



Reading Housing Authority  
Agency Plan

Annual Plan for Year Four of the Five-Year Plan  
For Fiscal Year Beginning April 1, 2023

*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 draft of the 2023 Agency Plan. Interested parties may make an appointment to view the plan at a Reading Housing Authority administration or property management office by calling 610-775-4813. The plan may also be viewed online at [www.readingha.org](http://www.readingha.org).

The comment period ends at 2:00 p.m. on **Wednesday, November 16, 2022**, at which time a PUBLIC HEARING on the plan will be held at the Willis Center for Administration, 400 Hancock Boulevard, Reading PA 19611.

Comments should be addressed in writing to Stacey J. Keppen, Executive Director, 400 Hancock Blvd., Reading PA 19611 or by email to [info@readingha.org](mailto:info@readingha.org). The agency will consider all comments before final actions are taken on the plan.

The draft plan has 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.

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## ANUNCIO Y NOTIFICACION DE AUDIENCIA PÚBLICA

Reading Housing Authority está recibiendo comentarios y sugerencias del público sobre el reporte preliminar del Plan de la Agencia de 2023. Las partes interesadas pueden solicitar una cita para ver el plan en la Oficina de Administración o Gerencia de Propiedad de Reading Housing Authority llamando al 610-775-4813. El plan también puede ser revisado en sitio web [www.readingha.org](http://www.readingha.org).

El período para comentarios terminará **el miércoles, 16 de noviembre de 2022 a las 2:00 p.m.**, en ese mismo momento se llevará a cabo una AUDIENCIA PÚBLICA en el Centro de Administración Willis, 400 Hancock Boulevard, Reading PA 19611.

Los comentarios deben ser dirigidos por escrito a Stacey J. Keppen, Directora Ejecutiva, a 400 Hancock Blvd., Reading PA 19611 o por correo electrónico a [info@readingha.org](mailto:info@readingha.org). La agencia considerará todos los comentarios y aportaciones antes de finalizar el plan.

El reporte preliminar ha sido preparado de acuerdo con las regulaciones del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD). Las agencias de vivienda pública presentan a HUD un plan de cinco años y otro anual. Estos planes describen las condiciones financieras, las metas y objetivos de la agencia, así como las políticas importantes de vivienda pública.

|                                                                    |                                                                                                       |                                                        |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Streamlined Annual PHA Plan</b><br><i>(High Performer PHAs)</i> | <b>U.S. Department of Housing and Urban Development</b><br><b>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226</b><br><b>Expires: 02/29/2016</b> |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------|

**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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| A.1                | <p>PHA Name: _____ PHA Code: _____</p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> </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: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating PHAs | PHA Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |          |                             |                                 | Program(s) in the Consortia  | Program(s) not in the Consortia | No. of Units in Each Program |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Lead PHA:          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>B.</b>  | <b>Annual Plan Elements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>B.1</b> | <p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?<br/> Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.<br/> <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.<br/> <input type="checkbox"/> <input type="checkbox"/> Financial Resources.<br/> <input type="checkbox"/> <input type="checkbox"/> Rent Determination.<br/> <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.<br/> <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.<br/> <input type="checkbox"/> <input type="checkbox"/> Pet Policy.<br/> <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.<br/> <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>B.2</b> | <p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?<br/> Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.<br/> <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.<br/> <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.<br/> <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.<br/> <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.<br/> <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.<br/> <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.<br/> <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> |
| <b>B.3</b> | <p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <p><b>B.4.</b></p>                                                                                                                                                                                        | <p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N<br/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>                                                                                                                                                                                                  |
| <p><b>Other Document and/or Certification Requirements.</b></p>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>C.1</b></p>                                                                                                                                                                                         | <p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>                                                                                                       |
| <p><b>C.2</b></p>                                                                                                                                                                                         | <p><b>Civil Rights Certification.</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>                                                                                                                                                                                         |
| <p><b>C.3</b></p>                                                                                                                                                                                         | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N<br/> <input type="checkbox"/> <input type="checkbox"/></p> <p>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> |
| <p><b>C.4</b></p>                                                                                                                                                                                         | <p><b>Certification by State or Local Officials.</b></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>                                                                                                                                                  |
| <p><b>D</b> <b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p> |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>D.1</b></p>                                                                                                                                                                                         | <p><b>Capital Improvements.</b> 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>                                                                                                                                                                                                                                             |

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

\_\_\_\_\_  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

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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  |

**Civil Rights Certification**  
***(Qualified PHAs)***

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 3/31/2024

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 04/01/2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Reading Housing Authority

PA009

PHA Name

PHA Number/HA Code

I hereby certify that all the statement above, 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 Executive Director: Stacey J. Keppen

Name of Board Chairperson: Lorena Keely

Signature

Date 12/01/2022

Signature

Date 12/01/2022

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 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.

**Certifications of Compliance with  
PHA Plan 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 3/31/2024**

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 04/01/2022, 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 (24 CFR § 91.2).
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 (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
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 provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include 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 2011-65);



- 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; and
  - 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 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with 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.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide 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.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. 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.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Reading Housing Authority  
PHA Name

PA009  
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2023

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 Executive Director | Stacey J. Keppen | Name Board Chairman | Lorena P. Keely  |
| Signature                  | Date: 12/01/2022 | Signature           | Date: 12/01/2022 |

Reading Housing Authority  
PUBLIC HOUSING AGENCY PLAN  
Addendum to Submission for Plan Year beginning April 1, 2023

- Statement of Housing Needs

Reading Housing Authority (RHA) 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 PH2019 – 2024)*. As such, the excerpts recorded in the approved Five-Year Plan for Reading Housing Authority remain unchanged.

RHA continues 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 when opportunities permit.

At the time of this writing, there are 1,587 families residing in the Public Housing Program, which consists of 1,610 rental units. Of these families, 85% were "Extremely Low-Income (ELI)" at admission. The demand for residency within the RHA public housing program remains extremely high, with 2,017 households having made application in the most recent 12-month period. Of these households, 100 were identified through random selection for placement upon the waitlist, allowing RHA the ability to serve less than 5% of households in need. The annualized occupancy rate in Public Housing for the most recent 12 months is 98.4%, demonstrating RHA's commitment to housing the highest number of persons possible based upon existing resources.

Of the 594 households served on this date in the Housing Choice Voucher (HCVP) and Mainstream Voucher Programs, 98%, were ELI at the time of admission. Our organization has pursued every opportunity to expand its complement of this meaningful resource, including adding 11 additional Emergency Housing Vouchers (for a total of 57) and 12 additional incremental vouchers during this FY. The year-to-date utilization in HCVP is 89.3%, which in addition to the delayed notice of annual budget authority is most challenged by the absence of quality rentals in the jurisdiction, followed next by the effects of inflation upon the increasing rent costs. While this can be corrected with relative ease by absorbing a portion of the 145 administered port-in vouchers in effort to demonstrate greater utilization, this exercise fails to address the obvious housing crisis for residents of the jurisdiction and as such, effort including the use of a landlord liaison are being taken to cultivate the desired outcome. In addition to Public and Indian Housing (PIH) voucher programs, RHA continues to operate a program under the HUD Community Planning and Development/HEARTH program, with approximately forty formerly homeless individuals presently served and 23 additional vouchers pursued through the Continued of Care application process.

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 primary programs remain highly valuable to the local community.

- Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions – No policy changes are being proposed to these policies. See Admissions & Continued Occupancy Policy.
- Financial Resources

- Rent Determination - No policy changes are being proposed to these policies. See Admissions & Continued Occupancy Policy.
- Homeownership Programs – Reading Housing Authority does not administer nor intend to undertake any homeownership programs in the upcoming Fiscal Year.
- Safety and Crime Prevention – Reading Housing Authority shall continue to assist victims of domestic violence, dating violence, sexual assault and stalking through services provided by the organization’s Resident Services Coordinators and Community Police Officers.
- Pet Policy - No policy changes are being proposed to these policies. See Admissions & Continued Occupancy Policy.
- Substantial Deviation and Significant Amendment/Modification – Reading Housing Authority has defined a “substantial deviation” or “significant amendment” as a change to the agency plan that represents more than a 40% change in capital fund work items, or a change in policy, program or procedure that does not result from a HUD funding shortfall, HUD-mandated regulation change or judicial decree. In the event of a qualified substantial deviation or significant amendment/modification to the Agency Plan, RHA shall undertake all proper methods in plan preparation, including public notice, engaging resident input, public hearing, consultation for consistency within the jurisdiction and the seeking of HUD approval.
- New Activities – For FY beginning April 1, 2023, Reading Housing Authority proposes to undertake the following initiatives which would constitute new activities:
  - Project-Based Voucher Program: Like many communities nationwide, renters in the City of Reading are struggling to find available units. Factors associated with the pandemic including inflation and the construction hiatus have affected an already limited supply of quality rental units in the jurisdiction. While beneficial to the City’s economic stability, a local influence driven by a university’s massive investment in the jurisdiction has created a never-before-seen competition in rental units. Despite utilization of landlord incentives and other creative solutions born of the Emergency Housing Voucher Program and extended under Notice PIH 2022-18, the Housing Choice and Mainstream Voucher Program administrative fees fail to keep pace with the program’s primary operating costs. Utilization of top-tier Payment Standards are helpful, as long as all stakeholders remain cognizant of their impact upon the PHA’s budget authority and the number of households able to be served.

In effort to cultivate an environment where City of Reading voucher holders may have better luck in finding a quality, affordable rental unit and fairly compete with unassisted renters, Reading Housing Authority proposes to launch a Project-Based Voucher Program.

In accordance with PIH Notice 2017-21, RHA submits by way of this Annual Plan the following regulatory-required information for submission to the Field Office.

1. The total number of authorized units under the Annual Contributions Contract is 614, which includes eleven (11) that were awarded as new incremental vouchers on August 29, 2022 under PIH Notice 2022-29.
2. It is unknown at this time as to the number of PBV units entirely excluded from the percentage limitation.

3. A total of sixty-one (61) units would qualify under the ten percent (10%) program cap exception category. At the time of this writing, RHA will expect to utilize a maximum of 60 units under this exception, subject to the results of the competitive proposal process.
4. At the time of this writing, there are twelve (12) 1-bedroom vouchers under contract in an initial term and no vouchers under an agreement to enter into a contract or covered by a proposal selection. At the time of this writing, RHA expects to issue a Request for Proposals to award a maximum of 168 new Project-Based Vouchers, for a total of 180 Project-Based Vouchers, to include 60 units as described above for the qualified programs. RHA shall reserve the right to reduce this number based upon the response to the competitive solicitation.

By the beginning of the Fiscal Year covered under this plan, RHA expects to have concluded many preliminary steps associated with launching a Project-Based Voucher program, including a strategic assessment of:

- Housing need in the jurisdiction to ensure that subpopulations of persons in need of assisted housing are considered in the project plan and project scoring methodology;
  - Impact upon landlords currently participating in the Housing Choice and other Voucher Programs to ensure against any negative and/or unintended consequences, in concert with a landlord recruitment program;
  - Interest in a Project-Based Voucher Program among local human service agencies;
  - Interest in a Project-Based Voucher Program among developers, investors and other partners known to the jurisdiction; and
  - Opportunities to utilize a Project-Based Voucher Program to launch a more regional approach to affordable housing solutions by working with the Berks County Housing Authority and other partners.
- Conventional Public Housing Development: The availability of affordable options in the City of Reading for households that include a member with a mobility-related disability is grossly insufficient. In the RHA Public Housing Program, one- and two-person households are reasonably accommodated in the RHA housing stock through existing ADA-accessible units, 575 units of highrise construction with elevator access and other single-floor living accompanied by resident-specific modifications. Larger families rely upon modifications to existing units while waiting for opportunity for one of five units that are fully accessible under ADA standards. Not surprisingly, the waitlist for these units can be lengthy. Conversion of the existing public housing stock built in 1939 and 1952 was evaluated through a feasibility study, which proved to be both inordinately expensive and ineffective. Simple cost estimates for new construction reveal this solution to be near impossible under the current Capital Fund formula when balanced with the lengthy list of needs identified in the 2019 Physical Needs Assessment.

Under this Annual Plan, RHA seeks to utilize Faircloth Authority to add ten units of privately-owned/non-subsidized rental housing to the RHA Public Housing Program to address the needs of individuals with mobility-related disabilities and their families who reside or may make application to RHA. The intended project is a ten-unit townhouse-style

complex, located within one-mile radius of the five-building AMP to which it would be added. The units were constructed in 1997 in such a way that kitchens and bathroom features, entranceways, hallways, and staircases are anticipated to receive modifications with greater ease than earlier construction. Unit floorplans are spacious enough to allow for the modifications necessary to achieve desired accessibility.

By way of this Annual Plan, RHA submits this preliminary Development Proposal to allow for subject units to be accepted into the Public Housing portfolio for purposes of eligibility for Operating Fund and Capital Fund formula funding. If permissible, RHA shall:

- Hold meetings with existing residents of the subject property to advise of transition;
- Transfer title of subject property's ownership as a Component Unit of Reading Housing Authority to the RHA Public Housing Program for a value of \$1;
- Conduct the necessary architectural and engineering services to design a scope of work to properly modify units to meet accessibility standards;
- Conduct the necessary environmental reviews;
- Advertise for a developer via competitive bid;
- Award a construction contract in accordance with federal procurement regulations; utilizing Public Housing Operating Fund reserves and Central Office Cost Center reserves as necessary; and
- Amend the Capital Fund Five-Year Action Plan, as necessary, in subsequent years to address any remaining accessibility or otherwise necessary improvements to maintain the property in accordance with NSPIRE requirements.

If permitted under a full development plan should this addendum be insufficient, RHA would seek a waiver from the Department of Housing and Urban Development to consider the housing needs of the subject property's existing residents, as follows:

- Permission to open the 3-bedroom public housing waiting list for current households of the subject property exclusively so that they may pursue application to the Public Housing Program in effort to avoid displacement, if desired;
- Permission to grant a one-time preference to households found to be eligible in order to qualify the household for a transfer to another RHA public housing community if the household desires, so as to vacate the property for construction;
- Permission to grant a one-time exception to the Transfer Policy to return any household presently residing in the property to return to the property, provided that they qualify under the eligibility requirements for the handicapped-accessible unit and remain in good standing with all other lease terms;
- Lease remaining units through the RHA Transfer Policy for households with a mobility-related disability who need the features;
- Lease any vacant units to any otherwise eligible public housing household who is not in need of the features by way of routine waitlist selection, provided that the household agrees to transfer a different Public Housing unit when a unit becomes available; and
- Make a good faith effort to assist an resident household who would be displaced as a result of this transition who do not qualify or fail to have interest in the above-noted opportunities to relocate to another non-subsidized RHA property or other rental unit in the jurisdiction.

Upon Field Office approval of the proposed Development Plan and Waiver, RHA shall:

- Undertake the renaming of the property prior to establishing the project in IMS/PIC;
- Record the Declaration of Trust; and
- Establish the Date of Full Availability, once known.

- Progress Report: Goals and Objectives for April 1, 2020 – March 31, 2025

**GOAL: Provide Housing Choices**

Objectives:

- Expand rental-subsidy program 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

**Progress on goal:**

- RHA accepted additional Emergency Housing Vouchers and additional incremental Housing Choice Vouchers during this reporting year.
- Under the ROSS-SC grant program, efforts have been undertaken to assist residents in increasing economic self-sufficiency. Service coordination efforts have included housing counseling that has inspired some participants to relocate to private-market rentals in the local community.
- At the time of this writing, the organization is considering methods to better meet the needs of households with mobility-related disabilities.
- Members of the RHA executive and management teams actively participate in local community development work groups, including the 18<sup>th</sup> Ward Oakbrook Neighborhood Development and Economic Revitalization (18 WONDER) Improvement Association, the Imagine Berks Housing Work Group and housing initiatives sponsored by the League of Women Voters.

**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:**

- Through Capital Fund and CARES Act funds, RHA has improved features associated with the offices that serve applicants, residents and participants to ensure greater confidentiality, accessibility, and address health and safety factors associated with the COVID-19 pandemic, and general/future transmission of illness



- in office, waiting, and common-use settings. In addition to continuing with methods to streamline reporting afforded under HUD waivers and as a result of other creative methodologies, agency customers are now able to report and access many types of information without limitations associated with office hours or business days. Multipurpose kiosks for self-reporting by applicants, clients, landlords and other members of the public are coming on-line at the time of this writing.
- Minimal progress has been made in relation to RHA Strategic Statements due to the ongoing recovery from pandemic conditions, including as related to increases in employee separations and challenges in workforce development.

**GOAL: Deliver Human Services**

Objectives:

- Provide services that support a zero-eviction philosophy and help to meet the agency's 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:**

- Agency Service Coordinators worked extensively with agency clientele, partner agencies administering rental assistance programs, and property management to ensure against lease terminations that could result from factors that continue to be driven by the pandemic. The ROSS Service Coordination emphasized programming associated with unemployment and underemployment, hosting job fairs and a ESL classes.
- Additionally, secondary effects of the pandemic, including increased food insecurity and behavioral health concerns were addressed through various on-site programming delivered by staff and partner agencies.
- Through participation in the Citywide Resident Council (CWRC), the elected officers of the six development-based Resident Councils continued to build competencies through the support of staff liaisons and educational workshops. This approximately 30-resident membership continued to increase their capacity through the use of technology, utilizing Resident Participation Funds to address the "digital divide", meeting virtually by Zoom and other platforms, communicating with each other and Resident Services staff via email, and conducting web-based research for program development.

**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 through the organization
- Emphasize efficiency by managing risk, waste and abuse

- Strategically communicate the RHA history, state of the operation and potential to larger community

**Progress on goal:**

- The RHA management complement has engaged in an extensive development plan during the fiscal year to date, through biweekly meetings for team building, improved communication and supervisory strategies, and participation in a leadership-related book club.
  - Through the use of best practices employed through the pandemic, RHA program have streamlined methods to improve availability, flexibility, communication, and reduce costs and administrative burdens through various technologies. While not entirely “paperless”, client communications via telephone, email, and videoconferencing have become commonplace. In an effort to balance these strategies with the desired customer service goal and to ensure effective property management, staff have also resumed face-to-face interactions.
  - An emphasis on risk management continues through a project to highlight the importance of inventory management, most largely affecting maintenance employees. From tools to day-to-day materials, an emphasis on proper indexing, expensing and costing has resulted in, among other things, the monetary savings that are extremely necessary under the current economic climate.
- Fiscal Year Audit – *In progress*
  - Resident Advisory Board Comments – *In progress*