

# PHA Plans

## Streamlined 5-Year/Annual Version

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## Streamlined 5-Year Plan for Fiscal Years Beginning April 1, 2009 through March 31, 2014

## Streamlined Annual Plan for Fiscal Year Beginning April 1, 2009

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Reading Housing Authority

**PHA Number:** PA009

**PHA Fiscal Year Beginning:** April 2009

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units: 1,606  
Number of S8 units: 604

**Section 8 Only**

Number of S8 units:

**Public Housing Only**

Number of public housing units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans and attachments (if any) 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)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2009 - 2014

[24 CFR Part 903.12]

#### **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:
- 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.

## **B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

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

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

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

**Other PHA Goals and Objectives: (list below)**

## **GOALS AND OBJECTIVES**

### **MANAGEMENT ISSUES**

#### **Goals**

- Manage the Reading Housing Authority's existing Public Housing 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.
- 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 each year during the plan period.

### **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, 2010.
- 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 period 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 each year during the plan period 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 each year to explain RHA programs.
- RHA shall ensure that there are at least two (2) positive stories each 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 period in order to enhance the services RHA provides to residents.
- Apply to at least one (1) appropriate alternate source of funding during the plan period for the expansion of our social service programs.

**Streamlined Annual PHA Plan**  
**PHA Fiscal Year Beginning April 1, 2009**  
 [24 CFR Part 903.12(b)]

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**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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 PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing as of 6/08			
<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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1393		260
Extremely low income <=30% AMI	1240	89	
Very low income (>30% but <=50% AMI)	139	10	
Low income (>50% but <80% AMI)	14	1	
Families with children	921	67	
Elderly families	82	5	
Single families	390	28	
Families with Disabilities	567	41	
White Non-Hispanic	250	18	
Hispanic	989	71	
Black	153	11	
American Indian/Asian	1		
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	372	27	70
1 BR	314	23	75
2 BR	358	26	65
3 BR	286	21	40
4 BR	44	3	4
5 BR	19	0	4
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes 4 Bedroom Only			
If yes:			
How long has it been closed (# of months)? 1/1/2008			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Displaced by City Placard</b>			

**Housing Needs of Families on the PHA's Waiting Lists**

Waiting list type: (select one)

- Section 8 tenant-based assistance as of 6/2008
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	80		70
Extremely low income <=30% AMI	70	88	
Very low income (>30% but <=50% AMI)	8	10	
Low income (>50% but <80% AMI)	2	2	
Families with children	67	84	
Elderly families	3	4	
Single families	10	12	
Families with Disabilities	25	31	
White Non-Hispanic	40	50	
Hispanic	20	25	
Black	20	25	
American Indian/Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	N/A	N/A	N/A
1 BR	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

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

If yes:

How long has it been closed (# of months)? 09/2007

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

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	4,915,200	
b) Public Housing Capital Fund	2,429,522	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,501,050	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	0	
<b>3. Public Housing Dwelling Rental Income</b>		
	4,205,400	PH Operations
<b>4. Other income (list below)</b>		
Interest	200,000	PH Operations
Laundry, Office Rent, Tenant Charges	140,333	PH Operations
HCV Portability Fees	90,000	HCV Admin Costs
<b>4. Non-federal sources (list below)</b>		
	0	
<b>Total resources</b>	15,481,505	



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

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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: (state time)

**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 (list below) Tenant Placement Office  
815 Franklin Street, 1<sup>st</sup> Floor  
Reading, PA 19602  
(610) 372-3933

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_\_

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_\_

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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?
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 – **if eligible for only General Occupancy Developments**
- 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: **If eligible for both General Occupancy and Mixed Population Developments, three offers are given.**

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- 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 (list) **Resident Handbook**

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors):
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below) Previous Rental Information

### (2) Waiting List Organization

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

(610) 372-3933

**(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: **One automatic 30-day extension and additional extension(s) for circumstances outlined in 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?

- 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)

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**  
 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) Graduates of Shelter Plus Care Program

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.

4 Date and Time

Former Federal preferences:

- 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
- 3 Other preference(s) (list below) Graduates of Shelter Plus Care Program

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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



**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below) **Letters to those on the HCV Waiting List**

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

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

- \$0  
 \$1-\$25  
 \$26-\$50

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

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% of 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 income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95<sup>th</sup> percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service

The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) **Change of family composition**

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

a. 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 – **3,5,6 Bedroom**
- 100% of FMR – **0, 1, 2, 4 Bedroom**
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- 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 submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below) – **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? (if yes, list below)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

#### **(1) Capital Fund Program**

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

#### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the

Plan year? If yes, list development name/s below:

d.  Yes  No: 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:

e.  Yes  No: 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:



## 6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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:	

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

### **(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, what is the maximum number of participants this fiscal year? **30**

#### b. PHA-established eligibility criteria

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

- c. What actions will the PHA undertake to implement the program this year (list)?

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period April 1, 2003 through March 31, 2008.)*

#### **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 98.3% in Public Housing was achieved for the fiscal year ended March 31, 2008.**
- D. Utilization rate for HCV is maintained at an average over 98% for the period.**
- E. 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.**
- B. Fencing to parking areas and selected resident neighborhoods as added to the security of resident vehicles and personal property.**

### Tenant-Based Housing Issues

- A. Continuing the Homeownership Program for Public Housing units and implemented the Housing Choice Voucher (HCV) Homeownership Program.
- B. RHA was awarded a Shelter plus Care grant for 24 Housing Choice Vouchers.
- 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 participates in the annual fall Senior Expo; 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 appear in the local media each year.

## 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 Shelter plus Care grant for 24 Housing Choice Vouchers.

## B. Criteria for Substantial Deviations and Significant Amendments

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan or
  - b. Significant Amendment or Modification to the Annual Plan
- A "Substantial Deviation" or "Significant Amendment" represents more than 40% change in the Capital Fund, or is not a result of a HUD funding shortfall or is 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" and will require the same process for submitting the Agency Plan with the public hearing, RAB, etc.
  - However, RHA will not be required to perform the Agency Plan process for the following reasons.
    - A. The changes to the Capital Fund are less than 40% of the total amount of funding for that year.
    - B. HUD required programmatic changers or funding shortfalls.
    - C. Judicial decrees.
    - D. Congress makes changes to the regulations.

**RHA will adopt all changes at a public meeting and submit the changes to the RAB for inclusion in the following years Annual Plan.**

**Prior to or following the adoption of the changes, RHA will submit these changes to HUD in accordance with 24 CFR 903.21 (2). HUD will then review the requested changes or modification to determine if they are in accordance with 24 CFR 903.23 (a).**

**HUD will approve such requests if found to be consistent with the following criteria:**

**A. The changes or modifications to the Agency Plan has sufficient information to show it meets with the RHA definitions.**

**B. The changes or modifications to the Agency Plan are consistent with the information and data available to HUD.**

**C. The changes or modifications to the Agency Plan are consistent with the Consolidated Plan.**

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below: **Meeting Minutes Attached with Annual Plan**

b. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Lillie Mathies**

Method of Selection:

Appointment **by the Mayor of the City of Reading, PA (Tom McMahon)**  
**The term of appointment is (include the date term expires): 5 year term expires December 31, 2013.**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

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)

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)



b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

#### **Consolidated Plan jurisdiction: (provide name here)**

a. 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 on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- **Completion of an Analysis of Impediments to Fair Housing Choice and take action to remove impediments to Fair Housing Choice as identified in the analysis.**
- **“Continuum of Care” is a comprehensive system to service the Homeless**

population.

## **10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:) **Mixed income development being constructed in a redevelopment area.**

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): **12 units in a revitalized area as identified by the City of Reading.**

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section <b>XXVIII</b> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Reading Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2009</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0			
2	1406 Operations	\$485,904			
3	1408 Management Improvements	\$382,665			
4	1410 Administration	\$93,177			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$40,000			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$125,000			
10	1460 Dwelling Structures	\$964,252			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0			
12	1470 Nondwelling Structures	\$263,524			
13	1475 Nondwelling Equipment	\$75,000			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$0			
19	1501 Collateralization or Debt Service	\$0			
20	1502 Contingency	\$0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$2,429,522			
22	Amount of line 21 Related to LBP Activities	\$0			
23	Amount of line 21 Related to Section 504 compliance	\$0			
24	Amount of line 21 Related to Security – Soft Costs	\$0			
25	Amount of Line 21 Related to Security – Hard Costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: <b>Reading Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2009</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RHA Wide	Funds to support Operating Budget.	1406		\$485,904				
RHA Wide	Police contract, Olivet contract, YMCA contract, Wellness contract, computer software, staff training & support.	1408		\$382,665				
RHA Wide	Salaries and benefits for Capital Fund staff.	1410		\$93,177				
RHA Wide	Costs for design of Capital Fund Projects.	1430		\$40,000				
RHA Wide	Fences, benches and sidewalks for developments.	1450		\$125,000				
PA-26-P009-01 Glenside Homes	Upgrade & repair five building exteriors.	1460		\$842,776				
RHA Wide	Conversion to 504/UFAS family units.	1460		\$121,476				
PA-26-P009-01,03 Glenside & Oakbrook Homes	Upgrade and renovate office space in two buildings.	1470		\$263,524				
RHA Wide	Computer hardware, security equipment and vehicles	1475		\$75,000				
<b>Total Cost for 2009</b>				<b>\$2,429,522</b>				

### **13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name: <b>Reading Housing Authority</b>			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant: <b>2009</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
RHA Wide Funds to support Operating Budget.	09/30/11			09/30/12			
RHA Wide Management Improvements, computer software & training.	09/30/11			09/30/12			
RHA Wide Police contract, Olivets contract, YMCA contract, Wellness contract, computer software & staff training and support.	09/30/11			09/30/12			
RHA Wide Administration costs for supporting Capital Fund Projects.	09/30/11			09/30/12			
RHA Wide Fences, benches and sidewalks for developments.	09/30/11			09/30/12			

### **13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Reading Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No:				<b>Federal FY of Grant: 2009</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA26-P009-001 Upgrade and repair five building exteriors.	09/30/11			09/30/12			
PA26-P009-001, 002 Upgrade and renovate two building of office space.	09/30/11			09/30/12			
RHA Wide Computer hardware, security cameras, security recording and support vehicles.	09/30/11			09/30/12			



### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name: <b>Reading Housing Authority</b>		7		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2010</u> FFY Grant: PHA FY:			Activities for Year: <u>2011</u> FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	Glenside Homes PA26-009-001	Upgrade & repair building exteriors	\$225,000	Glenside Homes PA26-009-001	New rear porches	\$280,000
<b>Annual</b>	Glenside Homes PA26-009-001	New vinyl floor in 200 units	\$100,000	Glenside Homes PA26-009-001	Upgrade & repair building exteriors	\$300,000
<b>Statement</b>	Hensler Homes PA26-009-002	Installation of 100 screen doors	\$40,000	Hensler Homes PA26-009-002	Restoration on building exteriors	\$320,000
	Oakbrook Homes PA26-009-003	Outdoor lighting upgrades	\$100,000	Oakbrook Homes PA26-009-003	Vinyl floor replacement	\$100,000
	Oakbrook Homes PA26-009-003	Upgrade & rehab two buildings for office and community space	\$150,000	Oakbrook Homes PA26-009-003	New front & rear porches	\$350,000
	Franklin Tower PA26-009-004	Install new kitchens in 48 units	\$120,000	Oakbrook Homes PA26-009-003	New curb cuts at all corners	\$100,000
	Kennedy Towers PA26-009-005	Installation of new kitchens in 145 units	\$362,500	Franklin Tower PA26-009-004	Upgrade exterior lighting	\$25,000
	Rhodes Apartments PA26-009-006	Installation of 156 new kitchens	\$390,000	Franklin Tower PA26-009-004	New access control	\$75,000
	Rhodes Apartments PA26-009-006	Install new Emergency Generator	\$75,000	Franklin Tower PA26-009-004	Upgrade fire panels and devices	\$42,000
	Eisenhower Apartments PA26-009-008	Install new kitchens in 156 units	\$390,000	Kennedy Towers PA26-009-005	Upgrade exterior lighting	\$25,000
	Eisenhower Apartments PA26-009-008	Install new Emergency Generator	\$75,000	Kennedy Towers PA26-009-005	Upgrade fire panels and devices	\$126,000
	Hubert Apartments PA26-009-010	Installation of new kitchens in 70 units	\$175,000	Kennedy Towers PA26-009-005	New access control	\$75,000
	Hubert Apartments PA26-009-010	Upgrade exterior lighting	\$25,000	Rhodes Apartments PA26-009-006	Upgrade exterior lighting	\$25,000

### **13. Capital Fund Program Five-Year Action Plan**

	Scattered Site Units PA26-009-014	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Rhodes Apartments PA26-009-006	New access control	\$75,000
	Scattered Site Units PA26-009-015	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Rhodes Apartments PA26-009-006	Upgrade fire panel and devices	\$135,500
	Scattered Site Units PA26-009-017	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Rhodes Apartments PA26-009-006	New expansion of parking lot	\$75,000
				Eisenhower Apartments PA26-009-008	Upgrade exterior lighting	\$25,000
				Eisenhower Apartments PA26-009-008	New access controls	\$75,000
				Eisenhower Apartments PA26-009-008	Upgrade fire panels and devices	\$135,500
				Eisenhower Apartments PA26-009-008	New expansion of parking lot	\$75,000
				Hubert Apartments PA26-009-010	New access control	\$75,000
				Scattered Site Units PA26-009-014	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000
				Scattered Site Units PA26-009-015	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000
				Scattered Site Units PA26-009-017	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000
<b>Total CFP Estimated Cost</b>			<b>\$2,242,500</b>			<b>\$2,529,000</b>

### **13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : <u>2012</u> FFY Grant: PHA FY:			Activities for Year: <u>2013</u> FFY Grant: PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
Glenside Homes PA26-009-001	New playground equipment	\$150,000	Glenside Homes PA26-009-001	Upgrade underground Electric	\$175,000
Glenside Homes PA26-009-001	New boilers in 49 buildings	\$75,000	Glenside Homes PA26-009-001	New electrical panels in 6 buildings	\$80,000
Hensler Homes PA26-009-002	New curb cuts at all corners	\$50,000	Hensler Homes PA26-009-002	Exterior lighting upgrade	\$150,000
Oakbrook Homes PA26-009-003	New storm drains at four locations	\$300,000	Hensler Homes PA26-009-002	Upgrade Community Building	\$300,000
Oakbrook Homes PA26-009-003	New main doors & storm doors on 66 buildings	\$1,000,000	Oakbrook Homes PA26-009-003	Foundation work on 66 buildings	\$100,000
Franklin Tower PA26-009-004	New fencing	\$75,000	Oakbrook Homes PA26-009-003	Install new Emergency Generator at Adm. Bldg.	\$75,000
Franklin Tower PA26-009-004	New floor tile in common hallways	\$100,000	Franklin Tower PA26-009-004	Install new trash compactor	\$50,000
Kennedy Towers PA26-009-005	New fencing	\$75,000	Franklin Tower PA26-009-004	Install new riser valves	\$25,000
Rhodes Apartments PA26-009-006	New fencing	\$75,000	Kennedy Towers PA26-009-005	New floor tile in common hallways	\$300,000
Eisenhower Apartments PA26-009-008	New fencing	\$75,000	Kennedy Towers PA26-009-005	Install new riser valves	\$75,000
Hubert Apartments PA26-009-010	Upgrade fire panels and devices	\$60,000	Rhodes Apartments PA26-009-006	Install new riser valves	\$75,000
Scattered Site Units PA26-009-014	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Rhodes Apartments PA26-009-006	New floor tile in common hallways	\$250,000
Scattered Site Units PA26-009-015	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Eisenhower Apartments PA26-009-008	Install new riser valves	\$75,000

### **13. Capital Fund Program Five-Year Action Plan**

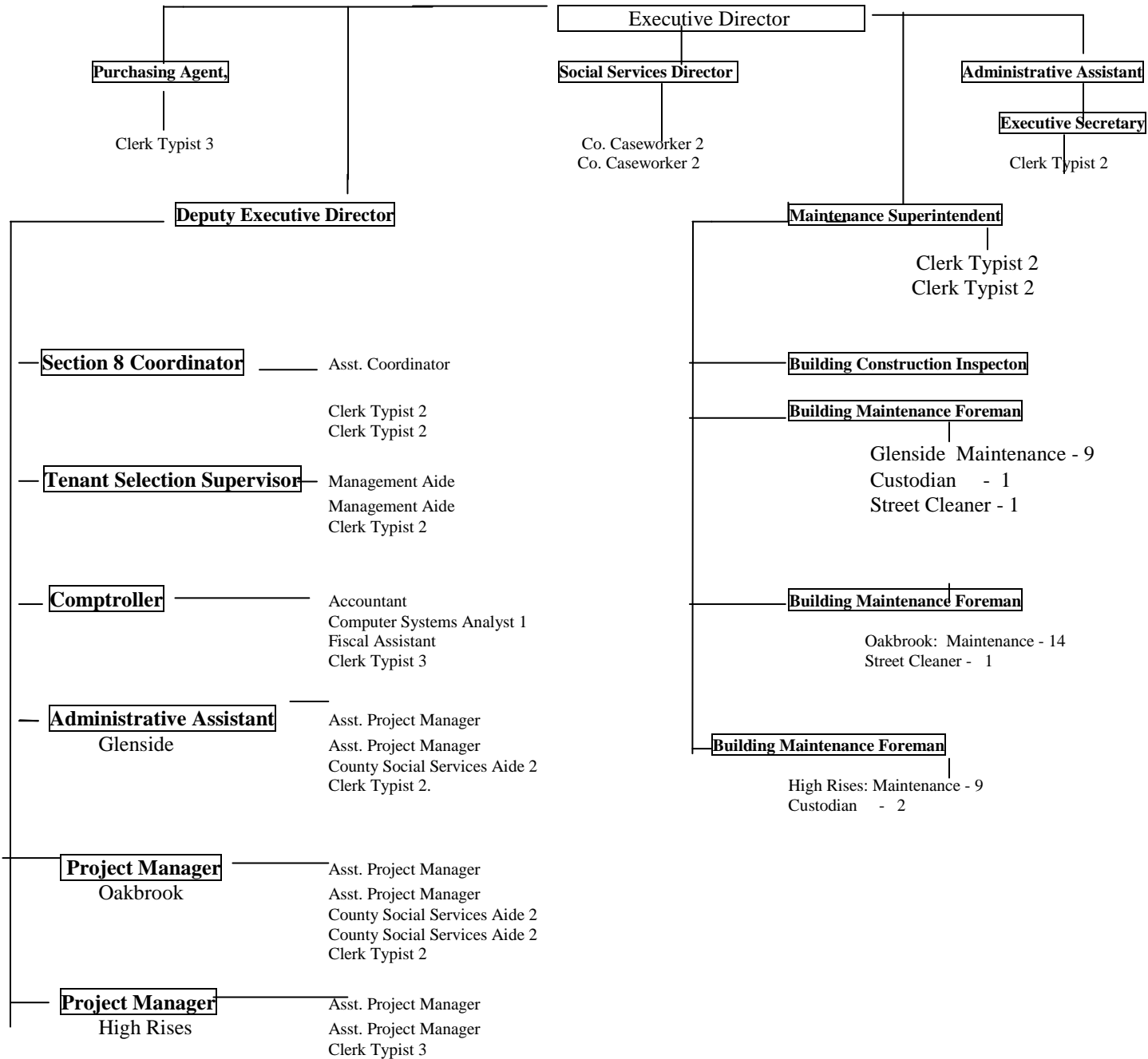
Scattered Site Units PA26-009-017	Carpet Replacement (every 5-10 yrs.) 300 yards	\$5,000	Eisenhower Apartments PA26-009-008	New floor tile in common hallways	\$250,000
			Hubert Apartments PA26-009-010	Install new riser valves	\$35,000
			Hubert Apartments PA26-009-010	New floor tile in common hallways	\$100,000
			Scattered Site Units PA26-009-014	Carpet Replacement (every 5-10 years) 300 yards	\$5,000
			Scattered Site Units PA26-009-015	Carpet Replacement (every 5-10 years) 300 yards	\$5,000
			Scattered Site Units PA26-009-017	Carpet Replacement (every 5-10 years) 300 yards	\$5,000
<b>Total CFP Estimated Cost</b>		<b>\$2,050,000</b>			<b>\$2,130,000</b>

## 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 3<sup>rd</sup>-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, 3<sup>rd</sup> party verification forms and written recordings of verbal conversations will be maintained separately from the applicant/resident master file.
- G. **Media Plan:** All applicants and residents of Reading Housing Authority shall be informed of their right to request a Reasonable Accommodation. This information shall be delivered at the time of application, upon annual income recertification, through postings and fliers in common areas and upon individual request. Reading Housing Authority shall make a good faith effort to ensure that all requests are recognized and appropriately directed.



ATTACHMENT 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, NOVEMBER 13, 2009, 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	September 28, 2008
Monday	September 29, 2008
Tuesday	September 30, 2008

## ATTACHMENT E - MINUTES

### RHA CITY-WIDE RESIDENT COUNCIL MEETING 5/22/08

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, May 22, 2008, at 10:00 a.m.

#### ATTENDEES:

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

Residents: Denise Berger, Hubert Apartments; Nicolasa Canchani, Hensler Homes; Cecilia Cruz, Hensler Homes; Deandra Howell, Kennedy Towers; Betty Kershner, Eisenhower Apartments; Clifford Jablonski, Rhodes Apartments; Joanna Lopez, Kennedy Towers; Luz Martinez, Hensler Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Madeline Torres, Franklin Towers; Eileen Valentin, Oakbrook Homes; Frank Valentin, Kennedy Towers, Rita Vega, Oakbrook Homes and Ronald Walker, Hubert Apartments

#### HANDOUTS

- Statement of Financial Resources
- Optional 5-Year Action Plan
- Capital Fund Program Annual Statement

#### AGENDA:

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

## MEETING:

Carl Snyder, President of City-Wide Resident Council, called this meeting to order at 10:12 a.m., Thursday, May 22, 2008.

- Welcoming:

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

- Review Minutes

The minutes of April 24, 2008, were reviewed and approved by the Board.

- Overview of RHA Annual Planning Process

- **Component #11, Homeownership Program:**

Audrey explained that RHA administers a Homeownership Program for both Public Housing and the Housing Choice Voucher Program (Section 8).

RHA's **Public Housing Homeownership Program** has been in operation since 1995. A total of 50 homes located throughout the City have been refurbished for sale to low-income families. To date, RHA has sold 44 of these homes. Of the six remaining, only 1 is empty, which is located at 141 S. 9<sup>th</sup> Street.

To give an idea of what a completed unit looks like, Audrey passed around some pictures. Also, applications were distributed. To be eligible, participants must meet certain criteria. This includes having at least one family member who must be gainfully employed, have an established source of continuing homeownership appropriate income or be enrolled in a job training program and meeting certain income guidelines. Also, they must attend monthly budget counseling classes and be able to obtain a mortgage within one year of occupying the unit.

Three participants from our **Homeownership Choice Voucher Program** have become homeowners. To be eligible for this Homeownership Program, applicants must be presently receiving assistance through the Housing Choice Voucher Program, meet income criteria, attend monthly homeownership counseling sessions, and have acceptable credit to be able to obtain a mortgage. When the mortgage has been approved, their subsidies can be applied towards payments.

If anyone is interested or needs more information, he or she should contact Audrey Wenrich at 610-775-4813.

Stacey added that this is the type of information that needs to be presented at individual Resident Council meetings.

Ron mentioned that Resident Councils can invite RHA staff to do presentations at their meetings.

Questions:

Must you live in public housing? No, you do not. At the time of filling out the application, Audrey will explain the program. After being determined eligible by RHA's Tenant Placement Office, she will continue to work with you.

If someone moves to a homeownership unit from public housing is that considered a transfer? Yes, and you would have a year to qualify for a mortgage.

What happens in a year if someone wouldn't want the unit? He or she can be transferred back to public housing. It is a flexible program that gives someone the opportunity to become a homeowner.

Is your rent based on your income? Yes and a utility allowance will be deducted. Expenses include paying all utilities, sewer and trash, mortgage payments, taxes and homeownership insurance.

Would a single person living at the High Rises qualify for this Program? Audrey said that anyone can fill out an application and she will review it. Usually a person needs to be able to pay at least \$400 a month for rent to qualify.

Can a single person live in a Homeownership unit with more than one bedroom? Yes, a person can be over housed.

Can two unrelated people be housed in a Homeownership unit? Yes, as long as they comply with the family definition in our ACOP. If so, combined incomes would be counted.

Do you have to be on the Public Housing Waiting List to apply? You can come from the general community, waiting list or a public housing residency.

Is Sylvania or the condos on Penn Street a part of this program? No, it is other single family units RHA owns scattered throughout the City.

- **Component #2, Financial Resources**

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

1. Federal Grants

Tom explained that we receive and generate funds from different sources and HUD only allows us to use it where it has been allocated. Different programs such as Public Housing and Section 8 cannot have their funds mixed. HUD in recent years, has reduced our funding by approximately 15%; these amounts are reflected under Planned \$ on the Statement of Financial Resources. Budget cuts have made the money tight for housing authorities throughout the country.

- a. Public Housing Operating Fund (\$4,915,200) – This is the projected operating subsidy which RHA should receive, from the formula given by HUD. RHA uses this to do routine operations like electric, gas, water, maintenance, salaries, etc.
  - b. Public Housing Capital Fund  
PH Operations (\$485,904)  
Capital Improvements (\$1,943,618)
  - e. Annual Contributions for Section 8 Tenant-Based Assistance (\$3,501,050). 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 this program.
3. Public Housing Dwelling Rental Income (\$4,205,400) – This is the rent money paid to the Authority by the residents. This will be used towards our public housing operations. RHA’s occupancy current rate of 99% is at its best.
4. Other Income
- Interest (\$200,000) – The interest income of reserve money RHA may have from investing. This goes towards public housing operations.
- Laundry, Office Rent, Tenant Charges (\$140,333) – This is other money (revenue) that goes towards paying operating expenses.
- Fee for Portable HCV Administered (\$90,000) – People who have vouchers from other areas we have to administer; we get paid for doing so. Presently we have 170 portable vouchers and 604 of our own.

**Total Resources = \$15,481,505**

- o **Component 16, Audit**

Tom passed around a copy of RHA’s financial audit report, fiscal year ending March 31, 2007 for review. He will be giving each Resident Council president their own original copy. RHA is presently in the process of closing their books for 2008. HUD requires Audits to be completed annually. After HUD approves the data RHA sends them, RHA schedules a financial audit with an independent auditor. The Auditor looks at the accuracy of RHA’s submission, internal control and if RHA has complied with the rules.

This past year RHA was given their first audit finding in 13 years. The finding had to do with compliance; RHA borrowed from public housing to pay costs associated with Section 8. The reason for this is that RHA over spent Section 8 Administrative Costs and needed to find the money elsewhere. RHA now has a plan, which was recently accepted by HUD to resolve this issue. Ron added that this problem is country wide and other public housing authorities have been cited.

Tom recommended Resident Council presidents to look over the report and review it with their individual council members. The first 20 pages had been prepared by RHA's Accounting Department and give a breakdown of the financials. If anyone has any questions, he or she is welcomed to contact Tom.

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

Fred handed out a copy of the 2009 Capital Fund Program Summary, a draft of the items to be included in the 2009 Annual Plan. One of CWRC's jobs is to review this list with their individual councils.

- 1406 Operations (\$485,904)** – Money that is needed to subsidize our operating budget due to less funding.
- 1408 Management Improvements (\$382,665)** – Money is used to pay our police officers, Olivet's, YMCA and Wellness Contract. It also helps to pay for the training of our employees, computer software and security cameras.
- 1410 Administration (\$93,177)** – Helps to pay the salaries and benefits of people working on the Capital Fund Projects.
- 1430 Fees and Cost (\$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 (\$150,000)** - Anything new and permanent that RHA does to improve our developments like fencing, exterior lighting, benches and sidewalks.
- 1460 Dwelling Structures (\$842,776)** – Money that is spent on the units the residents actually live in like electrical panels and new siding.
- 1470 Non-dwelling Structures (\$300,000)** – 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 and any physical equipment to help run our operation.

**Total of Grant (\$2,429,522) – based on last year's money**

Out of this money, usually anywhere from a million to a million in a half is actually what we get to spend on 1600 units.

Fred explained that on page 37 are the projects that RHA is planning to do in 2009. There is always a 5 year plan included in the Annual Plan. Every year items are bumped up to the top and new ones get 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 it in the order we want as long as it is identified in the 5-year plan.

Page 38 is the timeframe of when we have to obligate these funds. We have two years to obligate the money and three years to spend the money.

On pages 39 to 43 is a copy of the 5-year plan, broken down by developments, oldest to newest.

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 their comments in writing. It is important that we address the things that developments need as whole, not individual needs. Stacey added that this is one of the most critical times as officers of CWRC, to have the voices of their Resident Councils heard.

Questions:

Eileen asked how the increased gas prices will have an impact. Fred explained that utility bills are all operating items (day to day operations) and not used on capital fund items.

Eileen wondered if Honeywell will give RHA reports on the savings. Fred said yes they will.

Some CWRC members wanted to know about the painting of units. Fred said that he would be asking HUD if there is a way to put this into the Capital Fund.

Migdalia wondered about new range hoods at Kennedy. Fred said that the plan is to wait until the new kitchens are installed. In preparation, electrical panels will be installed in 2008.

Eileen asked why new electrical ranges were not replaced with the Honeywell Contract. Fred said that replacing ranges was not a saving energy item on Honeywell's list but this will be included somewhere in the 5-year Annual Plan.

Carl asked why cameras cannot be installed in the hallways. Fred will look into this but there may be a problem, because of privacy acts it may be illegal to do so. Cameras can be installed in Community Rooms and stairwells.

Ron thanked everyone who filled out the Resident Satisfaction. The results showed that RHA exceeded the national average. At the next meeting, Ron will distribute the results.

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

Reading Housing Authority has no intention of demolishing or disposing of any public housing.

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

Ron reported that RHA had done an analysis of this and it was found not to be financially feasible to convert Public Housing to Tenant-Based Assistance. Ron explained that Project Based Assistance, which is public housing, the money is paid by HUD to the housing authority to support the developments. Whereas with tenant based assistance, the money is still sent to the housing authority but RHA then sends it out to pay the individual landlords throughout the community, where Section 8 participants have chosen to live.

- **Old Business**

Fred had a list of what is considered an emergency call, which the answering machine goes by when a resident calls.

Emergencies are the following:

Electrical Problems

Transformers  
Outlets and Lights Sparking  
Stoves – 2 or more burners and/or oven element only  
Power Outages

Plumbing Problems

Clogged Sewer Lines & Sinks (Weekends or Holidays if maintenance will not be in for 48 hours)  
Clogged Toilets  
No Water; no Hot Water  
No Heat  
Leaks at Traps  
Washer Hookups  
Unable to shut faucet off when water is running.

Police/Fire/Safety Hazards

Fire  
Fire Panel Beeping or Buzzing  
Fire Hydrant Open  
Burglar Alarm  
Smoke Alarm  
Security Camera Broken  
Vandalism (tenant at risk)

Building Security

Entrance Doors  
Gas Leaks  
All Health and Safety Issues

General Items

Refrigerator not Working  
Elevator Problems



Lockouts at Hensler and High Rises between 8 a.m. and midnight, seven days a week.

Fred will be distributing this list at the general meetings of Resident Councils.

If a resident is having a problem, maintenance is told they should enter the unit and check on the resident. If someone other than who is living in the household wants to enter a unit, maintenance is instructed not to let them in.

Stacey added if a resident is having an emergency, for example an elderly woman confused is wandering around the building and doesn't know where she lives, the first line of response during business hours is to call the Resident Services Department, Grisel, Jack or Stacey. Residents Services do not have an on call system. So after hours, in a case like this, Berks Office of Aging has someone on call to help. If children are found wandering around Glenside or Oakbrook during the day, Resident Services Department should be called. After hours, Berks County Children & Youth should respond to that. If in question, the police and our emergency number know who to contact.

If it isn't an emergency, he or she should try to wait till Monday to call Resident Services during normal business hours.

Ron got the approval of CWRC to invite some staff to attend the next meeting to review the next components of the Annual Plan.

- Open Forum

Carl mentioned that lights are not securely fastened in the lobby and back room at Eisenhower. Fred will be checking on this.

Migdalia asked if the Community space at Kennedy could be rented out for private parties. Carl didn't think it would be a problem. It is up to Kennedy Resident Council to determine how much they want to charge. Jack said that there is a sign-up sheet that can be obtained through the Management Office.

Denise addressed the bed bug situation at Hubert. In the last two weeks, they have been reintroduced into the building. She wanted to be assured that Management and the residents are working together on this potential problem.

Fred said after inspecting the whole building, Monday and Tuesday, only one out of five units, there was any evidence of bed bugs, not being reported to Management. Fred said that the units are in the process of being treated.

Fred reported that since the fumigation of Hubert last year, we have treated bedbugs in every development of RHA except one. Unfortunately, it is becoming a problem throughout the country. RHA is on top of the situation, and have done and will continue to take all measures necessary to eliminate this problem.

To prevent any more outbursts, Ron added that RHA will become more proactive. RHA will be doing more random inspections. New applicants and residents will continue to be informed and reeducated. A written procedure is in the process of being developed. It is important that if a resident suspects anything, he or she should contact the Maintenance Work Order Line at (610) 777-5500.

The meeting was adjourned at 12 noon. The next meeting will be on Thursday, June 19, 2008 at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL  
MEETING 6/19/08

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 19, 2008, at 10:00 a.m.

ATTENDEES:

RHA Staff: 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: Denise Berger, Hubert Apartments; Cecilia Cruz, Hensler Homes; Elizabeth DeJesus, Franklin Towers; Miguel Gonzalez, Glenside Homes; Deandra Howell, Kennedy Towers; Betty Kershner, Eisenhower Apartments; Clifford Jablonski, Rhodes Apartments; Jeanne Keene, Eisenhower Apartments; Luz Martinez, Hensler Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Elsa Ortiz, Franklin Towers; Ella Pelter, Eisenhower Apartments; Migdalia Rivera, Kennedy Towers; Sandra Rodriguez, Glenside Homes; Carl Snyder, Eisenhower Apartments; Madeline Torres, Franklin Towers; Frank Valentin, Kennedy Towers, Rita Vega, Oakbrook Homes

HANDOUTS

- RHA Organizational Chart
- Resident Assessment Survey Results

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review of 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 – Prevention Measures
- Old Business
- Open Forum
- Adjournment
- Lunch

## MEETING:

Carl Snyder, President of City-Wide Resident Council, called this meeting to order at 10:03 a.m., Thursday, June 19, 2008.

- Welcoming:

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

- Review Minutes:

The minutes of May 22, 2008, were reviewed and approved by the Board.

- New Business:

Carl mentioned that Kennedy Towers would like to host a CWRC meeting along with a picnic. Stacey thought it was a nice idea. CWRC will be discussing this later.

- Overview of RHA Annual Planning Process

- **Component #4, Rent Determination Policies (pg. 29)**

Ron explained this deals with Annual Income Certifications and Interim Certifications; how RHA determines the rent.

**A. *Public Housing***

1. Income Based Rent Policies

- (a) There are choices of rent in public housing, 30% of adjusted monthly income, minimum and the flat rents.
- (b) What amount best reflects RHA's minimum rent? The minimum rent is \$50.00 unless one can determine it is a hardship. RHA may determine a hardship because of increased medical costs, child care and other situations. On page 29, the question, has the PHA adopted any discretionary minimum rent hardship exemption policies? The answer should read yes.
- (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) Except for Earned Income Disregards (EID's) there are no interim adjustments done on increases in earned income.
- (e) There are no ceiling rents.

2. Flat Rents – A flat rent is a fixed amount of rent that a resident will pay. RHA uses Fair Market Rents in setting the flat rents.

A resident may want to choose the flat rent to pay his rent if the amount is lower than paying 30 percent of his or her income. At Annual Income Review time, this is reviewed with 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, he or she can go back paying the income based amount.

## B. ***Section 8 Tenant-Based Assistance***

### 1. Payment Standards

- (a) What is a payment standard? It is similar to a flat rent; it is the maximum amount that we are allowed to pay to a landlord. These standards are set from 90% to 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. If we can keep the payment standards lower, closer to 90%, we can assist a lot more people.

### 2. Minimum Rent

The minimum rent is \$50.

The hardship conditions are the same as for public housing.

Carl asked if flat rents have increased because of utility costs. Ron said that there was a slight increase.

### ***Questions & Comments:***

Denise asked about deductions, if there recently has been a change in regards to over the counter prescribed medications. In the new Admission and Continued Occupancy Policy (ACOP), effective April 1, 2008, Section 6, pg. 34, it reads under Summary of Allowable Medical Expenses from IRS Publication 502, **Prescription medicines and insulin, but not nonprescription medicines even if recommended by a doctor.** Deductions for unreimbursed medical expenses must exceed three percent of annual income.

- **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 briefly went over this.
- B. HUD Programs Under Management – This consists of two programs, **Public Housing**, which include Homeownership units and **Section 8**. The number of families served at the beginning of the fiscal year for Public Housing was 1606 and Section 8 was 604. Our annual turnover for Public Housing is about 260 (20%) and Section 8 is approximately 70 units.
- C. Management & Maintenance Policies

Public Housing Management

- Preventative Maintenance Policy
- Painting Program
- Extermination Policy
- Admission & Continued Occupancy Policy (ACOP) – This contains the rules and policies for Public Housing.
- Resident Handbook – This is presently being revised.
- Housekeeping Handbook

Section 8 Management

- Section 8 Administrative Plan – similar to ACOP, which contains all the rules and policies for Section 8. This is presently being revised. This should be going before CWRC for their review during this Annual Plan process.

- **Component #6, Grievance Procedures (pg. 34)**

Charles explained that the Grievance Procedure was designed to give a resident the chance to voice their side of the story when they receive a 30-day notice for a lease violation.

Per the new policy, first there is an Informal Settlement Meeting, which would consist of the Manager, the resident and his or her interpreter or representative. If it can't be settled there, they have 5 days to file an Informal Grievance Hearing. The Grievance Hearing Officer would be an employee, selected by RHA, other than the Executive Director, Deputy Executive Director and maintenance personnel, who is removed from the situation and will determine the outcome.

If the Grievance Hearing Officer decides the violation is valid, the eviction would proceed and a 30-day notice would be issued. If the resident is not out in 30 days, it would proceed to a landlord/tenant hearing.

Certain situations such as criminal activity or drug related, a resident is not granted a Grievance Hearing. It will go directly to the District Justice.

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).

**Questions & Comments:**

Carl mentioned that residents have said the Grievance Hearing outcomes are mostly in the favor of the Housing Authority. Ron stated that he does not agree for he sees all the final decisions from the hearings and the majority of adverse actions have been overturned. The Grievance Hearing is only one step in the due process. It is our hope to resolve issues internally before they go to the District Justice.

Grisel said that RHA tries to be as fair as possible with the selection of the Grievance Hearing Officer. The Grievance Hearing Officer is not related to the development or the area where the violation is taking place.

Some CWRC members wondered why 14-day notices for non-payment of rent cannot be placed under the doors. Charles explained that the State requires any adverse action to be mailed as well as posted. The lease states that if a resident is late four times out of six months, they could receive an adverse action to terminate their lease. All rents not paid by the seventh business day are considered late and an adverse action will be printed out by the computer. Some situations are taken into consideration.

Carl asked what happens if someone has been hospitalized for an extended period of time. If management is notified, they will call their contact person. Stacey added that the Department of Social Services will work with the resident.

Ron added that in order for programs to be successful policies and procedures must be followed by residents and RHA staff. When not followed, adverse actions can happen. We got to make sure, and Resident Councils members can help, that residents understand the rules. In the near future, a RHA Website should be available. We do not look at public housing as a last resort but as a business and run it as such.

Carl asked if the waterfront properties are going to be unsubsidized housing. Ron said that he didn't know. It depends on the type of funding. Stacey pointed out that if anybody sees anything being determined by the City of Reading and they are opposed to it, as a CWRC group, they can write the Mayor and attend City Council meetings.

Charles stated as a Resident Council Officer, if a resident comes to you with a 30 day notice, you can help by making sure the resident knows that he or she has 5 days to request a Grievance Hearing. If he or she did not have an informal meeting, one needs to be scheduled with the Manager. All residents have certain rights and our goal is to try to resolve things and not evict residents.

- **Component #9, Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities (pg. 46)**

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

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

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

- o High incidence of violent and/or drug-related crime in some or all of RHA's developments.
- o High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to RHA's developments.
- o Residents fearful for their safety and/or the safety of their children.
- o Observed lower-level crime, vandalism and/or graffiti.

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

- o Safety and security survey of residents – (Resident Assessment Survey).
- o Analysis of crime statistics over time for crimes committed “in and around” public housing authority.
- o Resident reports.
- o Police reports.
- o 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?

- o Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities.
- o Crime Prevention through Environmental Design.
- o Activities targeted to at-risk youth, adults, or seniors.
- o Volunteer Resident Patrol/Block Watchers Program.
- o Installation of Security Cameras at all RHA sites.
- o Community Police Officers.

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



- 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 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.
2. Which developments are most affected? All developments are affected.

Ron mentioned that Mr. Luckey had a meeting with the Reading Police Chief and was informed that RHA's High Rises and Developments are some of the lowest crime areas in the City. This is a result of the crime prevention measures RHA has taken.

Questions and Comments:

Carl mentioned that his building has set up a Crime Watch. This has helped.

Frank said that there has been some drug activity on the streets near Kennedy Towers. Our Community Police are working on the problem.

Frank mentioned there is a problem with traffic coming through the back door at Kennedy Towers. Ron said that he would pass this on to our Community Police Officers. The possibility of installing an alarm had been looked into but a lot of residents use that back door. Fred added that a camera is nearby.

Stacey read the April report of Community Police Officer Foltz that gave an example of how much work a Community Police Officer does in a month for RHA's developments. Residents might not see the officers for they are behind the scenes investigating and resolving issues.

Stacey stressed that if a resident has a police issue, he or she needs to call the police with the complaint or leave notes in the boxes situated in the lobby of each Manager's office.

Miquel wanted to know if the one way street access and fencing are needed. Ron said that it has helped to control crime. The streets belong to the City.

Miquel asked if we could have more than two Community Police officers. At this time because of funding, we can only afford two.

Carl wondered why custodians at Eisenhower are leaving nonresidents into the building. Ron said that he will talk with Dave T.

Jack stressed that residents should inform Managers of any problems.

CWRC members asked if Managers can be invited to Resident Council Meetings. Yes, they can.

***Other Issues:***

Ron passed around the results of the Resident Satisfaction Survey. RHA's scores in each category were above the national average. The survey was based on the following categories: Maintenance and Repair, Communication, Safety, Services and Neighborhood Appearance. The response rate of 43% was very good compared to the national average of 19%. Next year, we would like to see a 100%. Ron encouraged residents to try to resolve issues at the Management level.

Ron mentioned that RHA has just received their PHAS score. This is a report from HUD in regards to RHA's performance. RHA has been considered a High Performer. Because of this, we may be receiving some additional capital fund money.

Stacey stressed that a list of needed capital fund improvement items should be compiled by each Resident Council and be brought to the next meeting.

***Open Forum:***

Denise asked what the next plan of action is for the bed bugs. Fred said he will talk to her after the meeting.

Lillie mentioned that the kitchen renovations in Hensler look great.

There has been a problem with the installation of AC's at Rhodes and Eisenhower. They are working on it.

Electrical panels will be replaced at the High Rises to prepare for kitchen renovations.

As part of the Energy Contract, medicine cabinets will be replaced with new lighting.

Deandra mentioned that she is in the process of planning a domino contest. A group of residents from each development/building will compete against each other for prizes. She would like the first one to take place sometime in August. Stacey said that she, Jack and Grisel can help if needed. This will be discussed further at the different Resident Council meetings.

The meeting was adjourned at 11:45 a.m. The next meeting will be on Thursday, July 17, 2008, at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL  
MEETING 7/17/08

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 17, 2008, at 10:00 a.m.

ATTENDEES:

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

Residents: Denise Berger, Hubert Apartments; Cecilia Cruz, Hensler Homes; Elizabeth DeJesus, Franklin Towers; Deandra Howell, Kennedy Towers; Betty Kershner, Eisenhower Apartments; Clifford Jablonski, Rhodes Apartments; Jeanne Keene, Eisenhower Apartments; JoAnna Lopez, Kennedy Towers; Luz Martinez, Hensler Homes; Lillie Mathies, RHA Commissioner; Elsa Ortiz, Franklin Towers; Ella Pelter, Eisenhower Apartments; Ana Reyes, Oakbrook Homes; Karen Ridge, Eisenhower Apartments; Migdalia Rivera, Kennedy Towers; Sandra Rodriguez, Glenside Homes; Laura Shelton, Rhodes Apartments; Carl Snyder, Eisenhower Apartments; Madeline Torres, Franklin Towers; Eileen Valentin, Oakbrook Homes; Frank Valentin, Kennedy Towers, Rita Vega, Oakbrook Homes; Ron Walker, Hubert Apartments and Odelia (Tina) White, Section 8.

HANDOUTS

- Statement of Housing Needs
- PHA Policies Governing Eligibility, Selection, and Admission
- List of Supporting Documents Available for Review for Streamlined Five-Year/Annual PHA Plans
- PHA Progress on Meeting 5-Year Mission and Goals
- List of RAB Members

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review of Minutes
- New Business
- Overview of Annual Plan/Preparation of 2008 Annual Plan
  - Component #1, Housing Needs
  - Component #3, Policies, Eligibility, Selection and Admission
  - Supporting Documents Available for Review
  - PHA Progress on Meeting 5-Year Mission and Goals
- Old Business
- Open Forum
- Adjournment
- Lunch

## MEETING:

Carl Snyder, President of City-Wide Resident Council, called this meeting to order at 10:10 a.m., Thursday, July 17, 2008.

- Welcoming:

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

- Review Minutes:

The minutes of June 19, 2008 were reviewed. Correction - on page 8 under Open Forum, 6<sup>th</sup> paragraph, it should read **Migdalia** mentioned that she is in the process of planning a domino contest.

- New Business:

No new business at this time.

- Overview of RHA Annual Planning Process

Ron stated that RHA has been rated a High Performer by the Public Housing Assessment Survey (PHAS) for the year 2008. As a result of that, we only need to use a Streamline Plan, which requires less information to be submitted. We will be discussing the same things as before; it is just a condensed version.

- **Component #1, Housing Needs**

Ron explained that the tables show the current waiting list status for Public Housing and Section 8.

Public Housing (pg. 7)

Currently there are approximately 1400 families on the waiting list for Public Housing. The list is broken down by income ranges for the families and bedroom size. The Annual Turnover Rate is 260, which are new admissions. Out of 1600 units, that amounts to about 18 to 20 percent, one in five units.

The 4-bedroom is currently closed. There are more than enough applicants on that Waiting List.

Section 8 (pg. 8)

Currently there are 80 people on the Section 8 Waiting List. The Annual Turnover Rate is about 70. The list is broken down by the income ranges for the families. The Waiting List has been closed to applications since September of 2007. It might be 8 to 12 months before the Waiting List is opened again.

- **Component #3, PHA Policies Governing Eligibility, Selection, and Admissions**

Ron explained that each RAB member had to be determined eligible before he or she could move into Public Housing or Section 8. There are certain steps in the process and we apply these same steps to every applicant. This is all explained in the Admissions Continued Occupancy Policy (ACOP) or the Section 8 Administrative Plan.

A. Public Housing

1. Eligibility

- a. When does RHA verify eligibility for admission to public housing? We notify applicants on the waiting list about 90 days before a unit is offered to them. In this way, we have time to gather and verify information to see if they are eligible or not.
- b. Which non-income (screening) factors does RHA use to establish eligibility for admission to public housing? RHA does criminal and drug background checks. Rental history and housekeeping are checked by contacting prior or current landlords. History in other assisted housing programs and utility bill payment history are reviewed.

We do not check credit history. We expect families to pay their rent and if they don't it will be a lease violation and they will not be in housing very long.

2. Waiting List Organization

- a. Which methods do RHA plan to use to organize its public housing waiting list? Right now we use one community-wide waiting list. It goes by bedroom size. When a person's name comes to the top of the list we offer this person the first available unit regardless of the location of the development.
- b. Where may interested persons apply for admission to public housing? Applications can be obtained at the Tenant Placement Office at 815 Franklin Street (Rhodes Apartments) located on the 1<sup>st</sup> Floor or calling (610) 372-3933. RHA is in the process of developing a home page on the Internet. When available, applications should be obtained from there.
- c-d. Site-Based Waiting Lists – This does not apply for RHA has only a community-wide waiting list.

3. Assignment:

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? Ron explained for general occupancy, you have two offers – Glenside or Oakbrook, depending on which one is available. Mixed population will receive three offers, Oakbrook, Glenside or one of the Elderly developments like Hensler or the High Rises.

4. Admissions Preferences:

- a. Income targeting – Does RHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

Based on the composition of families in our developments, RHA does not need to target income. HUD wants us to have a similar income mix in our developments; that happens here naturally.

- b. Transfer policies – In what circumstances will transfers take precedence over new admissions? Emergencies, medical justifications and administrative reasons determined by RHA such as modernization.

Carl asked why transfers were stopped at the High Rises. Ron explained that only Quality of Life Transfers have been stopped. The reason for this is that public housing funding has been reduced to approximately 84% from the federal government. In order to accomplish what RHA needs to do, some things have to be cut. Quality of Life Transfers is one of them. We are not required to do them. Turning over a unit can cost up to \$3,000.

Other cuts have resulted in downsizing; employee benefits being reduced and reduced spending.

Fred added that it doesn't matter if it is a 0 bedroom or a 5 bedroom; RHA gets the same amount of money for a unit. Funding being cut by 16%, we have to find some way to make up the difference.

Migdalia asked if there has been a cut in maintenance workers. Fred stated that some positions have been lost.

Jeanne said that some of the residents cannot understand why new admissions are moving into one bedroom units when they have been on the transfer list for a long time for a one bedroom unit. Ron said that unfortunately new admissions will be obtaining one bedroom units that would have been available for these Quality of Life Transfers.

Eileen asked how the transfers in our developments work and how long is the wait. Ron stated from the transfer and the waiting lists, we try to conform to a ratio, so many transfers to so many new admissions. Transfers are based on the number of move-outs we have.

Stacey added if it is a transfer for medical reasons, it is considered a reasonable accommodation. These requests all come to Stacey so she can make sure the requirements are being met for persons with disabilities. If they meet the requirements, that person is put on a separate waiting list for transfers. Transfers for medical reasons take precedence over others. Currently, the wait to be transferred to a 1<sup>st</sup> floor bedroom unit at Glenside is 18 months. This is due to lack of vacancies. If anybody has any questions about where they are at as far as reasonable accommodations, he or she can contact their Manager or Stacey.

- c. Preferences- Has RHA established preferences for admission to public housing (other than date and time of application)? The answer is yes.

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition. Ron added that for a displacement preference, person must be currently on the Waiting List.

Other preferences:

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

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

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

5. Occupancy:

- a. Reference material that applicants and residents can use to obtain information about the rules of occupancy of public housing is as follows:

- Resident Lease
- ACOP
- RHA briefing seminars and written materials
- Resident Handbook

Ron stated that the Resident Lease and Resident Handbook are currently in the process of revision, which should be completed by the end of the year. At that time, **every resident will be required to sign a new lease.**

- b. How often must residents notify RHA of changes in family composition?
- Annual Reexamination and Lease Renewal
  - Any time family composition changes
  - At family request for revisions

Ron stated if a resident is over housed or under housed, he or she will be required to be transferred to the proper size unit.

6. De-concentration and Income Mixing

Ron said that we do not need to be doing this. Income mixing occurs naturally in our application process. Our residents have a choice where they want to live and De-concentration (moving people around) does not apply.

B. Section 8

The following information can be found in the Section 8 Administrative Plan.

1. Eligibility:

- (a-d). What is the extent of screening conducted by RHA?

The screening that RHA does, which pertains to criminal and drug related activity, is more extensive than required by law or regulations. We request criminal records from local, State and the FBI.

- e. What kinds of information does RHA share with prospective landlords? We will share previous rental information.

2. Waiting List Organization:

- a. What program waiting list(s) is the Section 8 tenant-based assistance waiting list merged? None



Ron explained the two types of vouchers that could be administered in a Section 8 program.

- Tenant Based Voucher – this type of voucher is given directly to the applicant that can be used anywhere in the country to find a place to live.
- Project Based Voucher – this type of voucher can only be used in a designated development. At this time we only have one development designated as such and this is Emma Lazarus.

Ron pointed out that the Bookbindery was a Project Based facility whose contract expired not too long ago. The vouchers of the residents who lived there turned into tenant based vouchers. The residents had a choice of either staying there or using their vouchers someplace else.

- b. Where may interested persons apply for admission to Section 8 tenant-based assistance?

Section 8 and public housing applications are taken at the same place, Tenant Placement Office, 815 Franklin Street, 1<sup>st</sup> Floor (Rhodes Apartments). Currently we are not taking any applications for Section 8. When the Waiting List is open, anyone can apply for Section 8.

3. Search Time

- a. Does RHA give extensions on standard 60-day period to search for units? Once a Section 8 applicant is issued a voucher, they normally have 60 days to find a unit and have a request for tenancy approval submitted to the Section 8 Department. There is an automatic 30 day extension if the applicant cannot do this in that allotted time. Depending on the certain circumstances, it may be extended beyond the 90 days.

Questions:

Does an applicant have to prove after 60 days where they have searched? No, it is an automatic 30 day extension at the applicant request. For their records, the Section 8 office may ask you to list where you have looked.

Do you need to ask for the extension before the voucher expires? Yes, within the first 60 days.

Jack asked Tina to describe her Section 8 experience. Tina recently came out of public housing and was accepted into the Section 8 Program. She said it was very exciting. She looked at different houses in the City of Reading before she selected one. The landlord was cooperative. The whole transition went smooth.

Eileen asked couldn't it be stressful for the Section 8 voucher holder finding a place, if the person is working and there is a time limit involved. Ron said that there is a booklet given out at the time of the Section 8 briefing which explains what types of units will be accepted. By becoming more aware of what is accepted, this should help with the transition.

Fred mentioned it isn't just a matter of pass and fail. After the unit is inspected, the landlord always has an opportunity to fix what isn't acceptable.

Ron added one of the changes in the Section 8 Administrative Plan, that we are currently revising, will be to eliminate the 120 day maximum time to use the voucher. The bottom of pages 18-20 shows this. If the applicant has been cooperative and depending on the circumstance, it is possible he or she will be given an unlimited amount of time.

Tina added it speeds up the process, if the applicant has an idea what they want, with the allowances housing gives them.

There was a discussion on the utility allowance. The same guidelines are used in determining the resident's rent as in public housing but the rent could be lower because an allowance is given for utilities, which the landlord may have asked the tenant to pay. If a tenant pays less on their utilities than allotted, he or she could save money. But, it doesn't happen too often.

Questions:

Migdalia asked if it is possible to pay more money than is allotted. Ron stated it is possible to pay extra but there is a limit. We do calculations to determine Rent Burden because we do not allow one to pay more than the Rent Burden. This is a HUD requirement.

Carl asked how it will affect his rent if the electric goes up next year due to deregulation. Ron said that because Public Housing rent is based on someone's income, it won't change.

JoAnna asked if a person started working does their rent go up. Ron stated because we do not do interim increase, their new income will not be considered until Annual Income Review unless it falls under the Earned Income Disregard Program (EID) or certain types of training programs.

4. Admission Preferences:
  - a. Income Targeting – Does RHA 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? No, we don't.
  - b. Has RHA established preferences for admission to Section 8 (other than date and time of application)? No, we have not.

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) if person is on Waiting List.
- Victims of Domestic Abuse – RHA has a contract with Emma Lazarus (a Project Based Program), which has its own Waiting List.

Other preferences:

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

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

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

5. Special Purpose Section 8 Assistance Program

- 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 RHA contained? The Section 8 Administrative Plan and briefing sessions and written materials.
- b. How does RHA announce the availability of any special purpose Section 8 programs to the public? We do this through published notices or letters to those on the Waiting List.

- **Component #11, List of Supporting Documents Available for Review**

Ron explained that pages 31 & 32 list the documents available for public review. Ron will try to have many of these available for the next meeting.

CWRC has some of these already like the ACOP and the Annual Plan. The Consolidated Plan from the City of Reading Ron passed around.

- **RHA Progress on Meeting 5-Year Mission and Goals**

Stacey explained that there are specific target areas in our operations that we want to do better or different over the coming years. The following is an update on the progress of these goals:

- **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. This past year, we have reached our goal to be rated as a High Performer and we want to continue this.

Resident satisfaction has improved each year as evidenced by the annual HUD survey.

Our goal in occupancy rate in Public Housing and utilization of HCV has been met or exceeded HUD standards for program compliance.

RHA continues to promote customer-friendly service and leadership training to their staff.

- **Expansion of the Stock Issues**

RHA continues to provide more homeownership opportunities through our homeownership program.

RHA is expanding housing community without public housing funds, such as Park Place on Penn.

Shelter Plus Care Program. In the last year we have become eligible for 24 Section 8 vouchers that would be reserved and to provide services for those who are homeless or disabled with a mental health or substance abuse issue.

- **Marketability Issues**

This is how we make the public know how well we are doing. Some ways we have done this are by improving our landscaping, keeping our developments clear of litter and by having development identification signs. Our high score in the Annual HUD resident satisfaction survey is an indicator that we are meeting this goal. Also, by improving our customer service we have become more marketable.

- **Security Issues**

RHA has enhanced security and reduced crime by adding security cameras and maintaining two full-time Community Police Officers.

- **Tenant-Based Housing Issues**

Our goal is to continue the Homeownership Program for Public Housing and implement the Housing Choice Voucher (HCV) Homeownership Program. This past year RHA achieved a 100% utilization rate in the HCV Program. RHA continues to attract new landlords to this program by having information sessions. Ron added that when a Section 8 applicant is briefed, they are provided with a list of the landlords accepting Section 8.

- **Maintenance Issues**

Fred reported that RHA continues to ensure that all of our developments are maintained at the highest level possible.

RHA uses available funding to make our developments as appealing to both our residents and the public.

RHA has been successful in meeting the objective of completing non-emergency work orders in less than 30 days. Emergency work orders are completed in 24 hours. What is considered emergency and non-emergency has been discussed with the residents at their various council meetings.

- **Equal Opportunity Issues**

RHA continues to attract new landlords to the HCV program. RHA adheres to Section 3 regulations, a requirement by HUD. We inform contractors of their obligation to notify residents when needs arise.

- **Fiscal Responsibility Issues**

RHA has received a high performer score in the financial component of the PHAS evaluation this year. Our goal is to continue to do so.

- **Public Image Issues**

Our goal is to do a good job in informing the public about RHA. Some ways we do this is by talking to outside agencies, giving presentations and attending annually the fall Senior Expo. Also we make sure positive stories appear in the Reading Eagle newspaper throughout the year.

- **Supportive Services**

We continue to have our Wellness Clinic partnership with the Berks Visiting Nurses and we have our housekeeping program with Rhino Cleaning Services. RHA has obtained 24 new Tenant Based Vouchers that was mentioned before to provide supportive services for mental health issues or drug and alcohol issues.

### **Other**

Ron mentioned that CWRC's input has been a major contributing factor to changes throughout the years. It is important that CWRC participation continues. Ron thanked everyone.

Deandra asked if balconies at the High Rises could be made safer. Fred did not foresee a problem but he will check it out.

Tina wondered what happens to the Section 8 voucher, when a person is no longer interested. Ron said they will expire and be given to someone else.

Elizabeth DeJesus read a list of things the residents of Franklin thought should be included in the Capital Plan. This list was as follows:

- New washing machines and dryers
- Redecorating the halls
- Exhaust above stove
- Emergency button for senior/handicap-disabled
- Lights for gate entry
- More cameras for stairways
- New kitchens
- Redecoration for lobby and activity room

Ms. DeJesus asked why residents are charged \$31.00 for a lockout. Fred said the only time a resident gets charged is after work hours. The cost is determined by that maintenance man's time to unlock the resident's door, which is a minimum of one hour of overtime, double time on weekends and holidays. Jack recommended giving a key to a friend or a neighbor.

Residents wondered if small AC's are allowed in windows. Fred said yes. When windows were new they needed casements; that does not apply anymore.

Carl asked if his aide could have access to get into the building after hours. Ron said that he will talk to staff.

The meeting was adjourned at 11:55 a.m. The next meeting is scheduled for Thursday, August 21, 2008, at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL  
MEETING 8/21/08

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 21, 2008, at 10:00 a.m.

ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Carolyn Bower, Section 8 Coordinator; Ron Fioravanti, Deputy Executive Director; Stacey Keppen, Social Services Director; Jack Knockstead, County Caseworker 2; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2.

Residents: Denise Berger, Hubert Apartments; Nicolasa Canchani, Hensler Homes; Deandra Howell, Kennedy Towers; Betty Kershner, Eisenhower Apartments; Clifford Jablonski, Rhodes Apartments; Jeanne Keene, Eisenhower Apartments; Luz Martinez, Hensler Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Elsa Ortiz, Franklin Towers; Ella Pelter, Eisenhower Apartments; Ana Reyes, Oakbrook Homes; Karen Ridge, Eisenhower Apartments; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Madeline Torres, Franklin Towers; Frank Valentin, Kennedy Towers, Ron Walker, Hubert Apartments and Odelia (Tina) White, Section 8.

HANDOUTS

- Section 8 Administrative Plan
  - Chapter 2 – Fair Housing and Opportunity
  - “Are you a Victim of Housing Discrimination?”
  - Chapter 3 – Eligibility
  - Chapter 4 – Applications, Waiting List and Tenant Selection
  - Chapter 5 – Briefings and Voucher Issuance
  - Chapter 6 – Income and Subsidy Determinations
  - Chapter 9 – General Leasing Policies

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review of Minutes
- New Business
- Overview of Annual Plan/Preparation of 2009 Annual Plan
  - Presentation and Discussion of Revised Administration Plan for Housing Choice Voucher (Section 8)
- Old Business
- Open Forum
- Adjournment
- Lunch

## MEETING:

Carl Snyder, President of City-Wide Resident Council, called this meeting to order at 10:05 a.m., Thursday, August 21, 2008.

- Welcoming:

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

- Review Minutes:

The minutes of July 17, 2008 were reviewed and approved by the Board.

- New Business:

No new business at this time.

- Overview of RHA Annual Plan/Preparation of 2009 Annual Plan

Ron explained that the Administrative Plan for the Housing Choice Voucher Program (Section 8) is currently being revised. This will go in effect April 1, 2009, the beginning of our fiscal year. This meeting and the next, the chapters of this Plan will be reviewed. A lot of this material is similar to what is in the Admissions Continued Occupancy Policy (ACOP) Policy. CWRC members were encouraged to make any comments.

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

Part I: Nondiscrimination (pgs. 2-4)

Stacey explained that this section lists the various federal, state, and local nondiscrimination laws that RHA must follow.

There are certain classes that are protected under these laws that RHA can not treat differently such as race, color, sex, religion, familial status, age, disability or national origin.

Also, RHA will not discriminate on the basis of marital status or sexual orientation.

Part II: Policies Related to Persons With Disabilities (pgs. 5-13)

This section explains Reasonable Accommodations. A reasonable accommodation is when RHA makes a change in a policy or procedure to accommodate the needs of a person who has a disability.

In Section 8 physical modifications to unit is done by the landlord whereas in Public Housing RHA does the modifications. We notify the landlord about what changes need to be done.



Stacey added that since we do not own the physical locations, the modification in Section 8 may differ than in Public Housing. The protocol, though, is the same.

Carolyn added that a landlord may ask a tenant if moving to remove the modifications. There are some incidences where the tenant is required to help pay for the modifications. Stacey said that there are programs that can assist.

After a person fills out a form requesting an accommodation, like Public Housing, the Section 8 Program goes through a process of verifying a person is in need of a reasonable accommodation. The person is then notified if the accommodation has been approved or denied.

RHA must comply with a variety of regulations pertaining to physical accessibility. If a person has a hearing or vision impairment, RHA must provide a way for that person to have access to all RHA's services and programs. In cases, where a person is hearing impaired, a landlord is required to have some type of light smoke detector.

Part III: Improving Access to Services for Persons with Limited English Proficiency (LEP): (pgs. 13-14)

This section describes RHA's Limited English Proficiency (LEP) Plan. We assure that LEP people have access to Section 8 services by providing oral interpretation and written translations.

Definition of a Person with a Disability under Federal Civil Rights Laws (pg. 16-17): This section states HUD's definition of a person with a disability which we must follow.

- **Are You a Victim of Housing Discrimination** – This handout was distributed. Carolyn stated that this is given out at all Section 8 briefings.

Question – Where can a public housing resident go to file a discrimination complaint? Carolyn said that he or she can contact the Fair Housing Office at HUD in Philadelphia. If the agency where that resident resides is not funded by HUD, then he or she should contact the Human Relations Department in Reading.

### - **Chapter 3, Eligibility**

Ron explained that this chapter is very similar to the Public Housing Admissions Continued Occupancy Policy (ACOP) on Eligibility. Ron asked for everyone to become familiar with this. There are three sections, Definition of Family and Household Members, Basic Eligibility Criteria, and Denial of Assistance. Questions should be brought to the next meeting. The following sections were pointed out:

3-II.E. Students Enrolled in Institutions of Higher Education (pgs. 16-17)

What is stated only applies to the Housing Choice Voucher Program.

EID – This is a Public Housing Program where a portion or all of one's new earned income is disregarded for a period of time, no matter where that person is employed. In Section 8, it is restricted to a certain type of employment.

Violence Against Women's Act (pg. 29) – It basically models public housing except RHA is not the landlord. There are certain instructions sent out to the landlord.

Definition of Family and Household Members (pg. 2) – Recently there has been a considerable change in the definition of family in public housing. This also applies to the Housing Choice Voucher Program.

Questions – Tina asked if one is given a voucher and do not use it, can they reapply later? Once the Waiting List is open, one can reapply immediately, unless RHA has taken it away because of a violation. If this is the case, one could be eligible for an informal hearing. There could be extenuating circumstances pertaining to the Violence of Women's Act or Reasonable Accommodations. But if the voucher expires, there is no appeal process.

Migdalia asked if one can add someone to his or her household and reapply while currently in public housing. Yes, as long as he or she meets the occupancy standards.

Tina asked in a Section 8 household, if a minor child is working does that need to be reported. Yes, even though the earned income will not be counted.

#### **- Chapter 5, Briefings and Voucher Issuance**

Ron stated that once a person is determined eligible for a voucher from the Applications Office at Rhodes Apartments, 815 Franklin Street, his or her file is sent to the Section 8 Management Office at Franklin Towers, 120 South Sixth Street. A briefing then is scheduled and a voucher is issued.

##### **Part I: Briefing and Family Obligations**

All briefings are conducted as group meetings. Generally, all adult members are required to attend. Some things that are reviewed at the briefing include:

- Income – what the rent is based on.
- Obligations under the program – Head, Co-head and/or Spouse are the ones responsible for their household to meet the obligations. Other Adult members need to know what is required of them.

Analiz Rivera of the Section 8 office handles all briefings. She works with the family while they search and find a unit. Briefings are conducted in English. Translations services will be provided for those who have been determined Limited Efficiency Proficient. Those are held at a separate briefing.

Sylvania Homes which RHA owns is not a federally subsidized development. Vouchers are permitted to be used there. Anyone interested, would apply at Rhodes Apartments, 815 Franklin Street. A family has the right to select any eligible unit available for lease and is not obligated to choose a PHA-owned unit.

Briefing Packet (pgs. 4-5) – This section list the items included in the briefing packet. Two packets are given at the briefing, one for the family and another to be given to the landlord.

Family Obligations (pgs 6-9) – These are listed on the voucher provided at the briefing. These include:

- Supplying all necessary information required by HUD or PHA including submission of required evidence of citizenship or eligible immigration status.
- Information needed for use in regularly scheduled reexamination or interim reexamination of family income and composition needs to be supplied. All changes to income or family composition are required to be reported to the Section 8 office within 10 business days.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information from different agencies.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal and tear caused by any member of the household of guest.

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit and/or what the owners is charging a person while he or she lives there.

- The family must allow RHA to inspect the unit at reasonable times and after reasonable notice.
- The family must not commit any serious or repeated violation of the lease.
- The family must notify RHA and the owner before moving out of the unit or terminating the lease.
- The family must promptly give RHA a copy of any owner eviction notice.
- The family must use the assisted unit as the only residence by the family.
- The composition of the assisted family residing in the unit must be approved by RHA.
- The family must not sublease the unit, assign the lease, or transfer the unit.
- The family must promptly notify RHA when the family is absent from the unit.

Ron added there is also a second set of rules, a separate lease that the landlord requires.

Subsidy Standards and Voucher Issuance (pgs. 10-18). This section deals with determining the voucher size, the appropriate number of bedrooms under the PHA

subsidy standard guidelines. It is established in the same way as public housing except no 0 vouchers are listed in Section 8.

Exceptions to subsidy standards pertain mostly to reasonable accommodation issues.

Voucher Issuance and Rescissions – (pg. 13-14) Explains that the briefing is mandatory. Sufficient funding will be determined before a voucher is issued. If it needs to be rescinded vouchers because of budgetary constraints, there is a certain procedure RHA needs to follow. RHA tries its best to avoid this from happening.

Questions:

Holly asked what happens to the person who loses his or her voucher due to lack of funding. When funding is available again, that person can reapply and person would receive a preference in getting back into the program.

#### Voucher Term, Extensions and Suspensions

- The initial voucher term will be 60 calendar days.
- The family must submit a Request for Tenancy Approval and a proposed lease within the 60-day period unless RHA grants them an extension.

This means that during the initial 60 days the voucher holder will be searching for a unit and enter into a landlord agreement. To start the process, of unit being inspected, a Request for Tenancy Approval must be signed by the voucher holder and the potential landlord.

If an automatic 30 day extension has been granted upon the voucher holder's request, additional extensions will only be approved in the following circumstances listed on page 16. All requests for extensions must be made in writing with the reason why and submitted to RHA prior to the expiration date of the voucher. This is a change from the current Section 8 Administrative Plan which states a maximum of 120 days.

Questions:

When does the clock start ticking? At the day of the briefing.

What does the voucher look alike? The voucher is a 2 sided document. It states the issuance and expiration dates. If any extension, that date would be marked. It is signed by the both the family head of household and/or spouse, and/or co-head. A signature of a RHA representative will be on it. The family obligations are listed on page 2. If transferring to another unit, one must be issued a new voucher.

Carolyn mentioned that RHA will not suspend the term of the voucher while it processes the request. Some Housing Authorities when a Request for Tenancy Approval is submitted, the time of the voucher is stopped until it is approved or disapproved.

Rent reasonableness will need to be done. A voucher holder is not permitted to pay more than 40 percent of their adjusted annual income for rent and utilities.

Tina described her experience being approved by Section 8 and obtaining a voucher. The process went very smooth.

Jack mentioned that some places might be hard to get into, like Sylvania where the waiting period is quite long.

The Section 8 Office does not do preapproval of units. But at the briefing, a list of landlords willing to lease is provided along with the requirements and what to look for.

Denise asked what determines a person's eligibility. The eligibility is determined by income.

Ron mentioned that Fred, who once was a Quality Standards Inspector for Section 8, can answer questions referring to that.

Deandra asked what happens if the unit is damaged through robbery. That is handled by the landlord and tenant relationship. There is a triangle relationship in the Housing Choice Voucher Program, the landlord, tenant and RHA. Some things like the lease is a landlord issue and some things like the payment assistance contract is a RHA issue.

## **- Chapter 6, Income and Subsidy Determinations**

Ron explained this is similar to the public housing program.

Part I: Annual Income – this is the type of income that is included or excluded to determine rent.

Part II: Adjusted Income – this includes certain deductions which are allowed to determine rent.

Part III: Calculating Family Share and PHA Subsidy – this includes the utility allowances.

The following were mentioned:

Earned Income Disallowance (pg. 13) – The only earned income disallowance allowed in the Section 8 Program is for people with disabilities.

Student Financial Assistance (pg. 30) - This is different than public housing. Only certain circumstances are included.

Earned Income (pg. 9) - This section lists the certain types of earned income that are counted and not counted in Annual Income. Earnings of children under the age of 18 is not included but must be reported. Certain Earned Income of full-time students are not included as well as income earned under certain federal programs.

Business Income & Asset Income (pg. 15 - 26) – Lists various incomes that are considered for determining rent. It helps to know what is included and not included.

Additional Exclusions from Annual Income (pg. 32-33) – This talks about additional exclusion from Annual Income.

Adjusted Income (pg. 35-46) – There are some deductions made on Annual Income to determine adjusted income. Some of these include, Medical Expense Deduction, Disability Assistance Expenses Deduction, Dependent Deduction, Elderly or Disabled Family Deduction, Child Care Expense Deduction.

Calculating Family Share and PHA Subsidy (pg. 47-58)

TTP Formula (total tenant payment) is defined. This is the formula RHA uses to calculate the rent.

Family Share – the amount that a family pays for rent and utilities. When initially starting the program, family share, will be somewhere between 30 percent and 40 percent of the family adjusted monthly income. After the first year the owner is allowed to increase the rent. Therefore, one's portion of the rent could be above 40 percent. If that is the case, a 60 days notice needs to be issued by the landlord. If the increase is based on rent reasonableness, one may be required to pay the increase.

Question: How about if you can't afford the increase? You would have to decide if you are going to move with or without assistance. With continued assistance, one could use their voucher to transfer to another unit as long as family obligations have been met.

Payment Standard (pg. 54-55) – That is the maximum RHA will pay towards a unit. RHA establishes them from the Fair Market Rents as published by HUD. Payment Standards can be anywhere from 90 percent to 110 percent of the published fair market rent. Our Board approves them.

Utility Allowance (pg. 56) – the amount RHA pays towards utilities. This is deducted from the individual's portion of the rent. It is possible that an individual could pay additional for utilities, if he or she uses above the allotted amount. Also, an individual could be reimbursed for utilities if he or she uses less than the allotted amount. It is always based on the size of the unit.

#### Questions:

Question: Can the lease be a month to month between the Section 8 landlord and the tenant? Yes, whatever the terms of the lease is. But no increase in rent can be made until after one full year of the lease.

Can a landlord terminate the lease, if the landlord is not satisfied with the tenant? There are certain reasons during the first year of the assistance lease that the landlord can not terminate the lease. A notice with the reason must be given in a certain amount of days to the tenant and the Section 8 office.

What happens if the tenant is not satisfied? It is important to try to get issues resolved with the landlord, either by talking to him or putting it in writing. If still not resolved, it is important to make copies of the correspondence and contact the Section 8 Office. To continue one's assistance, in the first 12 months, the owner has to be willing to release you from the terms of the lease.

Utility Reimbursement (pg. 48) – If the utilities are a lot higher than the 30 or 40 percent, it is possible to receive a reimbursement.

Financial Hardship (pg. 49-53) – This talks about minimum rent. This is basically the same as with public housing.

Prorated Assistance for Mixed Families (pg. 57) – This applies if there is an illegal alien as part of the household.

## **- Chapter 9, General Leasing Policies**

Tenant Screening (pg. 2) – We do not do any screening, that is the owner's responsibility.

Request for Tenancy Approval (pg. 3) – That is a document that is given at the briefing. One copy is to be given to the owner.

Owner Participation (pg. 4) – RHA does not formally approve an owner to participate in the HCV program. However, there are a number of criteria where RHA may deny approval of an assisted tenancy.

Eligible & Ineligible Units (pg 5) – There are a number of criteria that a dwelling unit must meet in order to be eligible for assistance under the voucher program. There are also criteria that would make a unit ineligible.

PHA Owner Units (pg. 5) – RHA has eligible RHA-owned units available for leasing under the voucher program.

Special Housing Types (pg. 5) – RHA does not have any funding for special housing types.

Duplicative Assistance (pg. 6) – One can't be on the Section 8 program while receiving public housing assistance.

Rent Reasonableness (pg. 7) – In order to be eligible, the dwelling unit must have a reasonable rent.

Rent Burden (pg. 7) – Where a family is initially leasing a unit and the gross rent of the unit exceeds the applicable payment standard for the family; the dwelling unit rent must be at a level where the family's share of rent does not exceed 40 percent of the family's monthly adjusted income.

Lease and Tenancy Addendum (pg. 8) – This is given at the briefing; it is a contract between the tenant family and the owner. This lists the terms that the tenant is bound by.

Term of Assisted Tenancy (pg. 9) – The initial term of the assisted dwelling lease must be for at least year.

Security Deposit (pg. 9) Tenant is responsible for the entire security deposit. We do not help to subsidize it.

Separate Non-Lease Agreements between Owner and Tenant (pg. 10 – RHA permits owners and families to execute separate, non-lease agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease.

PHA Review of Lease (pg. 11) – RHA reviews the dwelling lease for compliance with all applicable requirements.

Tenancy Approval (pg. 12) – This explains the process and if there are any changes how it would be handled.

HAP Contract Execution (pg. 13) – The HAP contract is a written agreement between RHA and the owner of the dwelling unit.

Changes in Lease of Rent (pg. 14) – If the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give RHA a copy of such changes.

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

The application process is similar to public housing.

Part I: The Application Process (pg. 2-4)

When someone first applies, we accept what is called a pre-application. Basic information is needed for an individual to be placed on the Waiting List.

When a person's name comes to the top of the Waiting List, 90 days before the issuing of the voucher, the individual is required to fill out a full application.

Accessibility of the Application Process (pg. 3) – This section defines elderly and disabled populations and what Limited English Proficiency is.

Placement on the Waiting List (pg. 4) – This explains what happens if a person is eligible or ineligible for the Placement on the Waiting List.



## Managing the Waiting List (pg. 5 -9)

There is one single Waiting List for the Section 8 program. It is not by bedroom size.

Opening and Closing the Waiting List (pg. 6-7) – RHA tries to take enough applications for one year. The Waiting List is purged annually. Last September was the last time the Waiting List was open for applicants. When it reopens depends on the turnover. When it is reopened RHA will follow the policy listed in this section.

Reporting Changes in Family Circumstances (pg. 8) – We require any changes in family income or composition while on the Waiting List to be reported. In order to receive a voucher, all information must be current.

Removal from the Waiting List (pg. 9) – Lists the various reasons why, including voluntary, someone would be removed from the Waiting List

## Part III Selection for HCV Assistance (pg. 10-15)

Selection Method (pg. 11-12) – There are preferences in the Section 8 Program such as in public housing. These are listed in this section. One is selected from the Waiting List on the number of preferences one has.

A new preference has now been added. It is in regards to the Shelter Care Plus Program. We have received 24 Section 8 vouchers through the Berks County Continued Homelessness. They are to be used to assist single people with disabilities, either with major mental illness or recurring substance abuse and who are homeless by HUD's standards. Also, they must be receiving services from SAM or TASC.

Notification of Selection (pg. 13) - Explains how the applicant is notified when he or she has been selected.

The Application Interview (pg. 13-14) - Lists what is required.

Completing the Application Process (pg. 15) - RHA must verify all information provided by the family.

### Other:

Ron informed the members of RHA recent staff changes:

Tanya Nelson. Resident Selection Supervisor, has left to become the Executive Director at Berks County Housing

Sandra Cunnius, Property Manager of Oakbrook, has retired.

Effective 8/25/08 – Josh Smith has been promoted to Property Manager of Glenside

Effective 8/25/08 – Charles Huckstep will be Property Manager of Oakbrook.

Effective 8/14/08 – Nilda Feliciano has been promoted to Resident Selection Supervisor

Migdalia mentioned that Kennedy Towers Resident Council would like to host a Domino Tournament on October 10<sup>th</sup>. All five High Rises are being invited to participate. Residents should be receiving a flyer soon announcing this event with the details. Trophies and prizes will be donated by RHA.

Any Resident Council that has a written list requesting capital fund items should hand it to Fred Prutzman.

The meeting was adjourned at 11:50 a.m. The next meeting is scheduled for Thursday, September 11, 2008, at 10:00 a.m. at WCA.

RHA CITY-WIDE RESIDENT COUNCIL  
MEETING 9/11/08

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, September 11, 2008, at 10:00 a.m.

ATTENDEES:

RHA Staff: Elaine Adesso, Executive Secretary; Carolyn Bower, Section 8 Coordinator; Ron Fioravanti, Deputy Executive Director; Stacey Keppen, Social Services Director; Jack Knockstead, County Caseworker 2; Fred Prutzman, Building Construction Inspector and Grisel Saez, County Caseworker 2.

Residents: Cecilia Cruz, Hensler Homes; Elizabeth DeJesus, Eisenhower Apartments; Clifford Jablonski, Rhodes Apartments; Charlene Johnson, Eisenhower Apartments; Betty Kershner, Eisenhower Apartments; Luz Martinez, Hensler Homes; Lillie Mathies, RHA Commissioner; Holly Melin, Hubert Apartments; Ella Pelter, Eisenhower Apartments; Karen Ridge, Eisenhower Apartments; Migdalia Rivera, Kennedy Towers; Carl Snyder, Eisenhower Apartments; Madeline Torres, Franklin Towers; Eileen Valentin, Oakbrook Homes; Frank Valentin, Kennedy Towers, Ron Walker, Hubert Apartments and Odelia (Tina) White, Section 8.

HANDOUTS

- Section 8 Administrative Plan
  - Chapter 1 – Overview of the Program and Plan
  - Chapter 7 - Verification
  - Chapter 8 – Housing Quality Standards and Rent Reasonableness Determinations
  - Chapter 10 – Moving With Continued Assistance and Portability
  - Chapter 11 - Reexaminations
  - Chapter 12 – Termination of Assistance and Tenancy
  - Chapter 13 – Owners
  - Chapter 14 – Program Integrity
  - Chapter 15 – Special Housing Types
  - Chapter 16 – Program Administration
  - Chapter 17 – Project-Based Vouchers

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review of Minutes
- New Business
- Overview of Annual Plan/Preparation of 2009 Annual Plan
  - Presentation and Discussion of Revised Administration Plan for Housing Choice Voucher (Section 8)
- Old Business
- Open Forum
- Adjournment
- Lunch

## MEETING:

Carl Snyder, President of City-Wide Resident Council, called this meeting to order at 10:10 a.m., Thursday, September 11, 2008.

- Welcoming:

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

- Review Minutes:

The minutes of August 21, 2008 were reviewed and approved by the Board.

- New Business:

No new business at this time.

- Overview of RHA Annual Plan/Preparation of 2009 Annual Plan

The following chapters were reviewed. Any questions while reading over these chapters, they should contact the Executive Office.

- **Chapter 1, Overview of the Program and Plan**

Ron mentioned that there are three parts:

The Public Housing Agency  
The HCV Program  
The HCV Administrative Plan

RHA's mission statement is on page 2. CWRC members should become acquainted with this.

Standards to ethics are listed on page 3.

History – inception of program in 1974.

HCV Relationships is outlined on page 7. The Housing Choice Voucher Program has one additional party than Public Housing and that is the landlord.

HUD, RHA, landlord and the family have responsibilities. These are listed on pages 8-10.

HUD requires certain regulations to be included in the Section 8 Administrative Plan. RHA is responsible for complying with these regulations. RHA will review and update the plan at least once a year. This is explained on pages (12-14).

Carolyn Bower passed around to City-Wide members a sample voucher, which is in both Spanish and English. This is given out at the time of the briefing after the applicant has been determined eligible.

### **- Chapter 7, Verification**

The verification process in the Housing Choice Voucher Program is very similar to the Public Housing Program.

There are many things that are verified such as income, date of birth, social security number, family composition, deductions, exemptions, etc. Most of these are third party verifications. HUD has come up with ways to receive some of these verifications. This chapter explains the process and the various verifications.

The family must supply any information that RHA or HUD determines is necessary. A consent form is required to be signed. If a family member refuses to sign, admission to the program could be denied.

### **- Chapter 8, Housing Quality Standards and Rent Reasonableness Determinations.**

Housing Quality Standards, this usually involves an initial inspection of the unit where the voucher holder wants to move. The inspection is based on standards that will determine if the unit is accepted or rejected for the program. There is a rent reasonableness that is established. This makes sure the correct rent is being paid for that unit as compared to similar units in that community.

Carolyn spoke on the general and specific HUD requirements.

Part I: Physical Standards (pgs. 2-9)

One of RHA's policies is that the heating system must be capable of maintaining an interior temperature of all living spaces of 68 degrees Fahrenheit between October 1 and May 1. This is in accordance with City requirements.

Clarifications of some of these requirements were mentioned.

Life threatening conditions must be corrected within 24 hours. Owner and family have certain responsibilities for correcting any deficiencies.

Part II: The Inspection Process (pgs. 9-17)

RHA conducts the following types of inspections as needed.

- Initial – this is done when the Section 8 office receives a request for tenancy approval that is fully completed.
- Annual – These are held at least once a year.
- Special – These are done if there is a request by the owner, family or a third party that there is a problem.
- Quality Control – HUD requires a certain number of these should be conducted each year.

Any unit that RHA owns such as Sylvania Homes, Berks County Housing conducts the inspections.

Both the family and the owner will be given reasonable notice of all inspections, except in the case of an emergency.

At the initial inspection, the owner must be there. The tenant may or may not be present. During annual inspections, a family adult member or representative must be there. Owners are encouraged to be present.

The owner and the family will be notified in writing of the results of all inspections. Extensions for corrective action can not be granted for conditions that are life-threatening. Generally reinspections are conducted immediately following the end of the corrective period.

RHA must take prompt and vigorous action to enforce the owner's obligations. If an owner fails to correct Housing Quality Standard deficiencies by time specified, HUD requires RHA to abate housing assistance payments. RHA should not terminate contract until the family finds another unit. Families must correct any HQS violation that they are responsible for and RHA must enforce family compliance. (pg. 16)

### Part III: Rent Reasonableness - (pgs. 17-20)

HUD mandates that there are nine criteria and a certain method that needs to be used to determine rent reasonableness.

Overview of HUD Housing Quality Standards & Summary of Tenant Preference Areas Related to Housing Quality – (pgs. 20-25)

### Questions:

Tina White asked about inspections – when are they conducted and how does the resident know?

Carolyn explained that the tenant is notified approximately two weeks before the inspection by mail with a copy of the letter sent to the landlord. Inspections are done annually. If special inspections by the tenant or landlord are requested, there are other issues, or if a tenant's unit is chosen to be a Quality Control Inspection, it may be more than once per year.

During Quality Control Inspections, is the whole building or just the unit inspected? It will be like a regular inspection where mainly it is the unit itself. However, heating system, exterior of the unit and common areas will be checked.

Are move-outs inspected? No, unless there is a special request, which will be between the landlord and the tenant.

## **- Chapter 10, Moving With Continued Assistance and Portability**

Ron explained that there are transfers in Section 8 just as in Public Housing. There is also a thing called portability, which is a transfer out or into a jurisdiction of a particular agency. RHA's jurisdiction is the City of Reading.

Tenant Based Assistance – A Section 8 participant can take their assistance anywhere in the country.

Project Based Assistance - The Section 8 participant can only use their assistance at a designated development. Currently, we have five Section 8 project based assistance units. These are located at Emma Lazarus House, which assists families of domestic violence. In the past, there were units at Bookbindery and Deacon House. They are now tenant based.

## **- Chapter 11, Reexaminations**

Part I: Annual Reexaminations (pgs. 1-5):

In Section 8, a minimum of one reexamination of family income and composition is done annually.

Each resident receives a prior notice from the Manager's office stating when his or her annual reexamination has been scheduled.

Part II: Interim Reexaminations (pgs. 6-11)

This is done when changes in family composition and/or income occur between annual reexaminations.

Effective Dates: Decreases take effect within 30 days; increases take place the second month of the effective date of the change.

Any change in family composition and/or income must be reported within 10 days. If someone fails to report a change; increases and not decreases in rent will be effective retroactively, which means one could owe money to RHA.

Question: Does this work the same as for public housing?

If rent would be decreased, we implement the change. If an increase would occur because of additional income, it would not be implemented until the next Annual Reexamination. This was changed last year in the ACOP and the Section 8 Administrative Plan. There are some exceptions which can be due to errors, EID program or failure to report changes.

Part III: Recalculating Family Share and Subsidy Amount (pgs. 12-13)

Per the results of annual and interim reexaminations, a recalculation of family share and subsidy amounts is done.

Question:

Eileen brought up that a resident, who had reported it in time, did not receive their decrease for the following month. Ron recommended that the resident should contact the Manager's Office. Carolyn remarked that unfortunately, sometimes not all verifications are received in time for the decrease to take effect the following month. If that is the case, the tenant would be receiving a credit retroactively.

- **Chapter 12 – Termination of Assistance and Tenancy**

Part 1: Grounds for Termination of Assistance (pg. 1-7)

- The family would no longer require assistance; 180 days RHA did not make a payment to the landlord in behalf of that tenant.
- Family requests the assistance be terminated.
- HUD requires RHA to terminate assistance in certain circumstances as listed.

Carolyn pointed out that Insufficient Funding could be a reason RHA terminates a contract. Ron added that is something we do not expect to do.

Part II: Approach to Termination of Assistance (pg. 8-15)

This section explains the methods and alternatives to terminate assistance. There are criteria RHA needs to look at before deciding to terminate a contract. This may include Reasonable Accommodations and Victims of Domestic Violence.

If a family's assistance is to be terminated, RHA must give the family and the owner proper written notification.

Citizenship Status can be a factor in terminating a contract.

Termination of assistance affects the HAP Contract and the lease.

Part III: Termination of Tenancy by the Owner (pgs. 16-22)

This section explains the grounds an owner may have to terminate the lease. These are similar to what is used in Public Housing. These include: Serious or Repeated Lease Violations, Violation of Federal, State or Local Law, and Criminal Activity or Alcohol Abuse.

Before an owner terminates a lease there are some things he or she may want to consider.

Statement of Family Obligations is the rules we expect the family to abide by.



Question:

Due to criminal activity, is the lease terminated the same way as for Public Housing? Carolyn said it may be little different on what we are required to do because of a landlord involved. But any criminal activity is subject to eviction.

**- Chapter 13, Owners**

Owners play a central role in the Housing Choice Voucher Program by supplying decent, safe, and sanitary housing for participating families.

Part I: Owner Recruitment and Retention (pgs. 2-10)

Carolyn explained that RHA conducts owner outreach to ensure that owners are familiar with the program and its advantages and to recruit new property owners to the program.

RHA maintains a listing of vacant units provided by owners and provides this listing to the HCV family as part of the informational briefing packet.

Some forms are listed in this chapter that were previously discussed.

The owner has certain responsibilities that are listed on page 6.

Owner qualifications – RHA does not formally approve an owner to participate in the HCV program. However, there are a number of criteria where RHA may deny approval of an assisted tenancy based on past owner behavior, conflict of interest, or other owner-related issues.

HUD regulations permit public housing authorities at the PHA's discretion, to refuse to approve a request for tenancy if the owner has committed some actions, which are listed on page 9.

RHA will only enter into a contractual relationship with the legal owner of a qualified unit.

The owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability.

Part II: HAP Contracts (pgs. 11-19)

The HAP contract represents a written agreement between RHA and the owner of the dwelling unit occupied by a Housing Choice Voucher assisted family.

The HAP contract contains three parts.

Part A – Includes basic contract information about the name of the tenant family, address of the contract unit, names of all household members, first and last dates of initial lease term, etc. In general, the HAP contract cannot be modified.

Part B is the body of the contract.

Part C of the contract includes the Tenancy Addendum (Form HUD-52641-A)

HAP payments are mailed monthly on the first day of the month, after the contract has been executed.

This section discusses late HAP Payments, Termination of HAP Payments, Breach of HAP Contract, HAP contract Term and Terminations and Change in Ownership/Assignment of the HAP Contract, which is approved prior to the actual transfer of ownership.

Question: Tina White asked if there is a change of ownership what happens to the HCV contract? During the first year the new landlord must comply with the lease and the contract. If there is a change of ownership, the owner needs to notify us. The tenant would be receiving a voucher to move.

#### **- Chapter 14, Program Integrity**

Part I: Preventing Detecting, and Investigating Errors and Program Abuse. (pgs. 2-6).

This part presents PHA policies related to preventing, detecting, and investigating errors and program abuse.

Part II: Corrective Measures and Penalties (pgs. 6-13)

This part describes the corrective measures RHA must and may take when errors or program abuses are found by the family or the owner. There are prohibited actions that could subject the family or owner to penalties.

Ron pointed out a circumstance may occur where the landlord wants the tenant to pay a little extra towards their rent. That is not allowed; the lease and the contract are abiding agreements and must be followed.

If an error or program abuse is caused by RHA, there are ways to deal with this, which are explained.

If there is program abuse by the owner, family or RHA, it may involve criminal prosecution.

RHA may retain a portion of program fraud losses that they can recover from a family or owner through litigation, court order, or a repayment agreement.

#### **- Chapter 15, Special Housing Types**

This section explains the types of HCV programs. RHA has chosen single family dwellings throughout the community where one can use their voucher and assistance to buy a home. Presently there are three Section 8 Homeownership voucher holders in the process of buying a home within the City.

### Question:

How does one approach the housing authority about a Single Room Occupancy (SRO) and making the SRO a part of the program? At this time, a single room occupancy like at the YMCA is not included in the policy.

Ron mentioned that recently RHA has obtained another special housing type, which is called Shelter Plus Care. Participants are issued vouchers but are not part of the Housing Choice Voucher Program. Currently, there are three under contract, one is searching and six or seven are scheduled for briefing.

Stacey explained Shelter Care. We have received 24 Section 8 vouchers through the Berks County Continued Homelessness. They are to be used to assist single people with disabilities, either with major mental illness or recurring substance abuse and who are homeless by HUD's standards. Also, they must be receiving services from SAM or TASC.

### Questions:

Tina asked if there is an age requirement and can a person with a disability be a homeowner in the Section 8 Homeownership Program. Carolyn said that the eligibility requirements are listed on pages 15-16. Eligibility is based on the adult family member meeting the income requirements and does not have anything to do with a person's age or being disabled.

## **- Chapter 16, Program Administration**

Part I: Administrative Fee Reserve (pg. 2)

This reserve is used to operate the program. An administrative fee from HUD is received for every voucher month that is under contract.

Part II: Setting Program Standards and Schedules (pgs. 3-7)

This section explains what payment standards are and the process of updating them. Utility allowances are involved.

Part III: Informal Reviews and Hearings (pgs. 8-23)

Ron mentioned there is a review process to discuss various issues.

Part IV: Owner or Family Debts to the PHA (pgs. 24-26)

This section discusses how debts will be recovered.

Part V: Management Assessment (SEMAP) (pgs. 27-32)

This is an Annual Assessment of RHA's performance in the Section 8 Program that is conducted by HUD.

Part VI: Recordkeeping (pgs. 33-35)

RHA must maintain complete and accurate accounts and gather records for the program in accordance with HUD regulations.

Part VII: Reporting and Recordkeeping for Children with Environmental Intervention Blood Lead Level (pg. 36)

Part VII: Determination of Insufficient Funding (pg. 37)

### **- Chapter 17, Project-Based Vouchers**

Ron mentioned that at this time there are only 5 units that are project based. They are due to expire in 5 years.

Ron asked CWRC members to read over this section. If anyone has any questions, they should contact him.

### **Further Discussion – Annual Plan**

Ron stated that we would be submitting the revised Section 8 Administrative Plan that as a part of the Annual Plan to HUD. The Plan will take effect April 1, 2009.

A copy of the Streamline 5-Year Plan for Fiscal Years, Beginning April 1, 2009 through March 31, 2014, which includes the Annual Plan for 2009, was passed around for discussion. Because of being a High Performer, the Streamline Plan has been used.

Each member should review this. Any comments or questions, they should contact the Executive Office.

- Capital Fund (pg 45-53)

Fred highlighted all capital fund items. He will be discussing these items with the individual Resident Councils.

Fred explained that the money received in August will be used to install new electrical panels at all the High Rises. Our hope is that the kitchens will be installed in 2010 as stated in the five year plan. In Hensler, we have just completed 97 new kitchens costing \$6,050 per unit. It will take about 3.5 million dollars to do all the High Rise kitchens, which would not be possible to do at one time. The order to be completed would go from oldest building to newest; Franklin, Kennedy, Eisenhower, Rhodes and Hubert.

Stacey stressed that it is important that CWRC members understand what is in the Capital Fund so they can explain it to the residents.

Fred mentioned that residents were asking for ceiling fans. Unfortunately, because of the concrete ceilings, they will be very difficult to install. Also because of the Honeywell contract, it would be hard to do anything that would affect water, heat and/or electric.

Fred said that Honeywell has done an energy audit. It states how much money we should save in order to receive any returns from the borrowed money needed for the project. Honeywell will be coming back for the next eight years to check our water, heating and electric bills.

Questions:

Charlene: At the bathroom sink, the water you have to run twice as long, how is that saving money? It goes by the amount of water coming out of the faucet. They are low flow aerators.

Holly: To save on electric, is it better to keep the TV on all the time or keep turning it on and off? Fred explained that Honeywell would be coming around to inform residents of the changes and answer any questions. Notices will be sent as to when the meeting will take place.

A few members asked about the removal of the heat lamps in the bathrooms. Fred said that they will not be replaced.

Fred mentioned that money for more security cameras is in the Capital Fund. He found out that it is legal to install Security Cameras in the hallways. He will be addressing where they need to be placed as well as all Capital Fund items at the next Resident Council meetings.

Fred pointed out that at Rhodes Apartments, larger dryers and washers will be installed when Maytag can manufacture an affordable one.

Holly: When will new screens in the patio be installed? Fred said that we are working on this.

New signs can come out of the Operating Budget.

In the new Operating Budget, there will be money for the Painting Program. This can not be taken out of the Capital Fund. We have identified 250 families who have been in continued occupancy since the painting has stopped, ten years ago. These families will be served first. Some people have offered not to have their units painted.

Carl: Can we wax our floors? Yes, that is allowed.

Fred mentioned that in the common areas and the hallways, new floor tiles are listed in the Capital Fund to be installed. We will try to do the painting and tiling in these areas at the same time.

Karen: Are we allowed to put something under doors to block the cold air? Fred said that RHA is allowed to put weather stripping on the bottom of the doors. Fred will be talking to Frank about it.

## **OPEN FORUM:**

Karen mentioned that residents are wondering why lockouts cost so much after hours and on weekends. It is overtime for our maintenance men.

Keys were discussed. A resident is allowed to make an extra apartment key for a friend or relative to hold in case of an emergency. However, only one card key can be issued.

Eileen invited everyone which includes RHA staff to attend a celebration on the playground at Oakbrook scheduled for Friday, September 26<sup>th</sup> at 5 p.m. There will be music, raffles, children activities and a car show.

Migdalia mentioned that the Domino Competition will be taking place on Friday, October 10<sup>th</sup> at 10:00 a.m. at Kennedy. Everyone should have received a flyer.

The meeting was adjourned at 12:02 p.m.

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

*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 2009-2014 Five-Year and/or 2009 Annual PHA Plan for the PHA fiscal year beginning April 1, 2009, 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 certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. 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.
5. 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.
6. The PHA certifies that it 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.
7. 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.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - 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).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.

12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. 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), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. 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.
20. 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.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

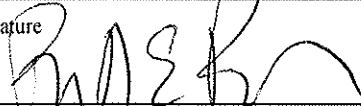
READING HOUSING AUTHORITY  
 PHA Name

PA009  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2009 - 2014

Annual PHA Plan for Fiscal Years 2009 - 2014

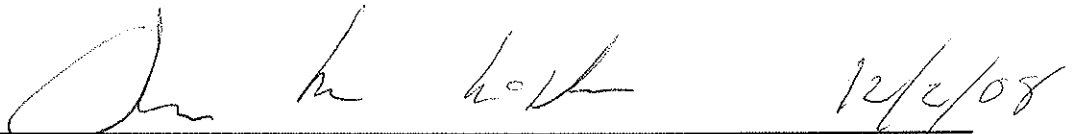
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C.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

Name of Authorized Official  REV. STEVEN E. BELINSKI	Title  BOARD CHAIRPERSON
Signature 	Date  NOVEMBER 25, 2008



**Certification by State or 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 2009-2014 and Annual PHA Plan for Fiscal Year 2009 of the Reading Housing Authority is consistent with the Consolidated Plan of the City of Reading, Pennsylvania, prepared pursuant to 24 CFR Part 91.

Handwritten signature of Thomas McMahon and the date 12/2/08.

---

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

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Reading Housing Authority

Program/Activity Receiving Federal Grant Funding

## ANNUAL PLAN AND 5-YEAR ACTION PLAN FOR FISCAL YEARS 2009-2014

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Glenside Homes/Hensler Homes, 1301 Schuylkill Ave., Reading, PA 19601

Oakbrook Homes, 1001 Scott Street, Reading, PA 19611

Franklin Tower, 120 South 6th Street, Reading, PA 19602

Kennedy Towers, 300 South 4th Street, Reading, PA 19602

Rhodes Apartments, 815 Franklin Street, Reading, PA 19602

Eisenhower Apartments, 835 Franklin Street, Reading, PA 19602

Hubert Apartments, 125 North 10th Street, Reading, PA 19601

Scattered Sites

Check here  if there are workplaces on file that are not identified on the attached sheets.

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

Daniel F. Luckey

Title

Executive Director

Signature

Date

11/25/08

X

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

READING HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

LOW-RENT HOUSING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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)

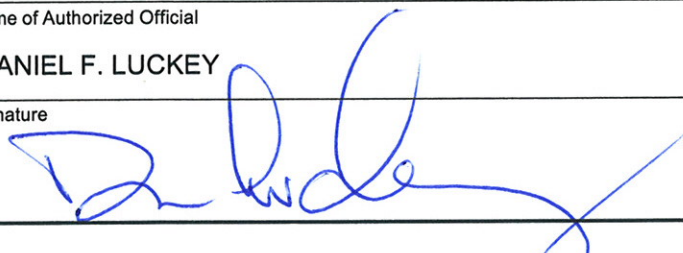
Name of Authorized Official

DANIEL F. LUCKEY

Title

EXECUTIVE DIRECTOR

Signature



Date (mm/dd/yyyy)

11/25/2008

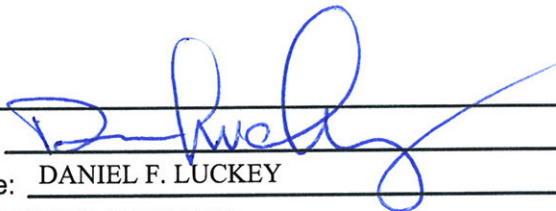
# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> NA a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> NA a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> NA a. initial filing b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  NA  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  NA	<b>7. Federal Program Name/Description:</b>  NA  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>  NA	<b>9. Award Amount, if known:</b>  \$ NA	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  READING HOUSING AUTHORITY 400 HANCOCK BOULEVARD READING, PA 19611-1802	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  NA	
<b>11.</b> 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.	Signature:  Print Name: DANIEL F. LUCKEY Title: EXECUTIVE DIRECTOR Telephone No.: (610) 775-4813      Date: 11/25/2008	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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

Comprehensive Grant Number

FY of Grant Approval

Reading Housing Authority

PA26P00950105

2005

Original Annual Statement  
 Performance and Evaluation Report for Program Year Ending 2008

Revised Annual Statement/Revision Number 4  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	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	\$144,940.60	\$134,609.73	\$134,609.73	\$134,609.73
4	1410 Administration	\$50,000.00	\$0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00	\$29,642.23	\$29,642.23	\$29,642.23
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00	\$170,280.12	\$170,280.12	\$170,280.12
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	\$0			
13	1475 Non-dwelling Equipment	\$48,158.26	\$68,957.10	\$48,158.26	\$48,158.26
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$2,489,082.00	\$2,489,082.00	\$2,468,283.16	\$2,468,283.16
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	\$600,000.00	\$200,000.00	\$200,000.00	\$200,000.00

Signature of Executive Director  
  
 Date 12/22/08

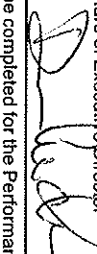
Signature of Public Housing Director  
 Date

<sup>1</sup> To be completed for the Performance and Evaluation Report of a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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 <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA Wide	Money to support Operating Budget	1406	100%	\$497,816.00		\$497,816.00	\$497,816.00	Complete
HA Wide	Police, Olivets, YMCA & software.	1408		\$144,940.60	\$134,609.73	\$134,609.73	\$134,609.73	Complete
HA Wide	Salaries and benefits.	1410		\$50,000.00	\$0	\$0	\$0	Moved
HA Wide	Architects and Engineer costs.	1430		\$29,642.23	\$29,642.23	\$29,642.23	\$29,642.23	Complete
HA Wide	New fences, gates, locks, ramps, curb cuts.	1450	2,000 Ft.	\$146,287.00	\$170,280.12	\$170,280.12	\$170,280.12	100% Complete
PA-9-1	Repair and upgrade bldg. exteriors.	1460	8 Bldgs.	\$1,438,156.82	\$1,438,776.82	\$1,438,776.82	\$1,438,776.82	Complete*
PA-9-1,4,	HVAC upgrade in Glenside Admin.	1460	5 Bldgs.	\$150,000.00	\$0	\$0	\$0	Moved to Energy Contract
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	Complete
PA-9-6,8	Install new energy eff. boilers.	1460	2 Bldgs.	\$235,000.00	\$0	\$0	\$0	Moved to Energy Contract
HA Wide	Computer and computer hardware	1475		\$50,000.00	\$68,957.10	\$48,158.26	\$48,158.26	70% Complete

Signature of Executive Director:  Date: 12/22/08

Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

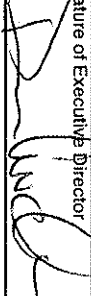
<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 12 of 122 Previous edition is obsolete form HUD-52837 (9/98) ref Handbook 7485.3

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 Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
HA Wide	09/30/07		12/31/05	09/30/09		12/31/05	
HA Wide	09/30/07		12/31/05	09/30/09			
HA Wide	09/30/07		09/30/07	09/30/09			
HA Wide	09/30/07		09/30/07	09/30/09			
HA Wide	09/30/07		12/31/05	09/30/09			
PA-9-1	09/30/07		06/30/06	09/30/09		03/31/07	
PA-9-1,4,							
5,6 & 8							
PA-9-4,5	09/30/07		09/30/06	09/30/09		09/30/07	
PA-9-6,8							
HA Wide	09/30/07	12/31/05		09/30/09			

Signature of Executive Director:  Date: 12/22/08

Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 113 of 122 Previous edition is obsolete form HUD-52837 (9/98) ref Handbook 7485.3

**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 Comprehensive Grant Number PA26P00950106 FFY of Grant Approval 2006

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 4  
 Performance and Evaluation Report for Program Year Ending 2008  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original Total Estimated Cost	Revised <sup>1</sup>	Obligated Total Actual Cost <sup>2</sup>	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	\$289,545.48.00	\$400,042.00	\$400,042.00	\$400,042.00
4	1410 Administration	\$87,000.00	\$0	\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00	\$37,192.00	\$37,192.00	\$37,192.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00	\$48,343.73	\$44,484.44	\$44,484.44
10	1460 Dwelling Structures	\$1,403,214.52	\$1,494,182.27	\$1,494,182.27	\$1,494,182.27
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$50,000.00	\$0	\$0	\$0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$2,457,072.00	\$2,457,072.00	\$2,453,212.71	\$2,453,212.41
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$1,258,423.00	\$325,000.00	\$325,000.00	\$325,000.00

Signature of Executive Director [Signature] Date 12/22/08 Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report of a Revised Annual Statement. Page 114 of 122 Previous edition is obsolete form HUD-52837 (9/98)  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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		\$313,828.00	\$400,042.43	\$400,042.43	\$400,042.43	Signed Contracts
RHA Wide	Salaries and Benefits for CF work.	1410		\$87,000.00	\$0			Ongoing
RHA Wide	Costs for CF project designs.	1430		\$25,000.00	\$50,000.00	\$21,060.00	\$19,866.15	Ongoing
RHA Wide	Fences, gates, ramps and railings.	1450		\$100,000.00	\$49,373.73	\$44,484.44	\$44,484.44	95% Complete
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 13 building exteriors at Glenside	1460		\$733,423.00	\$1,494,182.27	\$1,494,182.27	\$1,494,182.27	100 % Complete
RHA Wide	Computer hardware, cameras and security equipment.	1475		\$50,000.00	\$0			In RFP process

Signature of Executive Director



Date

12/22/08

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 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 <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
RHA Wide	09/30/08		09/30/06	09/30/09		09/30/06	
RHA Wide	09/30/08		12/31/06	09/30/09			
RHA Wide	09/30/08			09/30/09			
RHA Wide	09/30/08		12/31/06	09/30/09			
PA-01	09/30/08		06/30/07	09/30/09		06/30/08	
RHA Wide	09/30/08			09/30/09			

Signature of Executive Director \_\_\_\_\_ Date 12/22/08 Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> 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. 3/31/2010)

HA Name: Reading Housing Authority  
 Comprehensive Grant Number: PA26P00950107  
 FFY of Grant Approval: 2007

Original Annual Statement  Reserve for Disasters/Emergencies   
 Performance and Evaluation Report for Program Year Ending 2008  Revised Annual Statement/Revision Number 2   
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original Total Estimated Cost	Revised <sup>1</sup>	Obligated Total Actual Cost <sup>2</sup>	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$484,968.00		\$485,968.00	\$485,968.00
3	1408 Management Improvements	\$315,650.00			
4	1410 Administration	\$87,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$102,182.00			
10	1460 Dwelling Structures	\$1,096,172.00	\$1,101,132.00	\$1,101,132.00	\$979,890.00
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures	\$278,908.00		\$278,908.00	\$199,000.77
13	1475 Non-dwelling Equipment	\$30,000.00			
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$2,424,840.00	\$2,424,840.00	\$2,424,840.00	\$2,424,840.00
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	\$85,000.00			
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: *[Signature]* Date: 2/22/08  
 Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 11 of 122 Previous edition is obsolete form HUD-52637 (9/98) 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		\$484,968.00		\$484,968.00	\$484,968.00	100% Complete
RHA Wide	Olivets, YMCA, Police and software.	1408		\$315,650.00			\$30,554.00	Ongoing
RHA Wide	Salaries and benefits for CF work.	1410		\$87,000.00				
RHA Wide	Costs for CF project designs.	1430		\$25,000.00				
PA9-10	Construct new parking lot at Hubert.	1450	1	\$75,000.00				9/30/08 Rejected Bid
RHA Wide	Fences, ramps, cameras & benches.	1450		\$27,182.00			\$11,100.00	Ongoing
PA9-2	New kitchens	1460	102	\$605,000.00		\$605,000.00	\$605,000.00	100% Complete
PA9-1	Repair & upgrade Glenaside exteriors.	1460	3	\$374,890.00		\$374,890.00	\$374,890.00	100% Complete
PA9-1,3	Conversion to 504/JFAS family units.	1460	2	\$121,242.00				
PA9-1	Renovate Glenaside Admin Office	1470	1	\$278,908.00		\$278,908.00	\$199,000.77	80% Complete
RHA Wide	Hardware and vehicles.	1475		\$30,000.00				

Signature of Executive Director

Date

Signature of Public Housing Director

Date

*[Signature]*


12/22/08

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 <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
RHA Wide	9/12/09		9/30/08	9/12/11		9/30/08	
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		6/30/08	9/12/11	12/31/08	9/30/08	
PA-9-1	9/12/09		6/30/08	9/12/11		12/31/08	
PA-9-1,3	9/12/09			9/12/11			
PA-9-1	9/12/09		6/30/08	9/12/11		12/31/08	
RHA Wide	9/12/09			9/12/11			

Signature of Executive Director:  Date: 12/22/08

Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 11 of 122 Previous edition is obsolete form HUD-52837 (9/98) ref Handbook 7485.3

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 PA26P00950108 FFY of Grant Approval 2008

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 3  
 Performance and Evaluation Report for Program Year Ending 2008  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost <sup>2</sup> Expended
		Original	Revised <sup>1</sup>		
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$485,904.00		\$485,904.00	\$485,904.00
3	1408 Management Improvements	\$365,650.00			
4	1410 Administration	\$88,700.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$75,000.00	\$40,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$164,268.00			
10	1460 Dwelling Structures	\$1,150,000.00	\$1,240,000.00		
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$100,000.00	\$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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$2,429,522.00	\$2,429,522.00		
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				

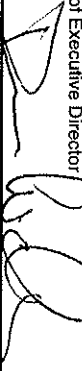
Signature of Executive Director [Signature] Date 12/22/08 Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement. Page 12 of 122 Previous edition is obsolete form HUD-52837 (9/98)  
<sup>2</sup> 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	
RHA Wide	Funds to support Operating Budget	1406		\$485,904.00		\$485,904.00	\$485,904.00	
RHA Wide	Police, YMCA, Olivets & Wellness	1408		\$365,650.00				
RHA Wide	Salaries and benefits.	1410		\$88,700.00				
RHA Wide	Costs for CF project designs.	1430		\$75,000.00	\$40,000.00			
RHA Wide	Fences, benches, ramps & walks	1450		\$164,268.00				
PA 9-4,5,6	Install new electric panels in units	1460	575	\$750,000.00	\$718,524.00			
PA-9-8,10	" " "							
PA-9-2	Install new siding and soffit	1460	16 Bldgs	\$250,000.00				
PA-9-6&8	Install new emergency generators	1460	2 Bldgs.		\$150,000.00			Moved up from 5 Year Plan
RHA Wide	Hardware and vehicles.	1475		\$100,000.00	\$50,000.00			
RHA Wide	Conversion to 504/UFAS family units	1460			\$121,476.00			

Signature of Executive Director:  Date: 12/22/08  
 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.  
 Page 121 of 122 Previous edition is obsolete  
 form HUD-52837 (9/98)  
 ref Handbook 7485.3

**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 <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
RHA Wide	06/13/10		12/31/08	06/13/12		12/31/08	
RHA Wide	06/13/10			06/13/12			
RHA Wide	06/13/10			06/13/12			
RHA Wide	06/13/10			06/13/12			
PA9-4,5,6	06/13/10			06/13/12			
PA9-8,10	06/13/10			06/13/12			
PA9-2	06/13/10			06/13/12			
PA9-6,8	06/13/10			06/13/12			
RHA Wide	06/13/10			06/13/12			
RHA Wide	06/13/10			06/13/12			

Signature of Executive Director:  Date: 02/22/08

Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Page 122 of 122      Previous edition is obsolete      form HUD-52837 (9/98)  
 ref Handbook 7485.3