



Reading Housing Authority
Agency Plan
Annual Plan for Year Two of the Five-Year Plan
Capital Fund Action Plan
For Fiscal Year Beginning April 1, 2021

Providing the foundation for people to find a home of hope and achieve their aspirations

Reading Housing Authority
400 Hancock Boulevard
Reading, PA 19611

PA009



ANNOUNCEMENT & PUBLIC HEARING NOTICE

Reading Housing Authority is now taking public comment and input on the drafts of the 2021 Agency Plan and Capital Fund Action Plan. The plans are available for inspection by appointment at the Reading Housing Authority Willis Center for Administration, 400 Hancock Boulevard, Reading PA 19611, during normal business hours (8:30 a.m. – 4:30 p.m., Monday through Friday) for a 45-day period.

Due to changes in office hours related to the COVID-19 pandemic, interested parties may make an appointment to view these plans at a Reading Housing Authority development office. The plans may also be viewed online at www.readingha.org.

The comment period ends at 2:00 p.m. on **Tuesday, December 1, 2020**, at which time a PUBLIC HEARING on the plans will be held at the Willis Center for Administration, 400 Hancock Blvd., Reading PA. Appropriate social distancing and personal protective equipment will be required for participation.

Comments should be addressed in writing to Stacey J. Keppen, Executive Director, at the above-noted address. The agency will consider all comments before final actions are taken on the 2021 plans.

The draft plans have been prepared in accordance with regulations of the U. S. Department of Housing and Urban Development (HUD). A Five-Year and Annual Plan are submitted to HUD by Public Housing Agencies. These plans outline the agency's financial conditions, goals and objectives, and important public housing policies. The Capital Fund Action Plan is a formula grant application that is submitted to HUD by Public Housing Agencies to carry out capital work items and management activities, to fund efforts including improvements to the physical properties.

ANUNCIO Y NOTIFICACION DE AUDIENCIA PÚBLICA

Reading Housing Authority estará aceptando los comentarios y aportaciones del público para los reportes preliminares del Plan de Agencia y el Plan de Acción para el Fondo Capital, del año 2021. Dichos reportes estarán disponibles para la revisión del público con cita, en el Centro de Administración Willis de Reading Housing Authority, 400 Hancock Boulevard, Reading PA 19611, en horario de (8:30 a.m. a 4:30 p.m., de lunes a viernes), por un periodo de 45 días.

Debido a los cambios de horario en las oficinas relacionado con la pandemia de COVID-19, las personas interesadas deben hacer una cita para revisar estos planes en una oficina de los desarrollos de Reading Housing Authority. Los planes también pueden ser visto en nuestra pagina de sitio www.readingha.org.

Los planes preliminares están disponibles para su revisión en todas las oficinas de Administrativas de la Autoridad de Vivienda de la Ciudad de Reading o a través de la página web www.readingha.org.

El periodo de comentarios y aportaciones terminará **el martes 1 de diciembre de 2020, a las 2:00 p.m.**, en ese mismo día se llevará a cabo una audiencia pública para discutir los planes preliminares en el Centro de Administración Willis. Se requerirá distanciamiento social apropiado y equipo de protección personal para participar.

Todo comentarios y aportación deberán ser dirigido por escrito a Stacey J. Keppen, Director Ejecutivo, a la dirección antes mencionada. La agencia considerará todos los comentarios y aportaciones antes de finalizar los planes del 2021.

Estos reportes preliminares fueron preparados en acuerdo con todas las regulaciones según el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD). El plan fiscal de cinco (5) años es sometido a HUD por las Agencias de Vivienda Públicas. Al igual, estos reportes dan noción general del estado financiero, metas é objetivos de la agencia y más importante información sobre las estrategias de la vivienda pública. El Plan de Acción para el Fondo Capital es una aplicación de solicitud de subsidio, cual las Agencias de Vivienda Públicas someten a HUD, para llevar a cabo los trabajos y actividades de administración. Incluyendo las finanzas de los materiales para la mejora de las propiedades físicas.

Providing the foundation for people to find a home of hope and achieve their aspirations

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> PHA Name: _____ PHA Code: _____ PHA Type: <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____ Total Combined Units/Vouchers _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	

B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a 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. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention. Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

B.7 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Reading Housing Authority (RHA)
PUBLIC HOUSING AGENCY PLAN
Addendum to Submission for Plan Year beginning April 1, 2021

- Statement of Housing Needs

Reading Housing Authority serves the jurisdiction of the City of Reading, Pennsylvania. The City of Reading continues to operate under the *City of Reading Five Year Strategic Plan (Consolidated Plan for PY2019 – 2024)*. As such, the excerpts recorded in the approved Five-Year Plan for Reading Housing Authority remain unchanged.

RHA may continue to conclude that our agency's programs serve as a vital resource in meeting the above-referenced goals in providing decent, affordable housing, creating suitable living environments, addressing homelessness and adding to the stock of units affordable to varying populations despite the obstacles identified for private developers. Data to support this assertion is as follows:

At the time of this writing, there are 1,585 families residing in the Public Housing Program, which consists of 1,607 rental units. Of these families, 1,330, or 84% are categorically "Extremely Low-Income (ELI)". Of the 574 households served in the Housing Choice Voucher Program, 487, or 85% of the families served are considered ELI. The annualized occupancy rate in Public Housing for the most recent 12 months is 98.5%. Based upon data related to income and utilization in both the Public Housing and Housing Choice Voucher Programs, it is the conclusion of Reading Housing Authority that the operations of the agency's Public Housing Program serves as a valuable resource to this element of housing need for the jurisdiction.

Reading Housing Authority operates a Shelter Plus Care Program through the jurisdiction's Continuum of Care (CoC) Program, funded through the HUD Office of Community Planning and Development. At the time of this writing, 39 persons who are formerly homeless, have either a mental health or substance abuse-related disability, and are receiving supportive services through a partner provider are being served. The program receives funding for 30 1-bedroom vouchers (and is therefore utilized at 130% made possible through participants' portion of the rent) and has a goal of ensuring that 60% of those served have a history of chronic homelessness.

The COVID-19 pandemic has served as a deafening reminder as to the value of the Low-Income Public Housing and Housing Choice Voucher Programs nationwide. Although 84% - 85% of the households served by RHA programs are ELI, most of the non-elderly/non-disabled households did, in fact, have pre-pandemic earned income. At the time of this writing, 559 households experienced a reduction in income in relation to the pandemic. Moratoriums upon eviction proceedings can last only so long. Were it not for these safety nets, the jurisdiction's population of "working poor" households who face a likely-inevitable housing crisis would have been far greater.

Throughout the upcoming year, RHA will address the housing needs of families in the jurisdiction and on the waiting list, consistent with our policies, to the degree that housing resources will become available.

- Statement of PHA's Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions

- Deconcentration – No policy changes are being proposed to this policy. See *Admission and Continued Occupancy Policy*
- Waiting List Procedures – No policy changes are being proposed to these policies, beyond those policies afforded by and implemented under HUD Notice PIH 2020-05. It is unknown at the time of this writing as to whether the related policies and procedures will result in the need for more permanent consideration. See *Admission and Continued Occupancy Policy*
 - Eligibility
 - Selection
 - Admission
- Preferences – In accordance with PA Law (P.L.2903, No. 188), RHA has amended Chapter 4, Section III.A., Local Preferences, as follows: “RHA will award a preference to (a) a household of which the servicemember or veteran is a member; or (b) the surviving household members of a deceased servicemember or veteran who died of service-connected causes, provided that the death occurred during active duty service or within five years of discharge from service, and the death occurred not more than five years from the date of application for housing.” All other policies shall remain intact. See *Admissions & Continued Occupancy Policy*.
- Statement of Financial Resources
Reading Housing Authority presents the following resources as available to support the Federal public housing and tenant-based assistance programs and the planned uses for these resources.

(To be updated at submission with data from FYE 3/31/20 audited financial statements, which are unavailable to RHA at the time of this writing.)

READING HOUSING AUTHORITY
STATEMENT OF NET POSITION
MARCH 31, 2019

ASSETS

CURRENT ASSETS:

Cash and cash equivalents - unrestricted	\$ 5,965,988
Cash and cash equivalents - restricted	11,317
Tenant security deposits	539,959
Investments	1,767,643
Accounts receivable, net	494,898
Prepaid expenses	251,478
Inventory	183,179
Total Current Assets	9,214,462

NONCURRENT ASSETS:

Land	1,426,039
Construction-in-progress	5,137,085
Buildings, improvements and equipment, net	32,617,119
Total Noncurrent Assets	39,180,243

TOTAL ASSETS	<u>\$ 48,394,705</u>
<u>LIABILITIES AND NET POSITION</u>	
CURRENT LIABILITIES:	
Accounts payable	\$ 328,074
Accrued expenses and other liabilities	523,189
Tenant security deposits	539,959
Accrued compensated absences	38,637
Current portion of long-term debt	1,000,460
Unearned revenues	177,211
Total Current Liabilities	<u>2,607,530</u>
NONCURRENT LIABILITIES:	
Accrued compensated absences	347,733
Long-term debt	12,609,952
Total Noncurrent Liabilities	<u>12,957,685</u>
TOTAL LIABILITIES	<u>15,565,215</u>
NET POSITION:	
Net investment in capital assets	25,569,831
Restricted	11,317
Unrestricted	7,248,342
TOTAL NET POSITION	<u>32,829,490</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 48,394,705</u>

- Statement of Rent Determination Policies – No policy changes are being proposed to these policies, beyond those policies afforded by and implemented under HUD Notice PIH 2020-05. It is unknown at the time of this writing as to whether the related policies and procedures will result in the need for more permanent consideration. All other policies shall remain intact. See *Admissions & Continued Occupancy Policy*.
- Statement of PHA Operations and Management – No policy or procedural changes are being proposed to this these areas of operations and management. See *Resident Handbook*
 - Rules, standards and policies that govern maintenance and management include:
 - Air Conditioners
 - Community Spaces
 - Construction and Modernization
 - Exterior Maintenance
 - Fire Damage and Prevention
 - Guests
 - Housekeeping
 - Inspections
 - Laundry
 - Lease Termination and Eviction
 - Moving-Out Process
 - Parking and Vehicles
 - Pest Control

- Recertification
 - Rent Collection
 - Renters Insurance
 - Smoking
 - Solicitation
 - Transfers
 - Trash and Recycling
 - Utilities, Appliances and Energy Efficiency
 - Work Orders
- Description of PHA Management Organization: Reading Housing Authority is a public agency that employs seventy-two (72) employees, with oversight provided to the Executive Director by a voluntary board of Commissioners appointed by the Mayor of the City of Reading. Executive Office directors (Executive Director, Director of Programs and Director of Facilities) share supervision of the offices of Applications, Property Management (3), Voucher Programs, Resident Services, Building and Maintenance (4), Finance, Procurement, Human Resources and Information Technology. Hourly (non-supervisory) employees are organized under a Collective Bargaining Agreement with the International Union of Painters and Allied Trades, District Council #21.
 - Listing of Programs Administered by Reading Housing Authority (subject to Plan):
 - Public Housing
 - Section 8 Housing Choice Voucher Program
 - Continuum of Care/SNAP/Shelter Plus Care Program
 - Statement of PHA Grievance Procedures - No policy changes are being proposed to this policy. See *Admission and Continued Occupancy Policy*
 - Statement of Capital Improvements Needed – See attached 5-Year Action Plan for 2020-2024, approved 4/21/20. The attached 5-Year Action Plan draft for 2021-2025 will be submitted upon HUD announcement of an open grant application period.
 - Statement of any Demolition and Disposition
Reading Housing Authority does not intend to undertake any demolition or disposition activities in accordance with this Annual Plan.
 - Statement of Public Housing Developments Designated for Elderly Families or Families with Disabilities

Reading Housing Authority operates the following historically-mixed developments:

PA-9-2	Hensler Homes, 1301 Schuylkill Avenue, Reading PA 19601 – 102 units
PA-9-4	Franklin Tower, 120 South 6 th Street, Reading PA 19602 – 48 units
PA-9-5	Kennedy Towers, 300 South 4 th Street, Reading PA 19602 – 145 units
PA-9-6	George M. Rhodes Apartments, 815 Franklin Street, Reading PA 19602 – 156 units
PA-9-8	Dwight D. Eisenhower Apartments, 835 Franklin Street, Reading PA 19602 – 156 units
PA-9-10	Samuel Hubert Apartments, 120 South 6 th Street, Reading PA 19601 – 70 units

- Statement of Conversion of Public Housing to Tenant-Based Assistance
Reading Housing Authority does not intend to undertake any conversion of Public Housing to Tenant-Based Assistance in accordance with this Annual Plan.

- Statement of Homeownership Programs
Reading Housing Authority does not presently operate a Public Housing Homeownership Program.
- Statement of Community Service and Self-Sufficiency Programs – See *Resident Handbook*
 - RHA Programs that relate to services and amenities coordinated, promoted or provided by the agency, or that relate to statutory community service provisions include handbook sections of:
 - Community Service
 - Reasonable Accommodations
 - Resident Councils
 - Resident Services
- Statement of Safety and Crime-Prevention Measures – See *Resident Handbook*
 - RHA programs and policies that seek to ensure the safety of public housing residents include handbook sections of:
 - Emergency Preparedness
 - Safety and Security
- Statement of Policies and Rules Regarding Ownership of Pets in Public Housing - No policy changes are being proposed to this policy. See *Admission and Continued Occupancy Policy* and *Resident Handbook (Pets and Visiting Animals)*
- Recent Results of Fiscal Year Audit – *To be updated at submission with data from FYE 3/31/20 audited financial statements, which are unavailable to RHA at the time of this writing.* (Barbacane, Thornton & Company, LLP, Wilmington, DE).
- Additional Information
 - Goals and Objectives for April 1, 2020 – March 31, 2025

GOAL: Provide Housing Choices

Objectives:

- Expand rental-subsidy programming as suitable opportunities become available
- Develop a program to prepare and incentivize residents in their pursuit of market-rate options
- Develop solutions to meet the housing needs of sub-populations
- Participate with the City of Reading and other stakeholders to improve upon housing, redevelopment and economic needs in the jurisdiction
- Explore opportunities for greater independence from federal funding

Progress on goal: Minimal advancements were made in relation to these objectives due to the COVID-19 pandemic.

GOAL: Improve Resident Connections

Objectives:

- Evaluate our business model to ensure that it reflects the changing needs of our customers
- Develop a plan to operationalize our Impact, Mission & Values statements

Progress on goal: Minimal advancements were made in relation to these objectives due to the COVID-19 pandemic.

GOAL: Deliver Human Services

Objectives:

- Provide services that supports a zero-eviction philosophy and help to meet the agency mission
- Develop outcome-driven programming that responds to trends which negatively affect our communities
- Partner with and help to develop strong, capable Resident Councils

Progress on goal: RHA efforts surrounding a zero-eviction philosophy and current trends during the year included extensive work with individuals and families affected by the pandemic. Interventions focused on the areas of financial assistance to meet the client's share of rent obligations and other unmet financial needs, food insecurity, childcare, youth education, and behavioral health needs related to isolation.

GOAL: Build Operational Capability

Objectives:

- Improve focus on staff capacity, development and collaboration
- Make effective use of technology to improve customer service, enhance communication and reduce administrative burden
- Ensure policy-driven practice throughout the organization
- Emphasize efficiency by managing risk, waste and abuse
- Strategically communicate the RHA history, state of the operation, and potential to the larger community

Progress on goal: RHA efforts included significant improvements related to technology, customer service and communications relative to the challenges set in motion by COVID-19. It is anticipated that many business practices implemented during this reporting period will have a longstanding and positive effect upon operational capabilities.

- **Definition of a Substantial Deviation or Significant Amendment**

- A “Substantial Deviation” or “Significant Amendment” represents more than 40% change in the Capital Fund or is not a result of a HUD funding shortfall or is not a HUD mandated regulation change. If one or more of these criteria is met, it will be considered a “Substantial Deviation” or “Significant Amendment” and will require the same process for submitting the Agency Plan with the public hearing, RAB, etc.
- Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals are significant amendments to the CFP Five Year Action Plan.
- However, RHA will not be required to perform the Agency Plan process for the following reasons.
 - A. The changes to the Capital Fund are less than 40% of the total amount of funding for that year.
 - B. HUD required programmatic changers or funding shortfalls.
 - C. Judicial decrees.
 - D. Congress makes changes to the regulations
- RHA will adopt all changes at a public meeting and submit the changes to the RAB for inclusion in the following years Annual Plan.
- Prior to or following the adoption of the changes, RHA will submit these changes to HUD in accordance with 24 CFR 903.21 (2). HUD will then review the requested changes or modification to determine if they are in accordance with 24 CFR 903.23 (a).
- HUD will approve such requests if found to be consistent with the following criteria:
 - The changes or modifications to the Agency Plan have sufficient information to show it meets with the RHA definitions.
 - The changes or modifications to the Agency Plan are consistent with the information and data available to HUD.
- The changes or modifications to the Agency Plan are consistent with the Consolidated Plan.
- Attachments
 - Admissions and Continued Occupancy Policy
 - Resident Handbook
 - Financial Statements, for the Year Ended March 31, 2020
 - Comments from/responses to the Citywide Resident Council/Resident Advisory Board.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

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

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20_____

_____ 5-Year PHA Plan for Fiscal Years 20_____ - 20_____

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

Name of Authorized Official	Title
Signature	Date

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : Reading Housing Authority			Locality (City/County & State)			
PHA Number: PA009			<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)	
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	AUTHORITY-WIDE	\$2,157,000.00	\$2,699,200.00	\$1,175,000.00	\$2,136,000.00	\$1,469,517.00
	GLENSIDE HOMES (PA009000010)	\$740,000.00	\$175,000.00		\$125,000.00	
	OAKBROOK HOMES (PA009000020)	\$800,000.00	\$400,000.00		\$750,000.00	\$2,000,000.00
	D.D. EISENHOWER APTS (PA009000030)		\$425,000.00	\$2,500,000.00	\$175,000.00	\$175,000.00
	HENSLER HOMES (PA009000011)				\$500,000.00	\$55,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$2,157,000.00
ID0012	1406 Operations(Operations (1406))	Supplements Operating Budget 15%		\$555,000.00
ID0013	1410 Administration(Administration (1410)-Other)	Supplements Central Office Budget 10%		\$370,000.00
ID0014	1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	Design Services		\$252,000.00
ID0016	1480 Construction Replace Flooring Oakbrook/Hensler Homes(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace flooring in 2nd floor units 48 units - Oakbrook 28 units - Hensler		\$480,000.00
ID0017	1480 Construction Toilet Replacement(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	Replace 1033 toilets at Oakbrook, Glenside, and Hensler Homes		\$500,000.00
	GLENSIDE HOMES (PA009000010)			\$740,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0015	1480 Construction Renovation of Bathrooms Glenside(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Renovation of 50 bathrooms at Glenside Homes		\$250,000.00
ID0019	1480 Construction Install Range Hoods(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Other)	Install 400 vented range hoods in Glenside Homes		\$300,000.00
ID0020	1480 Construction Install Bathroom Exhaust Fans(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	Install 400 bathroom exhaust fans with humid-i-stats in Glenside Homes		\$190,000.00
	OAKBROOK HOMES (PA009000020)			\$800,000.00
ID0018	1480 Construction Renovations to Community Spaces(Non-Dwelling Construction-New Construction (1480)-Community Building)	Renovation to community spaces at Oakbrook Homes		\$800,000.00
	Subtotal of Estimated Cost			\$3,697,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$2,699,200.00
ID0021	1406 Operations(Operations (1406))	Supplement Operating Budget 15%		\$555,000.00
ID0022	1410 Administration(Administration (1410)-Other)	Supplement Central Office Budget 10%		\$370,000.00
ID0023	1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	Design Services		\$252,200.00
ID0024	1480 Construction Upgrade Electric Panels(Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Other)	Upgrade 25 electric panels at Oakbrook and Glenside Homes		\$225,000.00
ID0029	1480 Construction Replace Ranges(Dwelling Unit-Interior (1480)-Appliances)	Replace 1033 ranges at Oakbrook, Glenside, and Hensler Homes		\$647,000.00
ID0030	1480 Construction Replace Refrigerators (Dwelling Unit-Interior (1480)-Appliances)	Replace 1033 refrigerators at Oakbrook, Glenside, and Hensler Homes		\$650,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
2		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	GLENSIDE HOMES (PA009000010)			\$175,000.00
ID0025	1480 Construction Re-pave Parking Lots(Non-Dwelling Exterior (1480)-Other,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Re-pave 2 parking lots at Glenside Homes		\$175,000.00
	D.D. EISENHOWER APTS (PA009000030)			\$425,000.00
ID0026	1480 Construction Install New Trash Compactors(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Install new trash compactors at 4 locations Rhodes, Eisenhower, Kennedy, and Hubert Apts.		\$200,000.00
ID0027	1480 Construction Replace Light Fixtures(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Other)	Replace hallway & stairwell light fixtures at Franklin & Kennedy Towers		\$125,000.00
ID0028	1480 Construction Replace Window Coverings(Dwelling Unit-Interior (1480)-Other)	Replace window coverings at 5 buildings Center City		\$100,000.00
	OAKBROOK HOMES (PA009000020)			\$400,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,175,000.00
ID0032	1406 Operations(Operations (1406))	Supplement Operating Budget 15%		\$555,000.00
ID0033	1410 Administration(Administration (1410)-Other)	Supplement Central Office Budget 10%		\$370,000.00
ID0034	1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	Design Services		\$250,000.00
	D.D. EISENHOWER APTS (PA009000030)			\$2,500,000.00
ID0035	1480 Construction Bathroom Renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Renovate 575 bathrooms at Center City		\$2,000,000.00
ID0036	1480 Construction Masonry Repairs(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Tuck Pointing)	Masonry repairs at 5 buildings Center City		\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0037	1480 Construction Roof Replacement(Non-Dwelling Exterior (1480)-Roofs)	Replace roof at Hubert Apts		\$200,000.00
	Subtotal of Estimated Cost			\$3,675,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2024			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$2,136,000.00
ID0038	1406 Operations(Operations (1406))	Supplement Operating Budget 15%		\$555,000.00
ID0039	1410 Administration(Administration (1410)-Other)	Supplement Central Office Budget 10%		\$370,000.00
ID0040	1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	Design Services		\$251,000.00
ID0043	1480 Construction Replace Garage Doors(Non-Dwelling Exterior (1480)-Doors)	Replace 5 overhead garage doors at Oakbrook & Glenside Homes		\$60,000.00
ID0045	1480 Construction Replace Porches(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other)	Replace 16 rear porches at Oakbrook Homes Replace 32 rear porches at Glenside Homes		\$500,000.00
ID0046	1480 Construction Renovation Community Spaces (Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities)	Renovation of community spaces at Oakbrook & Glenside Homes		\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0047	1480 Construction Exterior Lighting(Non-Dwelling Site Work (1480)-Lighting)	Installation of additional exterior lighting 10 locations at Oakbrook 10 locations at Glenside		\$100,000.00
	GLENSIDE HOMES (PA009000010)			\$125,000.00
ID0041	1480 Construction Install New Roof(Non-Dwelling Exterior (1480)-Roofs)	Install new roof on the garage and boiler house at Glenside Homes		\$125,000.00
	OAKBROOK HOMES (PA009000020)			\$750,000.00
ID0042	1480 Construction Install New Roofs(Non-Dwelling Exterior (1480)-Roofs)	Install new roofs on the garage, boiler house and administration buildings at Oakbrook Homes		\$225,000.00
ID0044	1480 Construction Replace Interior Doors(Dwelling Unit-Interior (1480)-Interior Doors)	Replace 1,325 interior doors at Oakbrook Homes		\$525,000.00
	D.D. EISENHOWER APTS (PA009000030)			\$175,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,469,517.00
ID0050	1406 Operations(Operations (1406))	Operations		\$554,927.00
ID0051	1410 Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Administration		\$369,952.00
ID0055	1480 Reserved Work Items as Identified by CWRC(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Reserved Work Items Identified by CWRC		\$544,638.00
	D.D. EISENHOWER APTS (PA009000030)			\$175,000.00
ID0052	1480 Replace Apartment Door Locks Center City(Dwelling Unit-Interior (1480)-Interior Doors)	Replace Apartment Door Locks - Center City		\$175,000.00
	HENSLER HOMES (PA009000011)			\$55,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0053	1480 Replace Apartment Door Locks - Hensler Homes(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace Apartment Door Locks - Hensler Homes		\$55,000.00
	OAKBROOK HOMES (PA009000020)			\$2,000,000.00
ID0054	1480 Renovations of Community Spaces - Oakbrook Homes(Non-Dwelling Interior (1480)-Community Building)	Renovations of Community Spaces - Oakbrook Homes		\$2,000,000.00
	Subtotal of Estimated Cost			\$3,699,517.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
1406 Operations(Operations (1406))	\$555,000.00
1410 Administration(Administration (1410)-Other)	\$370,000.00
1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	\$252,000.00
1480 Construction Replace Flooring Oakbrook/Hensler Homes(Dwelling Unit-Interior (1480)-Flooring (non routine))	\$480,000.00
1480 Construction Toilet Replacement(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	\$500,000.00
Subtotal of Estimated Cost	\$2,157,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
1406 Operations(Operations (1406))	\$555,000.00
1410 Administration(Administration (1410)-Other)	\$370,000.00
1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	\$252,200.00
1480 Construction Upgrade Electric Panels(Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Other)	\$225,000.00
1480 Construction Replace Ranges(Dwelling Unit-Interior (1480)-Appliances)	\$647,000.00
1480 Construction Replace Refrigerators (Dwelling Unit-Interior (1480)-Appliances)	\$650,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Subtotal of Estimated Cost	\$2,699,200.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2023
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
1406 Operations(Operations (1406))	\$555,000.00
1410 Administration(Administration (1410)-Other)	\$370,000.00
1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	\$250,000.00
Subtotal of Estimated Cost	\$1,175,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2024
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
1406 Operations(Operations (1406))	\$555,000.00
1410 Administration(Administration (1410)-Other)	\$370,000.00
1480 Construction Fees & Cost(Contract Administration (1480)-Other Fees and Costs)	\$251,000.00
1480 Construction Replace Garage Doors(Non-Dwelling Exterior (1480)-Doors)	\$60,000.00
1480 Construction Replace Porches(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other)	\$500,000.00
1480 Construction Renovation Community Spaces (Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities)	\$300,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2024
Development Number/Name General Description of Major Work Categories	Estimated Cost
1480 Construction Exterior Lighting(Non-Dwelling Site Work (1480)-Lighting)	\$100,000.00
Subtotal of Estimated Cost	\$2,136,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2025
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
1406 Operations(Operations (1406))	\$554,927.00
1410 Administration(Administration (1410)-Other,Administration (1410)-Salaries)	\$369,952.00
1480 Reserved Work Items as Identified by CWRC(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	\$544,638.00
Subtotal of Estimated Cost	\$1,469,517.00