1/09/08
 Signature of Public Housing Director: _____ Date: _____
¹ To be completed for the Performance and Evaluation Report of a Revised Annual Statement. Page 166 of 177 Previous edition is obsolete form HUD-52837 (9/98)
² To be completed for the Performance and Evaluation Report. ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
HA Wide	Money to support Operating Budget	1406	100%	\$527,827.00		\$527,827.00	\$527,827.00	Completed
HA Wide	Police, Olivets, YMCA & software	1408		\$425,000.00		\$368,266.65	\$368,266.65	90% Completed
HA Wide	Salaries and benefits.	1410		\$75,000.00	\$251,587.39	\$224,929.24	\$224,929.24	90% Completed
HA Wide	Architects and Engineer costs.	1430		\$125,000.00	\$40,000.00	\$37,386.42	\$37,386.42	95% Completed
HA Wide	New fence at various Developments.	1450	2551 Ft.	\$125,000.00	\$40,514.32	\$35,795.32	\$35,795.32	90% Completed
PA9-1,3	New garbage stations at Glenside and Oakbrook.	1450	21 pads	\$340,000.00	\$352,898.29	\$352,898.29	\$352,898.29	Completed
PA-9-1	Repair and upgrade bldg. exteriors.	1460	5 Bldgs.	\$628,414.72		\$628,414.72	\$628,414.72	Complete*
PA-9-3	Upgrade Oakbrook Community Space.	1470	3 Bldgs.	\$300,000.00	\$0			Moved to 5 Year Plan
HA Wide	Computers and computer hardware.	1475		\$75,000.00	\$	\$60,701.44	\$60,701.44	Complete
PA-9-4,5,6	Waterproofing and masonry repair at	1460	2 Bldgs.	\$352,368.28	\$297,897.28	\$297,897.28	\$297,897.28	Complete
& 8	high-rise apartment buildings.							*Structural repairs added.

Signature of Executive Director

Signature of Public Housing Director

Date

Date

1/09/08

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
 2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part III: Implementation Schedule

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ²		
	Original	Revised ¹	Actual ²	Original		Revised ¹	Actual ²
HA Wide	09/30/06		12/31/04	09/30/08		12/31/04	
HA Wide	09/30/06		03/31/05	09/30/08		09/30/06	
HA Wide	09/30/06		06/30/05	09/30/08		12/31/06	
HA Wide	09/30/06		12/31/04	09/30/08			
HA Wide	09/30/06		12/31/04	09/30/08			
PA-9-1,3	09/30/06		09/30/05	09/30/08		09/30/06	
PA-9-1	09/30/06		06/30/06	09/30/08		12/31/06	
HA Wide	09/30/06		06/30/05	09/30/08			
PA-9-4,5,6 & 8	09/30/06		09/30/05	09/30/08		12/31/05	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report.

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

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name
 Reading Housing Authority

Comprehensive Grant Number
 PA26P00950105

FFY of Grant Approval
 2005

Original Annual Statement
 Performance and Evaluation Report for Program Year Ending 2007

Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number 3
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$497,816.00		\$497,816.00	\$497,816.00
3	1408 Management Improvements	\$400,000.00		\$144,940.60	\$126,203.32
4	1410 Administration	\$50,000.00		\$87,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$75,000.00	\$25,000.00	\$3,747.61	\$3,747.61
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00	\$97,166.58	\$35,545.12	\$35,545.12
10	1460 Dwelling Structures	\$1,226,266.00	\$1,587,776.82	\$1,587,776.82	\$1,587,776.82
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures	\$50,000.00	\$0		
13	1475 Non-dwelling Equipment	\$90,000.00	\$50,000.00	\$33,000.99	\$33,000.99
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	Amount of Annual Grant (Sum of lines 2-19)	\$2,489,082.00	\$2,489,082.00	\$2,302,827.14	\$2,283,471.57
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	\$385,000.00			

Signature of Executive Director

Date

Signature of Public Housing Director

Date

[Signature] 10/1/08
 1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
 2 To be completed for the Performance and Evaluation Report.
 Page 169 of 177
 Previous edition is obsolete
 form HUD-52837 (9/96)
 ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Money to support Operating Budget	1406	100%	\$497,816.00		\$497,816.00	\$497,816.00	Ongoing
HA Wide	Police, Olivets, YMCA & software.	1408		\$400,000.00	\$144,940.60	\$144,940.60	\$126,203.32	Ongoing
HA Wide	Salaries and benefits.	1410		\$50,000.00	\$87,000.00	\$87,000.00		Ongoing
HA Wide	Architects and Engineer costs.	1430		\$75,000.00	\$25,000.00	\$3,747.61	\$3,747.61	Starts in November
HA Wide	New fences,gates, locks, ramps, curb cuts.	1450	2,000 Ft.	\$146,287.00	\$97,166.58	\$35,545.12	\$35,545.12	Complete.*
PA-9-1	Repair and upgrade bldg. exteriors.	1460	7 Bldgs.	\$691,266.00	\$1,438,158.82	\$1,438,158.82	\$1,438,158.82	Moved to Energy Contract
PA-9-1,4,	HVAC upgrade in Glenside Admin.	1460	5 Bldgs.	\$150,000.00	\$0	\$0		Complete
5,6 & 8	bldg. and high-rise bldgs.	" " " "	" " " "	" " " "	" " " "	" " " "	" " " "	" " " "
PA-9-4,5	Replace emerg. generators.	1460	2 Bldgs.	\$150,000.00	\$149,000.00	\$149,000.00	\$149,000.00	Moved to Energy Contract
PA-9-6,8	Install new energy eff. boilers.	1460	2 Bldgs.	\$235,000.00	\$0	\$0		65% Complete
HA Wide	Computer and computer hardware	1475		\$90,000.00	\$50,000.00	\$33,000.99	\$33,000.99	* Low bid cost vs estimated cost

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2	
HA Wide	09/30/07		12/31/05	09/30/09		12/31/05	
HA Wide	09/30/07			09/30/09			
HA Wide	09/30/07			09/30/09			
HA Wide	09/30/07			09/30/09			
HA Wide	09/30/07			09/30/09			
PA-9-1	09/30/07		06/30/06	09/30/09		03/31/07	
PA-9-1,4,	09/30/07			09/30/09			
5,6 & 8							
PA-9-4,5	09/30/07			09/30/09		09/30/07	
PA-9-6,8	09/30/07		09/30/06	09/30/09			
HA Wide	09/30/07	12/31/05		09/30/09			

Signature of Executive Director



Date

10/9/08

Signature of Public Housing Director

Date

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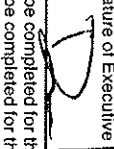
Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part I: Summary

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0157
 (exp. 11/30/2008)

HA Name: Reading Housing Authority
 Original Annual Statement Reserve for Disasters/Emergencies
 Performance and Evaluation Report for Program Year Ending 2002 Revised Annual Statement/Revision Number 3
 Final Performance and Evaluation Report Comprehensive Grant Number PA26P00950106
 FFY of Grant Approval 2006

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$477,312.00		\$477,312.00	\$477,312.00
3	1408 Management Improvements	\$289,545.48		\$289,545.48	\$215,773.18
4	1410 Administration	\$87,000.00		\$87,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$50,000.00		\$21,060.00	\$19,866.15
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00		\$44,484.44	\$44,484.44
10	1460 Dwelling Structures	\$1,403,214.52		\$1,403,214.52	\$940,149.09
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$75,000.00	\$50,000.00		
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	Amount of Annual Grant (Sum of lines 2-19)	\$2,457,072.00		\$2,326,616.44	\$1,697,584.86
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$25,000.00			
23	Amount of line 20 Related to Security	\$100,000.00			
24	Amount of line 20 Related to Energy Conservation Measures	\$1,258,423.00			

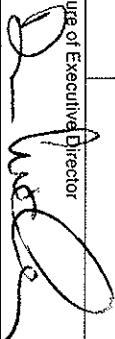
Signature of Executive Director:  Date: 1/09/08
 Signature of Public Housing Director: _____ Date: _____
¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement. Page 172 of 177
² To be completed for the Performance and Evaluation Report. Previous edition is obsolete. Form HUD-52837 (9/96) ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
RHA Wide	Money to support Operating Budget.	1406		\$477,312.00		\$477,312.00	\$477,312.00	Complete
RHA Wide	Police, Olivets, YMCA & software	1408		\$289,545.48		\$289,545.48	\$215,773.18	Signed Contracts
RHA Wide	Salaries and Benefits for CF work.	1410		\$87,000.00		\$87,000.00		Ongoing
RHA Wide	Costs for CF project designs.	1430		\$50,000.00		\$21,060.00	\$19,866.15	Ongoing
RHA Wide	Fences, gates, ramps and railings.	1450		\$100,000.00		\$44,484.44	\$44,484.44	Moved to Energy Contract
PA-04,05	Exterior lighting upgrade at High-	1450		\$150,000.00	\$0			Moved to Energy Contract
06,08,10	Rises							
PA-08	Emergency generator at Eisenhower	1460		\$75,000.00	\$0			Moved to 5 Year Plan
PA-02	Refurbish kitchens @ Hensler Apts.	1460		\$300,000.00	\$0			Moved to 5 Year Plan
PA-01	Repair and upgrade 7 building exteriors at Glenside	1460		\$733,423.00	\$1,403,214.52	\$1,403,214.52	\$940,149.09	70% Complete
RHA Wide	Computer hardware, cameras and security equipment.	1475		\$75,000.00	\$50,000.00			Out for Bid

Signature of Executive Director



Date

6/09/08

Signature of Public Housing Director

Date

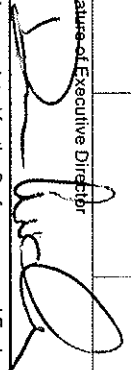
1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2	
RHA Wide	09/30/08			09/30/09			
RHA Wide	09/30/08			09/30/09			
RHA Wide	09/30/08			09/30/09			
RHA Wide	09/30/08			09/30/09			
PA-01	09/30/08			09/30/09			
RHA Wide	09/30/08			09/30/09			

Signature of Executive Director



Date

10/9/08

Signature of Public Housing Director

Date

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

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0157
 (exp. 3/31/2010)

HA Name

Reading Housing Authority

Comprehensive Grant Number
 PA26P00950107

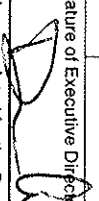
FFY of Grant Approval
 2007

Original Annual Statement
 Performance and Evaluation Report for Program Year Ending 2007

Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$484,968.00			
3	1408 Management Improvements	\$275,000.00			
4	1410 Administration	\$88,700.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$75,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$225,000.00			
10	1460 Dwelling Structures	\$1,096,172.00			
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures	\$100,000.00			
13	1475 Non-dwelling Equipment	\$80,000.00			
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	Amount of Annual Grant (Sum of lines 2-19)		\$2,424,840.00		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance		\$25,000.00		
23	Amount of line 20 Related to Security		\$50,000.00		
24	Amount of line 20 Related to Energy Conservation Measures		\$100,000.00		

Signature of Executive Director



Date

1/31/08

Signature of Public Housing Director

Date

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
RHA Wide	Money to support operating budget.	1406		\$484,968.00				
RHA Wide	Olivets, YMCA, Police and software.	1408		\$275,000.00				
RHA Wide	Salaries and benefits for CF work.	1410		\$88,700.00				
RHA Wide	Costs for CF project designs.	1430		\$75,000.00				
PA9-10	Construct new parking lot at Hubert.	1450		\$75,000.00				Reduced to one location .
RHA Wide	Fences, ramps, cameras & benches.	1450		\$150,000.00				
PA9-2	New kitchens	1460	102	\$510,000.00				In design phase.
PA9-1	Repair & upgrade Glenside exteriors.	1460	3	\$464,930.00				Recent project costs.
PA9-1,3	Conversion to 504/UFAS family units.	1460	2	\$121,242.00				
PA9-1	Renovate Glenside Admin Office	1470	1	\$100,000.00				Recent project costs
RHA Wide	Hardware and vehicles.	1475		\$80,000.00				

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part III: Implementation Schedule

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

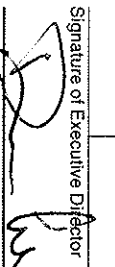
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	
RHA Wide	9/12/09			9/12/11	
RHA Wide	9/12/09			9/12/11	
RHA Wide	9/12/09			9/12/11	
RHA Wide	9/12/09			9/12/11	
PA-9-10	9/12/09			9/12/11	
RHA Wide	9/12/09			9/12/11	
PA-9-2	9/12/09			9/12/11	
PA-9-1	9/12/09			9/12/11	
PA-9-1,3	9/12/09			9/12/11	
PA-9-1	9/12/09			9/12/11	
RHA Wide	9/12/09			9/12/11	

Signature of Executive Director

Date

Signature of Public Housing Director

Date



1/09/08

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