

Reading Housing Authority

Annual Plan

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

PHA Plan
Agency Identification
5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

PHA Name: Reading Housing Authority

PHA Number: PA26-009

PHA Fiscal Year Beginning: (04/2001)

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- RHA development management offices
- RHA 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)

A. Mission

- The mission of the RHA 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 Reading Housing Authority's mission statement is outlined below:

MISSION STATEMENTS

1. The mission of the Reading Housing Authority is to promote adequate, affordable housing, economic opportunity, and a suitable living environment for the families we serve, without discrimination.
2. The mission of the Reading Housing Authority is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community.
3. Our mission is to provide quality housing to eligible people in a professional, fiscally prudent manner and be a positive force in our community by working with others to assist these families with appropriate supportive services.
4. The Reading Housing Authority is committed to excellence in offering quality affordable housing options and opportunities for the residents of the City of Reading.
5. The Reading Housing Authority is committed to building better neighborhoods by providing comprehensive housing opportunities for qualified individuals and families through creative and professional service in partnership with the greater community.

GOALS AND OBJECTIVES

MANAGEMENT ISSUES

Goals

1. Manage the Reading Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as a high performer under HUD's evaluation system.
2. Manage the Reading Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objectives

1. HUD shall continue to recognize the Reading Housing Authority as a high performer.
2. The Reading Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list.
3. The Reading Housing Authority shall achieve and sustain an occupancy rate of 97% by December 31, 2004.
4. The 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.
5. The Reading Housing Authority shall implement its asset management plan no later than December 31, 2002.

EXPANSION OF THE STOCK ISSUES

Goals

1. Adapt the Reading Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our community increase the availability of affordable, suitable housing for families as identified in the City of Reading's Consolidated Plan.

Objectives

1. The Reading Housing Authority shall assist 20 families move from renting to homeownership by December 31, 2004.
2. The Reading Housing Authority or its Non Profit will apply for its first tax-credit allocation in the next five years or sooner.
3. The Reading Housing Authority shall construct one new affordable housing rental community without public housing development funds by December 31, 2004.

4. The Reading Housing Authority shall build or acquire 20 units for homeownership by December 31, 2004.
5. Develop a non-profit or for-profit organization to work in developing all of the above programs on behalf of the Reading Housing Authority. This non profit or for profit will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.

MARKETABILITY ISSUES

Goals

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

Objectives

1. The Reading Housing Authority shall convert some efficiency units to one-bedroom units by December 31, 2004, in order to increase the marketability of our public housing units.
2. The Reading Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
3. The Reading Housing Authority shall continue to achieve curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions.
4. The Reading Housing Authority shall look at the development of exercise centers for the elderly developments for our residents. It is expected that at least one exercise center will be developed by March 31, 2001.
5. The Reading Housing Authority shall become a more customer-oriented organization.

SECURITY ISSUES

Goals

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

Objectives

1. The Reading Housing Authority shall continue to reduce crime in its developments through the use of various drug elimination programs.
2. The Reading Housing Authority shall continue to enhance the security of the public housing developments through the innovative use of security cameras, fencing, landscaping and other security measures.

TENANT-BASED HOUSING ISSUES

Goals

1. Manage the Reading Housing Authority's Section 8 tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.
2. Expand the range and quality of housing choices available to participants in the Reading Housing Authority's tenant-based assistance program.

Objectives

1. The Reading Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
2. The Reading Housing Authority shall achieve and sustain a utilization rate of 95% by December 31, 2004, in its tenant-based program.
3. The Reading Housing Authority shall attract new landlords who want to participate in the program by December 31, 2004.
4. The Reading Housing Authority shall hold a Landlord information program to provide information on the Section 8 program to attract new landlords to participate in its program by December 31, 2004.

MAINTENANCE ISSUES

Goals

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

Objectives

1. The Reading Housing Authority shall review and revise its current preventative maintenance plan by December 31, 2001.
2. The Reading Housing Authority do its best with the funding provided an appealing, up-to-date environment in its developments by December 31, 2004.
3. The Reading Housing Authority shall continue to maintain an average response time of under one day in responding to routine work orders.

EQUAL OPPORTUNITY ISSUES

Goals

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

3. The Reading Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives

1. The Reading Housing Authority shall mix its public housing development populations as much as possible ethnically, racially, and income wise as much as possible.
2. The Reading Housing Authority shall achieve its Section 3 goals.

FISCAL RESPONSIBILITY ISSUES

Goals

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

Objectives

1. The Reading Housing Authority shall maintain its operating reserves of at least \$1,000,000 between now and December 31, 2004.
2. The Reading Housing Authority shall maintain its current level of operating costs for three years despite inflation.

PUBLIC IMAGE ISSUES

Goals

1. Enhance the image of public housing in our community.

Objectives

1. The Reading Housing Authority's leadership shall speak to at least two civic, religious, or fraternal groups a year between now and December 31, 2004, to explain how important they are to the community.
2. The Reading Housing Authority shall ensure that there are at least two positive stories a year in the local media about the Housing Authority or one of its residents.

SUPPORTIVE SERVICE ISSUES

Goals

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

Objectives

1. The Reading Housing Authority will implement new partnerships in order to enhance services to our residents by December 31, 2004.
2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our social service programs.

Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

ii. Executive Summary of the Annual PHA Plan

READING HOUSING AUTHORITY EXECUTIVE SUMMARY

The Reading Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Reading Housing Authority.

The Reading Housing Authorities Mission is to provide quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we will provide opportunities for those we serve to enhance the quality of life at our developments.

We have also adopted the following goals and objectives for the next five years.

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

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- ACOP.

- Capital Fund program.
- Extermination Policy.
- Operating Budget.
- Section 8 Administrative Plan.
- Homeownership Program.
- Procurement Policy.

In summary, the Reading Housing Authority is on course to improve the condition of affordable housing in Reading and have complied with all requirements. The Reading Housing Authority has not been designated a high performer under the PHAS evaluation system and expect to continue being designated a high performer.

The Reading Housing Authority firmly believes these evaluation methods of HUD’s reflect the high quality of housing that we provide to our residents and we will continue to provide that quality of housing to all residents. We will continue to perform at this level.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	8
Table of Contents	9
Attachments and Supporting Documents	9-11
1. Housing Needs	12-16
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	18-24
4. Rent Determination Policies	24-27
5. Operations and Management Policies	27-28
6. Grievance Procedures	28-29
7. Capital Improvement Needs	29-39
8. Demolition and Disposition	40
9. Designation of Housing	41
10. Conversions of Public Housing	41-42
11. Homeownership	42-43
12. Community Service Programs.	44-46
13. Crime and Safety	46-48
PHDEP Plan Goals and Activities	48-53
14. Pets (Inactive for January 1 PHAs)	53-54
15. Civil Rights Certifications (included with PHA Plan Certifications)	54
16. Audit	54
17. Asset Management	54
18. Other Information	55-56
Table Library	57-75

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
 FY 2001 Capital Fund Program Annual Statement
 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including	Annual Plan: Operations and

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	policies for the prevention or eradication of pest infestation (including cockroach infestation)	Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
N/A	Approved or submitted public housing homeownership programs/plans	
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	No Findings: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

CHAS Table 1C - All Households

Name of Jurisdiction: Reading City, PA		Source of Data CHAS Data Book				Data Current as of: 1990			
Household by Type, Income, & Housing Problem	Renters					Owners			
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	Total Households
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0 to 50% MFI)	2,351	2,339	811	1,508	7,009	2,827	1,293	4,120	11,129
2. 0 to 30% MFI	1,466	1,512	560	793	4,331	1,392	507	1,899	6,230
3. % with any housing problems	53%	77%	83%	73%	69%	72%	64%	73%	70%
4. % Cost Burden > 30%	53%	74%	69%	70%	65%	71%	0%	71%	67%
5. % Cost Burden > 50%	28%	57%	55%	61%	48%	32%	5%	37%	44%
6. 31 to 50% MFI	885	827	251	715	2,678	1,435	786	2,221	4,899
7. % with any housing problems	56%	65%	71%	73%	65%	20%	52%	30%	49%
8. % Cost Burden > 30%	50%	59%	33%	71%	57%	20%	9%	29%	44%
9. % Cost Burden > 50%	18%	7%	0%	17%	13%	4%	3%	7%	10%

10. Other Low-Income (51 to 80% MFI)	551	918	383	1,016	2,868	1,422	2,636	4,058	6,926
11. % with any housing problems	35%	20%	40%	25%	27%	4%	23%	13%	19%
12. % Cost Burden > 30%	35%	12%	17%	21%	20%	4%	8%	12%	15%
13. % Cost Burden > 50%	0%	1%	0%	1%	0%	0%	0%	0%	0%
14. Moderate Income (81 to 95% MFI)	71	344	74	385	874	527	1,439	1,966	2,840
15. % with any housing problems	15%	6%	13%	5%	7%	2%	3%	7%	7%
16. % Cost Burden > 30%	15%	2%	0%	5%	4%	2%	3%	5%	5%
17. % Cost Burden > 50%	0%	0%	0%	2%	1%	0%	0%	0%	0%
18. Total Households**	3,251	4,528	1,416	3,913	13,108	5,968	12,223	18,191	31,299
19. % with any housing problems	46%	42%	60%	36%	43%	23%	18%	16%	28%

** Includes all income groups -- including those above 95% MFI

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Qualit-y	Access-ability	Size	Location
Income <= 30% of AMI	2056	4	5	2	N/A	N/A	5
Income >30% but <=50% of AMI	1247	3	5	2	N/A	N/A	3
Income >50% but <80% of AMI	817	2	3	2	N/A	N/A	3
Elderly	5458	3	5	3	N/A	N/A	2
Families with Disabilities	N/A	3	3	3	4	N/A	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	NA

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

Consolidated Plan of the Jurisdiction/s

Indicate year: 1996

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information) CHAS Data and Activity Book 1990

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<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	653		
Extremely low income <=30% AMI	572	88%	
Very low income (>30% but <=50% AMI)	69	10%	
Low income (>50% but <80% AMI)	12	2%	
Families with children	427	65%	
Elderly families	23	4%	
Families with Disabilities	122	19%	
Race/ethnicity w/nh	107	16%	
Race/ethnicity w/h	459	70%	
Race/ethnicity b	84	13%	
Race/ethnicity Amer.Indian/Asian	3	1%	
Characteristics by Bedroom Size (Public Housing Only) 1B/R Elderly 1BRE	111	17%	148

Housing Needs of Families on the Waiting List			
1BR	127	20%	87
2 BR	218	38%	132
3 BR	168	26%	68
4 BR	27	4%	21
5 BR	2	N/A	8
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	120		
Extremely low income <=30% AMI	110	92%	
Very low income (>30% but <=50% AMI)	10	8%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	75	63%	
Elderly families	5	4%	
Families with Disabilities	20	17%	
Race/ethnicity w/nh	38	32%	
Race/ethnicity w/h	53	44%	
Race/ethnicity b	28	23%	
Race/ethnicity Amer.Indian/Asian	1	1%	
Characteristics by Bedroom Size (Public Housing Only) 1B/R			
Elderly 1BRE	N/A	N/A	N/A
1BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List			
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 18 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses				
Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
1. Federal Grants (FY 2001 grants)				
a) Public Housing Operating Fund	\$3,503,048			
b) Public Housing Capital Fund	\$3,415,652			
c) HOPE VI Revitalization	\$0			
d) HOPE VI Demolition	\$0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,231,228			
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$384,818			
g) Resident Opportunity and Self-Sufficiency Grants	\$0			
h) Community Development Block Grant	\$0			
i) HOME	\$0			
Other Federal Grants (list below)	\$0			
2. Prior Year Federal Grants (unobligated funds only) (list below)				
1995	\$ 692,330	Drug Elimination	Construction	Development \$ 692,330
1998	\$2,048,738	\$ 81,045	\$1,967,693	
1999	\$2,978,665	\$122,261	\$2,856,404	

Financial Resources: Planned Sources and Uses				
Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
2000	\$3,076,079	\$189,818	\$2,886,261	
3. Public Housing Dwelling Rental Income				
	\$3,548,375			
4. Other income (list below)				
Interest	\$ 195,578			
Laundry, Office Rent, Tenant Charges	\$ 96,800			
4. Non-federal sources (list below)	\$0			
Total resources	\$22,171,311			

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) The Reading Housing Authority verifies eligibility for admission to public housing when their name comes up on the waiting list in chronological order.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Destruction of property or disturbances of neighbors.

c. Yes. No: Does the PHA request criminal records from local law enforcement agencies for screening purposes ?

d. Yes. No: Does the PHA request criminal records from State law enforcement agencies for screening purposes .?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other – Applicants must apply to 815 Franklin St. Reading, Pa. Phone Number 610- 376-2422

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 0

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 0

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Transfer Policy is a part of the ACOP and is a part of this plan, the ACOP addresses these areas and how they will occur and how they will be handled. The Reading Housing Authority does not deviate from this policy to ensure fairness to all residents.

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.

1- Date and Time

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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) Resident Handbook

(6) De-concentration and Income Mixing

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

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

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

- Adoption of sitebased waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (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) Interested parties may apply for Section 8 assistance by applying at 120 South Sixth Street, Reading Pennsylvania Phone No. 610-373-5088

(3) Search Time

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

If yes, state circumstances below: Valid reasons as stated by the applicant in the searching report. All acceptable reasons for granting an extension are noted in the attached Section 8 Administrative Plan and should be reviewed.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 1. Protection from Abuse Orders.
 2. Displaced by Disaster or Government Action.

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.

1. Protection From Abuse Orders, Displaced
- 1 Date and Time
1. Residents who live and/or work in your jurisdiction

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

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)
 1. Protection from Abuse Orders.
 2. Displaced (Disaster, Gov)

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 waiting list (Tenant based)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

These policies are listed in the ACOP.

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: The list of amounts and percentages charged and circumstances are listed in the ACOP and are the flat rent as determined by rent reasonableness.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member

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

e Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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) All Changes

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent

increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or 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) Financial utilization of available funding.

(2) Minimum Rent

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

- \$0

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

- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
1. Family has lost eligibility for or is awaiting eligibility determination for public benefits
 2. The Family would be evicted as a result of the imposition of the minimum rent.
 3. The income of the family has decreased because of changed circumstances.
 4. A death in the family has occurred.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1629	500
Section 8 Vouchers	550	200
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	1629	500
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - a. Preventive Maintenance Policy
 - b. Painting Program
 - c. Extermination Policy
 - d. Admission and Continues Occupancy Policy (ACOP)

- (2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below) Section 8 Office

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below) Section 8 Office.
Section 8 Office
120 South Sixth Street
Reading Pa. 19602

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) -or-
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) **Component 7**

**Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2001 FFY of Grant Approval: (05/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$0
3	1408 Management Improvements	\$150,000

4	1410	Administration	\$100,000
5	1411	Audit	\$0
6	1415	Liquidated Damages	\$0
7	1430	Fees and Costs	\$100,000
8	1440	Site Acquisition	\$0
9	1450	Site Improvement	\$0
10	1460	Dwelling Structures	\$2,965,652
11	1465.1	Dwelling Equipment-Nonexpendable	\$0
12	1470	Nondwelling Structures	\$0
13	1475	Nondwelling Equipment	\$0
14	1485	Demolition	\$0
15	1490	Replacement Reserve	\$0
16	1492	Moving to Work Demonstration	\$0
17	1495.1	Relocation Costs	\$0
18	1498	Mod Used for Development	\$100,000
19	1502	Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)		\$3,415,652
21	Amount of line 20 Related to LBP Activities		\$0
22	Amount of line 20 Related to Section 504 Compliance		\$0
23	Amount of line 20 Related to Security		\$0
24	Amount of line 20 Related to Energy Conservation Measures		\$0

ANNUAL STATEMENT
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-006 & 008 Rhodes and Eisenhower	Install new windows	1460	\$345,000
PA26-009-010 Hubert	Waterproofing and Tuck Pointing repairs	1460	\$75,152
PA26-009-003 Oakbrook Homes	Install new screendoors	1460	\$300,000
Oakbrook Homes	Remove oil tanks and boilers	1460	\$120,000

Oakbrook Homes	Installation of individual boilers and kitchen modernization	1460	\$1,000,000
PA26-009-001 Glenside	Replace underground electrical service	1460	\$450,000
Glenside	Waterproofing and Tuck Pointing	1460	\$225,500
Glenside	Window Replacement	1460	\$300,000
RHA Wide	Sign Installation	1460	\$100,000
RHA Wide	Camera Upgrade	1460	\$50,000
RHA Wide A&E Costs	Cost for A&E design of capital items	1430	\$100,000
RHA Wide	Management Improvements Continuing hardware and software upgrades	1408	\$150,000
RHA Wide	Administrative Costs	1410	\$100,000
RHA Wide	Development Costs	1498	\$100,000
Total Cost for 2000			\$3,415,652

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-PO09-006 & 8 Install new windows	2004	2005
PA26-009-010 Waterproofing and Tuck pointing repairs	2004	2005

PA26-009-003 Install new screendoors	2004	2005
Remove oil tanks and boilers	2004	2005
Installation of individual boilers and kitchen modernization	2004	2005
PA26-009-001 Replace underground electrical service	2004	2005
Waterproofing and Tuck Pointing	2004	2005
Window Replacement	2004	2005
RHA Wide Sign Installation	2004	2005
RHA Camera Upgrade	2004	2005
RHA wide Management Improvements	2004	2005
RHA wide Development Cost	2004	2005
RHA Admin. Cost	2004	2005

(2) 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Tables

Development Number: PA26-009-001	Development Name (or indicate PHA wide) Glenside Homes	Number Vacant Units: 8	% Vacancies in Development: 2%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new back porches			\$ 280,780
Vinyl Floor Replacement			\$ 300,000
Replace office air conditioners			\$ 37,884
Masonry Lintel and sill repair/replacement			\$ 1,250,000
Install exhaust fans			\$ 200,000
Design and install signage			\$ 12,500
Total estimated cost over next 5 years			\$2,081,164

**Planned Start Date
(HA Fiscal Year)**

2002
2003
2004
2005
2005
2005

5 Year Action Plan Tables

Development Number PA26-009-002	Development Name (or indicate PHA wide) Hensler Homes	Number Vacant Units: 1	% Vacancies in Development: 2%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Rehabilitate kitchens			\$ 266,470
Refurbish Community Building			\$ 180,000
Electrical and lighting upgrades			\$ 85,714
Design and install signage			\$ 12,500
Install new windows and boilers			\$ 600,000
Total estimated cost over next 5 years			\$1,144,684

**Planned Start Date
(HA Fiscal Year)**

2002
2003
2004
2005
2005

5-Year Action Plan Tables

Development Number PA26-009-003	Development Name (or indicate PHA wide) Oakbrook Homes	Number Vacant Units: 32	% Vacancies in Development: 6%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new storm drains			\$ 250,000
Foundation Upgrade			\$ 450,000
Refurbish and Upgrade Resident Community Space			\$ 300,000
Install new back porches			\$ 374,400
Floor Replacement			\$ 500,000
Design and Install Signage			\$ 12,500
Redesign and construction of office space			\$ 50,000
Total estimated cost over next 5 years			\$ 1,936,900

**Planned Start Date
(HA Fiscal Year)**

2002
2002
2003
2004
2005
2005
2005

5-Year Action Plan Tables

Development Number	Development Name	Number Vacant Units: 1	% Vacancies
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PA26-009-004	(or indicate PHA wide) Franklin Tower	in Development: 2%
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year
Install new kitchens	\$ 108,217	2002
Community Space Upgrades	\$ 30,000	2003
Circuit Breaker Replacements	\$ 51,766	2004
Lighting and related safety upgrades	\$ 100,000	2004
Replace Community Space air conditioners	\$ 35,884	2004
High Rise fire safety improvements	\$ 50,000	2004
Replace emergency generators	\$ 75,000	2004
Waterproofing and masonry repair	\$ 75,000	2004
Design and install signage	\$ 12,500	2005
Total estimated cost over next 5 years	\$ 538,367	

5-Year Action Plan Tables

Development Number PA26-009-005	Development Name (or indicate PHA wide) Kennedy Towers	Number Vacant Units: 9	% Vacancies in Development: 6%
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year	
Install new kitchens	\$ 402,527	2002	
Curtain Wall replacement	\$ 75,000	2003	
Community Space Upgrades	\$ 30,000	2003	
Bathroom Modernization	\$ 514,650	2003	
Circuit Breaker replacement	\$ 64,650	2004	
Lighting and related Electrical replacement	\$ 100,000	2004	
Replace Community Space Air conditioners	\$ 35,884	2004	
High Rise Fire Safety Improvements	\$ 50,000	2004	
Waterproofing and masonry Repair	\$ 37,500	2004	
Conversion of efficiencies to one bedroom	\$ 200,000	2005	
Design and install signage	\$ 12,500	2005	
Total estimated cost over next 5 years	\$1,522,711		

5-Year Action Plan Tables

Development Number PA26-009-006	Development Name (or indicate PHA wide) Rhodes Apartments	Number Vacant Units: 11	% Vacancies in Development: 7%
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year	
Install new kitchens	\$ 510,203	2002	
Community Space Upgrades	\$ 30,000	2003	
Circuit Breaker replacement	\$ 64,650	2003	
Efficiency Conversions	\$ 50,000	2003	
Install new energy efficient boilers	\$ 142,500	2003	
Lighting and related Electrical replacement	\$ 100,000	2004	
Replace Community Space Air conditioners	\$ 35,884	2004	
High Rise Fire Safety Improvements	\$ 50,000	2004	
Conversion of efficiencies to one bedroom	\$ 200,000	2005	
Expand parking lot	\$ 75,000	2005	
Design and install signage	\$ 12,500	2005	

Total estimated cost over next 5 years	\$1,270,737	

5-Year Action Plan Tables			
Development Number PA26-009-008	Development Name (or indicate PHA wide) Eisenhower Apartments	Number Vacant Units: 11	% Vacancies in Development: 7%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Install new kitchens		\$ 510,203	2002
Community Space Upgrades		\$ 30,000	2003
Efficiency Conversions		\$ 50,000	2003
Install new energy efficient boilers		\$ 142,000	2003
Circuit Breaker replacement		\$ 64,650	2004
Lighting and related Electrical replacement		\$ 100,000	2004
Replace Community Space Air conditioners		\$ 35,884	2004
High Rise Fire Safety Improvements		\$ 50,000	2004
Conversion of efficiencies to one bedroom		\$ 200,000	2005
Expand parking lot		\$ 75,000	2005
Design and install signage		\$ 12,500	2005
Total estimated cost over next 5 years		\$1,270,237	

5-Year Action Plan Tables			
Development Number PA26-009-010	Development Name (or indicate PHA wide) Hubert Apartments	Number Vacant Units: 5	% Vacancies in Development: 7%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Install new kitchens		\$ 180,627	2002
Community Space Upgrades		\$ 60,000	2003
Bathroom Modernization		\$ 206,220	2003
Circuit Breaker replacement		\$ 30,000	2004
Lighting and related Electrical replacement		\$ 100,000	2004
Replace Community Space Air conditioners		\$ 64,650	2004
High Rise Fire Safety Improvements		\$ 100,000	2004
Conversion of efficiencies to one bedroom		\$ 100,000	2005
Redesign and construction of office space		\$ 50,000	2005
Design and install new signage		\$ 12,500	2005

Total estimated cost over next 5 years	\$903,997	

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

5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units:	% Vacancies in Development:	
PA26-009-014	Scattered Site Units	2	28%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)			\$ 5,000	As needed
Total estimated cost over next 5 years			\$5,000	

5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units:	% Vacancies in Development:	
PA26-009-015	Scattered Site Units	3	15%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)			\$5,000	As needed
Total estimated cost over next 5 years			\$5,000	

5-Year Action Plan Tables

Development Number PA26-009-016	Development Name (or indicate PHA wide) Scattered Site Units	Number Vacant Units: 1	% Vacancies in Development: 33%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)		\$ 5,000	As needed
Total estimated cost over next 5 years		\$5,000	

5 Year Action Plan Tables

Development Number PA26-009-017	Development Name (or indicate PHA wide) Scattered Site Units	Number Vacant Units: N/A	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years)		\$5,000	As needed
Total estimated cost over next 5 years		\$5,000	

5-Year Action Plan Tables

Development Number PA26-009- Wide Management Improvements/Admin Costs and A&E costs	Development Name (or indicate PHA wide) RHA Wide	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
RHA wide A&E costs		\$ 100,000	2002
RHA wide A&E costs		\$ 100,000	2003
RHA wide A&E costs		\$ 100,000	2004
RHA wide A&E cost		\$ 100,000	2005
RHA wide Management Improvement costs		\$ 100,000	2002
RHA wide Management Improvement costs		\$ 150,000	2003
RHA wide Management Improvement costs		\$ 150,000	2004
RHA wide Management Improvement costs		\$ 150,000	2005
RHA wide Administrative Costs		\$ 50,000	2002
RHA wide Administrative Costs		\$ 50,000	2003
RHA wide Administrative Costs		\$ 50,000	2004
RHA wide Administrative Costs		\$ 50,000	2005

RHA Development Costs	\$100,000	2002
RHA Development Costs	\$100,000	2003
RHA Development Costs	\$100,000	2004
RHA Development Costs.	\$100,000	2005
Total estimated cost over next 5 years	\$1,550,000	

5-Year Action Plan Tables

Development Number PA26-RHA Wide	Development Name (or indicate PHA wide) HA Wide Improvements	Number Vacant Units: N/A	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date HA Fiscal Year
Concrete Repairs/Replacement			\$150,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
Masonry Repairs and Waterproofing			\$100,000
Total estimated cost over next 5 years			\$ 1,000,000

Public Housing Asset Management

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
PA26-001	400							
PA26-002	102							
PA26-003	526							
PA26-004	48							
PA26-005	150					4		
PA26-006	156							
PA26-008	156							
PA26-010	70							
PA26-013	10						3	
PA26-014	7			1			5	
PA26-015	20						12	
PA26-016	3						1	

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

- Yes No d) Will the PHA be engaging in any mixed-finance development activities for public housing in the plan year? If yes, list developments or activities below:
The Reading Housing Authority has not determined the extent or nature of the mixed financing Activity. It is expected that RHA will use some of it's homeownership funds for this program.

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:
The Reading Housing Authority in conjunction with it's non-profit HDC will be developing low income and mixed income developments. However, we are in the preliminary stages at this time and expect to update this section as we develop our projects in the coming future

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	923 Franklin Street, Reading, PA 216 North Second Street, Reading, PA
1b. Development (project) number:	PA017 PA014
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:2
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: starting 06/01/01 ending 06/01/02 a. Actual or projected start date of activity: and projected end date of activity

*Note Five units will be used for a senior center.

9. Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

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

1. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development

<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Scattered Site
1b. Development (project) number:	PA-009-013, 14, 15, 16, 17
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (23/10/1995)
5. Number of units affected: 60
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Bank	Varies	Open	Management Offices	<i>Both</i>

--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

Statement For The Annual Plan – Community Service

The RHA will administer qualifying Community Service or Economic Self-sufficiency activities directly, through a contractor and through partnerships with qualified organization, including resident organizations, and community agencies or institutions. A list of agencies that offer opportunities and the types of activities to fulfill community service requirements will be made available to residents.

Beginning with the April 1, 2001 annual re-certifications, the RHA will determine which family members are subject to or exempt from the service requirement.

A lease addendum will be prepared to describe the service requirement and list the family members who are and who are not subject to the service requirements. It shall specify that noncompliance with the service requirement is grounds for non-renewal of the lease at the end of the twelve month lease term, but not for termination of tenancy

during the course of the twelve month lease term. The RHA will notify a tenant if they are noncompliant or violate the service requirement and by written agreement attempt to make the resident compliant.

The RHA policy for Community Service and Economic Self-sufficiency requirements for public housing residents will:

- Include a written description of the service requirement
- Describe the process for claiming status as an exempt person and for RHA verification of such status
- Describe how the RHA determines which family members are subject to or exempt from the service requirement, and the process for determining any changes to exempt or nonexempt status of family members and their notification.
- Include RHA review of family compliance with the service requirement to verify such compliance annually at least 30 days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the RHA, the RHA shall obtain verification of family compliance from such third party.
- Require documentation of service require performance or exemption in participant files.
- Be compliant with non-discrimination and equal opportunity requirements listed at 24 CFR 5.105(a).
- Include a cooperative agreement with TANF agencies to assist the RHA verifying resident' status.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

- A. Oakbrook Homes
- B. Glenside Homes

- C. Hensler Homes
- D. Kennedy Towers
- E. Franklin Tower
- F. Rhodes Apartments
- G. Eisenhower Apartments
- H. Hubert Apartments

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
Installation of Security Cameras at all RHA sites

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

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence) But they have not been used extensively in the past.
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below) CPTED assessment of sites due in 2001

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

Reading Housing Authority Year 2001 Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 384,818
- B. Eligibility type (Indicate with an "x") N1 _____ N2 X R _____
 - 9. FFY in which funding is requested 2001
 - 10. Executive Summary of Annual PHDEP Plan.

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Reading Housing Authority's year 2001 PHDEP provides a mix of programs and services designed to get children of all ages off the street and involved in productive activities and engage adults in activities that develop their economic and parental capacities. Our program also continues the concept of community policing in those public housing communities determined most at-risk.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

F. Duration of Program

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Oakbrook Homes	526	1628
Glenside Homes	400	1015
Hensler Homes	102	110
Franklin Towers	48	42
Kennedy Towers	150	149
Rhodes Apartments	156	158
Eisenhower Apartments	156	147
Hubert Apartments	70	61
Scattered Sites	32	98

6 Months _____ 12 Months _____ 18 Months X 24 Months _____ Other _____

1. PHDEP Program History

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipate of Completion Date
FY 1996	\$402,000	90196	\$0	6 month	
FY 1997	\$375,000	90197	\$134,433.76		
FY1998	\$422,500	90198	\$358,713.84		
FY 1999	\$356,304	90199	\$161,665.25		
FY 2000	\$384,818	90100	\$384,818.00		

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goals and objectives of the Drug Elimination Program is to address the needs of the Public Housing residents to enhance their security and safety. This is done through increased Police services, Drug Education and referral services, Boys and Girls Clubs programs, Security Cameras and other programs.

RHA monitors and evaluates these programs with the help of a consultant who holds monthly meeting with the funding recipients and has been in operation for the past year.

B. PHDEP Budget Summary

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$120,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	\$38,514
9160 - Drug Prevention	\$180,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$46,304
TOTAL PHDEP FUNDING	\$384,818

A. PHDEP Plan Goals and Activities

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 120,000	
Goal(s)		Reduce criminal activity in the Glenside and Oakbrook target sites					
Objectives		Provide 500 hours of additional patrol time over and above baseline patrol hours					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Police Patrols		Adults and Children	1/1/02	12/31/02	120,000		Monthly patrol reports, Part I and Part II crime statistics
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)	Enhance resident security through targeted physical improvements						
Objectives	Complete physical improvements as needed based on resident survey results						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$38,514		
Goal(s)	Enhance resident security through targeted physical improvements						
Objectives	Complete physical improvements as needed based on resident survey results						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1 CPTED Sparta			01/01/02	12/31/02	28,514		
2. Complete physical improvements as needed			01/01/02	12/31/02	10,000		Assess needs based on consultation with residents and police , plans and complete improvements
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$180,000		
Goal(s)	Prevent opportunities for criminal activity by providing a mix of alternatives for adults and children						
Objectives	Build the economic capacity of adult residents, provide drug counseling and parenting education, develop adult leadership skills, provide positive alternative for children,						

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Economic development, including computer education and employment readiness	115	Adults and Children in Glenside and Oakbrook	1/1/02	12/31/02	35,000		Number of participants, hours of service provided, evidence of improvement using baseline comparison
2.Drug counseling and parenting education	130	Adults and Children in Glenside and Oakbrook	1/1/02	12/31/02	30,000		Number of participants, service hours provided improvement based on pre and post tests, referrals provided for drug treatment as a result of counseling
3.Positive alternatives for children	544	Children between the ages of 6 and 18 at the Glenside and Oakbrook target communities	1/1/02	12/31/02	115,000		Number of participants, service hours, improvement based on pre and post tests, community service hours and projects completed, school performance.

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 – Other Program Costs					Total PHDEP Funds: \$46,304		
Goals							
Objectives							
Proposed Activity	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Research & Data Gathering Tenant Survey Administrative Costs			01/01/01	12/31/01	\$46,304		

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Section 3: Expenditure/Obligation Milestones

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110		Activity 1		Activity 1
9120				
9130				
9140				
9150		Activities 1-2		Activities 1-2
9160		Activities 1-3		Activities 1-3
9170				
9180				
9190		Activity 1		Activity 1
TOTAL		\$384,818		\$384,818

Section 4: Certifications

Comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

Statement For The Annual Plan – Pet Policy

The Pet Policy pertains to all residents of the RHA. All residents of the RHA are eligible to own pets.

Only common household pets defined as cats, dogs, goldfish, tropical fish, or turtles and commercially sold birds will be allowed. No dangerous or intimidating pets, i.e., Pit-bull dogs, Rottweiler dogs, or Doberman pincher dogs, will be permitted. The number and size of pets is as follows.

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

The Pet Permit Application must include the following information.

- Description of animal
- Emergency contact person
- Color photo of animal(s)
- Proof of insurance coverage
- Medical history of the animal

A \$50.00 deposit that will be applied to the Pet Security Deposit must accompany the application. A Pet Security Deposit will be held on deposit to cover any damages caused by a pet. Pet owners must place on deposit \$300 for dogs and cats (\$10 a month will be charged to the resident until the appropriate amount is reached). The deposit, less any costs, will be returned to the resident upon the pet permanently leaving the premises.

A non-refundable monthly administration fee will be charged to cover operating costs. \$5 will be charged for dogs and cats in family developments only and \$2 for fish tanks with electric heat and/or pumps in all developments.

Dogs and cats must

- Be at least 6 months old and completely housebroken
- Be licensed by proper local authority
- Be neutered or spayed
- Be properly immunized
- Not be left alone for more than 12 hours
- Be exercised or curbed off the premises of the RHA

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below: Questions were asked and answered about the plan. None of the residents had suggestions to change the plan.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
- List changes below:

All changes suggested by the Resident Advisory Board have become a part of the Agency Plan if they were permitted by QHWRA. For example, the Resident Advisory Board did not want any pets especially dogs to be permitted. However, the law requires that they be permitted even though they disagreed with the law they have not choice but to accept pets. All in all the Resident Advisory Board agreed with some of the QHWRA rules and made recommendations on how RHA should handle the optional measures. In all cases, the suggestions were incorporated into the Agency Plan when the suggestions did not contradict the laws in the QHWRA.

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) The Reading Housing Authority has had a Resident on the Board of Commissioners for a number of years and that resident continues to be on the Board. The Reading Housing Authority sees no reason to

have an election for a resident on the Board of Commissioners when a resident also serves on the Board. Furthermore the current Resident Commissioner also is the President of the Glenside Resident Council who was elected for that position and should be acceptable.

However, if the present resident Board member retires or resigns from the Board, RHA will then conduct a RHA wide election for a resident Board member and will then recommend appointment by the Mayor and City Council of the City of Reading. It will then be up to them to appoint our selection.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: - The City of Reading, Berks County, Pennsylvania

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below) The City of Reading will be revising it's Consolidated Plan in the summer of 2000 and the Reading Housing Authority will be an active participant in that process. Furthermore, it has been determined that this plan is consistent with the current Consolidated Plan.

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

None submitted to RHA.

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 2001 FFY of Grant Approval: (05/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$0
3	1408 Management Improvements	\$150,000
4	1410 Administration	\$100,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$100,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$2,965,652
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$0
13	1475 Nondwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$100,000
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)	\$3,415,652
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

ANNUAL STATEMENT
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-006 & 008 Rhodes and Eisenhower.	Install new windows	1460	\$345,000
PA26-P009-010 Hubert	Waterproofing and Tuck Pointing	1460	\$75,152
PA26-P009-003 Oakbrook Homes	Install new screendoors	1460	\$300,000
Oakbrook Homes	Remove oil tanks and boilers	1460	\$120,000
Oakbrook Homes	Installation of individual boilers and kitchen and modernization	1460	\$1,000,000
PA26-009-001 Glenside	Replace underground electrical service	1460	\$450,000
Glenside	Waterproofing and Tuck Pointing	1460	\$225,500
Glenside	Window Replacement	1460	\$300,000
RHA Wide	Sign Installation	1460	\$100,000
RHA Wide	Camera Upgrade	1460	\$50,000
RHA Wide A&E Costs	Costs for A&E design of Capital Items.	1430	\$100,000
RHA Wide	Management Improvements	1408	\$150,000
RHA Wide	Administrative Costs	1410	\$100,000
RHA Wide	Development Costs	1498	\$100,000

	Total Cost for 2001		\$3,415,652
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Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-009-006 & 008 Install new windows	2004	2005
PA26-009-010 Waterproofing and Tuck Pointing repairs	2004	2005
PA 26-009-003 Install new screendoors	2004	2005
Remove oil tanks and boilers	2004	2005
Installation of individual boilers and kitchen modernization	2004	2005
PA26-009-001 Replace underground electrical service	2004	2005
Waterproofing and Tuck Pointing	2004	2005
Window Replacement	2004	2005
RHA Wide Sign Installation	2004	2005
RHA Camera Upgrade	2004	2005
RHA Wide A&E costs	2004	2005
RHA Wide Management Improvements.	2004	2005
RHA Wide Development Cost	2004	2005
RHA Admin. Costs.	2004	2005

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy

this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5 - Year Action Plan Tables

Development Number:	Development Name (or indicate PHA wide)	Number Vacant Units:	% Vacancies in Development: 2%	
PA26-009-001	Glenside Homes	8		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned (HA Fisc
Install new back porches			\$ 280,780	
Vinyl Floor Replacement			\$ 300,000	
Replace office air conditioners			\$ 37,884	
Masonry lintel and sill repair/replacement			\$1,850,000	
Install exhaust fans			\$ 200,000	
Design and install signage			\$ 12,500	
Total estimated cost over next 5 years			\$2,081,164	

5 - Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development: 2%
PA26-009-002	Hensler Homes	Units: 1	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Rehabilitate kitchens			\$ 266,470
Refurbish Community Building			\$ 180,000
Electrical and lighting upgrades			\$ 85,714
Design and install signage			\$ 12,500
Install new windows and boilers			\$600,000
Total estimated cost over next 5 years			\$ 1,144,684

5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development: 6%	
PA26-009-003	Oakbrook Homes	Units: 32		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Install new storm drains	\$ 250,000	
Foundation upgrade	\$ 450,000	
Refurbish and upgrade resident community space	\$ 300,000	
Install new back porches	\$ 374,400	
Floor replacement	\$ 500,000	
Design and install signage	\$ 12,500	
Redesign and construction of office space	\$ 50,000	
Total estimated cost over next 5 years	\$ 1,936,900	

5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units: 1	% Vacancies in Development: 2%	
PA26-009-004	Franklin Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start HA Fiscal
Install new kitchens			\$ 108,217	2002
Community Space Upgrades			\$ 30,000	2003
Circuit breaker replacements			\$ 51,766	2004
Lighting and related safety upgrades			\$ 100,000	2004
Replace Community Space air conditioners			\$ 35,884	2004
High Rise fire safety improvements			\$ 50,000	2004
Replace emergency generators			\$ 75,000	2004
Waterproofing and masonry repair			\$ 75,000	2004
Design and install signage			\$ 12,500	2005
Total estimated cost over next 5 years			\$ 538,367	

5-Year Action Plan Tables

Development Number PA26-009-005	Development Name (or indicate PHA wide) Kennedy Towers	Number Vacant Units: 9	% Vacancies in Development: 6%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new kitchens			\$ 402,527
Curtain Wall replacement			\$ 75,000
Community Space Upgrades			\$ 30,000
Bathroom Modernization			\$ 514,650
Circuit Breaker replacement			\$ 64,650
Lighting and related Electrical replacement			\$ 100,000
Replace Community Space Air conditioners			\$ 35,884
High Rise Fire Safety Improvements			\$ 50,000
Waterproofing and masonry Repair			\$ 37,500
Conversion of efficiencies to one bedroom			\$ 200,000
Design and install signage			\$ 12,500
Total estimated cost over next 5 years			\$1,522,711

5-Year Action Plan Tables			
Development Number PA26-009-006	Development Name (or indicate PHA wide) Rhodes Apartments	Number Vacant Units: 11	% Vacancies in Development: 7%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new kitchens			\$ 510,203
Community Space Upgrades			\$ 30,000
Circuit Breaker replacement			\$ 64,650
Efficiency Conversions			\$ 50,000
Install new energy efficient boilers			\$ 142,500
Lighting and related Electrical replacement			\$ 100,000
Replace Community Space Air conditioners			\$ 35,884
High Rise Fire Safety Improvements			\$ 50,000
Conversion of efficiencies to one bedroom			\$ 200,000
Expand parking lot			\$ 75,000
Design and install signage			\$ 12,500

Total estimated cost over next 5 years	\$1,270,737
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5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development: 7%
PA26-009-008	Eisenhower Apartments	Units: 11	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new kitchens			\$ 510,203
Community Space Upgrades			\$ 30,000
Efficiency Conversions			\$ 50,000
Install new energy efficient boilers			\$ 142,000
Circuit Breaker replacement			\$ 64,650
Lighting and related Electrical replacement			\$ 100,000
Replace Community Space Air conditioners			\$ 35,884
High Rise Fire Safety Improvements			\$ 50,000
Conversion of efficiencies to one bedroom			\$ 200,000
Expand parking lot			\$ 75,000
Design and install signage			\$ 12,500
Total estimated cost over next 5 years			\$1,270,237

5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development: 7%
PA26-009-010	Hubert Apartments	Units: 5	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install new kitchens			\$ 180,627
Community Space Upgrades			\$ 60,000
Bathroom modernization			\$ 206,220
Circuit breaker replacement			\$ 30,000
Lighting and related electrical replacement			\$ 100,000
Replace Community Space air conditioners			\$ 64,650
High Rise fire safety improvements			\$ 100,000

Conversion of efficiencies to one bedroom	\$ 100,000	
Redesign and construction of office space	\$ 50,000	
Design and install new signage	\$ 12,500	
Total estimated cost over next 5 years	\$903,997	

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

5-Year Action Plan Tables

Development Number PA26-009-014	Development Name (or indicate PHA wide) Scattered Site Units	Number Vacant Units: 2	% Vacancies in Development: 28%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned HA F
Carpet Replacement (every 5 to 10 years)			\$ 5,000	As needed
Total estimated cost over next 5 years			\$5,000	

5-Year Action Plan Tables				
Development Number PA26-009-015	Development Name (or indicate PHA wide) Scattered Site Units	Number Vacant Units: 3	% Vacancies in Development: 15%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned HA
Carpet Replacement (every 5 to 10 years)			\$ 5,000	
Total estimated cost over next 5 years			\$5,000	

5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development: 33%	
PA26-009-016	Scattered Site Units	Units: 1		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned HA Fis
Carpet Replacement (every 5 to 10 years)			\$ 5,000	
Total estimated cost over next 5 years			\$5,000	

5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA26-009-017	Scattered Site Units	Units: N/A		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned HA Fis
Carpet Replacement (every 5 to 10 years)			\$5,000	As needed

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

5-Year Action Plan Tables			
Development Number	Development Name	Number Vacant	% Vacancies
PA26-009- Wide Management Improvements/Admin Costs and A&E costs	(or indicate PHA wide) RHA Wide	Units	in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
RHA wide A&E costs			\$ 100,000
RHA wide A&E costs			\$ 100,000
RHA wide A&E costs			\$ 100,000
RHA wide A&E costs			\$ 100,000
RHA wide Management Improvement costs			\$ 100,000
RHA wide Management Improvement costs			\$ 150,000
RHA wide Management Improvement costs			\$ 150,000
RHA wide Management Improvement costs			\$ 150,000
RHA wide Administrative Costs			\$ 50,000
RHA wide Administrative Costs			\$ 50,000
RHA wide Administrative Costs			\$ 50,000
RHA wide Administrative Costs			\$ 50,000
RHA Development Costs			\$100,000
RHA Development Costs			\$100,000
RHA Development Costs			\$100,000
RHA Development Costs.			\$100,000
Total estimated cost over next 5 years			\$1,550,000

5 Year Action Plan Tables				
Development Number PA26-009	Development Name (or indicate PHA wide) HA Wide Improvements	Number Vacant Units: N/A	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned S HA Fisc
Concrete Repairs/Replacement			\$150,000	20
Concrete Repairs/Replacement			\$150,000	20
Concrete Repairs/Replacement			\$150,000	20
Concrete Repairs/Replacement			\$150,000	20
Masonry Repairs and Waterproofing			\$100,000	20
Masonry Repairs and Waterproofing			\$100,000	20
Masonry Repairs and Waterproofing			\$100,000	20
Masonry Repairs and Waterproofing			\$100,000	20
Total estimated cost over next 5 years			\$1,000,000	

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component t 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component t 8</i>	Designated housing <i>Component t 9</i>	Conversion <i>Component t 10</i>	Home-ownership <i>Component t 11a</i>	Other (describe) <i>Component t 17</i>
PA26-001	400							
PA26-002	102							
PA26-003	526							

PA26-004	50							
PA26-005	150					4		
PA26-006	152							
PA26-008	152							
PA26-010	70							
PA26-013	10						3	
PA26-014	7			1			5	
PA26-015	20						12	
PA26-016	3						1	
PA26-017	20			1			20	