

PHA Plans

5-Year Plan for Fiscal Years 2008-2011

Annual Plan for Fiscal Year 2007

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan
Agency Identification

PHA Name: Reading Housing Authority

PHA Number: PA009

PHA Fiscal Year Beginning: (04/2007)

Public Access to Information

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

- Main administrative office of the PHA by calling (610) 775-4813.
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005-2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

MISSION STATEMENT

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

GOALS AND OBJECTIVES

MANAGEMENT ISSUES

Goals

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

Objectives

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

EXPANSION OF THE STOCK ISSUES

Goals

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

Objectives

- RHA shall assist a minimum of two (2) families to move from renting to homeownership during the plan year.
- RHA or its Non Profit will apply for its first tax-credit allocation in the next five (5) years or sooner.
- Reading Housing Authority shall construct one new affordable housing rental or homeownership community (Penn Street) without public housing development funds by December 31, 2009.
- A non-profit or for profit organization will work in developing all of the above programs on behalf of the RHA. This non-profit or for profit will work with us on the acquisition, improvement and/or development of additional housing opportunities.

MARKETABILITY ISSUES

Goals

- Enhance the marketability of the RHA public housing units.
- Make Public Housing and Housing Choice Vouchers the affordable housing of choice for the very low and low-income residents of our community.

Objectives

- RHA shall achieve a level of customer satisfaction that gives the agency a high score in the annual HUD Resident Satisfaction Survey for Public Housing.
- RHA shall continue to achieve curb appeal for its Public Housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and completing one (1) major project in the plan year.
- RHA shall become a more customer-oriented organization by providing at least one (1) continuing education session directed toward customer service.

SECURITY ISSUES

Goals

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

Objectives

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

TENANT-BASED HOUSING ISSUES

Goals

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

Objectives

- RHA shall encourage participants from its tenant-based program to become homeowners during the plan year by using the Housing Choice Voucher.
- RHA shall sustain a utilization rate of 98% in its tenant-based program during the plan year.

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

MAINTENANCE ISSUES

Goals

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

Objectives

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

EQUAL OPPORTUNITY ISSUES

Goals

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

Objectives

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

FISCAL RESPONSIBILITY ISSUES

Goals

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

Objectives

- RHA shall maintain sufficient financial resources and manage those financial resources in such a way as to support the provision of housing that is decent, safe, sanitary and in good repair. RHA will
- Sustain a passing score in the Public Housing Assessment System (PHAS) Financial Condition Scoring process.

PUBLIC IMAGE ISSUES

Goals

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

Objectives

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

SUPPORTIVE SERVICE ISSUES

Goals

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

Objectives

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

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Annual Plan	<u>Page #</u>
i. Annual Plan Type	9
ii. Executive Summary	9
iii. Table of Contents	8
Attachments and Supporting Documents	10-12
1. Housing Needs	13-18
2. Financial Resources	19-20
3. Policies on Eligibility, Selection and Admissions	21-28
4. Rent Determination Policies	29-32
5. Operations and Management Policies	33
6. Grievance Procedures	34
7. Capital Improvement Needs	35-44
8. Demolition and Disposition	45
9. Designation of Housing	46
10. Conversions of Public Housing	47-48
11. Homeownership	49-50
12. Community Service Programs	51-53
13. Crime and Safety – Prevention Measures	54-56
14. Pets (Inactive for January 1 PHAs)	57
15. Civil Rights Certifications (included with PHA Plan Certifications)	58
16. Audit	59
17. Asset Management	60
18. Other Information	61-67
19. Optional Public Housing Asset Management Table	68
20. Attachments	
(A) Admissions Policy for De-Concentration (ACOP)	69
(B) Organizational Chart	70
(C) Resident Advisory Board Minutes	71-124
(D) Reasonable Accommodation Procedure	125
(E) Public Hearing Notice	126
(F) Performance and Evaluation Reports	127-141
21. Certification of Payments to Influence Federal Transactions (HUD 50071)	142
22. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan (HUD 50075)	143
23. PHA Certificate of Compliance with the PHA Plans and Related Regulations: (HUD 50077)	144-145
24. Disclosure of Lobbying Activities (Standard Form LLL)	146

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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

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

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

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

Attachments

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

Required Attachments:

- Admissions Policy for De-concentration: **Attachment "A"**
- FY 2005 Capital Fund Program Annual Statement: **See Section 7, Capital Improvement Needs.**
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	5240	4	3	NA	NA	NA	NA
Income >30% but <=50% of AMI	3069	3	3	NA	NA	NA	NA
Income >50% but <80% of AMI	3042	2	3	NA	NA	NA	NA
Elderly	2300	3	3	NA	NA	NA	NA
Families with Disabilities	1366	NA	NA	NA	NA	NA	NA
White	8558	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic (any race)	5537	N/A	N/A	N/A	N/A	N/A	N/A
Black	1979	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s, Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: **2000**
- American Housing Survey data Indicate year:
- Other housing market study Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing as of: **09/2006**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/sub-jurisdiction:

	# Of families	% Of total families	Annual Turnover
Waiting list total	1449		
Extremely low income <=30% AMI	1259	87	
Very low income (>30% but <=50% AMI)	155	11	
Low income (>50% but <80% AMI)	35	2	
Families with children	1165	80	
Elderly families	64	4	
Single families	220	15	
Families with Disabilities	305	21	
White Non-Hispanic	306	21	
Hispanic	989	68	
Black	152	10	
American Indian/Asian	2		
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	284	20	146
1BR	366	25	42
2 BR	442	30	99
3 BR	298	21	42
4 BR	56	4	18
5 BR	3		6
5+ BR	0		

Is the waiting list closed (select one)? No Yes **FOR 2BR, 3BR ONLY**

If yes:

How long has it been closed (# of months)? **Closed 8/11/2006**

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes **Displaced by City Placard**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance as of: 09/2006			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	145		
Extremely low income <=30% AMI	88	61	
Very low income (>30% but <=50% AMI)	25	17	
Low income (>50% but <80% AMI)	32	22	
Families with children	114	79	
Elderly families	26	18	
Single families	0	0	
Families with Disabilities	5	3	
White Non-Hispanic	26	18	
Hispanic	99	68	
Black	20	14	
American Indian/Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only) 0/1 BR Elderly/Disabled	N/A	N/A	N/A
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months): Closed 08/2005

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes Violence Against Women (VAWA)

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

Other: (list below)

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

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

Select all that apply

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

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

Employ admissions preferences aimed at families with economic hardships

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

Other: (list below)

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

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

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly

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

Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

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

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

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

Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses				
Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
1. Federal Grants				
a) Public Housing Operating Fund	5,159,253		PH Operations	
b) Public Housing Capital Fund	477,312		PH Operations	
c) HOPE VI Revitalization	0			
d) HOPE VI Demolition	0			
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,479,074		HCV HAP Payments and Admin Fees	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0			
g) Resident Opportunity and Self-Sufficiency Grants	0			
h) Community Development Block Grant	0			
i) HOME	0			
Other Federal Grants (list below)	0			
2. Prior Year Federal Grants (un-obligated funds only) (list below)				
NONE				
3. Public Housing Dwelling Rental Income	3,825,065	PH Operations		
4. Other income (list below)				
Interest	140,000	PH Operations		

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses	Planned Uses	Planned Uses
Laundry, Office Rent, Tenant Charges	140,400	PH Operations		
5 Non-federal sources (list below)	0			
Total Resources	13,221,104			

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: **Approximately 90 days.**
 - Other: (describe)
- b. Which non-income (screening) factors do the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe): **History in other assisted housing programs.
Utility bill payment history.**
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other: **Tenant Placement Office
815 Franklin Street, 1st Floor
Reading, PA 19602
(610) 376-2422**

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

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **Elderly and Disabled receive three (3) choices.**

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? **By virtue of our selection plan, RHA historically exceed the 40% ratio.**

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

(2) Waiting List Organization

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

(3) Search Time

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

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

(4) Admissions Preferences

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

b. Preferences

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other: **Letters to those on the tenant-based waiting list.**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: Policies are listed in the ACOP

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **Flat Rent Option**

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)
3 BR is a 95% of FMR.

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 Reflects market or sub-market
 To increase housing options for families
 Other (list below)

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other: **Utilization of available HUD funding.**

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1608	260
Section 8 Vouchers	603	80
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

C. Management and Maintenance Policies

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

- a. Public Housing Maintenance and Management:
- i. Preventive Maintenance Policy
 - ii. Painting Program
 - iii. Extermination Policy
 - iv. Admission and Continued Occupancy Policy (ACOP)
 - v. Resident Handbook
 - vi. Housekeeping Handbook
- b. Section 8 Management:
- i. Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

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

- PHA main administrative office
 PHA development management offices
 Other: **Tenant Placement Office**
815 Franklin Street
Reading, PA 19602
(610) 376-2422

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other: **Tenant Placement Office** **Section 8 Office**
815 Franklin Street **120 South Sixth Street**
Reading, PA 19602 **Reading, PA 19602**
(610) 376-2422 **(610) 373-5088**
(Applicants) **(Current Recipients)**

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Capital Fund Program Annual Statement
Parts I, II, and II
Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 2007 FFY of Grant Approval:

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$477,312
3	1408 Management Improvements	\$315,417
4	1410 Administration	\$87,000
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$75,000
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$295,000
10	1460 Dwelling Structures	\$831,834
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$230,000
13	1475 Nondwelling Equipment	\$75,000
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$0
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)	\$2,386,563
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$34,591
23	Amount of line 20 Related to Security	\$150,000
24	Amount of line 20 Related to Energy Conservation Measures	\$360,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA26-P009-001 Glenside Homes	Repair and upgrade 2 building exteriors.	1460	\$360,000
PA-P009-003 Oakbrook Homes	Work is to renovate existing office space, to include new ceilings, walls & flooring	1470	\$50,000
PA-26-P009-02 Hensler Homes	Work is to renovate existing community space, to include new ceilings, walls & flooring.	1470	\$180,000
PA-26-P009-004,005, 006,008 & 010 Franklin, Kennedy, Rhodes, Eisenhower & Hubert Apts	Bathroom modernization in 575 units.The required number of bathrooms for physically disabled are already in place and will be renovated also.	1460	\$471,834
PA-26-P009-004, 005, 006, 008 & 010 Franklin, Kennedy, Rhodes, Eisenhower & Hubert	Expand existing parking lots and resurface lots. The required number of spaces for physically disabled drivers according to UFAS, Section 4.1.1, will be added if needed.	1450	\$220,000
RHA Wide	Fences, benches and sidewalks for developments.	1450	\$75,000
RHA Wide	Costs for design of Capital Fund projects.	1430	\$75,000
RHA Wide	Police contract, Olivets contract, YMCA contract, computer software and staff training And support.	1408	\$315,417
RHA Wide	Salaries and benefits for Capital Fund staff.	1410	\$87,000
RHA Wide	Funds to support Operating Budget.	1406	\$477,312
RHA Wide	Computer hardware, security cameras and hardware.	1475	\$75,000
	Total Cost for 2007		\$2,386,563

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA26-P009-001 Upgrade of building exteriors.	09/30/09	09/30/10
PA26-P009-003 Renovations of existing office building.	09/30/09	09/30/10
PA26-P009-002 Renovations to existing Resident Community Building	09/30/09	09/30/10
PA26-P009-004, 005, 006, 008 & 010 Bathroom modernization in 575 units.	09/30/09	09/30/10
PA26-P009-004, 005, 006, 008 & 010 Expand existing parking lots and resurface lots.	09/30/09	09/30/10
RHA Wide Fences, benches and sidewalks for developments.	09/30/09	09/30/10
RHA Wide Costs for design of Capital Fund projects.	09/30/09	09/30/10
RHA Wide Management Improvements, computer software and training.	09/30/09	09/30/10
RHA Wide Police contract, Olivets contract, YMCA contract, computer software and staff training and support.	09/30/09	09/30/10
RHA Funds to support Operating Budget	09/30/09	09/30/10
RHA Wide Computer hardware, security cameras and hardware	09/30/09	09/30/10

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

5-Year Action Plan Tables			
Development Number:	Development Name (Or indicate PHA wide)	Number Vacant Units:	% Vacancies In Development:
PA26-009-001	Glenside Homes	8	2.3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade and repair building exteriors		\$300,000	2008
Upgrade underground electric		\$225,000	2009
New rear porches		\$280,000	2010
New playground equipment		\$150,000	2011
New curb cuts at all corners of sidewalks		\$75,000	2011
Total estimated cost over next 5 years		\$1,030,000	

5 Year Action Plan Tables			
Development Number:	Development Name:	Number Vacant Units:	% Vacancies In Development:
PA26-009-002	Hensler Homes	1	2.1%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Electrical upgrade in units		\$85,000	2008
Installation of 100 screen doors		\$40,000	2009
Installation of new siding and soffit on 16 buildings		\$250,000	2010
New curb cuts at all corners		\$50,000	2011
Refurbish kitchens in 102 units		\$300,000	2011
Total estimated cost over next 5 years		\$725,000	

5-Year Action Plan Tables			
Development Number : PA26-009-003	Development Name: Oakbrook Homes	Number Vacant Units: 15	% Vacancies In Development: 2.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Outdoor lighting upgrades		\$100,000	2008
Upgrade and rehab two buildings for office and community space		\$300,000	2008
Foundation work on 66 buildings		\$150,000	2009
Vinyl floor replacement		\$100,000	2009
New front and rear porches		\$350,000	2010
New curb cuts at all corners		\$100,000	2011
New storm drains at four locations		\$300,000	2011
Total estimated cost over next 5 years		\$1,400,000	

5-Year Action Plan Tables			
Development Number PA26-009-004	Development Name: Franklin Tower	Number Vacant Units: 0	% Vacancies in Development: 4.9%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 48 new electric panels		\$57,600	2008
Install new kitchens in 48 units		\$120,000	2008
Sprinkler system upgrade		\$250,000	2009
Upgrade exterior lighting		\$25,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
Replace floor tile in common hallways		\$100,000	2011
Total estimated cost over next 5 years		\$702,600	

5-Year Action Plan Tables			
Development Number: PA26-009-005	Development Name: Kennedy Towers	Number Vacant Units: 2	% Vacancies In Development: 1.6%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 145 new electric panels		\$174,000	2008
Installation of new kitchens in 145 units		\$362,500	2008
Sprinkler system upgrade		\$367,000	2009
Upgrade exterior lighting		\$25,000	2009
New parking area		\$125,000	2010
New access controls		\$75,000	2010
New fencing		\$75,000	2011
Replace floor tile in common hallways		\$100,000	2011
Total estimated cost over next 5 years		\$1,303,500	

5-Year Action Plan Tables			
Development Number: PA26-009-006	Development Name: Rhodes Apartments	Number Vacant Units: 4	% Vacancies In Development: 3.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 156 new electric panels		\$187,200	2008
Installation of 156 new kitchens		\$390,000	2008
Sprinkler system upgrade		\$367,000	2009
Upgrade exterior lighting		\$25,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
Replace floor tile in common hallways		\$100,000	2011
Total estimated cost over next 5 years		\$1,219,200	

5-Year Action Plan Tables			
Development Number: PA26-009-008	Development Name: Eisenhower Apartments	Number Vacant Units: 2	% Vacancies In Development: 3.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Installation of 156 new electric panels		\$187,200	2008
Install new kitchens in 156 units		\$390,000	2008
Sprinkler system upgrade		\$367,000	2009
Upgrade exterior lighting		\$25,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
Replace floor tile in common hallways		\$100,000	2011
Total estimated cost over next 5 years		\$1,219,200	

5-Year Action Plan Tables			
Development Number: PA26-009-010	Development Name: Hubert Apartments	Number Vacant Units: 2	% Vacancies In Development: 5.2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Installation of 70 new electric panels		\$84,000	2008
Installation new kitchens in 70 units		\$175,000	2008
Sprinkler system upgrade		\$376,000	2009
Upgrade exterior lighting		\$25,000	2009
New access controls		\$75,000	2010
New fencing		\$75,000	2011
Total estimated cost over next 5 years		\$810,000	

5-Year Action Plan Tables			
Development Number PA26-009-014	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 1	% Vacancies In Development: 95.9%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2008
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011
Total estimated cost over next 5 years		\$ 20,000	

5-Year Action Plan Tables			
Development Number PA26-009-015	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 3	% Vacancies In Development: 45.4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2008
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011
Total estimated cost over next 5 years		\$ 20,000	

5-Year Action Plan Tables			
Development Number PA26-009-017	Development Name (Or indicate PHA wide) Scattered Site Units	Number Vacant Units: 0	% Vacancies In Development: 0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2008
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2009
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2010
Carpet Replacement (every 5 to 10 years) 300 yards		\$ 5,000	2011

--

5-Year Action Plan Tables			
Development Number PA26-009- RHA Wide Management Improvements/Admin Costs – A&E costs	Development Name: RHA Wide	Number Vacant Units	% Vacancies In Development:
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
RHA wide A&E costs		\$100,000	2008
RHA wide A&E costs		\$100,000	2009
RHA wide A&E cost		\$100,000	2010
RHA wide A&E cost		\$100,000	2011
RHA wide Management Improvement costs		\$150,000	2008
RHA wide Management Improvement costs		\$150,000	2009
RHA wide Management Improvement costs		\$150,000	2010
RHA wide Management Improvement costs		\$150,000	2011
RHA wide Administrative Costs		\$50,000	2008
RHA wide Administrative Costs		\$50,000	2009
RHA wide Administrative Costs		\$50,000	2010
RHA wide Administrative Costs		\$50,000	2011
RHA Development Costs		\$100,000	2008
RHA Development Costs		\$100,000	2009
RHA Development Costs.		\$100,000	2010
RHA Development Costs		\$100,000	2011
RHA Site Improvements		\$50,000	2008
RHA Site Improvements		\$50,000	2009
RHA Site Improvements		\$50,000	2010
RHA Site Improvements		\$50,000	2011
Total estimated cost over next 5 years		\$1,800,000	

5-Year Action Plan Tables			
Development Number PA26-009 RHA Wide	Development Name(Or indicate PHA wide): PHA Wide Improvements	Number Vacant Units: N/A	% Vacancies In Development
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date HA Fiscal Year
Concrete Repairs/Replacement 15,000 yards		\$150,000	2008
Concrete Repairs/Replacement 15,000 yards		\$150,000	2009
Concrete Repairs/Replacement 15,000 yards		\$150,000	2010
Masonry Repairs and Waterproofing		\$300,000	2011
Total Estimated Cost Over Next 5 Years		\$750,000	

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

A. Voluntary Conversion Initial Assessments

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

Development Name	Number of Units
NONE	NONE

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: PA009013, PA009014, PA009015, PA009016, PA009017
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 10/1995
5. Number of units affected: 50 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description	Estimated Size	Allocation Method	Access	Eligibility
<i>Service Coordination (social casework services)</i>	<i>400 Unduplicated Participants; 2000 Interventions</i>	<i>Open</i>	<i>In-home; PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Various Health and Wellness Program (Wellness Centers, 90+ birthday Club, Food Pantries)</i>	<i>800 Participants</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Social and Recreational Programs, (Senior Community Center, Summer Picnics, Day of Caring, Boys & Girls Club programming, Youth Summer Camping, Reasonable Accommodations Program)</i>	<i>800 Participants</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>
<i>Various Daily Living Programs (Chore Services, Furniture Bank, Community Policing Program)</i>	<i>1600 Households</i>	<i>Open</i>	<i>In-home; Community Spaces</i>	<i>Public Housing</i>
<i>Various Educational and Economic Self-Sufficiency Programs (holiday basket, program, scholarship program)</i>	<i>500 Households</i>	<i>Open</i>	<i>PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Resident Initiatives Coordination (technical assistance and liaison with development-based resident councils and city-wide resident council)</i>	<i>1600 Households</i>	<i>Open</i>	<i>PH offices; Community Spaces</i>	<i>Public Housing</i>
<i>Community Outreach (resident advocacy within network of social service system)</i>	<i>1600 Households</i>	<i>Open</i>	<i>Community Spaces</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other: Study done of Crime Prevention Through Environmental Design (CPTED)

3. Which developments are most affected?

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

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

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

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

2. Which developments are most affected?

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities: **CPTED assessment.**

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

Statement For The Annual Plan – Pet Policy

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

Only common household pets defined as cats, dogs, goldfish, tropical fish, or turtles and commercially sold birds will be allowed in the Franklin, Kennedy, Rhodes, Eisenhower, Hubert and Hensler Communities. Only common household pets defined as goldfish, tropical fish or turtles and commercially sold birds will be allowed in the Glenside, Oakbrook and Scattered Site Communities, with the exception of those dogs and cats that are already grand fathered in. No dangerous or intimidating pets, i.e., Pit-bull dogs, Rottweiler dogs, or Doberman pincher dogs, will be permitted. The number and size of pets, where allowed, is as follows:

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

The Pet Permit Application must include the following information:

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

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

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

Dogs and cats must

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below): **Development-based budgeting**

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached as **Attachment "C" - Meeting Minutes**
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: Some comments have raised awareness to issues that will be reviewed during the plan year

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Reading

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: The City of Reading revised its' Consolidate Plan in 2005 for the period 2005-2009 and has been updated annually with Action Plan Sheets. Reading Housing Authority was participated in that process. Furthermore, it has been determined that this plan is consistent with the current Consolidated Plan.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: None submitted to RHA.

D. Other Information Required by HUD

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

1. Reading Housing Authority's "Definition of Substantial Deviation from its 5-Year Plan or Significant Amendment or modification to the Agency Plan.

The "Definition of Substantial Deviation" or "Significance Amendment" is one that represents a more than 40% change in the Capital Fund, is not a result of a HUD funding shortfall and not a HUD mandated regulation change. If one or more of these criteria is met, it will be considered a substantial deviation or significant amendment to the Agency plan. This would then require the same requirements for submitting the Agency Plan with the public hearing, Resident Advisory Board etc.

However, the Reading Housing Authority (RHA) will not be required to perform all of the public hearing and other requirements if changes to the Agency Plan meet the following criteria:

- A. The changes to the Capital Fund are less than 40% of the total amount of funding for that year.
- B. The RHA may change any part or all of the Agency Plan if the changes are needed to meet any HUD required programmatic changes or funding shortfalls.
- C. The RHA may change any part of all of the Agency Plan if the changes are needed to meet any judicial decrees.
- D. The RHA may change any part or all of the Agency Plan if HUD or Congress makes any regulation changes which are different from that in the Plan.

In making these changes, the RHA will adopt the changes at a public meeting. This public meeting of the Board of Commissioner of the RHA will then publicly adopt these changes. RHA will also ensure all changes are submitted at the next Resident Advisory Board meeting for inclusion in the next years Agency Plan.

Prior to or following to the adoption of these changes, RHA will submit these changes to the HUD in accordance with 24 CFR 903.21 (2). HUD will then review our requested changes or modifications to the Agency plan to determine if in accordance with 24 CFR 903.23 (a).

HUD will approve such request if found consistent with the following criteria:

- A. The changes or modifications to the Agency Plan has sufficient information to show it meets with the RHA definition of an amendment or change to the Plan.
- B. The changes or modifications to the Plan are consistent with the information and data available to HUD.
- C. The changes or modifications to the Plan are consistent with the Consolidated Plan.

2. **PHA Progress in Meeting the Mission and Goals Described in the 2005 Plan Year ended 2006.**

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

Management Issues

- A. RHA has been recognized as a high or standard performer for the annual Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) during each year of the 5-Year Plan.**
- B. Resident satisfaction has improved each year as documented by the annual HUD survey.**
- C. Occupancy rate of 97% in Public Housing was achieved in the fiscal year ended March 31, 2006.**
- D. RHA continues to promote customer-friendly service and fiscally prudent leadership through continued training.**

Expansion of The Stock Issues

- A. RHA continues to work towards increasing the homeownership of our residents through our homeownership program.
- B. RHA is working on a new housing community without public housing funds.

Marketability Issues

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

Security Issues

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

Tenant-Based Housing Issues

- A. Continuing the Homeownership Program for Public Housing units and implemented the Housing Choice Voucher (HCV) Homeownership Program.
- B. RHA achieved a 98% utilization rate in the HCV program for fiscal year ended 3/31/2006.
- C. RHA continues to attract new landlords to the HCV program by holding annual landlord information sessions separately or jointly with Berks County Housing Authority.

Maintenance Issues

- A. RHA continually monitors and meets the objective of performing preventive maintenance at all our developments. This is especially true when new systems are installed and have different maintenance requirements. In all cases, RHA will ensure that all of our developments are maintained at as high a level as possible. However, the continued decrease in the level of funding may erode the level of preventive maintenance.
- B. RHA uses available funding to make our developments as appealing to both our residents and the public as funding levels permit. This is an ongoing objective as we continually look for ways to ensure that our developments are no different than the private market.
- C. RHA has been successful in meeting the objective of completing non-emergency work orders in less than 30 days. The RHA reported an actual completion rate of 3.8 days for the PHAS report for the fiscal year ended 3/31/2006.

Equal Opportunity Issues

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

Fiscal Responsibility Issues

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

Public Image Issues

- A. RHA participated in the South of Penn 55 Plus Club Health Fair; the annual Senior Expo; and presentations to the staff of Abilities in Motion and Children and Youth Services and the students of Alvernia College Bachelors of Science in Nursing Program in an effort to improve the public image of assisted housing.**
- B. Positive stories that appeared in the local media included stories about a Stokes Stitt Scholarships recipient who received a graduate degree; Glenside Homes “face-lift”; and a Translation Policy to provide services to LEP participants of low-income housing programs.**

Supportive Services

- A. Partnered with Berks Visiting Nurses to provide Wellness Clinics for health and welfare services and Advantage Homecare for housekeeping services for the elderly and disabled residents in public housing.**
- B. RHA continues to apply for Resident Opportunity and Self-Sufficiency (ROSS) grants when available.**

3. Project Based Voucher Program

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

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

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

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

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

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

The following criteria will be used when selecting a proposal:

- A. The proposed project helps to deconcentrate poverty and/or increases the number of affordable and decent housing.**
- B. The census track the proposed project will be located in or near a HUD designated Enterprise Zone, Economic Community or Renewal Community.**
- C. Whether the Federal, State and local governments have invested in the area the proposed project is to be located.**
- D. The site is suitable for the facilitation and furthering the 504 needs of the City.**
- E. Whether the proposed project based voucher project is located in an area where meaningful economic and educational opportunities exist.**
- F. The proposed PBV project must be adequate in size, exposure to accommodate the number and type of units proposed.**
- G. Promote greater choice of housing opportunities.**
- H. Further the Reading Housing Authority and the City of Reading housing goals.**

- I. The housing will be located in areas which have accessible social, recreational, commercial services of similarly unassisted neighborhoods.**
- J. The housing will be located where potential employment opportunities for the participants or the developer can demonstrate that sufficient public transportation to employment opportunities is available.**

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

Optional Public Housing Asset Management Table

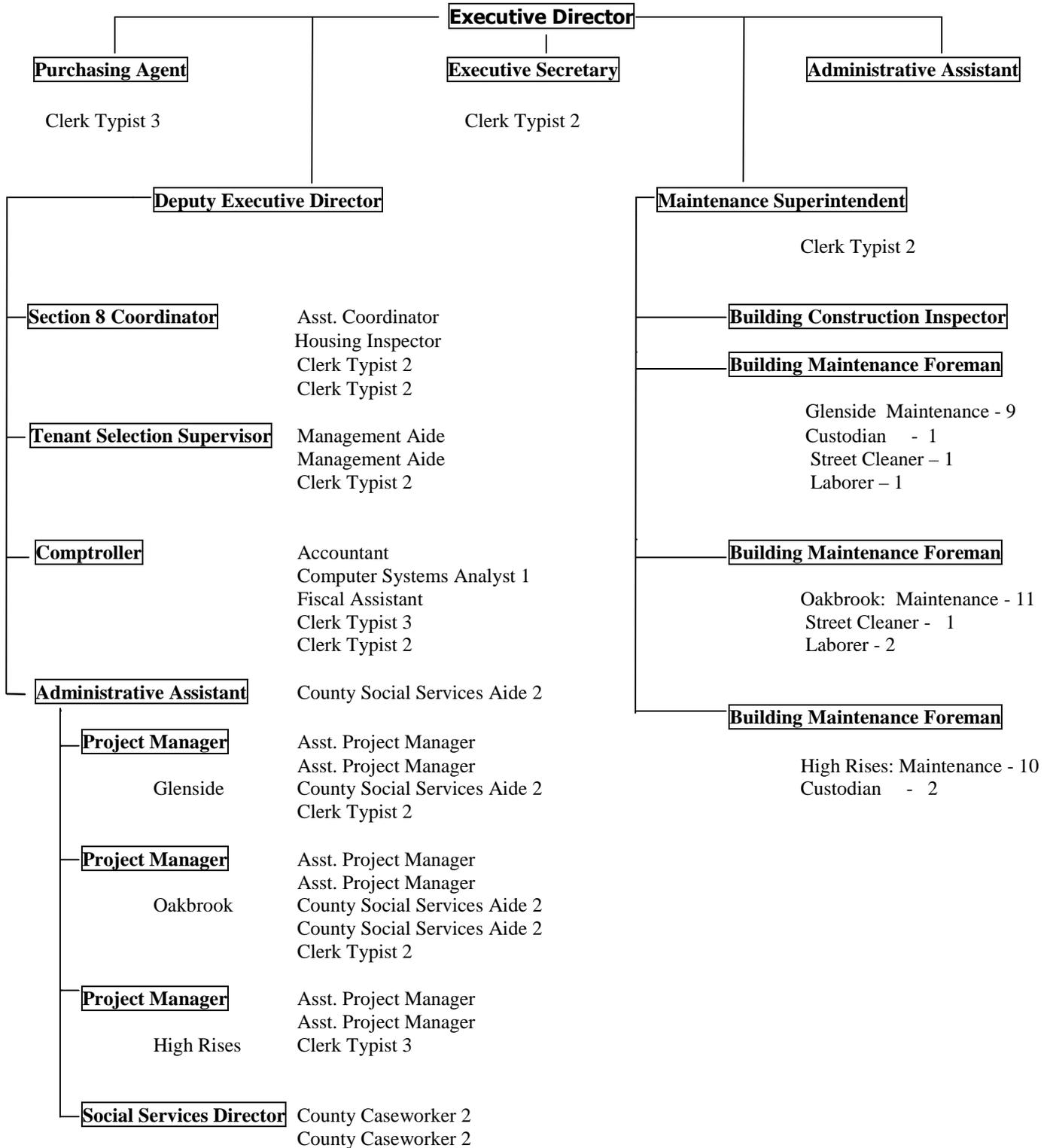
See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
PA009000010P Glenside Homes	400	400	0	0	0	0	0	0
PA009000011P Hensler Homes	102	102	0	0	0	0	0	0
PA009000020P Oakbrook Homes	526	526	0	0	0	0	0	0
PA009000030P High Rise Buildings	575	575	0	0	0	0	0	0
PA009000040P Scattered Sites	11	5	6	0	0	0	11	0

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

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

ORGANIZATIONAL CHART



Attachment C

Minutes

RESIDENT ADVISORY BOARD MEETING 7/13/06

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, Reading, PA 19611 on Thursday, July 13, 2006, at 10:00 a.m.

ATTENDEES:

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

Residents: Monica Acevedo, Oakbrook Homes; Domingo Bermudez, Kennedy Towers; Sandra Carr, Hubert Apartments; Ed Dainty, Eisenhower Apartments; Mary Ernst, Eisenhower Apartments; Alejandra Garcia, Oakbrook Homes; Joanna Lopez, Kennedy Towers; Lillie Mathies, Glenside; Karen Ridge, Eisenhower Apartments; Migdalia Rivera, Kennedy Towers; Coral Roth, Hubert Apartments; Carl Snyder, Eisenhower Apartments; Shantika Spradley, Oakbrook Homes; Emilia Vazquez, Oakbrook Homes and Odelia Tina White, Franklin Towers

CWRC Officers:

Carl Snyder, President
Coral Roth, Vice President
Karen Ridge, Secretary
Lillie Mathies, Treasurer

HANDOUTS

- Updated List of Resident Advisory Board Members
- What is the One Year Plan
- Statement of Financial Resources
- Notice on the Role of Resident Advisory Boards (RAB's)
- Capital Fund Program Annual Statement, Parts I, II, and III

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Overview of Citywide Resident Council (CWRC)

- PARC Conference
- Overview of RAB
- Overview of Annual Plan/Preparation of 2007 Annual Plan
 - Component #16, Audit
 - Component #2, Financial Resources
 - Component #7, Capital Improvement Needs
 - Component #11, Homeownership Programs
 - Component #8, Demolition and Disposition
 - Component #10, Conversion of Public Housing to Tenant-Based Assistance
- Open Forum
- Adjourn
- Lunch

MEETING:

- Introduction of CWRC/RAB Members and Guests:

Dan Luckey made a brief introduction, welcoming all CWRC/RAB members. This meeting begins the Annual Review Process for 2007.

Carl Snyder, Vice-President, for the benefit of new members, had everyone introduced themselves. Elaine Adesso will keep an updated membership list with addresses and phone numbers. Any changes, he or she should contact Elaine.

Carl said if any problem arises in the developments, one should feel free to contact any of the CWRC officers for advice.

- Overview of Citywide Resident Council (CWRC)

In November of 2005, RAB decided to go to the next level of becoming an official group. RHA City Wide Resident Council, bylaws and officers were established. Being an incorporated group while representing RHA, CWRC has a voice at the City, State and Federal levels.

CWRC carries on the same responsibilities as an RAB. They are involved and have a vital part of the Annual Planning process. The only main difference is that CWRC is now in charge of their own meetings and assumes all responsibilities that go with it. RHA staffs are considered guests and will be invited to future meetings. RHA staff is currently guiding them through the process of becoming established.

- PARC Conference:

Stacey explained that HUD encourages Housing Authorities to have their residents organize by developments. Here at Reading Housing Authority, Eisenhower Resident Council, Franklin Resident Council, Glenside Resident Council, Hubert Resident Council, Kennedy Resident Council and Rhodes

Resident Council were established. Oakbrook is presently in the process of forming their own.

Just like the government, there are Resident Councils at all different levels, State & Federal (the Jurisdiction of Resident Council). We, the Reading Housing Authority as a whole, are part of this Jurisdiction.

Approximately 10 years ago, HUD had funds available to start state Wide-organizations for Resident Councils. Hazleton Housing Authority was awarded the contract with HUD to help authorities throughout the state to get organized and that is how Pennsylvania Association of Resident Council (PARC) was formed. Resident Council members are all members of PARC. PARC receives money to provide training for its members.

Each year they host an Annual Conference. Resident Councils across the State are invited to attend to learn basic skills of operating Resident Councils. This year (the fourth year RHA Resident Councils have attended) was held in Lancaster on June 11th to June 14th. There is no cost to any of our RAB members to attend because HUD provides the funding.

Some of the residents who attended gave the following statements about the conference:

Carl Snyder – It was very helpful. Charles Gennaro, President of PARC, talked about funding. PARC is looking for volunteers to help. By attending this conference, one has a better understanding of what HUD and Housing is all about.

Mary Ernst – I learned a lot. A positive attitude is so important.

Tina White - Charles Genarro was very easy to talk to. He was very knowledgeable. I was impressed. He taught us in order to change things, one first needs to vote.

Karen Ridge – Another thing that was said, “You will be successful if you work at it.”

Carl questioned if the expiration of project based contracts will affect public housing residents. This was talked about at the conference. Ron explained that this has only to do with Section 8 voucher holders.

- Overview of RAB:

Ron distributed “The Notice Providing Guidance on the Role of Resident Advisory Boards.”

Per Section 511 of the US Housing Act, a representative body must be actively involved in the approval of a Public Housing’s Annual Plan. They assist and make recommendations regarding the plan. The representative body must ensure that the view of all families in Public Housing and Section 8

Housing Choice Voucher programs are represented. This representative body is called Resident Advisory Board (RAB). Membership consists of the officers of all the individual Resident Councils of RHA, the RHA Resident Commissioner and the representative(s) of the RHA Housing Choice Voucher Program.

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

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

- Overview of Annual Plan/Preparation of 2007 Annual Plan

Ron distributed "What is the One Year Plan?" to each member. It is important that each RAB member reads and understands this. It outlines what the Annual Plan is all about. Some of the components are Housing Needs, Financial Resources, Eligibility and Admissions Policies, Rent Policies, Maintenance and Management, Grievance Improvements, etc., which will be discussed when preparing the Annual Plan.

The current Annual Plan is posted in each building for the public and the residents to view. We will be working on the plan for 2007. It is always a year ahead so RHA has ample time to submit it to HUD for their review and approval.

- **Component #16, Audit**

Tom passed around a copy of the financial audit report ending March 31, 2005. If anyone would like his or her own copy, he or she should contact the Accounting Department. Tom then explained what the report means.

The first part of the report is an easily readable analysis of Reading Housing Authority's financial activities or what can be called funds. These include Public Housing, Housing Choice Voucher, Capital Fund Program, Development, ROSS Grant, Sylvania Homes and Drug Elimination with their own set of objectives and monies. The basic financial statements are listed in the second section.

HUD requires Audits for each fiscal year which ends in March. We have just finished the data for March 31, 2006. Tom will be soon setting up a time with the Auditor. A Financial Audit is done yearly by an independent auditor. The auditor then attests to the accuracy of our submission to HUD.

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

Because of cuts in funds, we have been allowed for the last four years to take a portion of the money out of Capital Fund (20%) and put it in our Operating Fund. Operating Fund is what RHA uses to run its daily operations. The Capital Fund is used for major projects like modernization, which can consist of new siding, roofs and windows, etc., at RHA's developments.

Tom showed a flyer entitled Washington Alert from NAHRO (National Association of Housing and Redevelopment Officials) that states the House of Representatives just passed a bill which will reduce Public Housings Operating Funds by 75% of operating subsidy eligibility before adjustment in federal fiscal year 2007; the Capital Fund by 11% and the administration fees in the Section 8 Program by 8%. This will go before the Senate. So, we have to wait to see what happens.

Ron added that whoever is running for office, he or she should be made aware there needs to be adequate funding for affordable housing. One way an individual can make an impact is to vote and express their views.

Carl said that he will obtain the platform of the candidates. Residents should check with him before an election.

- **Component #2, Financial Resources**

Each RAB member received a copy of the Statement of Financial.

1. Federal Grants

- a. Public Housing Operating Fund (\$5,159,253) – This is the projected operating subsidy which we should receive from HUD from the formula we use to do our routine operation budget like electric, gas, water, maintenance, etc.
- b. Public Housing Capital Fund (\$477,312) - This is money that we expect to transfer into our Operating Fund to help cover costs.
- c. Annual Contributions for Section 8 Tenant-Based Assistance (\$3,479,074). This is the estimated amount of money RHA receives for the Section 8 Program which goes towards

paying the landlord his or her supplemental rent as well as the administrative fees to operate the program.

All of the above are projections of the kinds of dollars we should have available for public housing to do business. Because of Federal Budget Cuts, we generally do not receive the full amount of funding.

3. Public Housing Dwelling Rental Income (\$3,825,065) – This is the rent money paid to the Authority by the residents. This will be used for our public housing operations.
4. Other Income
 4. Interest (\$140,000) - The interest income of reserve money RHA may have from investing. This goes towards public housing operations.
 5. Laundry, Office Rent, Tenant Charges (\$140,000) – This is other money (revenue) that goes towards paying operating expenses. There is a Head Start Program in Oakbrook and Glenside that pays rent to use RHA's facilities.

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

Fred explained the categories on page 36. This is a wish list that will be included in the Annual Plan for 2007. RHA receives the money around September of each year; we are awaiting this year's money.

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

1408 Management Improvements (\$315,417) – Money is used to pay our police officers, Olivet's and YMCA, etc. It also helps to pay for the training of our employees, computer software and security cameras.

1410 Administration (\$87,000) – Helps to pay salaries for people working on the Capital Fund Projects.

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

1450 Site Improvement (\$295,000) – Anything RHA does to improve our developments like the new trash sites, exterior lighting and fencing.

1460 Dwelling Structures (\$831,834) – Money that is spent on the units that the residents live in.

1470 Non-Dwelling Structures (\$230,000) – This money is used on any building that does not house residents like the Community Building at Hensler, Maintenance Buildings and the Administration Buildings.

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

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

Fred explained that on page 37 are the projects that we are planning to do in 2007. There is always a 5 year plan included in an Annual Plan. Every year items are bumped up to the top and new ones added. It doesn't mean that the first ones listed will be the first ones completed. HUD allows us to do what we want as long as it is identified in the 5 year plan.

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

Fred and Stacey stressed that it is important RAB members understand the plan and take the information back to their respective Resident Councils to discuss it. By next meeting, Fred would like in writing what each individual council needs (not what you need individually but what your development needs as a whole). Resident Councils should have kept notes on this. Jack, Stacey or Grisel can help with that if needed. There are some things HUD allows us to do and some things they don't. We will address the lists at the Annual Planning meetings.

Fred said that we recently signed an Energy Contract with Honeywell. Because of this, there will be some things automatically taken care of like new lighting, shower head & faucets. Honeywell has been to our units to do an audit and we are waiting for the results on what we can and cannot do.

Carl asked what are the parking plans for Rhodes and Eisenhower. Fred said that we are planning to connect the two. It would not effect the fencing.

- Component #11, Homeownership Programs

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

RHA's **Public Housing Homeownership Program** has been in operation since 1995. A total of 50 homes have been completely renovated for sale to low-income families. RHA has sold 39 of the 50 homes. There is a Homeownership Waiting List for applicants. Participants must meet the eligibility criteria for public housing, attend monthly budget counseling classes, and be able to obtain a mortgage within one year of occupying the unit.

Two participants from our **Homeownership Choice Voucher Program** have become homeowners. To be eligible for this Homeownership Program, applicants must be presently receiving assistance through the Housing Choice Voucher Program, meet income criteria, attend monthly homeownership counseling sessions, and have acceptable credit to be able to obtain a mortgage. They are allowed to apply their vouchers towards the payment of their mortgage. All the homes are located in the City of Reading and one should contact Audrey at the end of the meeting or call her at (610) 775-4813 if he or she is interested.

Ron added that last year a Homeownership Choice Voucher Program section was added to the Annual Plan. We allow up to 25 vouchers to be used for Homeownership.

Currently, the Waiting List for our Homeownership Program is closed. We don't foresee taking any more applications for at least 8 to 12 months. Ron said that we will try to coordinate our efforts better on alerting people when it is open again. There was a suggestion to have it posted at our developments, either by circuit TV or a flyer, on the same day it is listed in the newspaper.

- Component #8, Demolition and Disposition

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

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

There is a study RHA has to do each year, which identifies the need to convert public housing to tenant-based Assistance. At this time RHA has no intention of converting any Public Housing to Tenant-Based Assistance.

There may be sometime in the future when HUD would mandate this. Ron asked RAB members what they thought about being issued a voucher for public housing.

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

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

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

There was a question on what a utility allowance means. In Section 8, it depends on if the landlord pays the utilities or not. If they require a tenant to pay the utilities, than a certain amount of money is issued to go towards the cost of using gas, electric, etc. If a tenant uses more than what they are allowed; it will have to come out of his or her own pocket. In public housing all utilities are paid for by the housing authority. Rent is based on 30 percent of adjusted annual income.

Flat Rents are not in Section 8, only in Public Housing. RHA still pays the utilities under Flat Rents. A Flat Rent is often used when the income-based rent exceeds it.

- Open Forum

Carl mentioned that the Reading Eagle can make up letterhead paper for the individual Resident Councils. If interested, one should contact Tim of the Reading Eagle.

Tina White talked about the benefit of working as a group.

Carl wondered if there was a way to receive a grant for a small mini-bus to transport residents. Because of the adequate transportation resources surrounding this area, Stacey said that we would probably not qualify for one. There are also liability issues to consider with this type of thing.

Tina said how she gets residents involved in activities is to post events in the elevators and on doorways.

Ron and the RHA Administration thanked everyone for their invitation to talk about the Annual Plan. All of the components discussed will be a part of the Annual Plan. A special thanks went to the Oakbrook Residents for their attendance. It was suggested that Oakbrook Residents contact the Glenside Resident Council to help them form a Council of their own. It benefits all the residents of a development if they are represented.

Lillie mentioned that Barta has added a bus route to Glenside/Hensler for late afternoon. One should contact Barta for the times.

Everyone was invited to Knoebels on Saturday August 19th. The bus will be leaving Kennedy at 10:00 a.m and leaving the park at 9:30 p.m. The cost per person is \$15.00. Anyone interested should contact Joanna Lopez at Kennedy. Glenside will be having a trip there sometime in September.

Kennedy will be having a hoagie sale on Saturday, July 22nd.

- Future Meetings

The next meeting is scheduled for Thursday, August 3rd at 10:00 a.m. at WCA.

The meeting was adjourned at 12:00 p.m.

RESIDENT ADVISORY BOARD
MEETING 8/3/06

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, Reading, PA 19611 on Thursday, August 3, 2006, at 10:00 a.m.

ATTENDEES:

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

Residents: Monica Acevedo, Oakbrook Homes; Karen Britt, Rhodes Apartments; Ed Dainty, Eisenhower Apartments; Alejandra Garcia, Oakbrook Homes; Rhonda Kershner, Franklin Towers; Joanna Lopez, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, Glenside; Madeline Medina, Rhodes Apartments; Griselle Mercado, Glenside Homes; Johana Moran, Glenside Homes; Maria Rivera, Oakbrook Homes; Carl Snyder, Eisenhower Apartments; Simeon Ulloa, Section 8 and Odelia Tina White, Franklin Towers

CWRC Officers:

Carl Snyder, President
Coral Roth, Vice President
Joanna Lopez, Secretary
Lillie Mathies, Treasurer

HANDOUTS

- Updated List of Resident Advisory Board Members
- Agenda
- 2007 Annual Plan Preparation Schedule
- 2007 Annual Plan Components, 3, 4, 5, 6 & 9.

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes/Old Business
- Overview of Citywide Resident Council (CWRC), Resident Advisory Board (RAB), and Annual Plan for any New Members
- 2007 Annual Plan Preparation
 - Component #3, Policies on Eligibility, Selection and Admission
 - Component #4, Rent Determination Policies
 - Component #5, Operations and Management Policies
 - Component #6, Grievance Procedures

- Component #9, Designation of Housing
- Open Forum
- Adjourn
- Lunch

MEETING:

- Introduction of CWRC/RAB Members and Guests:

Carl Snyder, Vice-President, for the benefit of any new members, had everyone introduced themselves.

Ron welcomed Simeon Ulloa to the meeting; he represents Section 8.

Ron thought it was encouraging that so many people were able to attend from Oakbrook. Hopefully soon, a Resident Council can be started there. There are many advantages and it benefits all residents of a development if they are represented.

Carl said if any problem arises in the developments, one should feel free to contact any of the CWRC officers for advice.

Carl mentioned that it is important during this recent heat wave to keep an eye on the elderly.

- Review Minutes/Old Business

The minutes of July 13, 2006, were reviewed and approved by the Board.

- CWRC New Business:

- Nominations for Office – (Since last meeting, the position of Secretary has become vacant). The nomination was as follows:

Secretary: Ed Dainty nominated **Joanna Lopez**; seconded by Tina White. Joanna accepted the position. The motion was carried unanimously. The duties of this office will eventually be to take minutes of meetings, circulate material to officers, and write correspondence on behalf of CWRC to RHA and other entities.

Carl stressed that it is important to keep CWRC established. Constantly changing of officers, could hinder CWRC from becoming effective.

- Overview of Citywide Resident Council (CWRC), Resident Advisory Board (RAB), and Annual Plan for any New Members:

For the benefit of the new members, this was discussed. The minutes of 7/13/06 explained it in detail as follows:

- Overview of Citywide Resident Council (CWRC)

In November of 2005, RAB decided to go to the next level of becoming an official group. RHA City Wide Resident Council, bylaws and officers were established. Being an incorporated group while representing RHA, CWRC has a voice at the City, State and Federal levels.

CWRC carries on the same responsibilities as an RAB. They are involved and have a vital part of the Annual Planning process. The only main difference is that CWRC is now in charge of their own meetings and assumes all responsibilities that go with it. RHA staffs are considered guests and will be invited to future meetings. RHA staff is currently guiding them through the process of becoming established.

- Resident Advisory Board/Annual Plan

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

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

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

The current Annual Plan is posted in each building for the public and the residents to view. We will be working on the plan for 2007. It is always a year ahead so RHA has ample time to submit it to HUD for their review and approval.

The 2007 Annual Preparation Schedule was distributed to each CWRC/RAB member.

- **Component #3, Policies on Eligibility, Selection and Admissions (pg. 21)**

Ron explained that each RAB member had to be determined eligible before he or she could move into Public Housing or Section 8. There are certain steps in the process and we apply these same steps to every applicant.

A. Public Housing – the following can be found in RHA’s Admission & Continued Occupancy Policy (ACOP).

1. Eligibility

a. When does RHA verify eligibility for admission to public housing? We notify applicants on the waiting list about 90 days before a unit is offered to them. In this way, we have time to verify information to see if they are eligible or not.

b. Which non-income (screening) factors does RHA use to establish eligibility for admission to public housing? RHA does criminal background checks. Rental History and housekeeping are checked with prior landlords. History in other assisted housing programs and utility bill payment history are reviewed.

We do not check credit history, for RHA feels that it would limit the number of people allowed into the program.

There are certain screenings that HUD will not let us do. Delving into personnel issues like medical history is prohibited. As long as any individual can comply with his or her lease, that individual has every right to live here.

2. Waiting List Organization

(a). Which methods do RHA plan to use to organize its public housing waiting list? Right now we use one community-wide waiting list; this could change in the future. It is by bedroom size; we do not have site-base list (an individual list for each development). When a person’s name comes to the top of list we offer this person the first available unit regardless of the location of the development.

(b). Where may interested persons apply for admission to public housing? Applications are taken at the Tenant Placement Office at 815 Franklin Street (Rhodes Apartments) on the 1st Floor.

3. Assignment

- (a). How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? Ron explained for general occupancy, you have two offers – Glenside or Oakbrook, depending on which one is available first. If one refuses both offers, he or she will go to the bottom of the list. Someone who is elderly or disabled will receive three offers, Oakbrook, Glenside or one of the Elderly Developments like Hensler or the High Rises.

4. Admissions Preferences

- (a). Income targeting – Does RHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? Based on the composition of families in our developments, RHA does not need to manipulate income. HUD wants us to have a similar income mix in our developments; that happens here naturally.
- (b). Transfer policies – In what circumstances will transfers take precedence over new admissions? Emergencies, over housed, under housed, medical justification, and administrative reasons determined by RHA. Johanna Lopez asked how long will a transfer be from the High Rises to Oakbrook or Glenside. Ron said it depends on the circumstance, what the need is, and how many transfers we have. It can vary from one time to another.
- (c). Preferences – Has RHA established preferences for admission to public housing (other than date and time of application)? The answer is yes.

Former Federal preferences:

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

Other preferences:

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

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

1. Residents who live and/or work in the jurisdiction.

1. Those enrolled currently in educational, training, or upward mobility programs.
 2. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition).
 3. Date and Time.
5. Occupancy

- (a). Reference material that applicants and residents can use to obtain information about the rules of occupancy of public housing.
- Resident Lease (copies are distributed to applicants for their review).
 - ACOP – this is available to every applicant and resident. If a resident wants to review it, he or she needs to contact his or her Manager’s office.
 - Seminars or written materials (this is provided in our leasing packets).
 - Resident Handbook – everyone should have a copy of the Housekeeping Handbook.

Maria Rivera had a question about what the rules are for someone to transfer from Oakbrook or Glenside to the High Rises. It depends on an individual’s circumstance if he or she is eligible for that type of housing.

Simeon Ulloa asked if a resident of the Section 8 program can be transferred to public housing. If this is the case, that person needs to reapply. There are no transfers between programs. Public housing residents can apply for Section 8 but it will not be accepting applications for at least a year.

- (b). How often must residents notify RHA of changes in family composition?
- At an annual reexamination and lease renewal
 - Any time family composition changes
 - At family request for revision
 - Other (list): Any family income changes

6. De-concentration and Income Mixing

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

B. Section 8

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

1. Eligibility

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

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

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

2. Waiting List Organization

(a) What program waiting list(s) is the Section 8 tenant-based assistance waiting list merged? Normally the Section 8 program is a tenant-based subsidy program, which means the subsidy goes right to the tenant, whereas public housing is a project-based subsidy program where the subsidy goes directly to the housing authority. As a Section 8 participant, one is issued a voucher. That voucher can be used anywhere in the country to find a place to live.

In Section 8 there is a project-based subsidy program. The vouchers in this program are assigned to a certain location in the Community. In this case, the subsidy goes to the landlord instead of the tenant. Here at RHA, we have 50 vouchers issued under this program. Places we have contracts with are Beacon House, Emma Lazarus and the Bookbindery.

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

Section 8 and public housing applications are taken at the same place, Tenant Placement Office, 815 Franklin Street, 1st Floor (Rhodes Apartments). Currently we are not taking applications for Section 8.

3. Search Time

(a) Does RHA give extensions on standard 60-day period to search for units? Once a Section 8 applicant is issued a voucher, they normally have 60 days to find a unit. On some

occasions, they have an additional 60 days to do so but we do not encourage that.

4. Admission Preferences

- (a) Income Targeting – we are supposed to target up to at least 75% of new admissions who are at or below the 30% of median area income (low income). This happens naturally with the applicants we have in the program.
- (b) Preferences – Has RHA established preferences for admission to Section 8 (other than date and time of application)? The preferences in Section 8 are the same as for public housing except for one and that is victims of domestic violence.

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition).
- Victims of Domestic Abuse – RHA has a contract with Emma Lazarus (a Project Based Program).

Other preferences:

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

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

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

5. Special Purpose Section 8 Assistance Program

- (a) In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose Section 8 Program administered by the RHA contained? The Section 8 Administrative Plan (similar to the ACOP) and briefing sessions and written materials.

- (b) How does RHA announce the availability of any special-purpose Section 8 programs to the public? We do this through published notices in the Reading Eagle and letters to those on the tenant-based waiting list. The next time we will try to do a better job of announcing this by flyers and the TV video system.

Stacey stressed that any comments and input from RAB are important in the Annual Planning process.

Monica Acevedo had a question about reporting income changes when someone's wages vary week to week and month to month. Ron said the rule is that any time there is a change; a resident needs to report it to the Manager's Office so his or her rent can be adjusted. He will look into the situation she was talking about.

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

- A. Public Housing
 - 1. Income Based Rent Policies
 - (a). There are choices of rent in public housing. These are the 30% of adjusted monthly income, minimum and flat rents, 10% of unadjusted monthly income, which is rarely appropriate. There is no such thing as a welfare rent.
 - (b). What amount best reflects RHA's minimum rent? The minimum rent is \$50.00 unless one can determine it is a hardship. In which case, there is a procedure to go through that is outlined in the ACOP.
 - (c). Does RHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income? Yes, if flat rent applies it is a fixed amount and one could be paying less than 30% of his or her income.
 - (d). There are no discretionary deductions.
 - (e). There are no ceiling rents.
 - (f). Rent determination. Any type of change in one's family composition, income or deductions should be reported to the Manager's Office as soon as possible. These changes will affect one's rent. Examples of a deduction that could reduce the rent would be higher medical expenses such as prescriptions or a spouse becoming disabled. A minor added to a household or a change of marital status would alter one's family composition.

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

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

B. Section 8 Tenant-Based Assistance

1. Payment Standards

- (a). What is RHA's payment standard? RHA will not enter into a contract with the landlord if the payment is above a certain amount. These standards are set anywhere between 90% and 100% of the Fair Market Rents. HUD does studies and sets the Fair Market Rents for each jurisdiction, (our area is Berks County) based on the unit size. We use that information to determine the payment standard (rent reasonableness) for Section 8. Payment standards our changed annually and are approved by our Board. Right now we have 604 vouchers and currently are assisting about 630 families.

2. Minimum Rent

The minimum rent amount is \$50.

There was a question if one was a Section 8 voucher holder where can they take their issued voucher to be housed. Ron said that in the Section 8 program, there is a thing called portability. It means one can use their voucher to live anywhere in the country unless the area one is moving to will not absorb the voucher. Rents throughout the country vary from one location to another. If rents are too high in certain areas, the housing authority that issued you the voucher may not be able to afford to pay this amount because of the lack of monies due to budget cuts, funding, etc. In this

case, the housing authority where you are going may offer to absorb the cost (pay the difference), if not a Section 8 voucher holder can not use it there.

Reading Housing Authority and all other housing authorities are only funded the money for the fair market rent in their jurisdiction. Our goal is to assist as many people as we can. RHA can not afford to port our voucher holders to areas in the country where rents are so much higher.

Another question was how does one know a landlord accepts Section 8. Are there signs posted in front of places for rent indicating they are Section 8? Ron explained that the Section 8 office has a list of potential Section 8 landlords in the City of Reading. Sometimes a landlord will have it listed in the newspaper that he or she is accepting Section 8. Landlords can say they are accepting Section 8 but that does not mean they qualify. When an applicant selects where he wants live, there is an inspection of the building and it needs to pass certain standard before the Section 8 landlord can participate in the program.

Tina White asked why vouchers issued by Berks County Housing can not be used in the City of Reading, only the suburbs. Some other members complained that they heard of the same problem. Ron said that he will be contacting Berks County Housing by next meeting to see what is happening for a person can use his voucher any where in the country unless it is a project based voucher or the landlord does not want to participate in the program. He added that the burden is on the voucher holder and not the housing authority to find a place. Sometimes vouchers expire because the holder does not make that effort.

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

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

- A. RHA Management Structure - includes an organizational chart. Ron will have this chart available at the next meeting.
- B. HUD Programs Under RHA Management – this consists of two programs, Public Housing, which consists of our Homeownership units & Section 8. Units or families served at the beginning of the fiscal year for Public Housing was 1608 and Section 8 was 604. Our turnover for Public Housing is about 260 (20%) and Section 8 is about 80 units per year.

C. Management & Maintenance Policies

Public Housing Management

- Preventive Maintenance Policy
- Painting Program, which is soon going to be instituted again. Units which have not been painted for five years will be eligible for this program.
- Extermination Policy
- Admission & Continued Occupancy Policy (ACOP) – It includes rules and policies for Public Housing.
- Resident Handbook
- Housekeeping Handbook

Section 8 Management

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

Component #6, Grievance Procedures (pg. 34)

If something occurs and a resident or applicant does not feel it is appropriate, he or she can file a grievance. For Public Housing a grievance can be filed at the resident's Manager's Office. The procedure is listed in the ACOP, Section 20. Every Resident Council should have a copy of the ACOP. Carl added that if somebody wants a copy of any RHA's policies, he or she can contact one of the CWRC officers. Ron said that it is important that each resident is aware of this policy.

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

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

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

- Open Forum

Ron said if in the next few weeks anyone has questions about what was discussed today, he or she should not be afraid to bring it up at

the next meeting. It is important that everyone understands this material for the Annual Planning process.

Fred reported that the huge parking lot at Franklin from the Church to Franklin Towers will be enclosed with a fence. We are in the midst of negotiations with the Church right now. Jack Knockstead and Dan Luckey have been very instrumental in getting this to happen. There will be better lighting and security cameras will be added. Tina White, President of Franklin Towers, thanked RHA. By doing this, Franklin residents will feel more secure. There will be less traffic and crime for there have been a lot of vandalism in that area.

Ron thanked Carl for inviting RHA staff to the meeting.

- Future Meetings

The next meeting is scheduled for Thursday, August 24th at 10:00 a.m. at WCA.

The meeting was adjourned at 11:55 a.m.

RESIDENT ADVISORY BOARD
MEETING 8/24/06

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, Reading, PA 19611 on Thursday, August 24, 2006, at 10:00 a.m.

ATTENDEES:

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

Residents: Monica Acevedo, Oakbrook Homes; Aida Bonilla, Glenside Homes; Joe Callahan, Eisenhower Apartments; Sandra Carr, Hubert Apartments; Julia Casiano, Glenside Homes; Ed Dainty, Eisenhower Apartments; Frank Feliciano, Oakbrook Homes; Mary Jane Guth, Franklin Towers; Rhonda Kershner, Franklin Towers; Joanna Lopez, Kennedy Towers; Luz Martinez, Glenside Homes; Lillie Mathies, Glenside; Griselle Mercado, Glenside Homes; Barbara Ortiz, Franklin Towers; Karen Ridge, Eisenhower Apartments; Maria Rivera, Oakbrook Homes; Felix Roman, Oakbrook Homes; Coral Roth, Hubert Apartments; Carl Snyder, Eisenhower Apartments; Shantika Spradley, Oakbrook Homes; Emilia Vazquez, Oakbrook Homes; and Odelia Tina White, Franklin Towers

CWRC Officers:

Carl Snyder, President
Coral Roth, Vice President
Joanna Lopez, Secretary
Lillie Mathies, Treasurer

HANDOUTS

- Updated List of Resident Advisory Board Members
- Agenda
- Organizational Chart
- Mission Statement
- 2007 Annual Plan Components, 12 & 13,

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes/Old Business
- 2007 Annual Plan Preparation

- Component #12, Community Service Programs
- Component #13, Crime and Safety – Prevention Measures
- Mission Statement
- Goals and Objectives
- Open Forum
- Adjourn
- Lunch

MEETING:

- Introduction of CWRC/RAB Members and Guests:

Carl Snyder, President, for the benefit of any new members, had everyone introduce themselves.

Ron welcomed Oakbrook delegates to the meeting. They are trying to form their own Resident Council.

Carl said if any problem arises in the developments, one should feel free to contact any of the CWRC officers for advice.

- Review Minutes/Old Business:

The minutes of August 3, 2006, were reviewed and approved by the Board. At the last meeting, there was a question why Section 8 vouchers issued by the Berks County Housing cannot be used in the City of Reading. Ron found out from Berks County Housing that a person in their Section 8 program needs to live in the suburbs of the County for one year before he or she can be considered for a transfer to the City. These rules are only for Berks County Housing, not Reading Housing Authority where voucher holders can take their issued vouchers anywhere.

If anyone needs a blue folder, he or she should contact Stacey.

Stacey reviewed the Organizational Chart with CWRC/RAB members. The chart showing the names of RHA employees in their various positions is attached to the minutes.

Fred mentioned that the picnic tables for the High Rises have been delivered. They should be installed soon.

Some kind of memorial for Joe Gapinski is still being worked out between the residents and RHA.

- 2007 Annual Plan Preparation:
 - Goals and Objectives

Ron said that this will be discussed at the next meeting.

- Mission Statement

Ron reviewed with CWRC/RAB members the new consolidated version of the Mission Statement. The intent of the message did not change from the previous one. The mission statement reads as follows:

The mission of Reading Housing Authority is to promote adequate, affordable housing, economic opportunity and a suitable living environment for the families we serve, without discrimination in a professional, fiscally, prudent manner; be a positive force in our community by working with others to assist families with appropriate supportive services; offer quality affordable housing options and opportunities; and build better neighborhoods by providing comprehensive housing opportunities for qualified individuals and families through creative and professional service in partnership with the greater community.

CWRC/RAB members all agreed that this revision should be included in the Annual Plan.

- Component #12, Community Service and Self-Sufficiency Programs:

Charles reported that in 1997 President Clinton enacted the Quality Work Housing Reform Act. In that Act, certain procedures and regulations changed. That is when flat rents and Community Service were implemented. The Community Service requirement is that residents who are under the age of 62 and who are not disabled, not working or going to school are required to do 8 hours of Community Service a month for a year. An exception would be if a person has to be a caregiver and he or she would need proof of that. A resident who does not complete this requirement could be evicted. Under Federal law, we are not required to renew their lease. This year sometime, we will be looking at who has met these requirements. Usually the residents in the High Rises are exempt from this program.

Ron added that Welfare requirements often overlap with ours. If this is the case, one would fulfill the other.

Frank Feliciano wondered how can residents do Community Service if they cannot find or afford a babysitter to watch their children. Charles said that since it is a Federal Law, there is no way a person can get out of doing Community Service if he or she is required to do so. There are things a person could do by being a mother like helping out as a lunch aide at school or volunteering at the food pantry in his or her development. Being a member of a

Resident Council and being actively involved in conducting its business can also qualify towards Community Service.

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

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

1. Client referrals. We may refer clients to them if someone is not on welfare and does not have any other type of income.
2. Information sharing regarding mutual clients (for rent determinations and otherwise)

There was a question from Carl on what type of information we share. Charles said that we generally contact Welfare to verify income, child care and food stamps for the purpose of rent determination. At recertification time, a resident signs a release form.

*Coordinate the provision of specific social and self-sufficiency services and programs to eligible families is not checked. Stacey said that there was a time when we had a welfare to work site (the Computer Center). This no longer applies.

B. Services and programs offered to residents and participants:

a. Self Sufficiency Policies – these are the types of discretionary policies that RHA employs to enhance the economic and social self-sufficiency of assisted families:

- Public Housing Rent Determination Policies (Earned Income Disregard). This is a mandatory requirement by HUD, which we have implemented. For a period of time, a resident's earned income such as wages could be disregarded in the calculation of his or her rent.
- Preference in admission to Section 8 for certain public housing families. There is project based housing available at Emma Lazarus House for victims of abuse. Ron added that there is a new act, "Violence Against Women's Act." RHA is trying to find out how we can add something to our policy to support this.
- Preference/eligibility for PH Homeownership
- Preference/eligibility for Section 8 Homeownership

(People who are currently in our Public Housing or Section 8 Program will get preference if they wish to participate in our Homeownership Programs). Carl asked if our Homeownership is open to only those people currently participating in our programs. Ron said, they are open to everybody. For further information, one should call Audrey Wenrich at 610-775-4813. She is in charge of the Homeownership Program.

b. Economic & Social Self-Sufficiency Programs

Does RHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? The answer is yes and that is where in the Annual Plan, RHA describes the Resident Services Program.

There are three primary functions of Resident Services:

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

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

1. To help people be happy and self-sufficient as they can be.
2. To help the housing authority maintain its units by avoiding premature relocation (such as a result of a resident's eviction or a move to a setting like a nursing home).

The following are a summary of the types of Self-Sufficiency programs provided, which Stacey explained:

- Service Coordination – individual services that are provided to our residents in a variety of ways like parenting, mental health, housekeeping, issues, etc. These services are voluntary, confidential and free. Resident Services have helped 400 residents this year with their specific needs. There have been 2000 interventions which means until something is resolved, it might take several calls or visits to the resident.

- Various Health and Wellness Programs – this includes the Nursing Program and Wellness Center in the each of the High Rises, the 90 Plus Birthday Club, and on-site food pantries in Glenside, Rhodes and Eisenhower. If anyone is interested in setting up a food pantry, he or she should contact Carl, Jack or Grisel or visit one of the food pantries while they are in operation. The Resident Councils run these and they are doing a great job. Shantika Spradley asked how you go about getting volunteers. Stacey said that the Glenside Resident Council could probably give her some good ideas.
- Social and Recreational Programs – this includes the on site Senior Center located at Kennedy; summer picnics in conjunction with the Board meetings; Day of Caring with the United Way and Salvation Army; Olivet’s Boys and Girls Club programming, where approximately 400 youths are being served and RHA and Youth Summer Camping, nearly 100 children attend. Our Reasonable Accommodations Program makes sure that people with disabilities receive what they need in order to have equal access to housing programs. If someone with a disability believes that they do not have the opportunity to have, do or access something that a person without a disability can have, do or access, he or she should contact the Resident Service Office. They will find ways to accommodate unless it imposes an undue financial burden on the housing authority. All requests are kept confidential; management offices are not able to access medical and personal information.
- Daily Living Programs – the Chore services, which provides services for people who do not qualify for other services. This includes the Housekeeping Program at the 5 High Rises and Hensler. Also, the furniture banks help residents who are in need of this and the Community Policing, where we have hired two policeman to help keep our residents safe.
- Various Educational and Economic Self-Sufficiency Programs – this includes the holiday basket programs, scholarship program totaling \$8,000 awarded to a resident at Oakbrook and Glenside each year.
- Resident Initiatives Coordination – technical services that Resident Services Department provides as well as being a liaison between RHA and the various Resident Councils.

- Community Outreach - Grisel, Jack and Stacey serve on a variety of social service committees throughout the County, representing the residents of RHA.

Ron said we are fortunate that we can provide these services and have the staff to do so. Because of the cuts in federal funding, it is becoming more difficult to support them. Recently, we had to reduce the contract with the Olivet's Boys and Girls Club. We will try our best to continue these programs.

- (2) There are no family self-sufficiency programs. RHA has never been funded for that.

c. Welfare Benefit Reductions

Charles reported that we have an agreement with Welfare to share information. There have been some changes from the Federal Government in regards to verifying information for Social Security recipients. Welfare has helped us to obtain that. We work with welfare in regards to sanctions. A sanction is when a person is financially punished for not fulfilling a requirement like work or school. When a person is sanctioned, the welfare money that he or she should be receiving is still counted towards rent.

Charles serves as the liaison between RHA and the Department of Welfare. There is a constant exchange of information.

Carl asked if there is a five year time limit to be on welfare and do they still subsidize per child. The answer was yes to both.

o Component #13 - PHA Safety and Crime Prevention Measures::

A.(1) The needed measures to ensure the safety of public housing residents. RAB agreed the following should apply:

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

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime.

Ron mentioned that the Mayor is holding a town forum meeting at 7:00 p.m. tonight at the Goggleworks, 2nd & Washington Streets. It was suggested that the member of CWRC/RAB should attend and voice their concerns about the City. Council funding can be used for cab service to this event.

Grisel added if one voices their concerns at the meeting, because a secretary is taking notes, it would be in writing. This is one way the City will officially know what they need to provide for our residents.

If someone wants to speak, he or she should call 610-655-6204 or e-mail council@readingpa.org. Also there will be a sign-in sheet before the meeting. Stacey suggested that it would be a good idea if one prepares beforehand what one wants to say.

It was suggested that as voters, we should elect the officials who will respond to housing concerns. Ron added that RHA can only do so much. We can't take control of the streets that is the City's function.

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities.
- Crime Prevention Through Environmental Design

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Installation of Security Cameras at all RHA sites
- Community Police Officers.

Ron added that per development the crime statistics are low. It is the surrounding areas that presents a problem. This needs to be addressed with the City.

C. Coordination between RHA and the police. The following are the coordinated effort between RHA and the police for carrying out crime prevention measures and activities. (Our two community police have been very helpful.)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan.
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the RHA management and residents
- Agreement between RHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities: CPTED assessment.

Tina White mentioned that Officer Hawley told her that the Reading Police Department are hiring more policeman to help crack down on crime. She has already noticed the results in the surrounding areas of Franklin Towers. Joanna Lopez added that she is seeing things improving around Kennedy.

Open Forum:

Hookup Procedure – Washers and Dryers: Migdalia Rivera was wondering why an Oakbrook resident was charged \$50.00 for a washer and dryer hookup. Charles said that generally there is not a charge unless there are parts involved. If she could give more information after the meeting, Ron said that he would look into this. We will have an answer by next meeting.

ACOP Update: Mary Jane Guth asked how often is the ACOP brought up to date. It is revised periodically when there are any

changes to it. Before it becomes official, it will go before the Resident Advisory Board.

Visitors: Ron said that the issue of visitors should be addressed. Some of our residents are having problems with our visitor policy. The ACOP might need to be redefined.

Charles read to CWRC/RAB members page 47 of the ACOP in regards to visitors. Visitors may be permitted in a dwelling unit, provided they are reported to the Authority within forty-eight (48) hours of their arrival or prior thereto if the visit is for more than 3 consecutive days. Visits not exceeding fifteen (15) days annually may be authorized by the manager. Visits of more than fifteen (15) days annually will not be authorized. Visitors remaining beyond this period will be considered trespassers and the resident will be guilty of a breach of the lease. Visitors continuously on a rotating basis are not allowed. Visitation by children to elderly high-rise developments will not exceed the 15 day limitation. Child care is not permitted on a continuous or repeated basis at any elderly development.

Charles said these are the rules that management goes by. The following have been complaints by the residents:

- Multi-family members visiting in one apartment are generating too much noise.
- Family members are taking over the Community Space.
- Family members are not supervised and they are running in hallways and elevators.

Charles asked for CWRC/RAB suggestions on how to change our policy so everyone is happy.

There was a question on what is considered babysitting and what is considered a visit. Also, how long should a visitor be able to stay during the day. Most CWRC/RAB members agreed that residents should be allowed a visit from family members on a regular basis. Tina White said that family helps a person's emotional needs. When visitors come, neighbors should be asked if it presents a problem.

Karen Ridge said that the Manager should investigate a situation first. Also, it should be handled confidentially. Ron said that he would address this.

Ron added that visitors on a regular basis are using RHA's utilities. If a lot of residents have visitors this could cost RHA a phenomenal amount in utilities. If RHA spends a lot on utility cost, it will have

less to spend elsewhere. This was a factor in why our policy was written the way it was. Residents are responsible for their visitors. While they are here, they must be sure that their lease is being abided.

Other comments on this were as follows:

Coral Roth - By having my grandchild at my unit 4 hours a day, it makes me feel good but I was written up for it.

Sandra Carr - My concerns is that in our building, a child was running around in the elevator all by itself. For safety reasons, I was scared for her. You can not leave children by themselves. One has to be responsible.

Karen Ridge - Children should be supervised at all times. I was told that living in subsidized housing rules are different. I was threatened with eviction because my grandchild was visiting me on a regular basis.

Carl Snyder - I have also seen children unattended running around in our building. What is the problem with having visitors with you in the Community Room?

Tina White - I was told that my husband was only allowed to visit me one day a week. If the neighbors are not complaining, what is the problem?

Rhonda Kershner - I think that my nephew and nieces should be allowed to visit me at anytime.

Charles said that the CWRC/RAB members need to go back to their resident councils and ask how they want the visitor policy to be changed. At the next meeting, we will look at the written comments from each Council and try to resolve this. This is the forum to do so. A question we might ask before next meeting should babysitting be allowed and what is the definition of a babysitter.

Ron added that he or the Managers don't want to be the policeman, keeping tabs of this situation. We need to have a general policy on visitors that everyone is happy with.

- Future Meetings

The next meeting is scheduled for Thursday, September 14th at 10:00 a.m. at WCA.

The meeting was adjourned at 12:15 p.m.

RESIDENT ADVISORY BOARD
MEETING 9/14/06

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, Reading, PA 19611 on Thursday, September 14, 2006, at 10:00 a.m.

ATTENDEES:

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

Residents: Aida Bonilla, Glenside Homes; Karen Britt, Rhodes Apartments; Carmen Carillo, Rhodes Apartments; Sandra Carr, Hubert Apartments; Julia Casiano, Glenside Homes; Ed Dainty, Eisenhower Apartments; Frank Feliciano, Oakbrook Homes; Rhonda Kershner, Franklin Towers; Luz Martinez, Glenside Homes; Lillie Mathies, Glenside; Griselle Mercado, Glenside Homes; Ana Reyes, Oakbrook Homes; Karen Ridge, Eisenhower Apartments; Coral Roth, Hubert Apartments; Carl Snyder, Eisenhower Apartments; Eileen Valentin, Oakbrook Homes and Odelia Tina White, Franklin Towers

CWRC Officers:

Carl Snyder, President
Coral Roth, Vice President
Joanna Lopez, Secretary
Lillie Mathies, Treasurer

HANDOUTS

- Updated List of Resident Advisory Board Members
- RAB/CWRC Minutes – 8/24/06
- Agenda
- 2007 Annual Plan Preparation Schedule
- Goals and Objectives
- 2007 Annual Plan Components, 1, 14, 15, 17, & 18

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Review Minutes/Old Business
- 2007 Annual Plan Preparation
 - Component #1, Housing Needs
 - Component #14, Pets
 - Component #15, Civil Rights Certification
 - Component #17, Asset Management

- Component #18, Other Information
- Goals and Objectives
- Open Forum
- Adjourn
- Lunch

MEETING:

- Introduction of CWRC/RAB Members and Guests:

Carl Snyder, President, for the benefit of any new members, had everyone introduce themselves.

All RHA Staff and CWRC/RAB members welcomed the newly formed Oakbrook Resident Council to the meeting.

President	Ana Reyes
Vice President	Frank Feliciano
Secretary	Shantika Spradley,
Treasurer	Needs to be determined
	Eileen Valentin

Carl said if any problem arises in the developments, one should feel free to contact any of the CWRC officers for advice.

- Review Minutes/Old Business:

The minutes of August 24, 2006, were reviewed and approved by the Board.

- 2007 Annual Plan Preparation:

- Schedule

Ron passed around the schedule. It shows all the prior and future meeting dates for the preparation and the approval of the 2007 Annual Plan. Ron said that we might have to meet one more time because of some unresolved issues we might not get to today.

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

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

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

RHA attempts to accommodate what the City and the County has written in their consolidated plan. We can not do it alone but we try to the best of our ability on what the Federal Government provides for us.

- B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists (pg. 13 & 14). This too is broken down into needs with types of income and families in regards to the Waiting List as of September 2006. The vast amounts of our applicants come from the very low-income areas. For public housing, our occupancy rate is somewhere between 97 and 98 percent and we turn over about 350 units a year. There is approximately 1400 families on the waiting list. It is difficult for us to assist all these families.

The Section 8 Program, we have fewer units to provide for families. Because of so many applicants, our waiting list for Section 8 is probably going to be closed for at least another year.

C. Strategies for Addressing Needs

Ron added that because of federal funding cuts, housing authorities have to find ways to reduce expenses. RHA so far didn't have to restrict reductions in things that would greatly affect our services to the residents.

Ron asked the RAB/CWRC members to review pages 16-18. This section lists the strategies for addressing needs such as the shortage to affordable housing for all eligible populations, families at or below 30% of median, elderly, families with disabilities and races or ethnicities with disproportionate housing needs. It also lists the reasons for selecting strategies.

Stacey added that we are requesting additional Section 8 units. This has to do with the funds released every year by HUD for people who are chronically homeless. There is a group called the Coalition to End Homelessness in Berks County. One of the programs they are involved in is called Shelter Plus Care, where additional Section 8 vouchers are given to people who are homeless. RHA has applied for these vouchers in partnership with the Berks County Mental Health/Mental Retardation. There will be a different waiting list and it targets people with a history of drug addiction or mental illness. Next Spring, we will find out if we will be granted the money.

Carmen Carillo was wondering if we do criminal background checks in regards to drug history. Ron said that we do through the FBI, which is encompassing as you can get. There were 35 people denied assistance last year because of criminal history.

Charles mentioned to Carmen he is aware of the problem at Rhodes that she is referring to and it is being taken care of. Once a situation is noted, because of certain procedures RHA has to follow, it could take up to 90 days to remove someone from the building. A lot of the time our Community Police are working with us to make this happen. Ron added that unfortunately, we are not able to prevent every crime from occurring, but our staff and police do their best to deter it. Ron would like Carmen to get back to him at the end of the month in regards to the problem at Rhodes; it should be resolved by then.

Rhonda Kershner wanted to know how people like her homeless friend will know about Shelter Plus Care. Stacey said if we get the grant money, it will be posted here and at various organizations.

Tina White was wondering about the safety of residents who might receive Shelter Plus Care assistance, and how residents would feel with those with a history of drugs and mental illness living among them. Stacey said that they will be Section 8 voucher holders, which means they will be renting a house from a private landlord. Also in order to receive these subsidies, people will be monitored by the supporting services they need to be engaged in. There will be some differences in the screening eligibility because the goal is to get housed people who are chronically homeless probably due to history of mental illness or substance abuse.

Carl said a good way to prevent crime in your building is to be a member of Neighborhood Watch. If anyone is interested he or she should contact Carl and he can give you the details.

Tina White said that in her building, residents are encouraged to carry cellular phones. In case of emergency, he or she can easily dial 911.

Sandra Carr asked could blood tests be done for screening. Ron said that HUD regulations will absolutely not allow it.

Ron added that we have very few preferences to be housed. We have a preference for a person that lives in the City. But, Ron asked CWRC/RAB members if they would like a preference to be designated for a person that is working.

Some of the comments were as follows:

Carl was wondering about layoffs. Ron said once a person is housed, they will not be asked to move out if not working. One of the reasons RHA never initiated this was a person could work the system by just being employed until he or she is housed.

Eileen Valentin mentioned that we should be more concerned about how to help residents continue working. Unfortunately,

RHA's mission is not to help find jobs for residents even though we encourage them to do so. Because of staffing, we are limited on what we can do. Community Service is a requirement that RHA has to encourage people, who are not working, to improve themselves. We require contractors to try to recruit residents when they are doing certain work in our developments.

- Component #15, Civil Rights Certifications (pg. 59)

This shows that the housing authority is in compliance with the Fair Housing Civil Rights Regulations; certifications need to be sent to HUD. We submit these certifications as a part of the Annual Plan. Stacey went on to explain that these are certain laws that we need to follow because we are recipients of Federal Funds and for other various reasons. Anybody that has specific questions on these laws and acts, should contact Stacey.

Tina White questioned if there is a certain quota that needs to be met for certain types of people to be placed in public housing. Ron said there are no quotas like that. We do have some guidelines in regards to income.

- Component #17, Asset Management (pg. 61)

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

HUD wants to know what and how our developments are able to operate as stand alone entities. If something needs to be improved in one of our developments for it to run better, we can easily determine where the problem lies and turn it around.

3. RHA has included descriptions of its asset management activities in the optional Public Housing Asset Management Table. Ron will be giving everyone a copy of the table before the next meeting.

- Component #18, Other Information (pg. 62)

- a. Resident Advisory Board Recommendations

1. Did RHA receive any comments on the Annual Plan from the Resident Advisory Board? Yes, we have throughout our review of the Annual Plan.
2. These comments are stated in Attachment C (Meeting Minutes) of the Annual Plan to be submitted.
3. In what manner did RHA address those comments? We have considered comments, but determined that at this time no changes to the Annual Plan are necessary. However, some issues are still being reviewed.
4. Description of Election process for Residents on the RHA Board. Lillie Mathies, resident of RHA, is currently a Commissioner of the Board who has been appointed by the Mayor. She has been serving on the Board for a number of years.
 - c. Statement of Consistency with the Consolidated Plan of the City of Reading.
This states how we apply with what the Consolidated Plan requires. We attempt to meet the needs that the City identifies as issues.
 - d. Other Information Required by HUD
 1. RHA's definition of substantial deviation from its 5-Year Plan or significant amendment or modification to the Agency Plan; things that we are allowed to change during the year without necessarily coming to the RAB for their approval. Ron said that we try not to do that.
 2. RHA's progress in meeting the mission and goals described in the 2005 plan year ended 2006. RHA has accomplished most of their objectives to the Goals of the Plan listed on page 65-68.

Resident Satisfaction Survey has improved every year since its inception of four to five years ago. This is a annual survey that is sent to our residents, who are randomly selected.

Security Issues - RHA has done various things to improve the security.

Carl mentioned that sometimes if our Community Policemen are not on the duty, the City police do not respond to a situation like they should. Ron said the police prioritize their calls. As a member of CWRC, it is important to attend the City Forums to address their needs as a Community.

Eileen Valentin said that the residents at Oakbrook do not have enough information on what to do if there is a problem that warrants police intervention. Stacey said that now Oakbrook has a Resident Council, they can host a police meeting. They can work with Grisel to get this together.

Carmen Carillo said that if one is having a problem, he or she could directly talk to a police officer at the local substation. Rhodes and Eisenhower are located at 8th & Franklin. They are there to assist you.

Carl said that the City is sending State Troopers to assist in patrolling the City.

- o Goals and Objectives (pg. 4)

Ron explained that all public housing agencies should have goals and objectives. Pages 4-7 list the goals and objectives of RHA to be met for 2007. The categories are as follows:

- Management Issues**
- Expansion of the Stock Issues**
- Marketability Issues**
- Tenant-Based Issues**
- Maintenance Issues**
- Equal Opportunity Issues**
- Fiscal Responsibility Issues**
- Public Image Issues**
- Supportive Service Issues**

Security Issues – Carl wanted to know if we could have cameras placed on each floor. Because of the invasion of privacy, this is not allowable. We can only have cameras in common areas.

Franklin and Eisenhower cameras need adjustment. A work order will be called in to correct the problem.

Some CWRC/RAB members are complaining of outside people rummaging through trash and recycling. RHA will consider making all the High Rises gated communities. Since Hubert has become one, it has eliminated many of these problems.

- o Component #14, Pet Policy (pg. 58).

Ron explained that the current pet policy pertains to all residents. RHA has two definitions of common household pets. One definition is for Eisenhower, Franklin, Hubert,

Kennedy, Rhodes and Hensler Homes. The other definition is for Oakbrook, Glenside and our Scattered Site communities. The basic difference is that cats and dogs are not considered household pets at Oakbrook and Glenside. The regulations state that each housing authority can define what they consider to be a common household pet.

Ron passed out an insert from Nan McKay explaining what is allowed. This should be taken back to each Resident Council to be discussed on what their opinions are about changing the present policy. At the next meeting, their comments will be addressed. Stacey reminded CWRC/RAB members that their opinions and comments should represent the Resident Councils at each development.

Stacey suggested that special flyers be sent to Glenside and Oakbrook residents, announcing there will be a special meeting to discuss the pet policy. This way the people that want to talk about pets will attend the meeting. If they need help putting this together, Resident Services can help.

Some comments about pets are as follows:

Eileen Valentin – Will there be exception for residents that already have pets. Can they buy a new one? How do you prove ownership because they could replace their existing one with a new one? How about inspections for cleanliness?

Charles said that before a person can purchase a pet, a resident must pass a house inspection even if that resident had a pet and wants a new one.

There was a question of what feral means. Feral means wild, untamed; haven't had any human contact.

Tina White was wondering what happens to residents if their housecleaning goes bad while the pet resides with them. Charles said that as soon as the Management Office is aware of the situation, appropriate action will be taken.

Julia Casiano asked how the pet security deposit works. For cats and dogs a \$300.00 deposit is required. Fifty dollars toward the deposit must accompany the application. Then a person is billed \$10.00 a month until the \$300.00 balance is completed. There are no deposit for birds and fish, except for fish tanks with electric heat an/or pumps there is a \$2.00 charge a month.

Frank Feliciano asked if there is no damage from having a pet, what happens to the security money. It is returned to

the resident when he or she leaves or when a pet permanently leaves the unit.

Some CWRC/RAB members thought the amount of deposit was too high. The consensus of the committee agreed damages from having a pet could well exceed over \$300.00. RHA tries to make it as easy as possible.

Can deposits be kept towards another pet? Yes, if that pet is replaced by another, the \$300.00 does not have to be paid twice.

Hamsters are considered rodents. At this point, RHA does not allow them.

Ron added if there are going to be any changes to the Pet Policy it needs to be done by November 16th. This should be kept in mind when forming meetings to discuss this.

Other:

Visitor Policy – Presently this is being discussed at Resident Council Meetings to define what a visitor is. This along with the Pet Policy will be addressed at the next RAB/CWRC meeting, if any changes should be made and if so, what the changes should be.

- Open Forum

Ana Reyes suggested that the officers of the various Resident Councils have Identification tags. In this way, residents will know who they are if they would want to visit them. Ron said that is something each organization could consider doing, maybe in the form of t-shirts, nametags, etc. Some Resident Councils are already in the process of doing something like that.

Carl went over the Bylaws of RHA City-Wide Resident Services. The revised bylaws are attached to the minutes. They were approved by CWRC/RAB.

- Future Meetings

The next meeting will be announced after the Resident Councils have their discussions on visitors and pets, probably some time in October.

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

RESIDENT ADVISORY BOARD
MEETING 10/19/06

A meeting of the Resident Advisory Board was held at William W. Willis Center for Administration, Reading, PA 19611 on Thursday, October 19, 2006, at 10:00 a.m.

ATTENDEES:

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

Residents: Frank Feliciano, Oakbrook Homes; Mary Jane Guth, Franklin Towers; Kent Hauseman, Section 8; Madeline Medina, Rhodes Apartments; Ana Reyes, Oakbrook Homes; Migdalia Rivera, Kennedy Towers; Coral Roth, Hubert Apartments; Eileen Valentin, Oakbrook Homes and Odelia Tina White, Franklin Towers

CWRC Officers:

Carl Snyder, President
Coral Roth, Vice President
Joanna Lopez, Secretary
Lillie Mathies, Treasurer

HANDOUTS

- Updated List of Resident Advisory Board Members
- RAB/CWRC Minutes – 9/14/06
- Agenda
- Results of Pet Policy Survey
- Admissions and Continued Occupancy Policy (ACOP)
- CWRC/RAB Bylaws
- CWRC/RAB Calendar (July 2006 to December 2007)
- Calculators to all Resident Council Treasurers
- Blue Folder for New Members
- Notice of Fundraiser (Second Mile)

AGENDA:

- Introduction of CWRC/RAB Members and Guests
- Old Business
 - Review Minutes
 - Ratifying Bylaws

- New Business
 - Review 2007 Annual Plan
 - Pet Policy
 - Visitor Policy
- Open Forum
- Adjourn
- Lunch

MEETING:

- Introduction of CWRC/RAB Members and Guests:

Coral Roth, Vice-President, for the benefit of any new members, had everyone introduce themselves.

Coral thanked everyone for attending.

- Old Business:

- Review of Minutes - The minutes of September 14, 2006 were reviewed and approved by the Board.
- Ratifying Bylaws – All CWRC/RAB members voted in favor of the new CWRC Bylaws.

- Other Business:

Stacey handed out blue folders for the new CWRC/RAB members. In the future, information like agendas and minutes will be provided to the members to be placed in the folders. Members should have available a current list of CWRC/RAB Board Members. If members have questions or problems, he or she could call one of the people on the list. Stacey mentioned that all folders with information are the property of the Resident Councils. When a person leaves office, this should be given to his or her replacement.

Stacey stressed that it is important to review and keep a copy of the ACOP. The ACOP lists RHA's policies and procedures. Ron will send a copy of the Section 8 Administrative Plan to Kent.

Resident Council Treasurers were given bookkeeping records and calculators. If anyone needs help with this, he or she should contact their liaison, Jack, Grisel or Stacey.

Stacey reminded members that there is a tailgate party at Albright College on October 28th at 11:30 a.m. sponsored by The Second Mile. Deadline to respond is at the end of today.

New Business:

- Pet Policy

Grisel passed out the results of the Pet Policy Survey taken from the residents of Oakbrook and Glenside Homes. Discussions have been held for the last few weeks at the Resident Councils of all our developments in regards to the Pet Policy in our Admissions and Continued Occupancy Policy (ACOP). The majority of the residents voted that they prefer no changes in the Pet Policy, not to allow cats and dogs in our family developments.

Ron thanked Grisel for all her hard work in collecting this information. Ron added that some of the main reasons residents voted against having dogs and cats in the family developments were the concern that residents would be irresponsible and health issues.

Some of the CWRC comments were as follows:

Eileen Valentin – If a resident sees a neighbor with a cat or dog, who could that person report it to, keeping it confidential? Many residents are afraid there could be some retaliation from their neighbors if their neighbors find out who informed the Authority.

Ron said that a resident should talk to the Manager of his or her development. Charles will remind Management Staff that information should be kept confidential. Managers can be invited to attend Resident Council Meetings if as a group they need to talk to Management about issues like this.

Odelia White asked what a resident should do if their neighbor's pet is bothering them. Ron said that he or she should talk to their Manager. It is a lease violation if a pet continues to disturb other residents.

There was a question why a pet is allowed in a High Rise Apartment. Is there no consideration if other residents are allergic to them? Ron said that by HUD's regulations dogs and cats must be allowed in elderly and disabled High Rises. Reading Housing Authority does not have a choice in this. Also, cats and dogs must be allowed in family developments if it is a reasonable accommodation.

As a result of the survey, CWRC/RAB agreed, that at the present time, there should be no change to the Pet Policy.

- Visitors Policy

Stacey mentioned that each Resident Council has been having meetings discussing possible changes to the Visitor's Policy in RHA's ACOP. What prompted this was that residents were reported to be babysitting at RHA's elderly and disabled developments. Comments

and feedback were collected and Stacey distributed the proposed changes to CWRC/RAB, which would effect all developments. Stacey went over the recommendations on how visitors are or are not permitted on RHA's properties.

Jack added that there was some concern on some of the definitions in the present ACOP Policy (Section 13, page 47). What an overnight guest and a visitor are needs to be defined.

The Proposed Changes to the ACOP, Section XIII, 4, were discussed as follows:

E. Visitors

- *Residents are permitted to have visitors to agency property. Visitors are defined as persons who are not residents of Reading Housing Authority that call upon leaseholders of Reading Housing Authority for the purpose of engaging in socialization with or assisting the leaseholder. It is someone like a granddaughter, mother, nephew, son, friend, etc., who is not on the lease and is visiting a resident.*
- *Visitors are prohibited from engaging in rituals of daily living while on agency property, such as bathing or sleeping. Jack said that this has been an issue. Residents' facilities should not be used by visitors for this purpose.*
- *Visits are not permitted to exceed a time period of 12 hours. Stacey mentioned that there have been situations where residents are complaining about their neighbors having visitors especially children on a regular basis. The present policy states that visitors continuously on a rotating basis are not allowed. The Resident Councils all agreed that this should be changed. In order to better define what a visitor is a length of time had to be set. The following were some of the comments of CWRC members in regards to the period of 12 hours:*

Mary Guth – *Is that 12 hours a day?* Yes, it would be daily.

Coral Roth – *Twelve hours are too much.*

Eileen Valentin – *Residents do not go to the Manager's office to fill out papers in regards to visitors. As far as overnight guests, this has and will need to be reported.*

I have problems with visitors who do not respect neighbors. Visitors are the responsibility of the leaseholder and all rules need to be abided.

It is difficult to control. Maybe residents can be charged a fine if their visitors are disturbing neighbors.

Jack added that anyone disturbing a resident should be reported immediately to the Manager's office.

Ron mentioned that there are two distinct issues:

1. Visitors who are actually living there not bothering anyone and doing rituals of daily living like sleeping and bathing.
2. Legitimate visitors who are not being responsible, causing disruption.

Charles mentioned that we have two types of living situations here.

- Family Developments - A lot of times, a resident does not see a neighboring visitor come and go. Visitors usually do not become a problem unless they are disturbing other residents.
- High Rises – There are residents in the lobby who see the same visitors come and go. RHA does not want to become policeman; they want their residents to live comfortably. Permitting visitors on a continuous basis would make residents happier and there would be fewer complaints about residents violating the policy.

Ron said that the City of Reading has a Disruptive Tenant Ordinance. It encourages residents to call the Police Department when there is a disruption. Even though police calls are prioritized, they will respond. The landlord of the property is then notified by the City and certain action, which could be an eviction, could be required.

Grisel added that if neighbor disturbances continue, he or she should contact our Community Police Officers, Russell Foltz and Craig Hawley. Community Police can write citations. One way of reaching them is by calling the Police Department and asking for them. Also, there are boxes in each of the Management Development Offices for messages, comments and complaints. Ron added that the Community Police Officers are doing a good job working hard on the residents' behalf.

Eileen said some residents want to keep their name anonymous when making complaints for fear of retaliation from other residents. Residents do not have to leave their name with the Police.

Visitors are the responsibility of the leaseholder. The leaseholder is required to assure that his or her visitors do not disturb the peaceful enjoyment of other residents. Residents shall be held responsible for any activity performed by a visitor

on agency property which violates the terms and conditions of the lease. The bottom line is that residents are responsible for the action of their visitors. Visitors disturbing residents is a lease violation. If anyone continues to have visitors who are disturbing neighbors, that resident who has the visitor could be asked to leave Public Housing.

Ron added that a resident visitor should show common courtesy to other residents. For example, if a visitor is watching TV in the Community Room and a resident enters the room, the visitor should ask the resident what he or she would like to watch.

Odelia asked is it fair to be called into the Manager's office for an unjustified complaint. Managers have to follow up on all complaints. If one has a legitimate explanation, there are no ramifications. The complainer has the right to remain anonymous. Jack said if it gets to the point of an eviction maybe the person would want to make him or herself known. Sometimes RHA ask for witnesses if it goes to court.

Visitors must remain in the company of the leaseholder at all times, except for entering and exiting of the building (at which time the leaseholder remains responsible for the behavior of his guest). Jack added that young children should not be running around the buildings unattended. It could be a lease violation.

Kent had a question about live-in aides or outside people helping a resident on a regular basis. *Exceptions to this policy will be afforded if the action of the visitor is undertaken to assist the leaseholder with an activity of daily living and occurs within a reasonable period of time.*

F. Overnight Guests:

- *Overnight guests are permitted for a total of 15 days per year.* The difference is basically changing the name of a visitor to an overnight guest in this proposed change handed out to CWRC/RAB members. Managers should use all the same forms. Jack said that Resident Councils vary on their opinions on the number of days overnight guests should be allowed in a year. Fifteen days was chosen because this seemed the most reasonable.
- *Guests must be reported to the office of the Public Housing Manager by completion of an Overnight Guest Declaration Form. If the guest is expected to stay more than 3 consecutive days, forms must be completed in advance. Exceptions to the policy will be afforded with court-ordered documentation.* If a resident has a guest staying every

weekend and the resident has not filled out an Overnight Guest Declaration Form, he or she could be in violation of his or her lease. It is important that these forms be filled out at the Manager's Office.

There was discussion on if the Overnight Guest Declaration Form needs to be filled out if a guest is only staying one night. The proposed change implies even for one night this form needs to be filled out.

Frank Felciano – *I would have a problem filling out that form a head of time because sometimes my nephew falls asleep and spends the night. It is hard for me to keep tabs of 15 days a year.*

Odelia White - *How could a form be filled out if someone visits unexpectedly over a weekend or another time when the office is closed?*

Ron agreed that we do not want to serve as policeman and sometimes these occasions are the best.

Eileen Valentin - *Maybe it can be reported the next day. Visitors are good for the residents but there needs to be some set rules. You do not want visitors to disturb other neighbors.*

Ron said that RHA's concern about long term overnight guests (the same people who are seen with residents day after day) is that he or she is living with the resident. We need something solid in writing to prevent this. The Overnight Guest Declaration Form confirms what is happening.

Stacey mentioned that the Resident Councils did not like E. (pg. 47, 2nd sentence in the ACOP which reads, "Visits not exceeding fifteen (15) days annually may be authorized by the manager?" This was added for clarification to residents who knew way ahead that someone would be staying with them. Ron said that this could be easily eliminated but all residents still need to report Overnight Guests to their Managers.

Frank Felciano – *I am concerned if an out of town guest stays with a resident for two weeks than that resident can not have anymore visitors for the rest of the year.*

Allowing long term and short term overnight guests should solve this problem. Short term (less than 3 days) would

not need to fill out a form. This was discussed among CWRC/RAB members.

Ron said that we need to set standards and hope people will be considerate and not abuse the policy.

Grisel added that we have to keep in mind residents who have custody of the children for weekend visits.

CWRC/RAB agreed that the new policy should say residents are allowed overnight visitors up to 30 days a year (short term and long term).

The following Overnight Guest Policy was approved by CWRC/RAB and it will read as follows:

Overnight Guest Policy: Overnight guests are permitted for a total of 30 days per year. Short-term guests are those whose overnight stay is for one day. Long-term guests are those whose stay is expected to exceed 1 day, and must be reported in advance to the Public Housing Manager. Persons who have been evicted from tenancy at Reading Housing Authority are not permitted to be overnight guests until the reason for eviction has been excused by act of grievance hearing or until the reason for eviction has been rectified (such as by satisfying a rent balance). Exceptions to the Overnight Guest Policy will be afforded with court-ordered documentation.

This will be discussed with our RHA's managers before it goes to the Board for approval when the Annual Plan is presented.

This policy should eliminate many calls to Management Office in regards to visitors, unless they are disruptive, Management should always be notified.

Stacey said if there is something he or she does not understand, it is important to ask questions so he or she can take correct information back to each Resident Council.

- G. Roomers, boarders or lodgers policy: *Roomers, boarders or lodgers are not permitted at Reading Housing Authority and are defined as persons whose stay does not comply with the terms of the Overnight Guest Policy. Persons not listed on a Reading Housing Authority dwelling lease are not permitted to use a Reading Housing Authority address for mailing or identification purposes.*

Ron said in some cases it would be legitimate to add someone to a resident's household. In order to do so, he or she would need to contact the Manager's office for their approval or it is a violation of his or her lease.

Ron said that the issues and complaints come from when residents who do not know the full story. Eileen agreed that is what she hears from other residents.

- H. *Trespassers Policy: Residents shall not be permitted to allow as visitors or guests those persons identified under the agency Trespasser's Policy.* Jack explained that not everyone evicted is on our trespasser's policy. People get on the No Trespassing List by one criminal act on RHA's property or repeated nuisance acts. The No Trespassing List is posted in each Manager's office.

Ron said the big change being considered is someone who was evicted for not paying their rent or for some other reason other than a crime or nuisance act is allowed on RHA's property. The current policy says that residents will not be given permission to allow a former resident of RHA who has been evicted to occupy the unit for any period of time.

Ron asked for CWRC/RAB opinion about having people visit RHA's developments as overnight guests or visitors who have been evicted because they have violated their lease other than a crime. Sometimes this is a concern with other residents.

Eileen - *I think they should not be allowed to stay overnight but they can visit. They had their opportunity and violated it.*

Odelia - *Because a person was evicted for nonpayment of rent, I should not be forced to stop my friendship with that person. I could never invite that person to my apartment.*

Eileen - *How about people who had committed a crime years ago and paid his or her debt to society? People should be given another opportunity but one has to think how big that opportunity is and what crime was committed.*

Most CWRC/RAB members agreed residents are concerned about their safety and as long as the visitor does not impose any danger and he or she are not listed on our No Trespassing List, they should be allowed on RHA's premises.

Stacey said a determination needs to be clearly defined in the policy who can be allowed back as visitors to RHA developments. The old trespassing policy says for example if your son, daughter, grandchild, etc., was evicted from housing because of nonpayment of rent, he or she is prohibited to be on any of RHA's properties. This means any holiday, he or she is not allowed to be present at the resident's unit. Most Resident Councils said that this is not fair. ***Ron said that this will be written saying whoever is not on the no trespassing list and was evicted from housing are allowed to be visitors but not overnight guests.***

I. Conducting of Business Policy:

Residents are not permitted to use Reading Housing Authority properties for the conducting of personal business unless Reading housing Authority grants prior approval. Conducting of business is defined as the receiving of non-leaseholders to the unit for an action that results in the exchange of goods or money. Examples may include activities such as babysitting, the selling of food or drink products, and all illegal activity. Jack explained if a resident is getting paid watching children, he or she is considered a babysitter and the resident needs to get prior approval.

Odelia was worried about how new residents will be aware of the new policy. When it is approved, it will be written in the ACOP, which will be posted at each Manager's Office. As Resident Council Officers, they should help inform the new residents.

J. Laundry Facilities Policy: *Laundry facilities, whether located in community spaces or within the dwelling unit, shall be reserved for sole use of the laundering of personal items belonging to residents listed on the dwelling lease.* Jack explained even if a resident owns a washer or dryer in his or her Glenside or Oakbrook Home, it still needs to be used by the residents living there, no outsiders. Charles said that the Manager's Offices receive many calls from residents that their neighbors are violating this policy.

A copy of the Proposed Changes to ACOP, Section XIII, 4: Replaces E-K is attached to the minutes. On November 16th at 10:00 a.m., there will be a Public Hearing on any comments in regards to the Annual Plan. At that time, everything will be finalized.

- Open Forum:

Eileen said that some residents wanted their doors and railings painted. Frank added that the framework and ceilings in some units plus his own need to be painted. Generally, we do not allow residents to paint their own units but Charles will look into Frank's situation. Also RHA has a painting program that will start soon again for all developments. If someone is living in their unit five years or more, his or her unit can be painted. The list was just sent down to the Maintenance Department.

Ron stressed if anyone is having a maintenance issue with his or her unit, he or she should not hesitate to call in a work order request. We will inform the resident on what can or cannot be done.

Eileen noticed that in Oakbrook residents are not maintaining their units like they should leaving trash and recyclable goods outside and not cleaning up their yards. She doesn't see the Management Office monitoring the situation like they used to. Charles said that our Management Office is still checking yards; he will look into this. Generally, we do follow up. Yard fines are given by Management and there are two inspections, maintenance and housekeeping. Sometimes other residents are not aware of what Management is doing.

Oakbrook Resident Council officers are reminding residents to clean up their yards when they see recycling and trash outside. Ron said if an officer sees something, he or she should also report it to the Management Office. We follow up on all complaints and enforce the rules even though sometimes we are short staffed because of budget cuts.

Sometimes Resident Councils can get programs together to try to motivate residents to clean up.

Residents were reminded to vote on Tuesday, November 8th.

Most residents are pleased with our new trash collection at Oakbrook and Glenside. Our developments look much cleaner.

The meeting was adjourned at 12:15 p.m.

Attachment “D” – Reasonable Accommodation Procedure
Reading Housing Authority
REASONABLE ACCOMMODATION PROCEDURE

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

PUBLIC HEARING NOTICE

The residents of the City of Reading are hereby being advised that the Reading Housing Authority will hold a public hearing on **THURSDAY, NOVEMBER 16TH, 2006, AT 10:00 a.m. at the WILLIAM W. WILLIS CENTER FOR ADMINISTRATION, 400 HANCOCK BOULEVARD, READING, PA 19611**, for the purpose of reviewing and eliciting comments on its **ANNUAL PLAN & FIVE YEAR PLAN**. The proposed plans, documents and other relevant information are available for public inspection at Reading Housing Authority's Administration Building, 400 Hancock Boulevard, Reading, PA, and all other Reading Housing Authority offices, during normal business hours.

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

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

Reading Housing Authority

Daniel F. Luckey
Executive Director

Publish Dates:

Friday	September 29, 2006
Saturday	September 30, 2006
Sunday	October 1, 2006

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

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

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name _____	Comprehensive Grant Number _____	FFY of Grant Approval _____
---------------	----------------------------------	-----------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
---------------------------------------	------------	--	------------

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

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

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

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

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

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name _____	Comprehensive Grant Number _____	FFY of Grant Approval _____
---------------	----------------------------------	-----------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
---------------------------------------	------------	--	------------

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

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

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

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

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

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name _____	Comprehensive Grant Number _____	FFY of Grant Approval _____
---------------	----------------------------------	-----------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
---------------------------------------	------------	--	------------

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

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

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

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

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

OMB Approval No. 2577-0157
 (exp. 06/30/2005)

HA Name _____	Comprehensive Grant Number _____	FFY of Grant Approval _____
---------------	----------------------------------	-----------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director _____	Date _____	Signature of Public Housing Director _____	Date _____
---------------------------------------	------------	--	------------

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

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

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

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

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

OMB Approval No. 2577-0157
 (exp. 11/30/2008)

HA Name	Comprehensive Grant Number	FFY of Grant Approval
---------	----------------------------	-----------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
---------------------------------	------	--------------------------------------	------

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

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report .

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	

Signature of Executive Director _____ Date _____

Signature of Public Housing Director _____ Date _____

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