

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2003

PHA Plan Agency Identification

PHA Name: Housing and Redevelopment Authority In and For The City of
Bloomington, Minnesota

PHA Number: MN152

PHA Fiscal Year Beginning: (mm/yyyy) 01/01/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The PHA's mission is: (state mission here)
- Provide housing for people not adequately served by market rate housing
 - Coordinate efforts to preserve existing neighborhoods
 - Promote development and redevelopment which enhances Bloomington

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments (see Page 3 for details)
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- PHA Goal: Increase assisted housing choices
Objectives:
 Conduct outreach efforts to potential voucher landlords
 Increase voucher payment standards
Other: (list below) – Provide escrow account to rental assistance clients which will enable them to purchase homes in the future

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

- PHA Goal: Provide an improved living environment
Objectives:

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

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

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

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

Other PHA Goals and Objectives: (list below)

Summary of Objectives or Bench Marks for Providing Housing for People Not Adequately Served by Market Housing

KEY RESULTS AREAS

	Provide and promote additional low cost rental housing
	v Seniors
Total 150 units	- add new units and preserve existing facilities
130 households	- assist seniors to continue living in their own homes
Total 75 units	v Small Family (2-4 persons)
Total of 50 units	v Large Family (5 or more persons)
	Preserve existing facilities (Highland)
Total 30 units	v Persons with special needs (“special needs” means transitional and permanent housing for people who are physically or mentally disabled, leaving abusive relationships, or single, low-wage earners)
	Support home ownership
Total 100 buyers	v Provide assistance for low income and moderate home buyers Encourage use of escrow accounts for public housing and Section 8 tenants.

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

NOT REQUIRED

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- FY 2003 Capital Fund Program Annual Statement**
- Community Service Policy
- Deconcentration of Poverty
- Resident Advisory Board
- Voluntary Conversion Statement
- Project Based Section 8 Program Statement

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) Resident handbook policy.	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	234	5	5	2	4	2	2
Income >30% but <=50% of AMI	240	5	5	2	4	2	2
Income >50% but <80% of AMI	273	3	5	2	4	2	2
Elderly	331	4	4	2	4	2	2
Families with Disabilities	N/A	4	5	2	4	3	3
White/Non Hisp	N/A	4	5	2	4	2	2
Black/Non Hisp	N/A	4	5	2	4	2	2
Hispanic	N/A	4	5	2	4	2	2
Race/Ethnicity	N/A						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004 Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (1990)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing HRA is currently in application process.		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input checked="" type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	232	100%	2
Extremely low income <=30% AMI	156	67%	
Very low income (>30% but <=50% AMI)	70	30%	
Low income (>50% but <80% AMI)	5	2%	
Families with children	230	99%	
Elderly families	1	1%	
Families with Disabilities	30	13%	
Race/ white	38	16%	
Race- black	178	77%	
Race/- Asian	13	6%	
Race/ Native American	3	1%	
Ethnicity/Hispanic	2	1%	
Ethnicity/ Non Hispanic	230	99%	

Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR	0		
2 BR	0		
3 BR	232	100%	
4 BR	0		
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? HRA is in application process. Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1065	100%	100
Extremely low income <=30% AMI	831	78%	
Very low income (>30% but <=50% AMI)	234	22%	
Low income (>50% but <80% AMI)			
Families with children	778	73%	
Elderly families	48	4%	
Families with Disabilities	117	11%	
Race/ethnicity- white	373	35%	
Race/ethnicity – black	570	54%	
Race/ethnicity – Asian	57	4%	
Race/ethnicity – Native American	75	7%	

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
Participate with Hennepin County Consortium to identify barriers to affordable housing. Conduct discrimination testing.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
a) Public Housing Operating Fund	23,328 (estimated)	
b) Public Housing Capital Fund	41,779 (estimated)	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,863,000 (estimated)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	76,464 (estimated)	Public Housing Operations
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	4,004,571 (estimated)	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) Five
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Credit

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
PHA Administrative Office during open times and by phone.

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Other preference(s) (list below)
The following families will also be considered residents and will qualify for the residency preference: an applicant enrolled in a recognized training and counseling program in Bloomington designed to assist the applicant family in becoming self-sufficient or reduce their dependency on welfare and other

assistance programs. Or, an applicant who is in a recognized Bloomington school with a college degree, diploma or certificate program and is enrolled in at least one class with lab or two classes per quarter or semester. Or, a disabled applicant who utilizes established service providers located within the city of Bloomington.

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

- 1 Residents who live and/or work or attend school in Bloomington
- 2 Date and Time

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Enrolled in a recognized training and counseling program in Bloomington designed to assist the applicant family in becoming self-sufficient or reduce their dependency on welfare and other assistance programs. Or, an applicant who is in a recognized Bloomington school with a college degree, diploma or certificate program and is enrolled in at least one class with lab or two classes per semester. A preference will also be given to those disabled applicants who utilize established service providers located within the City of Bloomington.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

Criminal or drug-related activity

Other (describe below)

If participant owes money or unlawful detainer **but only with signed release by tenant.**

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

By phone during the period in which the HRA accepts applications.

(3) Search Time

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

If yes, state circumstances below:

1. Automatic 60 day extension due to lack of qualified Housing
2. Reasonable accommodation

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

Residency preference

Involuntary Displacement by Bloomington Government Action, Victim of reprisals or hate crimes and/or disasters

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- 1. Living or working in Bloomington
- 2. Lottery process

1. Involuntary Displacement, Victim of Reprisals or Hate Crimes

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- N/A

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

- N/A

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income change
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
Must report results which would result in a lowering of rent.

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Exception Rents

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
Annual submission of request with rental survey data at 120 percent.

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Results of annual rent survey.

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	26	3
Section 8 Vouchers	525	50
Section 8 Certificates	0	0
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		

Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Admission and Continued Occupancy Policy
- (2) Management Handbook
- (3) Section 8 Administrative Plan
- (4) Resident Handbook for Public housing

6. PHA Grievance Procedures – Not Required To Complete

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

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

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

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

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

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

8. Demolition and Disposition – Not Applicable

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

- | |
|--|
| <input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development |
|--|

10. Conversion of Public Housing to Tenant-Based Assistance – Not Applicable

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs – Not Required

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation
--

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

D.

The HRA is in compliance with the Community Service Requirement in FY2001.

X The HRA has notified the public housing residents to the new requirement.

X The public housing lease has been modified to include this provision of community service.

X The HA has created a link to local volunteer programs and is prepared to make referrals.

13. PHA Safety and Crime Prevention Measures – Not Required

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are

participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

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

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

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

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

- 1. This policy does not apply to animals that are used to assist persons with disabilities.

2. Residents must have the prior approval of the HRA before moving a pet into their unit. The HRA will allow only caged rodents, caged birds and fish in public housing units. Any reptiles, other than aquarium turtles, are not permitted as pets.
3. Only one (1) pet per unit is allowed.
4. Pet registration with the HRA is required. Pet owners must identify at least one local emergency contact that will care for the pet in the event the owner is unable to do so.
5. If it is determined by the HRA that a pet owner is no longer capable of properly caring for a pet, the HRA may require the pet be removed from the owner's immediate possession.
6. Pet owners must observe all pertinent ordinances as related to pets.
7. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management – Not Required

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

Other: (list below)

3. Resident Advisory Board Members: Due to unsatisfactory interest from a representational cross-section of program participants, a RAB was not formed and all program participants were appointed as members. Listing of all members is therefore not feasible.

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Hennepin County

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
CDBG and local dollars for affordable housing and rehabilitation.
Allocation of city funds to affordable housing.

D. Other Information Required by HUD

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

Attachments

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

- A. Community Service Policy
- B. Capital Fund Program Annual Statement
- C. Resident Advisory Board Comments
- D. Voluntary Conversion
- E. Deconcentration of Poverty and Income Mixing
- F. Section 8 Project Based Voucher Program
- G. Resident Member on Governing Board
- H. Description of Changes to the Section 8 Administrative Plan and the Admission and Continued Occupancy Policies for the Low Rent Public Housing Program.

Attachment A

COMMUNITY SERVICE REQUIREMENT

1. *Public housing residents are required to contribute eight hours per month in community service or participate in a self-sufficiency program. Those exempted from the work requirement are:*
 - A. *Anyone 62 and older;*
 - B. *Anyone who is blind or disabled, or a primary caregiver of such person;*
 - C. *Anyone who is employed;*
 1. *Employment status will be determined by verifying earned income by quarter of work. The term quarter of work means:*
 - a. *a calendar quarter in which such individual received earned income of not less than \$50.00 (Sec. 607 (2) C (d) (1)).*
 - D. *Anyone engaged in a work program as part of the state's welfare reform efforts.*
 - E. *Anyone attending school or vocational training.*
2. *Thirty days prior to renewal of the lease, the housing HRA must make a determination if the resident has complied with the work requirement. Renewal of the lease may be denied if a resident has not complied with the community work requirement. Due process will be provided to residents when the HRA enforces this provision.*
3. *The HRA will coordinate with social service agencies, local schools and programs to help identify volunteer community service positions.*

Attachment B
PHA Plan
Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MN46P15250203 FFY of Grant Approval: (01/03)

Original

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	\$6,500
10	1460 Dwelling Structures	\$32,500
11	1465.1 Dwelling Equipment-Nonexpendable	2,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$41,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MN 152-01	Driveway Replacement (2 units)	1450	6,500
	Windows and Doors (7 units)	1460	9,500
	Vinyl Floor (3 units)	1460	2,500
	Kitchen Cabinets/Counter (2 units)	1460	9,000
	Kitchen Countertops (2 units)	1460	1,200
	Bath Vanity (2 units)	1460	1,000
	Bathtubs/Surrounds (2 units)	1460	6,400
	Furnace (1 unit)	1460	2,200
	Water Heater	1460	700
	Appliances	1465	2,000
	Total		

Updated with new CFP funds 4/18/01

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MN152-1	12/31/2004 *assumes 2003 funding cycle	06/30/2006

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 152-1	Scattered site		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
driveway replacement			17,500
overhead door replacement			3,200
countertops			3,000
bath vanities			2,500
kitchen cabinets			15,000
carpet			28,000
vinyl floors			8,000
tub/shower surrounds			1,000
interior doors			4,300
exterior entry doors			7,000
windows			26,000
furnace replacement			8,400
water heater replacement			2,400
plumbing fixtures			4,500
concrete steps			5,900
concrete sidewalks			3,800
roof replacement			11,500
Bath hardware			1,500
Total estimated cost over next 5 years			174,500

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Bloomington Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program: MN46P1520102 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	--	-------------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	3,179		0	0
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	38,600		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	41,779		0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Bloomington Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program: MN46P1520102 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Attachment C

Resident Advisory Board

Following is the list of members of the Bloomington Housing and Redevelopment Authority Resident Advisory Board. All program participants served as the RAB. Therefore, the listing of all (500+) members is not feasible.

Attachment D

Voluntary Conversion Assessment

1. How many of the PHA's developments are subject to the Required Initial Assessment? **One**
2. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions? **Zero**
3. How many Assessments were conducted for the PHA's covered developments?
One
4. Identify PHA developments that may be appropriated for conversion based on the Required Initial Assessment:

Development Name	Number of Units
Bloomington Public Housing	26

5. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **completed**

The Bloomington Housing and Redevelopment Authority has reviewed our public housing program. The implications of converting the public housing to tenant-based assistance have been considered and it has been concluded that conversion of the development is inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described at 972.200(c). It has further been determined based on cost and workability of vouchers in the community that voluntary conversion is inappropriate.

Attachment E

Deconcentration of Poverty and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

- a. ___ Yes _X_ No. Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete.

Attachment F

Section 8 Program – Project-Based Vouchers

The Bloomington HRA will approve the project basing of up to 75 Section 8 Housing Choice Vouchers in privately owned rental units within the City of Bloomington. Projects must meet HRA and HUD program guidelines and objectives.

Attachment G

Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires):

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

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

B. Date of next term expiration of a governing board member:

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

Attachment G

Public Housing Resident Survey Follow-Up Plan

The Bloomington HRA continues to work toward improving its' overall score on the Public Housing Assessment System (PHAS) Resident Survey Indicator. The HRA utilize staff and other resources to improve resident satisfaction.

Specifically, the HRA will implement improved communication techniques to increase resident satisfaction. A quarterly newsletter will be sent to all residents to provide topical information on subjects of interest to resident. Such newsletter topics will include housekeeping and yard-work hints, program information and meeting notices.

Annual recertification appointments will be conducted in the resident's home and will provide a thorough review of all program and personal information. Ample time will be set aside to ensure all residents questions and concerns are addressed. Staff will address any questions or issues, which arise during ongoing occupancy, promptly.

Secondly, the HRA will ensure resident satisfaction with repairs and maintenance continues to improve. Specifically, the HRA will continue to improve the response time to resident service requests. The HRA has steadily improved its response time over the last several years. The water and plumbing issues identified in the survey results were also addressed within the HRA's improved response time.

Attachment H

Description of Changes to the Section 8 Administrative Plan and the Admission and Continued Occupancy Policies for the Low Rent Public Housing Program.

The Bloomington HRA has adopted changes to the Section 8 Administrative Plan and the Admission and Continued Occupancy Policies for the low Rent Public Housing Program. Below, is a brief description of the major changes to the policies. The HRA will also submit with this Agency plan, copies of both program administrative policies, which include all changes.

The significant changes to the policies are:

- For both the Section 8 and Public Housing programs, HUD requires the adoption of policies for the screening of and termination of applicants and/or participants who commit specific criminal acts, including:
 - Drug-related and violent criminal activity, including the manufacture of methamphetamine in an assisted unit;
 - Sex offenders;
 - Fugitive felons.

- The Public Housing administrative plan includes new penalties for Public Housing residents in two areas;
 - The damage, removal, or failure to install batteries in HRA installed smoke detectors and for the blockage of bedroom windows designated as fire exists. The increasing penalties will help to ensure the safety of program residents and increase compliance for HUD inspections. A third offence will result in termination of tenancy.
 - Failure to pay charges for excess utility consumption, damages or repairs within the time frame set by the HRA will result in the assessment of a late fee.

- The Public Housing Admissions Policy has been modified to allow for the selection of at least four units for Lyndale Avenue Townhomes from the Minneapolis Public Housing Authority's waiting list.

BLOOMINGTON HOUSING & REDEVELOPMENT AUTHORITY
In and for the CITY OF BLOOMINGTON

ADMISSION
AND CONTINUED OCCUPANCY POLICIES
LOW RENT PUBLIC HOUSING

September 2002

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PART 1

INTRODUCTION

This documents sets forth policies for the operation of the Housing and Redevelopment Authority's (HRA) Public Housing units. These units are funded by the Department of Housing and Urban Development. Policies are generally updated annually to reflect policy changes or relevant changes in Federal regulations or policies. However, changes in Federal regulations may occur that supercede policies set forth in this document.

PART 2

DEFINITIONS

1. Adjusted Income: Annual Income Less:

- A. \$480 for each Dependent;
- B. \$400 for any Elderly Family;

For any family that is not an elderly family but has a handicapped or disabled member other than the head-of-household or spouse/co-head, handicapped assistance expenses in excess of three (3) percent of Annual Income but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;

D. For any Elderly Family:

- 1. That has no handicap assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three (3) percent of annual income;
- 2. That has handicap assistance expenses greater than or equal to three (3) percent of annual income, an allowance for handicapped assistance expenses computed as defined in Paragraph C, of this Section, plus an allowance for medical expenses that is equal to the family's medical expenses;
- 3. That has handicapped assistance expenses that are less than three (3) percent of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three (3) percent of annual income;

E. Child Care Expenses.

2. Annual Income:

- A. Annual income is the anticipated total income from all sources received by the Family head and spouse/co-head (even if temporarily absent) and by each additional member of the Family, including all net income derived from assets, for the twelve (12) month period following the effective date of initial determination

or reexamination of income, exclusive of certain types of income as defined in Paragraph C, of this Section.

B. Annual Income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. All allowances for depreciation is permitted only as defined in Paragraph (B)(2), of this Section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay, except as defined in Paragraph (C)(3), of this Section;
6. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:

- (a) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - (b) The maximum amount the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage. If the Family's Welfare Assistance is reduced because of fraud or failure to participate in an economic self-sufficiency program or comply with work activities requirement, the amount calculated will not be based upon the reduced benefit, but the full grant amount possible if requirements were met.
- 7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions and gifts received from persons not residing in the dwelling; and
 - 8. All regular pay, special pay and allowances of a member of the Armed Forces, except as defined in Paragraph (C)(7), of this Policy.

C. Annual Income does not include the following:

- 1. Income from employment of children (including foster children) under the age of 18 years;
- 2. Payments received for the care of foster children;
- 3. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, deferred periodic payments received in a lump sum from SSI and Social Security, except as defined in Paragraph (B)(5), of this Section;
- 4. Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- 5. Income of a Live-in Aide, as defined in #13 of this Section;
- 6. Amounts of scholarships funded under Title IV of the Higher Educational Act of 1965, including awards under the Federal Work Study Work Program or under the Bureau of Indian Affairs student assistance programs;

7. The special pay to a Family member in the Armed Forces who is exposed to hostile fire;
8.
 - (a) Amounts received under training programs funded by HUD;
 - (b) Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or
 - (c) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
9. Temporary, nonrecurring or sporadic income (including gifts);
10. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937;
11. Payments to volunteers under the Domestic Volunteer Services Act of 1973;
12. Payments received under the Alaska Native Claims Settlement Act;
13. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes;
14. Payments or allowances made under the Department of Health and Human Services, Low-Income Home Energy Assistance Program;
15. Payments received under programs funded in whole or in part under the Job Training Partnership Act (JTPA);
16. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians;
17. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian Tribe by the Secretary of the Interior;

18. Payments received from programs funded under Title V of the Older Americans Act of 1965;
19. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation;
20. Payments received under the Maine Indian Claims Settlement Act of 1980;
21. The value of any child care provided or arranged (or any amounts received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
22. Any earned income tax credit.
23. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law:
 - ii. Is funded by the Federal, State or local government:
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.

- b. Exclusion period means the period during which the family members participates in a program described in this section , plus 18 months from the date the family member begins the first job acquired by the family member after substantial completion of such program that is not funded by public housing assistance under the 1937 Act.
If the family member is terminated from employment with good cause, the exclusion period shall end.
- c. Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

24. The incremental earnings due to employment during a cumulative 12 month period following date of the initial hire shall be excluded. This exclusion will not apply for any family who concurrently is eligible for another earned income disregard. Additionally, this exclusion is only available to the following families:

- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- b. Families whose income increases during the participation of a family member in any self-sufficiency or other job training program.
- c. Families who are or were, within 6 months, assisted under a State TANF or Welfare to Work program.

During the second cumulative 12 month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of any individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

- D. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period. Clients with a history of temporary and/or sporadic employment will have income derived from temporary/sporadic employment annualized for the purpose of calculating rent.

3. Child Care Expense: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.
4. Dependent: A member of the Family household (excluding foster children) other than the Family head or spouse/co-head, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full-time Student.
5. Disabled Person: A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).
6. Displaced Person: A person displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.
7. Drug Free Zone: Any public housing unit administered by HRA plus the area within 300 feet of the property's boundary, or one city block, whichever distance is greater, shall be free of selling, possessing, or possessing with intent to sell any illegal controlled substance. The courts will impose maximum sentencing penalties for unlawful controlled substance crimes committed within this defined zone. (Section 1. Minnesota Stat. 1990, section 152.01 subd. 19)
8. Elderly Family: A Family whose head or spouse/co-head (or sole member) is an Elderly, Disabled or Handicapped Person. It may include two (2) or more Elderly, Disabled or Handicapped Persons living together, or one or more of these persons living with one or more Live-in Aides.
9. Elderly Person: A person who is at least 62 years of age.
10. Family: A Family consists of; 1) a single person ; 2) two (2) or more persons who have a stable family-type relationship; b) an elderly family; or c) a displaced person.
11. Flat Rent Rate: Rent based upon rents approved for the Section 8 program for Bloomington.

12. Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.
13. Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled Family member and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.
14. Handicapped Person: A person having a physical or mental impairment that; (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes his/her ability to live independently; and (c) is of such nature that such ability could be improved by more suitable housing conditions.
15. Live-In Aide: A person who resides with an elderly, disabled, or handicapped person(s) and who; (a) is determined by the HRA to be essential to the care and well being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.
16. Lower Income Family: A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower on the basis of its finding that such variations are necessary because of prevailing levels of constructions costs or unusually high or low family incomes.
17. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered any insurance.
18. Minimum Rent – Minimum rent shall be zero.
19. Monthly Adjusted Income: One twelfth of Adjusted Income.
20. Monthly Income: One twelfth of Annual Income.
21. Near Elderly Family: A family whose head or spouse/co-head (or sole member) is at least 50 years of age and below the age of 62 years.
22. Net Family Assets: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been

established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income as defined in Paragraph (B)(3), of this Section. Net Family Assets shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

23. Public Housing Agency (PHA): Any State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.
24. Single Person: A person who lives alone or intends to live alone and who does not qualify as an elderly family or a displaced person or as the remaining member of a tenant Family.
25. Single Room Occupancy (SRO): A unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both types of facilities and which is suitable for occupancy by a single eligible individual capable of independent living.
26. Tenant Rent (Income-based): The amount payable monthly by the Family as rent to the HRA. Where all utilities (except telephone) and other essential housing services are supplied by the HRA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the HRA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the applicable Utility Allowance.
27. Total Tenant Payment: The monthly amount calculated as defined in Part 8, of this Policy.
28. Utility Allowance: If the cost of utilities (except telephone) for an assisted unit is not included in the Tenant Rent, but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by the HRA or HUD will be used in calculating rent. The estimated utility allowance amount is based upon the monthly cost of a reasonable consumption of such utilities by an energy-conservation household of modest circumstances.
29. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit.
30. Very Low-Income Family: A Lower Income family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with

adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

31. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

PART 3

ELIGIBILITY REQUIREMENTS

1. Profile Requirements:

To be eligible for admission, an applicant must meet the following qualifications:

- A. Income Limits - To be financially eligible, the applicant family must meet the income limits as defined in Appendix A; and
- B. Family - A Family consists of; 1) single person, a) two or more persons who have a stable family-type relationship; b) an disabled, handicapped or elderly family; or c) a displaced person, as defined in Part 1 of this Policy; or
- C. Citizenship/Eligibility Status - Each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Action of 1980. (This includes adults and minors.)
- D. Social Security Number Documentation – All family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

2. Non-Economic Eligibility Criteria:

In determining eligibility, the following factors shall apply:

- A. Whether the conduct of the applicant in present or prior housing has been such that admission to the program may adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project. A record of any of the following may be sufficient cause for the HRA to deny eligibility:
 - 1. An applicant's past poor performance in meeting financial obligations, especially rent and utilities;
 - 2. A record of disturbance of neighbors, destruction of property, or unacceptable living or housekeeping habits;
 - 3. Involvement in criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts which would adversely affect the health, safety, or welfare of other residents. Includes engaging in the use of an illegal drug or if the HRA has reasonable cause

to believe that a household member's illegal use or pattern of illegal use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

3. Evidence of fraud in connection with any Federal housing program.
 4. A record of lease termination from housing (taking into account date and circumstance).
 5. Denied for life – If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property (project based and/or tenant based);
 6. Denied for life – If any family member has a lifetime registration under a State sex offender registration program.
 7. Failure to disclose previous residential history, criminal history, alias names, lease terminations, or housing assistance.
 8. If any household member was evicted from federally assisted housing for drug-related criminal activity within three years. The three years begins on the date of the eviction.
 9. If there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol that may threaten the health, safety, or peaceful enjoyment of the premises by other residents or neighbors.
- B. In determining eligibility for admission, the HRA shall rely upon sources of information which may include, but not be limited to, the applicant (by means of interviews and/or home visits) Authority records, previous landlords, credit reports, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by particular circumstances.

All adult applicants will be required to sign consent forms allowing the HRA to perform a criminal background check(s) to determine eligibility. Information sources may include, but are not limited to the Bloomington Police Department, Minnesota Bureau of Criminal Apprehension, and the Federal Bureau of Investigation.

- C. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects for example: evidence of rehabilitation;

evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and availability of such programs; evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

If a household member has committed acts that would require denial of admission or termination of tenancy, the HRA may require the household to exclude the offending family member to be admitted to the program or to continue to reside in the assisted unit.

3. The HRA must promptly notify any applicant determined ineligible for admission to a project of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, an opportunity for an informal hearing on such determination.

The applicant may request an informal hearing if he/she does not agree with the decision to deny admission to the program. The request must be written, directed to the HRA, signed and dated and received within ten working days from the date of the denial letter. The HRA will arrange for a hearing officer and advise the applicant of the time and date of the hearing. The hearing officer will be a person not involved in the decision to deny participation. After the hearing, the decision of the hearing officer will be mailed to the applicant at the address he/she has provided to the HRA within ten working days. Program Applicants are not eligible for the Participant's Grievance Procedures.

PART 4

VERIFICATIONS

1. As a condition of admission to, or continued occupancy of, any assisted unit under the public housing program, the HRA shall require the family head and other such family members as it designates to execute a HUD approved release and consent authorizing any depository or private source of income, or any Federal, state or local agency, to furnish or release to the HRA and to HUD such information as the HRA or HUD determines to be necessary. The HRA shall also require the family to submit directly documentation determined to be necessary. Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a family's eligibility to receive housing assistance, for determining the family's adjusted income or tenant rent, for verifying related income, or for monitoring compliance with equal opportunity requirements. The use of disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purposes directly connected with administration of this part or applying for assistance.
2. Tenant files will contain documentation of all verifications.
3. All income and assets will be verified by third parties at the time of the reexamination. If a third party verification is not possible, then checking W-2 Forms, or check stubs, viewing checks in payment of pensions, social security, alimony, etc will be sufficient. All steps or investigations to insure accuracy of income and asset determinations will be made and will be documented in the files of the tenant. Social security amounts will be determined by adding COLA to the last verified amount.

PART 5

TENANT SELECTION AND ASSIGNMENT POLICIES

The Tenant Selection and Assignment Policies have been designed by the HRA to take into consideration the needs of individual families for low-income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole.

As required by HUD, the HRA will reserve at least 40% of its units for persons making less than 30% of the median income. This policy may be waived if the percentage of persons on the HRA Section 8 Rent Assistance Program exceed the percentage applicable for this program.

If the HRA has met the requirements stated in the previous paragraph the Authority, in order to attain a tenant population with a broad range of incomes representative of low-income families in the HRA's jurisdiction, will select tenants from the waiting list with rent paying ability sufficient for the HRA's housing program to maintain financial stability. Selection of persons below 30% of median will continue, even if the required percentages have been achieved, if their application is ranked higher than a household making more than 30%. If financial constraints require higher income admission, the HRA will take formal action prior to admitting lower ranked high-income households.

In order to attain these goals:

1. On an annual basis, the HRA will analyze the income levels of the families residing in public housing and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration policies to implement.
2. The HRA will not discriminate against any applicant because of race, color, religion, age, sex of household head, national origin, familial status, sexual orientation, handicap or receipt of public assistance. The HRA will not automatically deny admission to a particular group or category of otherwise eligible applicants.
3. Each applicant will be assigned his/her appropriate place on a community-wide basis in sequence based upon date and time his/her application is received, suitable type or size of unit, and factors affecting preference or priority established by the Local HRA's regulations. At a given time, the applicant first on the waiting list shall be offered a suitable unit. If the applicant rejects the unit offered the applicant will go to the bottom of the appropriate category. When the applicant is again first on the list, they will again be offered a unit. If the applicant again rejects the unit offered, the Family will be

removed from the waiting list. A Family that is on a Section 8 waiting list will not lose its place on that waiting list by applying for the HRA's public housing projects.

In carrying out the above plan, should the applicant present to the satisfaction of the Local HRA clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship not related to considerations of race, sex, religion, color, national origin or language, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant however the applicant will be placed at the bottom of the appropriate category.

4. The HRA, in selecting eligible applicants to fill available units of suitable size, will give preference to applicants who live or work in Bloomington.

Applicants who qualify for this Preference must live, work, or be hired to work in Bloomington at the time of their initial application. Or, an applicant must be enrolled in a recognized training and counseling program in Bloomington designed to assist the applicant family in becoming self-sufficient or reduce their dependency on welfare and other assistance programs. Or, an applicant who is in a recognized Bloomington school with a college degree, diploma or certificate program, and is enrolled in at least one class with lab or two classes per quarter or semester (verifiable via fee statements and grade transcripts). A Preference will also be given to those disabled applicants who utilize established service providers located within the City of Bloomington.

5. Reassignment or transfers to other dwelling units shall be made without regard to race, color, national origin, religion, familial status, sex, age or handicap as follows:
 - A. Tenants shall not be transferred to a dwelling unit of equal size except for alleviating hardships as determined by the HRA Administrator or his/her designee;
 - B. Transfers shall be made to correct occupancy standards;
 - C. Transfers required to comply with occupancy standards shall take precedence over new admissions.
6. To preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the tenants or project environment the HRA will follow the requirements as defined in Part 2, (2)(B) of this Policy.

PART 6

OCCUPANCY STANDARDS

Dwelling units will be assigned as follows:

- A. No more than two (2) persons will be required to occupy a bedroom;
- B. A live-in care attendant who is not a member of the family will not be required to share a bedroom.

Following is the range of persons per bedroom:

<i>NUMBER OF BEDROOMS</i>	<i>NUMBER OF PERSONS</i>	
	<i>Minimum</i>	<i>Maximum</i>
2	1	4
3	3	6
4	4	8
5	5	10

If, because of a physical or mental handicap of a household member or a person associated with that household, a family may need a unit that is larger than the unit size suggested above. A physician must document such need in writing or other professional deemed acceptable to the HRA.

Such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy by temporarily assigning a family to a larger size unit than is required. Such family may be transferred to the proper size unit as soon as one becomes available.

PART 7

WAITING LIST

1. One waiting list will be maintained for all low rent properties. The waiting list will consist of apparently eligible applicants, based on type and size of unit required, factors affecting preference, and date and time the application was received. Application forms will be completed to the extent that all factors of eligibility are included and the HRA can make a determination on the apparent eligibility status of the applicant.
2. Contact will be made annually with apparently eligible persons on the waiting list to keep a current list of persons actually remaining interested in, and apparently eligible for housing. Those persons not responding to this yearly inquiry will be removed from the waiting list.
3. Applications of persons on the Waiting List will be administered as set forth in Part 4 and Part 5 of this policy.
4. In accordance with the settlement of the Holman consent decree, at least four units of the Lyndale Townhome project may be leased to applicants from the waiting list for Public Housing maintained by the Minneapolis Public Housing Authority, in accordance with their admissions and occupancy policy. Any remaining units will be from the Bloomington HRA waiting list, in accordance with the policies set forth herein.

PART 8

SCHEDULE OF RENTS

The Total Tenant Payment shall be the highest of the following Income Based Rents, rounded to the nearest dollar:

- A. 30% of monthly adjusted income;
- B. 10% of monthly income; or
- C. If the family receives welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing cost, is specifically designated by such agency to meet the family's housing cost the monthly portion of such payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

OR

A Flat Rent, which is based on the Section 8 Approved Rents set by the Section 8 Program in Bloomington. A family has the choice of an income-based rent, or a flat rent. Families may switch from a flat rent to an income based rent due to hardship reasons. For families choosing the flat rent, the HA will reexamine the family's income at least once every three years.

Rent is due on the first day of each month. If not paid on the fifth of the month a \$20.00 late fee will be assessed. If for any reason tenant's rent will be delayed beyond the fifth, tenant must contact HRA with an explanation. If landlord agrees to an extension, a written agreement will be signed by the tenant indicating the date on which the tenant will make full payment of the rent including the late fee. A charge of \$25.00 will also be assessed for checks returned for non-sufficient funds or account closed.

Failure to pay rent by noon on the 5th day without prior HRA notification will result in a Notice of Termination to be issued to the tenant on or after the 5th day demanding payment in full or the surrender of the premises.

PART 9

ADDITIONAL CHARGES

1. *Security Deposit:*

Each Tenant is required to pay a security deposit in an amount determined by the HRA. Such payments must be made prior to occupancy, unless other arrangements are made with the management. The security deposit will be held until the tenant moves out and will be returned within twenty-one (21) days with interest if the following conditions are met:

- A. There is not unpaid rent or other charges for which the tenant is liable;
- B. The property and all equipment are left reasonably clean and all trash, debris, and personal property has been removed by the tenant;
- C. There is no breakage or damage which is not due to normal wear; and
- D. All keys issued to the tenant are turned into the Management Office when the tenant vacates the apartment.
- E. The tenant discloses, in writing, a forwarding address.

The security deposit may not be used during occupancy to pay charges. Interest on the security deposit must be returned to the tenant and can not be applied toward unpaid rent or other charges. The amount of Security Deposit required is defined in Appendix B.

2. *Excess Utility Consumption:*

Where the utilities are included in the contract rent the HRA will charge each tenant for utility usage in excess of reasonable amounts. These charges will be determined either by individual check metering and the HRA will charge for actual usage in excess of the established necessary amounts. Failure to make payment within the time limit set in the notice to the tenant will result in the assessment of a \$20 late fee added to the amount owed.

3. *Sales and Service Charges:*

The HA will charge the tenant for any damage to a dwelling unit, appliances, and /or grounds, which are beyond normal wear and tear or are due to abuse or neglect by the tenant or the tenant's guest. There are also charges for certain equipment and services such as grass cutting. Failure to make payment within the time limit

set in the notice to the tenant will result in the assessment of a \$20 late fee added to the amount owed.

4. Inoperable, Damaged, or Removed Smoke Detectors; or Blockage of Bedroom Windows Designated as Fire Exits

To ensure the safety of all residents of program units, the HRA will impose penalties in accordance with the following schedule for: (1) if it is determined that the tenant caused, through action or neglect, any smoke detector installed in the unit to become inoperable, damaged, battery is allowed to go dead and/or has removed the unit; (2) the tenant places furniture or other obstruction in front of any bedroom windows that has been designated as egress for a fire exit, or blocks passage to such window. The penalties will be in addition to any repair or service call charges.

First Offence	\$25 Penalty
Second Offence	\$75 Penalty
Third Offence	Lease Termination

PART 10

LEASING

1. Prior to admission a lease shall be signed and dated by the family head and spouse/co-head, and all persons 18 and over, and by the HRA. Full names of all members of the household will be listed on the lease.
2. The lease is to be current at all times and must be compatible with HRA Policies as well as state and Federal law.

The allowable length of stay for guests is 30 days total during a one-year period unless the HRA has sent prior approval in writing. Mail may not be accepted for anyone not listed on the lease per Section I of the current lease.

3. Notices of Rent Adjustments will be issued to amend the dwelling lease. This procedure provides formal acknowledgment of the rent change and documents that appropriate notice has been provided to tenants who incur rent increases. The notice amends only the amount of rent due and does not constitute a new lease.

Documentation will be included in the tenant file to support proper notice.

4. Schedules of special charges for services, repairs and utilities, and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the HRA office and shall be furnished to applicants and tenants on request. The Resident Handbook will be given to tenants upon signing the lease. Such schedules, rules and regulations may be modified from time to time, provided that at least 60 day written notice is given, to each affected tenant, setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration prior to the proposed modifications becoming effective.

A copy of such notice shall be:

- A. Delivered directly or mailed to each tenant; or
 - B. Posted in the HRA office.
5. Modifications or revisions of the Lease may occur at the HRA's discretion. Tenant shall sign such modifications or revisions to the Lease (other than rent amount revisions) after the HRA gives a 60 days calendar notice stating effective date of such revisions. Failure to sign any revision is grounds for Lease termination.

PART 11

REEXAMINATION OF TENANT ELIGIBILITY AND RENTAL ADJUSTMENTS

1. The HRA must reexamine income and composition of all tenant families at least once every twelve (12) months for income-based rents, and every 3 years for flat rate rents, and determine whether the family's unit size and rent amount is still appropriate.
2. The HRA will require a written application from each family, signed by the head of the family and the spouse/co-head which will set forth in adequate detail all data and information necessary to enable the HRA to determine; (1) the rent to be charged; and (2) the size of the apartment required.

Verifications will be required as defined in Part 4, of this Policy.

3. Once rent is established, such rental rate shall remain in effect until the next annual reexamination, special reexamination or an interim rent adjustment for an unanticipated change in income or family composition. All income changes must be reported in writing, within 7 days of the change. Anytime any of the following circumstances occur rent and income will be reviewed and rent adjusted as defined in Part 8, of this Policy:
 - A. A change in Family Income which would lower the rent as defined in Part 8, of this Policy;
 - B. A change in Family composition that would increase/decrease the rent as defined in Part 8, of this Policy.
 - C. The current rental payment was calculated for a temporary time period.
 - D. There is a change in HUD regulations requiring an income review.
 - E. A household transitions from zero income to having income.
 - F. Earned income disregards end, phase-in or begin.
4. Increases in rent resulting from reexaminations reviews are to be effective the first of the second month following the change.
5. If, upon reexamination, it is found that the size or composition of a family or household has changed so that the apartment occupied by the family contains a number of rooms less or greater than necessary to provide decent, safe and sanitary accommodations as described in the Occupancy Standards in Part 6, Management shall give notice of at least thirty (30) days to the tenant that the tenant will be required to move to another unit, or the HRA will issue a Section 8 Voucher.
6. In the event that it is found that a tenant has failed to provide information to the HRA or misrepresented to the HRA the facts upon which his/her rent is based, so that the rent

paid is less than should have been charged, the increase in rent shall be made retroactive to the date the change should have been made. If the HRA determines that tenant has gained admission or remained in occupancy in the HRA's project through tenant's willful misrepresentation of income or assets, the HRA shall terminate the lease. Tenants will be required to repay amounts owed the HRA.

7. The Bloomington HRA will adjust rent according to mandated earned income disregards as defined in Part 2, Sections 23 and 24.

PART 12

LEASE TERMINATIONS

1. The tenant may terminate the lease by providing the HRA with two month's plus one day written notice as defined in the lease agreement.
2. The lease may be terminated by the HRA at any time by giving written notice for good cause such as, but not limited to;
 - (a) nonpayment of rent or other charges including due under the Lease, or repeated chronic late payment of rent;
 - (b) failure to pay tenant paid utilities;
 - (c) failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertification;
 - (d) failing to meet community service requirements,
 - (e) assignment or subleasing of the premises or providing accommodation for boarders or lodgers;
 - (f) use of the premises for purposes other than solely as a dwelling unit for the Tenant and the Tenant's household as identified in the Lease, or permitting its use for any other purpose;
 - (g) any criminal activity that threatens the health, safety or right to peaceful enjoyment of public housing premises by other residents or employees of the HRA;
 - (h) any drug-related criminal activity on or off the premises, PUBLIC HOUSING IS A DRUG FREE ZONE;
 - (i) if any member is convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of any federally assisted housing;
 - (j) a member's abuse or pattern of abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents and/or neighbors;
 - (k) a member furnishes false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation;
 - (l) failure to abide by necessary and reasonable rules made by the HRA for the benefit and well being of the housing project and the Tenants;
 - (m) tenant may not engage in any activity, criminal or otherwise, that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the landlord;
 - (n) tenant may not engage in criminal activity any time. Such activity is cause for lease termination even without conviction or arrest. Also including, but not limited to those established in the Resident Handbook (Appendix D);
 - (o) if a member is fleeing to avoid prosecution, or custody for a crime that is a felony under the laws of the place that individual is fleeing (except New Jersey where it is a high misdemeanor);
 - (p) a member is violating a condition of probation or parole imposed under State or Federal law;
 - (q) failure to abide by applicable building and housing codes materially affecting health or safety;

- (r) failure to dispose of garbage, waste and rubbish in a safe and sanitary manner;
- (s) failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner;
- (t) acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts;
- (u) damage, removal or rendering inoperable the landlord provided smoke detectors; or placement of furniture as to block windows designated as fire exits, as detailed in part 9.
- (v) failure to pay reasonable charges (other than normal wear and tear) for the repair of damages to the premises, project buildings, facilities or common areas;
- (w) for complaints received due to loud parties, for police calls to property due to disturbances,
- (x) any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors;
- (y) or other good cause.

If the HRA proposes to terminate the Lease, written notice of the proposed termination will be given as follows:

- A. At least fourteen (14) days prior to termination in the case of failure to pay rent;
 - B. A reasonable time based on the urgency of the situation in the case of; a creation or maintenance of a threat to health or safety of other Tenants or Landlord's employees,
 - C. At least thirty (30) days prior to termination in all other cases.
3. Notice of termination to tenant shall state reasons for the termination, shall inform the tenant of his/her right to make such reply as he may wish and of his right to request a hearing as defined in Part 14, of this Policy.

Any criminal record received by the HRA from a law enforcement agency will be maintained confidentially; not misused or improperly disseminated; and destroyed once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the HRA's action, as stated in program regulations.

Upon the death of the Tenant, or if there is more than one Tenant, upon the death of all Tenants, either the landlord or the personal representative of the Tenant's estate may terminate this Lease upon at least one month plus one day written notice, to be effective on the last day of a calendar month. If full notice is not given, the Tenant's estate shall be liable for rent to the end of the notice period or to the date the unit is re-rented, whichever date comes first. The termination of the Lease under this section does not release the Tenant's estate from liability either for payment of rent or other amounts necessary to

restore the premises to their condition at the beginning of the Tenant's occupancy, normal wear and tear excepted.

4. Grievances or appeals concerning the obligations of the tenant or the HRA under the provisions of the Lease shall be processed and resolved as defined in Part 14, of this Policy, which is in effect at the time such grievance or appeal arises. The HRA is not required to provide for a grievance hearing when the tenant owes any outstanding rent or other charges to the HRA unless the grievance concerns the amount of such rent or charges and such amount is placed in escrow as required by the Grievance Procedure of the HRA.

PART 13

IN-HOME BUSINESS IN HRA-OWNED HOME

No resident shall establish a business that is based out of the HRA-owned home without written consent by the HRA. The request must be submitted in writing and provide the following information:

- Name under which business will be operated, if applicable.
- Employees, if any.
- Hours of operation.
- General description of activity.

If the business is daycare:

1. The State or County must license the daycare provider.
2. The tenant pays any costs associated with obtaining the license.
3. The home must be restored to the move-in condition if any alterations are made.
4. The daycare provider must be insured. The HRA must be named as an additional insured in the insurance policy covering the business. Proof of insurance must be provided to the HRA.
5. The HRA must be named in the insurance policy as not held responsible for any problems arising during the course of the business.
6. Verification of income will be made from the resident's income tax form.
7. Proper permits will be obtained as required by the Bloomington Code.

Other types of businesses:

1. Any alterations necessary to the home must be approved in writing by the HRA.
2. Any business equipment needed must be installed properly by licensed workers.
3. If the business does not continue for any reason, the tenant will restore home to its move-in condition at their expense.
4. The business must not create excessive wear and tear on the home.
5. The business must not create a nuisance to the surrounding neighbors.
6. The HRA must be named as an additional insured in the insurance policy covering the business. The business must be insured with the HRA named in the policy as not held responsible for any problems arising during the course of the business. Proof of insurance must be provided to the HRA.
7. Verification of income will be made from the resident's income tax form.
8. Proper permits will be obtained as required by the Bloomington Code.
9. All business conducted must be lawful.

PART 14

GRIEVANCE PROCEDURES

1. Definitions:

- A. A "Grievance" is any dispute which a tenant may have with respect to HRA action or failure to act in accordance with the individual tenant's lease or HRA regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- B. A "Complainant" is any tenant whose grievance is presented to the HRA or at the project management office informally or as part of the informal hearing process.
- C. A "Tenant" is the adult person(s) (other than live-in aide) who resides in the unit, and who executed the Lease with the HRA as lessee of the dwelling unit, or, if no such person now resides in the unit, one who resides in the unit, and who is the remaining head-of-household of the tenant family residing in the dwelling unit.
- D. A "Hearing Officer or Panel" shall mean an impartial, disinterested person or persons selected to hear grievances and render a decision.
- E. The "Elements of Due Process" shall mean a lease termination action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the tenant of the grounds for terminating the tenancy;
 - 2. Right of the tenant to be represented by counsel;
 - 3. Opportunity for the tenant to refute the evidence presented by the HRA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 - 4. A decision on the merits.

2. Grievance Procedure: Grievance procedures are not applicable to disputes between tenants, disputes not involving the HRA, or class grievances.

A. Informal Grievance Procedures:

- 1. Any grievance shall be presented in writing, signed and dated by the Complainant to the HRA office. The grievance must be presented within a

reasonable time, not in excess of the first working day after the tenth (10th) day after receiving notice from the HRA of action or failure to act which is the basis of the grievance. It may be simply stated, but shall specify; (a) the particular ground(s) upon which it is based; (b) the action requested; and (c) the name, address and telephone number of Complainant and similar information about his/her representative, if any.

2. A meeting will be held after receipt of the grievance the purpose of this initial contact is to discuss and hopefully resolve grievances without the necessity of a formal hearing.
3. Within ten (10) working days, a summary of this discussion will be given to the Complainant by a HRA representative, one copy to be filed in the HRA's tenant file.
4. The summary will include; names of participants date of the meeting, nature of the proposed disposition, and specific reasons therefore; and shall specify steps by which a formal hearing can be obtained if the complainant is not satisfied.
5. After exhausting procedures outlined above, if the Complainant is dissatisfied with the proposed disposition of the grievance, he/she is entitled to a hearing before a Hearing Officer or Panel. He/she shall submit a written request for a hearing within ten (10) working days of delivery of the above-mentioned summary of the informal proceedings.
6. If the Complainant does not request a hearing within ten (10) working days, he/she waives his/her right to a hearing, and the HRA's proposed disposition of the grievance will become final. Failure to request a hearing shall in no way constitute a waiver of the Complainant's right to contest the HRA's disposition of his/her grievance in an appropriate judicial hearing.

3. Procedures to Obtain a Hearing:

A. Informal Prerequisite:

1. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure as defined in Section 2(A)(1) above, as a prerequisite to a formal hearing. If the Complainant shall show good cause why he/she failed to proceed as defined in Section 2(A)(1) above, to the Hearing Officer or Panel, the Hearing Officer or Panel may waive the provisions of this subsection.

2. If the Complainant does not request a hearing within the time period allowed in Section 2(A)(5) above, he/she waives his/her right to the hearing, and proposed disposition of the grievance will become final. This shall not; however, constitute a waiver of the Complainant's right thereafter to contest disposition of his/her grievance in an appropriate judicial proceeding.

B. Escrow Deposit:

1. Before a hearing is scheduled in any grievance involving an amount of rent the HRA claims is due, the Complainant shall pay to the HRA all rent due and payable as of the month preceding the month in which the act or failure to act took place.
2. The Complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the Hearing Official or Panel.
3. The requirements as defined in Section 3(B)(1) and (2) above, may be waived by the HRA in extraordinary circumstances.
4. Unless so waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
5. Failure to make such payments shall not constitute a waiver of any right the Complainant may have to contest the HRA's disposition of his/her grievance in any appropriate judicial proceeding.

4. Selection of a Hearing Officer or Panel:

The Hearing Officer shall be an impartial, disinterested person(s) appointed by the HRA, other than a person who made or approved the HRA action under review or a subordinate of such person.

5. Scheduling:

- A. Upon Complainant's compliance with Section 3(A) and (B) above, a hearing shall be scheduled by the Hearing Officer or Panel promptly for a time and place reasonably convenient to both the Complainant and the HRA.
- B. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the Complainant and the appropriate HRA official.

6. Bypassing the Grievance Procedure (24 CFR 966.51 (2))

A court may provide the elements of due process, and the HRA may bypass the grievance procedure involving terminating tenancy for: Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of premises of other residents, neighbors or employees of HRA;

Any drug related criminal activity on or off the public housing premises.
The HRA may evict occupants through judicial lease termination procedures without providing the opportunity for a hearing.

Under these circumstances, the HRA may terminate the Lease and file a court proceeding seeking to evict the tenant through judicial lease termination proceedings without providing the opportunity for a grievance hearing.

7. *Procedures Governing the Hearing:*

- A. The hearing shall be held before a Hearing Officer or Panel as appropriate.
- B. The Complainant shall be afforded a fair hearing providing the basic safeguard of due process which shall include:
 - 1. The opportunity to examine before the grievance hearing and at the expense of the Complainant, to copy all documents, records and regulations of the HRA that are directly relevant to the hearing. If the HRA does not make the document available for examination upon request by the Complainant, the HRA will not rely on such document at the grievance hearing;
 - 2. The right to a private hearing unless the Complainant requests a public hearing;
 - 3. The right to be represented by counsel or other person chosen as his/her representative, and to have such person make statements on the tenant's behalf;
 - 4. The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the HRA or project management, and to confront and cross-examine all witnesses on whose testimony or information the HRA or project management relies; and
 - 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. If the Hearing Officer or Panel determines that the issue has been previously decided in another proceeding they may render a decision without proceeding with the hearing.

- D. If the Complainant or HRA fail to appear at the scheduled hearing, the Hearing Officer or Panel may make a determination to postpone the hearing for not to exceed five (5) working days, or make a determination that the party has waived his/her right to a hearing. Both parties will be notified of the determination provided that such a determination in no way waives the Complainant's right to appropriate judicial proceedings.
 - E. At the hearing, the Complainant must first make a showing of an entitlement of the relief sought and thereafter the HRA must sustain the burden of justifying the Authority actions or failure to act against which the complaint is directed.
 - F. The hearing shall be conducted by the Hearing Officer or Panel in such a way to be:
 - 1. Informal - Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;
 - 2. Orderly - The Hearing Officer or Panel shall require that the HRA, Complainant, counsel and other participants and spectators conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
 - G. The Complainant or HRA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
 - H. The HRA will provide reasonable accommodations for person with disabilities to participate in the hearing.
 - 1. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.
 - 2. If the tenant is visually impaired, any notice, which is required under this procedure, will be in an accessible format.
8. Decision of the Hearing Officer or Panel:
- A. Within ten (10) working days following the hearing, the Hearing Officer or Panel shall give the Complainant and HRA a written decision including reasons therefore. The HRA will file one copy in the tenant file and maintain another copy with names and identifying references

deleted for a prospective Complainant, his/her representative or Hearing Officer or Panel.

- B. The decision of the Hearing Officer or Panel shall be binding on the HRA which shall take all actions necessary to comply with the decision

unless the HRA Board of Commissioners determine, within a reasonable time, and or notifies the Complainant that:

1. The grievance does not concern HRA action or failure to act in accordance with or involving the Complainant's Lease on HRA regulations which adversely affect the Complainant's rights, duties, welfare or status.
2. The decision of the Hearing Officer or Panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the HRA.

- C. A decision by the Hearing Officer or Panel or Housing Commissioners in favor of the HRA or which denies the relief requested by the Complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights the Complainant may have to a new trial or judicial review in any proceedings, which may thereafter be brought in the matter.

9. *HRA Lease Termination Actions:*

A notice to vacate which is required by State or local law may be combined with or run concurrently with a notice of lease termination. The tenancy shall not terminate (even if any notice to vacate under State or local law has expired) until the grievance process has been completed (so long as the hearing was requested in a timely manner).

PART 15

PET POLICY

1. This policy does not apply to animals that are used to assist persons with disabilities.
2. Residents must have the prior approval of the HRA before moving a pet into their unit. The HRA will allow only domesticated, small, caged rodents, caged birds and fish in public housing units. Any reptiles, other than aquarium turtles, are not permitted as pets.
3. Only one (1) pet per unit is allowed.
4. Pet registration with the HRA is required. Pet owners must identify at least one local emergency contact who will care for the pet in the event the owner is unable to do so.
5. If it is determined by the HRA that a pet owner is no longer capable of properly caring for a pet, the HRA may require the pet be removed from the owner's immediate possession.
6. Pet owners must observe all pertinent ordinances as related to pets.
7. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

PART 16

COMMUNITY SERVICE REQUIREMENT

1. Public housing adult residents are required to contribute eight hours per month in community service or participate in a self-sufficiency program. Those exempted from the work requirement are:
 - A. Anyone 62 and older;
 - B. Anyone who is blind or disabled, or a primary caregiver of such person;
 - C. Anyone who is employed;
 1. Employment status will be determined by verifying earned income by quarter of work. The term quarter of work means:
 - a. a calendar quarter in which such individual received earned income of not less than \$50.00 (Sec. 607 (2) C (d) (1)).
 - D. Anyone engaged in a work program as part of the state's welfare reform efforts.
 - E. Anyone attending school or vocational training.
2. Thirty days prior to renewal of the lease, the housing HRA must make a determination if the resident has complied with the work requirement. Renewal of the lease may be denied if a resident has not complied with the community work requirement. Due process will be provided to residents when the HRA enforces this provision.
3. The HRA will coordinate with social service agencies, local schools and programs to help identify volunteer community service positions.

PART 17

RECEIPT OF A NOTICE FROM HUD CONCERNING INCOME

1. If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to the person responsible for income verification within ten (10) days of receipt by the resident.
2. The HRA shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication.
3. After the reconciliation is complete, the HRA shall adjust the resident's rent beginning at the start of the next month. In addition, if the resident had not previously reported the proper income the HRA, at its sole discretion, shall do one of the following:
 - A. Immediately collect the back rent due to the agency;
 - B. Establish a repayment plan for the resident to pay the sum due to the agency;
 - C. Terminate the lease and evict for failure to report income; or terminate the lease, evict for failure to report income, and collect the back rent due to the HRA.

PART 18

SECURITY DEPOSIT

Each tenant is required to pay a security deposit. Such payment must be made prior to occupancy. The security deposit will be held until the tenant moves out and will be returned with interest within 21 days of move-out provided:

1. There is no unpaid rent or other charges owed by the tenant;
2. The vacated unit and all equipment are left reasonably clean and all trash and debris have been removed by the tenant;
3. There is no breakage or damage which is not the result of normal wear;
4. All keys issued to the tenant are turned in to the management office when the tenant vacates the unit;
5. The tenant provides the HRA with a forwarding address, in writing.
6. The security deposit may not be used to pay charges during occupancy.

The amount of security deposit is the greater of \$250, or the amount equal to one month's gross rent not to exceed \$450.

PART 19

EXCESS UTILITY CHARGES

Tenants utilizing the following appliances and/or services are required to pay the following amounts (subject to change):

ITEM	AMOUNT PAID IN ADDITION TO RENT BY TENANT
Trash Service	In excess of \$60.99 per 2 month cycle
Water	In excess of \$60.00 per 2 month cycle

APPENDIX A

Eligibility Requirements

Income Limits*

Applicant's income is limited to less than:

One-person Family	\$38,100
Two-Person Family	\$43,500
Three-person family	\$48,950
Four-person family	\$54,400
Five-person family	\$58,750
Six-person family	\$63,100

* The above income limits are effective for HUD's 2002 fiscal year and are subject to change.

ADMINISTRATIVE PLAN
SECTION 8 RENT ASSISTANCE
HOUSING CHOICE VOUCHER PROGRAM

HOUSING AND REDEVELOPMENT AUTHORITY

IN AND FOR

THE CITY OF BLOOMINGTON

AUGUST 2002

HOUSING AND REDEVELOPMENT AUTHORITY

in and for the City of Bloomington

SECTION 8 EXISTING RENT ASSISTANCE
HOUSING CHOICE VOUCHER PROGRAM

ADMINISTRATIVE PLAN

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**HOUSING AND REDEVELOPMENT AUTHORITY
in and for the City of Bloomington**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

I. INTRODUCTION

The Bloomington Housing and Redevelopment Authority (HRA) administers the Section 8 Housing Choice Voucher Program with funding from the U. S. Department of Housing and Urban Development (HUD). The following document sets forth procedures and policies for the administration and selection of tenants for the Section 8 Housing Choice Voucher Program (Program).

The Section 8 Housing Choice Voucher Program is an element of the HRA's Action Plan and the HUD Consolidated Plan and as such, play an integral part in meeting the City's assisted housing goals. The housing needs of the present and future citizens of Bloomington have been comprehensively assessed. Goals for assisted housing have been outlined in the Agency Plan.

II. APPLICATIONS/WAITING LISTS

A. Outreach to Families

Housing assistance under the Section 8 Housing Choice Voucher Program will be granted without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, handicap/disability status, or status with regard to receipt of public assistance.

Special efforts are made through advertising and social service contacts to affirmatively market the rent assistance program. The HRA has adopted an Equal Opportunity Housing Plan (EOHP), which outlines the HRA's efforts. A copy of this plan is attached as Appendix A. An equal opportunity to participate in the Section 8 Rental Assistance program is offered to both owners of accessible rental property and persons with disabilities or special needs. These efforts may include but are not limited to, making program information available in an accessible building; providing an interpreter/aide as needed; utilizing a TTD; making program information available in different languages; for persons who request assistance the HRA will provide information on accessible units.

Rental property owner participation will be encouraged through activities outlined in the EOHP. Marketing of the program may include paid advertisements, newspaper articles, letters, brochures, mailings to real estate agencies and multi-unit owners, notices to clients on current availability of accessible units and information sessions to encourage owner participation.

Information on the Section 8 program is also provided through the Bloomington Rental Housing Collaborative.

B. Applications

To be placed on the HRA's waiting list, an Application To Determine Tenant Eligibility (Application) must be completed. Because demand for rent assistance far exceeds the available Housing Choice Vouchers, applications are not accepted on a continual basis. Rather, applications are accepted periodically. It is from these applications that the HRA's waiting list is established. By limiting when applications are accepted, the HRA is able to maintain a list of households that can reasonably be serviced in approximately one to two years. This procedure has provided the HRA with an ample number of applicants in need of rent assistance and at income levels sufficient to meet HUD's income targeting requirement.

The application procedure begins with the advertisement of the program, consistent with the EOHP. Names of interested persons are taken by telephone, TDD, or in person, generally for a two to three day period of time. The HRA reserves the right to extend or shorten this period of time.

Applications are then mailed out for completion, along with a program brochure and information on preferences.

A deadline for returning completed applications is established. Any applications returned after the deadline will be determined ineligible for the waiting list. Returned applications are reviewed to determine whether the household is apparently eligible as a family, and is within income guidelines. All applicants determined ineligible will be notified in writing of the reason for their ineligibility. Incomplete applications will be deemed ineligible.

Persons with preferences will be served first. Please refer to Section II E and Appendix C for more information on preferences.

C. Determining Eligibility

Applications are reviewed to determine the family's qualifications under two categories: Definition of family; and income eligibility. The categories are described below:

1. Definition of a Family

For the purposes of program eligibility, a family consists of:

- Two or more persons who are either related by blood, marriage, or adoption, or will sustain a stable family relationship over a period of time by sharing expenses and familial responsibilities, sharing residency, with all income and resources available to meet the family's needs.

- Single persons who are income eligible, will be admitted.
- An elderly family having a head or spouse or sole member who is at least sixty-two years of age, or is a disabled or a handicapped person, and may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being. In order to qualify for placement on the two-bedroom waiting list, both members of the elderly, handicapped, or disabled household must be listed on the Application for Tenant Eligibility. The HRA will issue a two bedroom housing choice voucher if it is determined that a hardship exists.
- A remaining member of a tenant family is a single person living alone or intending to live alone who does not qualify as an elderly, handicapped, disabled or displaced person. The remaining member of an assisted tenant family is a family member who remains in the unit when other members of the family have moved out.
- A person currently living in Bloomington displaced by Bloomington Local governmental body or agency action in connection with code enforcement (not including resident caused code violation or eviction). In addition, an applicant will be considered involuntarily displaced if they are victims of hate crimes or witness to a crime and under the recommendation of local police authorities. "Hate Crime" is actual or threatened violence or intimidation of a person or their property because of race, color, religion, sex, national origin, familial status, disability or domestic violence.
- A handicapped person who has a physical or mental handicap which is expected to be of long and indefinite duration and substantially impedes his or her ability to live independently, and is of such a nature that the person's ability to live independently could be improved by more suitable housing.
- A disabled person who has a physical, mental or developmental disability as defined in Sec. 223 of the Social Security Act or has a developmental disability as described as follows. A developmental disability is a severe, chronic disability which:
 - 1) is attributable to mental and/or physical impairments;
 - 2) was manifested before the age of 22;
 - 3) is likely to continue indefinitely;
 - 4) results in substantial functional limitations in three or more of the following areas: capacity for independent living; self-care; receptive and expressive language; learning; mobility; self-direction; and economic self-sufficiency;
 - 5) requires special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.

2. Income Requirements

The applicant must provide adequate information on their application to show that their income for the twelve-month period following occupancy is not anticipated to exceed the income limits for eligibility as a very low income family. A very low income family is defined by HUD according to family size and has an income at or below 50 percent of the median family income for the metropolitan statistical area (MSA). However, 75% of new admissions must have “extremely low” incomes at or below 30% of the area median income with the exception of applicants displaced by Section 8 project-based action. Other admissions **can** be at or below 50% of the area median income. Income limits for eligibility are established by HUD on an annual basis for the HRA's area of jurisdiction.

No verification of income is required at the time of application. However, the HRA reserves the right to request that an applicant provide this, if necessary, to determine eligibility.

Annual income is the anticipated total annual income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family who is not a minor, and all unearned income of all minors. This includes income of full-time students 18 years of age and older.

When calculating annual income, the fair market value of assets disposed of for less than the fair market value will be counted for two years from the date of disposal (if new on program, or from the date of disclosure if current participant).

The income of a family member confined to a nursing home or hospital on a long term basis will not be included, nor will any deductions be allowed for that person. The family member's name will then be removed from the lease. For a complete definition of income, see Appendix B.

Zero Income - Any adult household member claiming zero income will be required to complete a zero income certificate. When a claim of zero income exceeds three months, the HRA will do a Minnesota wage and hour check in order to determine if there has been any income in the past year.

D. Denial of Assistance

Any applicant determined ineligible through the initial application or subsequent process, will be notified in writing of the HRA determination. An applicant will be given the opportunity to request an informal review, in accordance with the procedures in Appendix E of this document.

The HRA may deny an applicant housing assistance if:

- The applicant has committed any fraud in connection with any federal housing assistance program;

- The applicant has breached a repayment agreement with the Bloomington HRA or another PHA, as described in the federal regulations;
- The applicant currently owes rent or other amounts to the Bloomington HRA or to another PHA in connection with a Section 8 Certificate, Voucher, or Housing Choice Voucher or public housing assistance under the United States Housing Act of 1937;
- The applicant has engaged in drug-related criminal activity or violent criminal activity, including criminal activity by any Family member in the prior 3 years after being released from the most recent incarceration and probation. Drug-related criminal activity is further defined in the federal regulations.
- The applicant or any household member has been evicted from federally assisted housing for drug-related criminal activity.
- Has violated any Family obligation as defined in the federal regulations.
- The family does not submit required evidence of citizenship or eligible immigration status, including providing a Social Security Number for all family members age 6 and older or proof that the family member has not been assigned a number.
- The applicant has been terminated from a previous Section 8 or Public Housing Program in the past 12 months.
- The applicant or family member has been convicted of manufacturing or producing methamphetamine in violation of any federal, state or local law.
- The applicant or family member is subject to a lifetime registration requirement under the State sex offender registration program.
- The applicant or family member has abused or shown a pattern of abuse of alcohol that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

If the Bloomington HRA denies an applicant Housing Assistance, an opportunity for an informal review will be granted according to current regulations as set forth in the HRA's Informal Review Procedure, Appendix E.

Grounds for denial or termination of assistance is further defined in the federal regulations.

E. Establishment of Waiting List & Preferences

The HRA maintains one waiting list for Section 8 Rent Assistance. The HRA accepts applications at specified times. It is from these applications that the waiting list is established. Applicants are placed on the waiting list according to Preferences as defined herein and date and time of receipt of the application or by lottery. All preferences will be accepted as claimed by

applicants and will be verified at the time of issuance. The wait list will not be opened until it is estimated that the remaining wait list will be exhausted in six months or less. The current wait list will be exhausted prior to new applicants being served. The wait list will always be open to applicants who meet the definition of Involuntary Displacement.

Applicants will be selected for assistance based on their qualification for preferences. Applicants with one or more Preference will be prioritized according to their Preference point total. Applicants with the same point total will be further prioritized by the date and order their application was received or by lottery

The HRA must issue the family a Housing Choice Voucher in accordance with the Subsidy Standards in Appendix D, and consistently for all families of like composition. A two-person household composed of a couple must have a doctor's statement indicating a medical need for separate sleeping rooms if they request two-bedroom assistance.

An ongoing tabulation of Housing Choice Vouchers issued will be maintained by the HRA on the waiting list. This tabulation will contain information indicating date and order the applications were received by the HRA, or the order by which the application was drawn in a lottery, issuance of Housing Choice Vouchers and eligibility for any Preferences.

1. Preferences

Applicants may qualify for a Preference when they complete the Application for Tenant Eligibility form or any time thereafter until assistance is available. To claim a Preference at the time the waiting list is open, the applicant must certify to the HRA in writing that they qualify for one or more preferences.

An applicant who qualifies for any of the Preferences will be issued a Housing Choice Voucher before any other applicant who is not so qualified. If an applicant no longer qualifies for a preference or a preference cannot be verified when assistance is offered, the applicant will be assigned a place on the waiting list based on the time and date the original application was received or by the order in which the application was drawn in a lottery.

Points will be awarded for Preferences as follows:

Involuntary Displacement	2 points
Bloomington Resident	1 point

For a detailed explanation of the preferences and verification process, see Appendix C.

NOTE: In order to meet HUD requirements for admission of extremely low income, persons with local preference but with higher incomes may be passed over until the HUD requirements are met.

F. Updating of Waiting List

On an annual basis, all households on the waiting list will be requested by mail to update their application. Those failing to respond by the deadline specified in the letter will be removed from the waiting list.

III. ISSUING HOUSING CHOICE VOUCHERS

A. General

Families will be notified by letter when their name is at the top of the waiting list. If the family wishes to receive assistance they must respond within ten days. After no response, a letter will be sent informing the applicant their name has been removed from the waiting list.

An applicant who is unable to receive assistance due to temporary medical problem or a binding lease agreement may be placed back on the waiting list until circumstances allow them to move. Third party verification regarding the reason for the delay of assistance, acceptable to the HRA must be presented for the household to be placed back on the waiting list. The applicant will be placed at the bottom of the category in which they qualify, i.e., federal preference, resident, nonresident. If the applicant refused assistance twice, their name will be taken off the waiting list. When the family is taken off the waiting list, they may reapply for assistance when the HRA is again taking applications.

The HRA reserves the right to request the applicant to complete a new application form if 60 days has elapsed since the original application, or if family circumstances warrant a current application.

Applicant briefings and the issuance of a Housing Choice Voucher will be conducted in group sessions unless the HRA deems it necessary for the briefings to take place in individual sessions.

Once verifications have been received and eligibility has been verified, briefing appointments will be set up with the household to complete an application, verify eligibility, explain program procedures and policies, review tenant responsibilities, determine total tenant payment and provide information on other services available to the family. At the time of the briefing appointment, families will be offered a Housing Choice Voucher.

B. Verification Procedures

Prior to the issuance of a Housing Choice Voucher, third party verification of income, assets, medical expenses, child care costs, disability, handicap or student status and qualification for one or more preferences is required. Disclosure of Social Security numbers (SSN) is required for all family members age 6 and over if they have one. Individuals who have not been assigned a SSN must execute a certification stating that no SSN has been assigned.

Applicants shall be required to furnish proof of any information listed on the Application when requested by the HRA. Verification of family composition and residence is provided by the applicant's signature on the Application for Tenant Eligibility form and the Certification and Rectification of Tenant Eligibility form. The HRA can at its discretion verify family composition.

Applicants will be required to sign a release of information allowing the HRA to gather information to determine if the applicant and any adult member of the household has committed criminal or drug related criminal activity as described in 24 CFR 982.310 of the regulations. Evidence of such criminal or drug related criminal activity will be grounds for denial of assistance. The HRA may require applicants be fingerprinted if the initial criminal history search is incomplete and requires additional FBI information.

Third party or independent verification will be used whenever possible to determine anticipated family income, assets, child care costs, disability, handicap or student status. The HRA has designed forms to be used for this purpose.

If independent verification is not possible, income can be verified with enough pay stubs to establish a pattern or average. Asset verification can include copies of bank statements, dividend notices, and contracts for deed. Medical expenses can be documented with receipts, pharmacy printouts, or insurance statements. Letters of documentation from consulting physicians or rehabilitation consultants will be acceptable verification of disability or handicap status.

An applicant who claims a Preference on their application must provide written verification that the household's current status qualifies them for a Preference at the time the initial application was submitted..

C. Program Information

Information packets and other helpful materials will be given to the family at the briefing session in accordance with federal regulations. Applicants will receive information on the Payment Standard used to calculate rent assistance, subsidy standards, family rent to owner, portability and tenant responsibilities. Portability procedures are further outlined in Section VIII.

Special services will be provided to families that request an interpreter, or who need assistance to understand program requirements. Social workers, counselors, and/or relatives are encouraged to attend the briefing session with the family.

Information on other social services, such as employment training opportunities or area day care providers, will be provided. Referrals will be made at the applicant's request.

It is the participant's responsibility to locate an appropriate rental unit. The HRA may assist elderly or handicapped persons or families with three or more minors experiencing difficulty in locating a unit. Neither in assisting a family in finding a unit, nor by any other action may the

HRA directly or indirectly reduce the family's opportunity to choose among the available units in the housing market.

Obligations of the family under the Program will be clearly reviewed with the family at the Housing Choice Voucher briefing and included in the information packet. These obligations are also set forth in the Housing Choice Voucher of Family Participation. A family participating in the Program must:

- Supply any information, certification, release or documentation which the HRA determines necessary in the administration of the program. Any information supplied by the family must be true and complete. This information may be used for a regularly scheduled or interim reexamination of family income and composition in accordance with program requirements.
- Allow the HRA to inspect the dwelling unit at reasonable times and after reasonable notice.
- Notify the HRA before vacating the dwelling unit.
- Promptly (within ten working days) give the HRA a copy of any owner eviction notice.
- Use the dwelling unit solely for residence by the family, and as the family's principal place of residence; and shall not assign the lease or transfer the unit.
- Submit required evidence of citizenship status or eligible immigration status.
- Submit Social Security numbers for all family members over age 6 or provide proof that they have not been assigned a number.
- Obtain HRA approval of composition of the family.
- Promptly (within thirty working days) inform the HRA of the birth, adoption or court-awarded custody of a child. The family must request HRA approval to add any other family member as an occupant of the unit.
- Promptly (within thirty working days) notify the HRA if any family member no longer resides in the unit.
- Obtain HRA approval to add a foster child or a live-in-aide to the unit.
- Not engage in or threaten abuse or violent behavior toward HRA personnel.
- Not own or have any interest in the dwelling unit.
- Not commit any fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

- Not receive assistance under Section 8 while occupying or receiving assistance for occupancy of any other unit assisted under any Federal housing assistance program.
- Not engage in drug-related criminal activity or violent criminal activity, including criminal activity by any family member. Drug-related and violent criminal activity is further defined in the federal regulations.
- Not commit any serious or repeated violation of the lease.
- Not cause violations of Housing Quality Standards (HQS), including :
 - i. Failure to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant.
 - ii. Failure to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant.
 - iii. Damage to the dwelling unit or premises, beyond ordinary wear and tear, caused by any family member or guest.

A violation of any of the family obligations listed above is grounds for the HRA to terminate assistance.

D. Determination of Unit Size

Each participant shall be issued a Housing Choice Voucher of Family Participation form. This form shall specify the number of bedrooms in accordance with the Subsidy Standards contained in Appendix D. The HRA will permit families, within the following limits, to choose the unit size that best meets their needs. Spouses, co-heads (couples) and related adults of the same sex will be assigned the same bedroom/sleeping room.

The applicant/participant may present documentation from a source acceptable to the HRA that separate bedrooms are required by persons otherwise assigned to share. Generally such documentation must be from a medical doctor.

Housing Choice Voucher holders may select a larger unit than designated on the Housing Choice Voucher but will pay any increased cost, not to exceed 40% of their monthly adjusted income for rent and utilities, as the subsidy and Payment Standard is based on the HRA Subsidy Standards as designated on the Housing Choice Voucher. If the family selects a smaller sized unit there must be at least one sleeping room or living/sleeping room for each two persons in the household and be acceptable under current Housing Quality Standards. The utility allowance will be based on the actual size of the unit selected.

E. Determination of Family Rent to Owner/Subsidy

If an applicant family is determined to be eligible, an adjusted annual income is used to calculate the Family Rent to Owner. The adjusted income equals the annual income less:

- \$480 is deducted for each dependent. A dependent is defined as a member of the family (excluding foster children) and other than the family head or spouse, who is under 18 years of age, is a disabled or handicapped person as defined in Section II.C.1., or 18 years of age or over and also a full-time student. A full-time student is one who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a secondary or vocational school with a diploma or certificate program, as well as an institution offering a college degree.
- \$400 is deducted for any elderly, handicapped or disabled family. These household types are defined in Section II.C.
- Medical Expenses in excess of three (3) percent of annual income, and which the family anticipates incurring over the twelve months following the effective date of certification that are not covered by insurance. Examples of medical expenses are dental costs, prescription medicines, medical insurance premiums, eyeglasses, hearing aids and batteries, the cost of a live-in aide and monthly payments required on accumulated major medical bills. These deductions are available to elderly, handicapped, and disabled households only.
- Handicap Assistance Expense in excess of three percent of Annual Income may be deducted for expenses for care attendants and "auxiliary apparatus" if such expenses enable a family member to work and do not exceed the earned income of the household members enabled to work. These expenses are eligible only if they are not paid to a family member nor reimbursed by an outside source.
- Child Care Expenses. This includes amounts anticipated to be paid by the family for the care of children under 13 years of age, and only where such care is necessary to enable a family member to be gainfully employed or to further his/her education, and only such amounts that are not reimbursed through other sources. In cases where weekly child care expenses are different for the school year and school vacations, annual calculations will be based on thirty-nine (39) weeks for the school year and thirteen (13) weeks of school vacation. In cases where child care expenses are on a per month basis, the calculations will be based on a nine (9) month school year and three (3) month school vacation. No child care will be allowed if an adult is home. If an adult is at home, proof of inability of the adult to provide daycare must be verified by a doctor or social worker. Where child care costs appear excessive, a tax statement will be requested of the child care provider.

The Family Rent to the Owner for the Housing Choice Voucher program is based on a Payment Standard and the actual contract rent for the assisted unit. The Payment Standard is used to determine the amount of housing subsidy that will be paid on behalf of the family. The Housing Assistance Payment is equal to the Payment Standard, less thirty (30) percent of the adjusted monthly income. The Family Rent to the Owner is the difference between the total contract rent

and the Housing Assistance Payment. The family can not pay more than 40% of their monthly adjusted income towards the rent and utilities at the time of initial lease-up.

The Payment Standard for the Bloomington HRA's jurisdiction is reviewed on an annual basis by the HRA and if appropriate, the HRA provides an affordability adjustment. In no event will the Payment Standard be less than eighty (80) percent, nor more than the published Fair Market Rent as established by HUD or the Bloomington exception rents as approved by HUD. If the Payment Standard changes, the new Payment Standard will be used for existing participants upon recertification, or if a new lease is signed.

Once the Family Rent to Owner is established it will remain in effect until the next scheduled reexamination or until circumstances change, such as new regulations, or a change in family income that warrants an interim rent and/or income review. Once rents have been established for new families or families that are moving, a rent adjustment will not be done until the family has leased. However, after the family is leased, an interim rent change will be done retroactively to prevent a hardship for the family. Interim changes and annual reexaminations are further discussed in Section V.A.

Utility Allowances will be evaluated and adjusted as appropriate each year. A survey of participant usage as well as a survey of utility rates will be used to determine appropriate adjustments.

F. Housing Choice Voucher Issuance & Turnover

Housing Choice Vouchers will normally be issued for a period of sixty (60) days. If a family is unable to find an acceptable unit within 60 days due to low vacancy rates or other hardships, extensions will be granted on a case by case basis after 60 days, but will not exceed a total of 120 days. Applicants who fail to contact the HRA before the expiration of their original 60 day Housing Choice Voucher will be ineligible for extension and their Housing Choice Voucher will be considered expired. If the Housing Choice Voucher expires and the family has not found an acceptable unit, they must re-apply for Rent Assistance when the HRA is again taking applications.

In special cases where the applicant is handicapped or disabled, the Housing Choice Voucher may be extended a third time for an additional 60 days, up to a maximum of 180 days, if the disabled/handicapped applicant requests the extension due to a hardship in locating a unit specifically due to a disability. This request must be issued to the HRA in writing prior to the expiration of the initial 120 day period.

After the issuance of a Housing Choice Voucher, the family is encouraged to maintain contact with the HRA to learn of the availability of any units. Families requesting Housing Choice Voucher extensions or help in finding units will be individually counseled.

Upon receipt of the Request for Tenancy Approval Form (RFTA) at the HRA office, the Housing Choice Voucher expiration date will be suspended. If the unit is not approved, the HRA will

calculate the number of days of the suspension. The number of days from the return of the RFTA to the day the family was informed of the disapproval of the unit is considered the suspension period. The Housing Choice Voucher expiration date will then be extended for the number of days of the suspension. The total number of shopping days, excluding suspended days, must not exceed 120 days.

G. Family Self Sufficiency Units

The HRA maintains a minimum Family Self-Sufficiency Program (FSS) of 13. Selection of FSS participants will come from the HRA Section 8 Rent Assistance participants or Public Housing participants. The HRA's FSS Program size will decrease by one participant each time an FSS participant graduates from the FSS Program. Details of the FSS Program are included in Appendix G.

IV. SELECTION AND LEASING OF UNIT

A. Submission of Lease Approval Form

A Housing Choice Voucher holder shall be responsible for finding an existing housing unit suitable to the family's needs and desires in any area where the HRA determines that it is not legally barred from entering into contracts. This includes the receiving PHA jurisdiction when the family is participating under the portability guidelines as described in Section VIII. A family may select the dwelling unit which they already occupy if the unit qualifies as an existing housing unit, meets Housing Quality Standards and other requirements under the Rent Assistance Program.

When the family finds a unit suitable to its needs, it must submit a Request For Tenancy Approval (RFTA) form, which has been completed by the building owner. The RFTA form and a blank copy of the owner's proposed lease is to be submitted to the HRA by the fifteenth of the month before the lease begins.

The HRA provides the participant with a sample lease. A landlord may choose to use this lease or one of his own. If a landlord uses his own lease, a Lease Addendum provided by the HRA must be signed. All leases will be reviewed to determine that no illegal provisions are contained in the proposed lease. Initial lease terms may be less than one year if the HRA determines that housing market conditions are such that the participant may not otherwise be housed.

The HRA shall review the RFTA to determine that the owner is eligible to participate in the program, the unit qualifies, and the lease complies with the program's requirements governing prohibited and required lease provisions and local and state law. To be eligible, the unit must qualify as decent, safe, and sanitary housing under the HQS and meet the occupancy standards and rent reasonableness limits as set forth by the HRA.

If the family is moving to another jurisdiction under the portability guidelines for the Section 8 Rent Assistance Program, the occupancy standards, and Payment Standard is determined by the Receiving PHA. The Request for Tenancy Approval will be forwarded to the Receiving PHA to complete the portability process. Participants porting out of the metro area may bring the RFTA directly to the new administering agency. Portability procedures are further defined in Section VIII.

With the information provided on the Request for Tenancy Approval form, a HQS inspection will be done on the unit. If the inspection reveals the unit meets the HQS criteria, the HRA will proceed with the preparation of the HAP Contract and lease.

If the HRA determines that the unit and/or the lease cannot be approved for any reason, the HRA shall so notify the owner and the family.

The HRA will provide to the landlord, upon authorization of the family, rental history information about that family regarding damages or unpaid rent, and/or evictions during the past three years. The HRA will also provide to the landlord, upon authorization of the family, information in the HRA's possession regarding family tenancy history.

B. Rent Reasonableness

Rent reasonableness is established by the HRA based on an annual rental market study conducted by the HRA and frequent contact with area owners. Documentation of rent reasonableness will be contained in each participant file. The HRA will determine the reasonableness of rent in relation to geographical location, quality, amenities, and the management and maintenance services available in the structure or complex. The HRA may request that a landlord provide copies of rent rolls to assist the HRA in determining rent reasonableness.

The HRA can make recommendations for reasonableness of rent to Housing Choice Voucher holders, based on the participant's unit selection. Each lease disapproved due to rent that is not reasonable will be documented in the participant file.

C. Housing Quality Standards and Unit Inspections

Before approving a lease, the HRA will inspect the unit for compliance with the Federal Housing Quality Standards (HQS) and additional HQS standards adopted by the HRA and approved by HUD. These are established in accordance with the regulations set forth in the federal regulations, and the HUD Inspection Form, for assurance of a decent, safe, and sanitary unit.

If the HRA's inspection reveals that a new unit contains HQS violations, the HRA will notify the owner and the family that the unit may not be leased under the program until all HQS deficiencies are corrected.

If, at recertification or at a special inspection, a current participant's unit fails inspection, the owner will be informed in writing of the defects to be corrected in order for the unit to pass HQS.

The notice will describe the deficiencies which are in violation of the HQS and require that the conditions be corrected within the following time periods, based on the nature of the violations:

- If there are serious deficiencies which present an immediate danger to the health and safety of the family, the HRA will require the owner to correct the deficiencies within 24 hours. If the deficiencies occur in a unit already under contract and the owner does not correct the situation, the HRA will abate housing assistance payments and may terminate the Housing Assistance Payments Contract. The HRA will assist families in locating a new unit. If such deficiencies are caused by the family or its' guests, the HRA will require the family to correct the deficiency in no more than 24 hours. Failure by the family to correct the deficiency within 24 hours will result in termination of assistance.
- If there are deficiencies that do not immediately affect the health and safety of the family but are violations of HQS, the HRA will require the owner to correct the deficiencies within a time determined by the HRA (completion date) or the HAP payment will be abated and may terminate the HAP contract.
- If the repairs cannot be done by the completion date, the HRA will, at its sole discretion, assign a new completion date.
- If the repairs are not completed by the completion date, the HRA will abate housing assistance payments and may terminate the Housing Assistance Payments Contract. A 30-day notice will be given.

The HRA will reinspect the unit to ensure all HQS deficiencies have been corrected prior to the execution of an extended or new Housing Assistance Payments Contract.

In addition to Federal Housing Quality Standards, the Bloomington HRA has adopted additional HQS items

- A deadbolt-type lock is required on all entrance doors.
- All rental units and buildings, including single family homes and duplexes must be licensed in accordance with the Bloomington City Code. If a unit is not licensed the HRA will send the owner a rental license application. If the owner fails to make application for a rental license, the HRA will advise the owner they do not have a legal right to lease the unit, and the HRA will recoup any payments made to the owner for the period of time that the unit was not licensed by the Bloomington Licensing Department.

The following items may not be recorded as HQS violations, but are examples of items the HRA will request the owner to address. These repairs will not be required but will be recommended. By requesting repairs of a minor nature, the HRA is attempting to maintain quality housing stock throughout the City of Bloomington.

Sanitary Facilities

- Dripping faucets in kitchen or bathroom
- Missing or broken drain stopper in sinks or bathtub
- Deteriorated grouting around bathtub and fixtures
- Slow drain in sinks or bathtub
- Broken or missing shower curtain rod
- "Running" toilet
- Cracked toilet seat
- Bathroom sink loosened from wall
- Uncaulked or unsealed openings around pipes that penetrate walls

Food Preparation Area

- Stove fan or kitchen vent not in working order
- Refrigerator with damaged or missing parts
- Inoperable dishwasher or garbage disposal

Safety and Security

- Missing doors (other than entry and bathroom)
- Closet doors "off the tracks" and/or difficult to operate
- Missing globes on ceiling lights

Thermal Environment

- Air conditioner not in working order
- Cover panels missing from hot water baseboard heating vents which would not cause injury

Windows, Walls, and Ceilings

- Window panes with minor cracks
- Water stained walls and ceilings, with no evidence of wet or loose plaster.
- No screens or screens that are torn or ill-fitting

Fixtures and Flooring

- Cracked shelving, drawers or cabinet doors
- Stained or worn carpeting
- Chipped tile or damaged flooring that is not a serious tripping hazard

Exterior

- Inadequate drainage causing potential hazards
- Nuisances which may become a hazard or violate City ordinances

D. Quality Control Inspections

In order to ensure that inspectors are adhering to Housing Quality Standards and are providing consistent determinations, the HRA will review a sample of the completed inspections. Quality Control inspections will be done on a random five (5) percent of the new and renewed units under contract each month to ensure the uniform interpretation of the HQS. Quality Control inspections will be done according to HUD guidelines. Inspections will be conducted by person(s) other than the original inspector.

E. Security Deposits

Families are responsible for paying the security deposit and any required utility deposits. (See Section VII.A.)

The deposit in the Housing Choice Voucher program for a newly leased unit is limited to an amount not to exceed the lesser of security deposits in the prevailing private market practice, or the amount of deposit for the owner's unassisted units which have the same rent amount.

For families leasing in place, the owner may retain the original deposit collected prior to the family's participation on the program. The excess amount collected does not have to be refunded until the family vacates the unit, subject to the lease terms.

When a participant vacates a unit owing no rent or other charges, or if the amount owed is less than the amount of the security deposit, the owner shall refund the full amount or the unused balance, plus interest as prescribed by state law. The deposit amount, plus interest must be returned or a written explanation as to why it was kept must be received by the family within 21 days from the end of tenancy provided the tenant has given the landlord a forwarding address.

F. Payments to Owners

When a unit has passed inspection and a lease and HAP executed, the HRA will process payment to the landlord. Computations and an itemization of Family Rent to Owner and Housing Assistance Payments (HAP) for all current rent assistance participants are computed and maintained by the HRA. Payments are then transmitted to the City's Finance Division.

HAP checks are printed by the City's Information System, based on information submitted by the Finance Division. The Finance Division reviews the checks against a prepared pay list. Checks are sent out by month-end so that owners receive rent assistance payments as close to the first of the month as possible.

Owners may assess late fees to the HRA in accordance with state or local law. It must be the owner's practice to charge such penalties for assisted and unassisted tenants, and the owner must

charge such penalties against the tenant for late payment of Family Rent to Owner. The HRA will only pay late charges for the HRA's portion of the rent. The HRA will only pay upon written request of the owner.

G. Discrimination

Families encountering apparent discrimination in their search for suitable housing are informed of the appropriate resources for assistance in filing a complaint. The HRA will help process all apparent discrimination claims and provide support to the families involved by referral to appropriate agencies, including the Human Rights Commission for the City of Bloomington, the Minnesota Dept. of Human Rights, and the Fair Housing Division of the HUD Area Office. A detailed Housing Discrimination complaint procedure is included with the information packets provided at the briefing.

H. HRA Disapproval of Owner

The HRA must deny approval of an owner for any of the conditions set forth in the federal regulations. The HRA will not approve a lease from an owner if the HRA obtains or is supplied with documentation confirming any of the following conditions:

1. Directed by HUD to disapprove an owner.
2. The owner has not paid a significant portion of due State or local real estate taxes.
3. The owner has committed fraud, bribery or other corrupt or criminal act in connection with any federal housing program.
4. The owner has engaged in drug trafficking.
5. The owner has a history of non-compliance with HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
6. The owner has a history or practice of renting units that fail to meet State or local housing codes.
7. The owner has not paid State or local real estate taxes, fines or assessments.

The HRA will require prospective owners to disclose ownership information if the HRA determines it is necessary prior to approval or disapproval of the owner.

V. ONGOING OCCUPANCY

A. Reexaminations

An itemized listing of participants indicating the initial execution date of leases and contracts will be used to determine the effective date of the next reexamination. Regulations require income and family circumstances to be reviewed at least once every 12 months. This process will begin at least 90 days prior to the anniversary date of the lease. The annual reexamination process will include an examination of income, family circumstances and composition, medical or child care expenses, as well as re inspection of the unit for continued compliance with Housing Quality Standards. An initial HQS inspection will be conducted if the family is moving to a new unit. Computation of the new Family Rent to Owner, and Housing Assistance Payment will then be made.

If a family has frequent income changes throughout the year, which makes it difficult to calculate Family Rent to Owner, the HRA has discretion to calculate the rent based on the previous 12 months of income. Families with no reported income will be reviewed every 30 days and required to complete a zero income questionnaire/statement. Zero income will be confirmed by sending verifications to last known employers, and income sources, State Wage Data Departments, Social Security Administration, and other public welfare agencies.

All income and assets will be verified by third parties at the time of the reexamination. If a third party verification is not possible, then checking W-2 Forms, or check stubs, viewing checks in payment of pensions, social security, alimony, etc. will be sufficient. All steps or investigations to insure accuracy of income and asset determinations will be made and will be documented in the files of the tenant. Social security amounts may be determined by adding COLA to the last verified amount.

If, at the time of a reexamination or an interim review, the HRA determines the Family Rent to Owner equals the full gross rent for the unit, their HAP payment will be zero. The unit however, shall remain under contract for six months unless the family moves. While the Family Rent to Owner is sufficient to pay the full gross rent on the unit, this shall not affect the family's other rights under the lease, nor shall such a determination preclude resumption of payments as a result of subsequent changes in income, rent, or other relevant circumstances within six months from the date of the last HAP payment.

Any household failing to respond to the HRA's request for recertification will be given a 30 day termination notice. Reasons for termination would include failure to return required verifications or failure to keep family obligations (as provided in the federal regulations).

B. Interim Reviews

It is the responsibility of each participating family to report changes in family composition, income or in medical or child care expenses occurring prior to the family's next regular reexamination. Interim reviews will be conducted when:

- a family reports any changes in family size or circumstances
- a decrease in gross income (there will be no reduction in rent due to sanctions in TANF)
- an increase in income, but only when an interim rent decrease has been calculated after the most recent reexamination
- increases in medical or daycare expenses that would lower the Family Rent to Owner;
- Or a change occurs in HUD regulations or HRA policies during the term of the lease

After reporting, an interim rent review resulting in a decrease in Family Rent to Owner will be effective the first of the following month. The reduction may be implemented on a provisional basis prior to completion of verification to prevent undue hardship to the family. Written notice of the redetermination will be sent to the family and the owner. An increase in income will result in an increase in the Family Rent to Owner only if an interim decrease has occurred since the most recent reexamination. The HRA will increase the Family Rent to Owner if a family stops working each year before their annual recertification appointment, then resumes working after effective re-exam date. Thirty day notice will be given prior to any interim rent increase. If money is owed to the client, it will be refunded by increasing the Housing Assistance Payment paid on behalf of the tenant.

Failure to report required changes in income or family status may result in termination from the Program. In the case of previously unreported income, where there is no fraud, and the change results in an increase in the participant's obligation, the HRA will require a repayment agreement to recoup any overpayment made by the HRA.

A family must request that the HRA add any person(s) to the certification if they are expected to be an overnight guest in the household for more than thirty (30) days in a year. Any adult being added to a household is required to attend a briefing session and must sign forms before being added to rent assistance (including a consent to a criminal background check), and all adults must be parties to the lease.

C. Rent Determination

The HRA subsidy payment is determined by locating the appropriate bedroom size and payment standard. The HRA uses the lower of actual bedroom size or the unit size on the Housing Choice Voucher. 30% of the family's monthly adjusted income is subtracted from the payment standard. This is the maximum subsidy. (The actual amount of subsidy may be lower if the family chooses a unit that rents for less than the payment standard.)

The family can not pay more than 40% of their monthly adjusted income toward the rent and utilities at the time of initial lease-up. If the unit selected costs the family more than 40% of their monthly adjusted income, the HRA will not approve the unit. The HRA calculates 40% of the family's monthly adjusted income and then adds the maximum HRA subsidy. This is the maximum "rent and utility limit" for the family. The HRA has established its minimum rent requirement as zero. Therefore, no hardship exceptions will be necessary.

The Housing Choice Voucher program does not restrict rent increases after the initial lease term. The Housing Assistance Payment may be adjusted at the HRA's discretion. At the time of the lease renewal, a family must decide whether they wish to pay any rent increases proposed by the owner, or move to another unit. In the event that a Payment Standard is increased, the Housing Assistance Payment and the Family Rent to Owner will be adjusted at the time of the tenant's reexamination to reflect this change.

D. Assistance

Program participants are encouraged to contact the HRA if problems arise. While not functioning as a social service agency, the HRA does maintain an extensive resource file of the social service network and can readily make referrals. Program participants experiencing difficulties with owners regarding terms of the lease are encouraged to resolve disputes without HRA assistance. However, if a participant cannot resolve a dispute or feels the landlord is not complying with the lease or Contract provisions, the HRA will try to assist in the dispute.

E. Absence From Unit

The family is required to seek approval from the HRA prior to being absent from the assisted unit for over 30 consecutive days. The HRA will request documentation to verify the need for the absence. In cases such as medical emergency, hospitalization, substance abuse treatment and death of a family member, the HRA may approve absences from the unit for over 30 consecutive days, not to exceed 180 consecutive days.

F. Family Break-up

If a family breaks-up, the HRA will determine which family member(s) retain use of the Housing Choice Voucher. In most cases, the HRA will assign the Housing Choice Voucher to the family member who retains custody of any dependent children. However, the HRA will consider the

special circumstances of each case of family break-up. Final determination of the assignment of a Housing Choice Voucher will be made by the HRA Administrator, whose decision will be final and binding.

G. Moves with Assistance

The HRA will approve moves by current program participants only once their lease term has been fulfilled. The HRA will consider and approve exceptions to this policy only for clients with special needs and/or circumstances. The tenant or the tenant's representative must supply the HRA with proper documentation to demonstrate the need for an early move. Examples of circumstances where the HRA would approve an early move include: incidents of domestic violence, death of family member, and/or failure of the unit to meet HQS where the owner is unwilling to make the necessary repairs.

H. Guests or Visitors

Program participants are required to report immediately to the HRA any guest or visitor in the household over fourteen (14) days, either in a row or spread out over any twelve (12) month period. The HRA may approve a visitor in the unit not to exceed a total of thirty (30) days within any twelve month period. Any guest or visitor in the unit over thirty (30) days will be considered a permanent household member and must be formally added by the family.

I. Continued Assistance to Immigrant Families

The HRA will not offer continued assistance at current levels to program participants when the household contains members of non-eligible immigration status. During the determination of eligibility, the HRA will provide assistance until proper documentation is received.

J. Procedures for Fraud and Abuse

The Bloomington HRA will investigate a program participant only in the event of one or more of the following circumstances:

- **Referrals, Complaints, or Tips** - Referrals from other agencies, companies or persons which are received by mail, telephone or in person which allege that an assisted family is in non-compliance with or otherwise violating program rules will be followed up by staff. The referral must contain at least one item of information that is independently verifiable. A copy of the allegation will be placed in the tenant file.
- **Internal File Review** - If a review of a file reveals information or facts which conflict with previous file data, staff's knowledge of the family, or is in any way discrepant with statements made by the family, a follow-up will be made.

- **Verification or Documentation** - If an independent verification or documentation conflicts with representations in the tenant file (such as credit bureau reports) a follow-up will be made.

1. Handling of Allegations of Possible Abuse and Fraud - All allegations of abuse or fraud from the community and other agencies will be thoroughly documented and placed in the participant's file. All allegations will be evaluated in order to determine if they warrant follow-up. There must be at least one verifiable fact in the allegation. Vague or non-specific allegations will not be followed-up.

With the Blanket Authorization signed by the participant in question, the HRA may make inquiries to employers, other agencies and public records (real estate, marriage, divorce, voter registration, police records, state wage records, utility records and post office records).

At the conclusion of the investigation, the reviewer will report the findings to the HRA Administrator or designee who will determine whether facts support that a violation has occurred.

2. Evaluation of findings - A determination will be made depending upon:

- The type of violation (procedural, non-compliance or fraud)
- Whether the violation was intentional or unintentional
- What amount of money (if any) is owed to the HRA
- Is the family eligible for continued participation

3. Actions for documented violations - The type of violation will determine the procedure taken by the Section 8 staff. Violations shall be classified in the following manner:

a.) Procedural Noncompliance - When a participant fails to observe Bloomington HRA procedures or Section 8 requirements, but does not misrepresent a material fact, and there is not overpayment of housing assistance. Examples are non-cooperation issues include, but are not limited to, failure to appear at a rescheduled appointment; or failure to return recertification documents in specified time period. The following steps will be followed:

A notice will be sent to the family which contains the following:

- A description of the noncompliance, and the procedure, policy or obligation violated.
- The date by which the violation must be corrected, or the procedure complied with in order to avoid termination.
- The action that will be taken by the HRA if there is noncompliance.
- The consequences of repeated (similar) violations. (See VI.BH Notice of Termination.)

b.) Procedural Noncompliance - Overpaid Housing Assistance - When the participant owes money for failure to report changes in income or assets during the time between recertifications, the HRA will send a notice of termination containing the following:

- A description of the violation and dates

- The amount owed to the Section 8 Program to the extent known
- A ten day period to respond or request an informal hearing including instructions for the request of such hearing
- Information on the participant's right to an informal hearing.(See VI.B. Notice of Termination)

Participant Fails to Comply with Notice - If the participant fails to comply, and a family obligation has been violated, the HRA will terminate assistance in the manner prescribed by HUD.

(See VI.B. Confirmation of Termination)

When a participant complies within the allotted time given in the notice, the staff person responsible will follow up with a letter describing the participant's continuing status.

c.) Intentional Misrepresentations - When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance, the HRA must establish (1) that the tenant had knowledge that their actions were wrong, and (2) that the tenant willfully violated program rules.

- The participant had knowledge their actions were wrong. This can be demonstrated by showing that the participant was made aware of program requirements and prohibitions. The participant's signature on various certifications; briefing certificate, applicant's certification, and Things You Should Know are adequate to establish knowledge of wrong doing.
- The participant willfully violated program rules will be terminated. Any of the following circumstances is adequate to demonstrate willful intent.
 - ◆ An admission by the participant of the misrepresentation.
 - ◆ The act was done repeatedly.
 - ◆ A false name or social security number is used.
 - ◆ If there were admissions to others of the illegal action or omission.
 - ◆ The participant omitted material facts which were known to them (employment of self or other household member).
 - ◆ The participant falsified, forged or altered documents.

The HRA's letter will state the specific violation, the HRA's termination of assistance, the participant's right to an Informal Hearing, and a statement regarding the Informal Hearing Procedures. The participant will be given ten days to request an Informal Hearing.

The purpose of the letter is to review the information and evidence obtained by the Section 8 staff with the participant, and provide the participant an opportunity to explain any document findings which conflict with representations in the participant's file. Any documents or evidence presented by the participant will be considered by the HRA. The participant will be given 10 calendar days to furnish any mitigating evidence.

Participants and applicants whose criminal history indicates a violation which would disallow their participation in the program will be afforded an informal review.

VI. TERMINATIONS

A. Terminations by Participant

A family must continue to occupy its approved unit for the initial lease term, unless the owner and family agree to a mutual rescission of the lease. Written notice of the rescission must be furnished to the HRA.

If the participant and landlord use the sample lease provided by the HRA, a participant may terminate the lease without cause at any time after the first year of the lease. The participant must provide a minimum of thirty (30) days and a maximum of sixty (60) days written notice to the owner as specified in the lease, with a copy to the HRA. The participant will then be reexamined to determine if they are still income eligible. If determined eligible, the participant will be issued a current Housing Choice Voucher to relocate.

If a participant chooses to go off the program, they will be terminated from the program on the effective date indicated in the confirmation letter sent by the HRA. If the participant chooses to participate in the program after the effective date, they must follow the standard application process.

If the participant and landlord have entered into a lease other than the HRA sample lease, the HUD Lease Addendum will prevail over the lease.

B. Terminations or Denials of Assistance by HRA

The HRA may terminate a participant's housing assistance or deny an applicant from participating if:

- The participant or applicant has committed any fraud, bribery or other corrupt or criminal act in connection with any federal housing assistance program;
- The participant has violated any family obligation under the Section 8 Housing Choice Voucher Program as described in the federal regulations;
- The participant or applicant has breached a repayment agreement with the Bloomington HRA or another PHA, as described in the federal regulations;
- The participant or applicant currently owes rent or other amounts to the Bloomington HRA or to another PHA in connection with a Section 8 Certificate or Voucher or public housing assistance under the United States Housing Act of 1937; the HRA will deny issuance of a

new Housing Choice Voucher, or execution of a new Housing Assistance Payment Contract for that family, as stated in the federal regulation.

- The participant or applicant has engaged in drug-related criminal activity or violent criminal activity, including criminal activity by any Family member. Drug-related and violent criminal activity is further defined in the federal regulations.
- The applicant or participant or any member of the family has engaged in alcohol abuse or pattern of alcohol abuse that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- The applicant or participant or any member of the family is subject to a lifetime registration requirement under the State sex offender registration program.
- The family has been evicted for; or the owner has documented to the HRA evidence of, serious or repeated violations of the lease, damage to the unit that causes it to fail HQS inspection, and or drug-related or other criminal activity by members of the assisted household and its guests. The HRA shall have discretion or consider the preponderance of evidence, including the seriousness of the offense, the extent of participation by Family members, and the effects that denial or termination would have on Family members not involved in the proscribed activities. The HRA may permit the remaining Family members to continue receiving assistance while imposing a condition that Family members who engaged in the proscribed activity will not reside in the assisted unit as provided in the federal regulations.

If the Bloomington HRA decides to terminate Housing Assistance Payments for a participant family, an opportunity for an informal hearing will be granted according to current regulations as set forth in the HRA's Informal Hearing Procedure, Appendix E. The participant and owner will be given a 30 day written Notice of Termination. The Notice of Termination will state the reasons for termination, the effective date of termination, the family's right to request a hearing, and the family's responsibility to pay the full rent to the owner if they remain in occupancy beyond the termination date. The rent assistance for the terminated participant will end effective on the termination date unless the Hearing determination has not been given.

A NOTICE OF TERMINATION will be sent to families failing to comply with family obligations, HRA continued occupancy procedures, including: re-examination requirements; and failure to report household changes, etc. The Informal Hearing procedure is included in this Notice.

If the tenant does not respond, a notice of CONFIRMATION OF TERMINATION will be sent to the participant and the participant's Landlord confirming the termination and the tenant's responsibility to pay full rent to the owner. Grounds for denial or termination of assistance is further defined in the federal regulations.

C. Terminations by Owner

The owner may not terminate the tenancy of any participant on the Rent Assistance Program unless he complies with the requirements of local law and with current regulations for the Section 8 Housing Choice Voucher Programs. Tenancy terminations can occur only after serious or repeated violation of the terms and conditions of the lease, violation of Federal, State, or local law affecting occupancy or use of the dwelling unit, or other good cause. Examples of "other good cause" are outlined in 24 CFR 882.215 or 887.213

During the term of the lease, the owner may not terminate the tenancy unless the termination is based on family malfeasance or nonfeasance. This is further defined in the federal regulations .

The owner may evict the tenant from the unit only by instituting a court action. The owner must notify the HRA in writing of the grounds for eviction at or before the commencement of the eviction action. The owner also must provide the HRA a copy of any owner eviction notice to the tenant.

The owner may evict the tenant at anytime for serious or repeated violations of the lease; and or drug related or other criminal activity by members of the assisted household and its guests. Eviction of a family for said causes may also result in termination of assistance by the HRA. Any eviction must be in accordance with State and local law.

VII. HOUSING CHOICE VOUCHER PORTABILITY

The portability of Housing Choice Vouchers refers to the opportunity for participants to move outside the HRA's jurisdiction while continuing to receive assistance. A family is eligible for portability if they hold a current Housing Choice Voucher, or was living in the HRA's jurisdiction at the time of application.

Housing Choice Vouchers have unlimited portability within the nation. The portability feature of the Housing Choice Voucher may be used only once in a 12 month period.

In order to accommodate a person or family with a hardship, as set forth in HUD's Notice 94-12, the HRA will allow a family with special needs to be portable even if they have never lived in Bloomington upon concurrence with the receiving PHA.

A Receiving PHA that administers a Housing Choice Voucher program may not limit the number of Housing Choice Vouchers issued by other PHAs to portable families coming into their jurisdiction.

When the family moves out of Bloomington's jurisdiction under the portability provisions, Bloomington HRA retains the funding for that Housing Choice Voucher under its Annual Contributions Contract (ACC).

VIII. PROGRAM PROCEDURES AND REVIEW

The lease-up of the Section 8 Housing Choice Vouchers will be conducted for the maximum Housing Choice Vouchers allowed under the budget. Housing Choice Voucher issuances will be based on the current utilization of funds and the anticipated Housing Choice Voucher turnover. The HRA will overissue to the extent necessary to fully utilize the budget dollars available.

The Fair Market Rent schedule is that which is annually established by HUD for the HRA's area of jurisdiction. The Payment Standard for the Housing Choice Voucher program is reviewed on an annual basis by the HRA. The Payment Standard will never be more than the published FMR or Bloomington's HUD approved exception rents, nor less than eighty (80) of the FMR. Factors to be considered in establishing the Payment Standard include, but are not limited to, participants' rent burden, actual contract rents for specific bedroom sizes, the average time period for finding eligible housing, the annual adjustment factor and local vacancy rates.

Ongoing monitoring of market rents will be accomplished through continual feedback from applicant families as they search for suitable units. Annual market rent surveys will also be conducted, giving a more thorough analysis of the market spread of rents throughout Bloomington.

To assure the continued affordability of housing by families participating on the Housing Choice Voucher program, the HRA may increase the amount of the Payment Standard. This is by way of an affordability adjustment. This adjustment is made to offset increases in housing costs experienced by the family and is based on actual increases in the rental market. The adjustment is made by changing the amount of the payment standard. The HRA may decide to establish an affordability adjustment that will be used to determine the Housing Assistance Payments for all participating Housing Choice Voucher families, or for certain bedroom sizes.

The Operating Reserve accounts for the Housing Choice Voucher programs are credited with earned administrative fees that exceed expenditures for program administration during the fiscal year. Any transfer of funds from the Operating Reserve accounts for other housing purposes as described in HUD regulations and handbooks, may only be made with the prior approval of the HRA Commissioners.

The foregoing policies are subject to review and amendment by the Housing and Redevelopment Authority in and for the City of Bloomington. Amendments will be made by inclusion of administrative memos on an as needed basis to reflect current practices in the administration of the Rent Assistance Program.

IX. BUDGETING/STAFFING INFORMATION

Current staffing needs for the Section 8 Rent Assistance Program are met by four Program Specialists. Additional support staff includes an Office Assistant, accountant, and ongoing administrative supervision. No staff member charges more than 100 percent of their time to Section 8 Housing Choice Voucher administration.

Regular staff functions include, but are not limited to, outreach, intake and briefings, eligibility determinations, HQS inspections, recertifications, monthly payment processing, coordination of incoming and outgoing portability, information and referral, damage claim processing and terminations, monitoring program performance and lease-up, liaison between tenant and owner and financial management of the Program.

Three full-time Program Specialists currently handle a majority of the direct client work. All Program Specialists have been trained to handle all areas of the leasing process, from intake to reexaminations. Therefore, it is not practical to delineate salary and contract costs by function. Attached for review in Appendix F is the 1996 Bloomington HRA Levy Budget , plus a breakdown by hours per pay period of staff time allocated to the Rent Assistance Programs.

HRA Approved: November 1999

Sec8\Admin3

APPENDIX A

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Section 8 Housing Assistance

Payments Program--Existing Housing

EQUAL OPPORTUNITY HOUSING PLAN

Bloomington Housing and Redevelopment Authority
2215 West Old Shakopee Road
Bloomington, Minnesota 55431

(952)563-8937

Location of Program: City of Bloomington, Minnesota

Number of Units Anticipated:

Vouchers	525
Total	525

A. COMMUNITY-WIDE INFORMATION EFFORTS

1. Paid advertising (indicate frequency and media): Public advertisements will be published weekly in three metro area newspapers, for a time period necessary to acquire a waiting list of sufficient size. Newspapers: Minneapolis Star Tribune, Bloomington Sun, and Twin Cities Reader.
2. Press releases (number anticipated): Press releases will be included in the Bloomington Sun and newsletters of the Asian Pages, Asian American Press, Hispanos En Minnesota, and Sabathani Community Center, along with a PSA on MN Talking Book Radio Network.
3. Brochures (indicate if planned): A brochure describing the program and requirements for eligibility is available. Included in this is the Equal Housing Opportunity logo, as well as the City's TDD phone number for the hearing impaired, statement regarding accommodation of persons with disabilities and the Family Self Sufficiency Program.
4. Community contacts (enumerate those planned): Written announcements regarding voucher availability will be sent to Cornerstone Advocacy Service, Courage Center, Creekside Community Center, City offices of Community & Special Services, South Hennepin County Social Services, Metro HRA, Minneapolis Society for the Blind, Bloomington Richfield Family Center, SHAPE, and City of Bloomington Public Health.

5. Other: Cable TV 'Spotlight' will be aired for one week prior to opening application process. Cable TV continuous on the air scroll PSA will be aired for three week period prior to and during application time period. Tenant-landlord seminar is planned.

B. SPECIAL EFFORTS TO ATTRACT FAMILIES

1. State which group(s), on the basis of past experience or in your judgment, are not otherwise expected to apply for Housing Choice Vouchers without special outreach because of factors such as race, ethnicity or source of income. Laotian Community, including Hmong population, Blacks, American Indians, and Spanish Americans, Mexican Americans, Vietnamese and persons with disabilities.
2. Describe any special efforts to encourage such group(s) to apply:
 - a. Paid advertising (indicate frequency and media): A classified advertisement will be placed in the Minneapolis Star Tribune weekly for two weeks; a display ad will be placed in the Twin Cities Reader, along with a quarter-page display ad in the Bloomington Sun.
 - b. Press releases (number anticipated): Press releases will be published in newsletters of the Sabathani Community Center, Asian Pages, Asian American Press, and Hispanos En Minnesota. See Attached list.
 - c. Brochures (indicate if planned): A brochure describing the program, along with the requirements for eligibility, including Family Self Sufficiency will be distributed to metro area community services organizations, such as those listed above in "A. Community-wide Information Efforts."
 - d. Community contacts (enumerate those planned): Written announcements regarding voucher availability will be distributed to Sabathani Community Center, Asian Pages, Asian American Press, Hispanos En MN, Hennepin County Economic Assistance and Social Services.
 - e. Other: Other special population groups include the disabled, homeless physically and homeless mentally handicapped. Outreach for these groups is channeled through the City of Bloomington Office of Special Services and Hennepin County Dept. of Social Services. Additionally, yearly activities include updating and evaluating current waiting lists to identify homeless mentally ill and homeless developmentally disabled families; applying local preferences and reclassifying their position on the waiting lists; notifying agencies that serve the homeless; and advertising in the metro area newspapers of section 8 assistance availability for these specific populations.

- f. Selection of the participants for Family Self Sufficiency will be made from existing participants. If an insufficient number of persons wish to participate from this source, marketing for just FSS will be made. Job and training programs and agencies dealing with families and children will be contacted. Particular emphasis will be placed on those agencies with self sufficiency programs such as STRIDE.

C. SPECIAL EFFORTS TO ENCOURAGE OWNER AND BROKER PARTICIPATION

Describe efforts to be made to encourage the participation of owners, brokers, property managers and associations thereof with units in areas other than low-income or minority concentrated areas.

1. Paid advertising (indicate frequency and media): A display ad will be published in the Bloomington Sun with a brief description of the program, along with advantages of participation for owners and landlords.
2. Press releases (number anticipated): Article encouraging participation will be published in monthly newsletter of the Minnesota Multi-housing Association and the Bloomington Sun and Minnesota Real Estate Journal.
3. Brochures (indicate if planned): Current "Owner Advantage Sheet" will be expanded and redesigned as brochure for distribution to owners, landlords, property managers, and real estate agencies. This will include special incentive for owners with accessible units, i.e., posting of available units in housing and community services offices.
4. Community contacts (enumerate those planned): Insert will be designed to include with City's water billings. Brochures will be mailed to multi-dwelling unit owners as listed with the City's licensing Division and real estate agencies in the area.
5. Other: Invitation to owners of multi-dwelling units to attend information seminar regarding advantages and responsibilities of owner participation in the Section 8 Housing Choice Voucher Program.
6. Disperse information through Bloomington Rental Collaboration.

D. UTILIZATION OF RECENTLY COMPLETED PROJECTS AND HUD-HELD PROPERTIES

1. Do you plan to utilize any recently completed projects or any HUD-held properties?:
No.

E. ESTABLISHMENT OF WAITING LIST AND ISSUANCE OF HOUSING CHOICE VOUCHERS

1. Attach a copy of the policies and procedures of the PHA. The criteria for the establishment of a waiting list and the issuance of housing choice vouchers shall be consistent with:

Equal Opportunity Plan is incorporated in the HRA Administrative Plan.

- a. "Finders-Keepers" policy (Section 882.103).
 - b. Thirty (30) percent of assisted families to be very low income families (Section 8823-113(b)).
 - c. Title VI of the Civil Rights Act of 1964, Title VIII of the civil Rights act of 1968 and Executive Order 11063 (Section 882.204(c)).
 - d. Opportunity to remain in currently occupied dwelling (Section 882.103).
 - e. Local housing assistance plan including responsibilities if any, for rehousing displaced families.
 - f. Limiting number of vouchers issued to conform to ACC authorization (Section 882.209(a)(3)).
 - g. In each fiscal year, at least 75 percent of the PHA's new admissions to the Section 8 program must have incomes that do not exceed 30% of the area median income as published by HUD, with adjustments for smaller and larger families.
2. Briefing of Housing Choice Voucher Holders

Equal Opportunity Plan is incorporated in the HRA Administrative Plan.

- a. Describe how all Housing Choice Voucher Holders will be informed individually or in groups of the following vital program information as required by Section 8 - Housing Assistance payments Program-Existing Housing regulations.

(1) Family and owner responsibilities under the lease and contract.

- (2) How to find a suitable unit.
 - (3) Applicable housing quality standards and procedures for family and owner inspections and for their individual certifications of compliance with those standards.
 - (4) Applicable State and local laws.
 - (5) Federal, State and local fair housing laws.
 - (6) Operation of the shopping incentive credit.
- b. Attach the list of persons who will conduct any briefing sessions and a statement of the training each has received or will receive regarding implementation of local, State and Federal fair housing laws.
 - c. What community agencies, organizations or groups will assist in the briefing sessions? Briefing sessions will be conducted by staff, with assistance from an interpreter if necessary for translating program information to minority populations; or assistance from a 'signer' if necessary, for hearing impaired clients.
 - d. Explain the procedures that will be followed when families encounter discrimination (attach extra sheets if needed). Included in the voucher packet will be a brochure for applicants encountering discrimination. See attached. Also included in the packet is the HUD Housing Discrimination Complaint form and the HUD Fair Housing brochure.

F. STAFFING

1. What is the PHA's experience in administering a housing program for a racially and ethnically varied population? Bloomington has carried out a program of equal housing opportunities for a racially and ethnically varied population since its inception. The Authority continues to pursue a program of fair housing and equal opportunity for all applicants and participants on Authority programs.
2. Describe the nondiscrimination hiring policy for staff for this program and indicate present racial composition of such staff by title. Housing Authority staff persons are contracted through the City of Bloomington. Racial composition of staff for this program: three Program Specialists- 3 White/Caucasian; HRA Accountant- White/Caucasian; Administrator, Assistant Administrator, Secretary Clerk II, and Clerk III-White/Caucasian.

3. Attach a copy of the PHA's Affirmative Action Employment Plan, if any. Authority staff is contracted through the City of Bloomington. Attached is the City's Affirmative Action Program. See attached.
4. Attach a copy of instructions given to all employees regarding compliance with local State and Federal fair housing laws. This is a HUD employee information sheet entitled, "The Meaning of Equal Opportunity in Housing." Employees receive on-going training in Fair Housing, 504 and ADA training.

G. OTHER

Please describe other aspects of your Equal Opportunity Housing Plan not adequately covered by this form. None.

H. ASSURANCES

1. Attach a signed assurance of compliance (HUD Form 916) with Title VI of the Civil Rights Act of 1964 and signed assurance of compliance with Title VIII of the Civil Rights Act of 1968 and Executive Order 11063.

(Signature)

(Date)

(Name)

(Title)

APPENDIX B

DEFINITION OF INCOME AND ASSETS

Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided below. Income shall include but not be limited to the following:

- 1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services; All income of full-time students, 18 years and older (except Federal work-study programs under title IV of the Higher Education Act of 1965).
- 2) The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family;
- 3) Interest, dividends and other net income of any kind from real or personal property. Expenditures for amortizations of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation as provided in Internal Revenue Service regulations. If a withdrawal is for reimbursement of cash or assets invested by the Family it is not counted as income. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;
- 4) The full amount of periodic payments received from Social Security annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment;
- 5) Payments in lieu of earnings, such as unemployment, worker's compensation and severance pay;
- 6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: a) The amount of the

allowance or grant exclusive of the amount specifically designated for shelter or utilities; or
b) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced due to sanctions for non-compliance, the rental contribution for this family will not be decreased. Income will include the amount of benefits that would have been paid without the sanction.

State school grants in excess of school expenditures should be counted;

- 7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- 8) All regular pay, special pay and allowances of a member of the Armed Forces;

Annual income does not include such temporary, non-recurring or sporadic income as the following:

- 1) Income from employment of children, including foster children, under the age of 18 years;
- 2) Payments received for the care of foster children;
- 3) Lump sum additions to family assets, such as inheritances, insurance payments, including payments under health and accident insurance and worker's compensation, capital gains and settlement for personal or property losses;
- 4) Amounts received by the family that are specifically for or in reimbursement of the cost of medical expenses for any family member;
- 5) Income of a live-in aide;
- 6) Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. No part of a Federal Pell Grant, SEOG, and/or Work Study under Title IV of the Higher Education Act of 1965 will be counted. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;
- 7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- 8) Amounts received while in a training programs funded by HUD;
- 9) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

- 10) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- 11) Temporary, non-recurring or sporadic income, including gifts;
- 12) Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the U.S. Housing Act of 1937.
- 13) Amounts disregarded under the Disallowance for Persons with Disabilities exclusion, effective February 20, 2001 under (24CFR5.617).

Net family assets include:

The net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds and other forms of capital investment, excluding interests in Indian trust land and the equity in a housing cooperative unit or in a manufactured home in which the family resides. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.)

In determining net family assets, the HRA shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollars terms.

APPENDIX C

SELECTION PREFERENCES

In accordance with federal regulations, the HRA may give preference to families according to Preferences. The HRA has adopted the following Preferences.

Involuntary Displacement

An applicant currently living in Bloomington is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

1. Activity carried on by Bloomington local governmental body or agency in connection with code enforcement or a public improvement (not including resident caused code violation) or development program.
2. An applicant is involuntarily displaced if the person is a witness to a crime.
3. An applicant is involuntarily displaced if they are victims of hate crimes. "Hate crime" is actual or threatened violence or intimidation of a person or their property because of race, color, religion, sex, national origin, familial status or handicap or a victim of a domestic violence.
4. An applicant displaced as result of a disaster.

Numbers 2 and 3 are granted only if the law enforcement agency has carried out a threat assessment and recommends rehousing a family (including non-Bloomington residents).

Bloomington Residents

Applicants who qualify for this Preference must live, work, or be hired to work in Bloomington at the time of their initial application. Or, an applicant must be enrolled in a recognized training and counseling program in Bloomington designed to assist the applicant family in becoming self-sufficient or reduce their dependency on welfare and other assistance programs. Or, an applicant who is in a recognized Bloomington school with a college degree, diploma or certificate program, and is enrolled in at least one class with lab or two classes per quarter or semester (verifiable via fee statements and grade transcripts). A Preference will also be given to those disabled applicants who utilize established service providers located within the City of Bloomington.

Exception Preference

NOTE: In order to meet HUD requirements for admission of extremely low income, persons with preference but with higher incomes may be passed over until the HUD requirements are met.

APPENDIX D

SUBSIDY STANDARDS

Number & Composition of Household Members	Number Bedrooms
<u>1 Person</u>	1
<u>2 Persons</u>	1 or 2
<u>3 Persons</u>	2
<u>4 Persons</u>	2
<u>5-6 Persons</u>	3
<u>7-8 Persons</u>	4

Subsidy Standards are set forth to determine the bedroom size to be designated on the Housing Choice Voucher for families of different sizes and compositions. The purpose in establishing unit sizes for subsidy is to avoid overcrowding, while maximizing the use of space and minimizing subsidy costs. The HRA will assign families consisting of an adult(s) and children, to a bedroom size that allows the adult(s) a separate bedroom or sleeping room. Example: An adult with one child is a family of 2 persons and can qualify for both a one bedroom and/or a two bedroom voucher. The HRA will allow a family to choose the smaller bedroom size if it is the family's preference and the subsidy is available. When a family member over age 18 moves away from home during the school year (i.e. in college) and is physically living elsewhere more than 50% of the time, the HRA may reduce the family subsidy level if necessary to meet subsidy guidelines. This reduction in subsidy will take place at the next annual recertification that is not less than 12 months from date of move-out of the family member, but not more than 24 months from date of move-out.

The HRA will issue Housing Choice Vouchers based on the Subsidy Standards listed above; however, for continued occupancy in Bloomington the HRA will consider other household configurations provided housing quality Subsidy Standards are not exceeded. The HRA may allow families to occupy units of sufficient size so that persons of the opposite sex (other than spouses), persons of different generations, and unrelated adults may have separate bedrooms, or use the living room as necessary to accommodate one living/sleeping room for each two persons. Exceptions to the Subsidy Standard may be granted if the applicant has a documented medical reason.

APPENDIX E

INFORMAL REVIEW AND HEARING PROCEDURE

Housing and Redevelopment Authority
in and for the City of Bloomington

Section 8 Housing Choice Voucher Program

The purpose of this informal review and hearing procedure is to provide an Applicant or Participant on the Bloomington Housing and Redevelopment Authority (HRA) Section 8 Existing Housing Assistance Program an opportunity for an informal review or hearing of a decision by the HRA to deny, reduce, or terminate assistance. It is not the purpose of the review or hearing to resolve disputes or problems which occur between applicants, participants, and owners, nor to review discretionary administrative determinations by the HRA. Rather, the review and hearing process is established to determine whether an HRA decision is in accordance with applicable laws, HUD regulations, and HRA administrative standards.

Informal Review for Applicants and Participants:

Applicants

1. The HRA shall give an applicant for participation on the Section 8 Housing Choice Voucher Assistance Program a prompt written notice of a decision denying assistance, including a decision denying listing on the HRA's waiting list, issuance of a Housing Choice Voucher, or participation on one or both of the Programs. The notice shall also state that the Applicant may request in writing, an informal hearing of the decision within 10 working days.
2. The family will be informed of their right to pre-discovery of HRA documents, including records and regulations, that are directly relevant to the review. The family will be allowed to copy any such documents at the family's expense. The HRA may not rely on a document withheld from disclosure. The family will be provided copies of any criminal records.
3. The family must produce to the HRA any relevant family documents for pre-discovery which are directly related to the review. The family must produce the documents at the HRA offices within three working days prior to the scheduled review. The family may not rely on a document withheld from disclosure.
4. The informal review will be held at the Authority offices and conducted by any person or persons designated by the HRA, other than the individual that originally issued the denial or a subordinate of that person
5. At the informal review, the Applicant will be given the opportunity to present written or oral objections to the HRA decision. Every attempt will be made at the time of the informal review to resolve the dispute.

6. Following the hearing, the HRA will notify the Applicant in writing within 30 days of the final HRA decision, including a brief statement of the reason(s) for the final decision.

The HRA is not required to provide an Applicant with an informal review in the following cases:

-To consider discretionary administrative determinations by the HRA or to consider general policy issues or class grievances;

-To review the HRA's determination of the number of bedrooms entered on the Housing Choice Voucher in accordance with the subsidy standards established by the HRA;

-To review the HRA's determination that a unit does not comply with the Housing Quality Standards or the HRA's determination to not approve the lease for the unit;

-To review the HRA's decision not to approve a request for an extension on an Applicant's Housing Choice Voucher.

-An HRA determination not to grant approval to lease a unit under the program or to approve a proposed lease.

-An HRA determination that a unit selected by the applicant is not in compliance with HQS.

-An HRA determination the unit is not in accordance with HQS because of the family size or composition.

Informal Hearing for Participants:

1. The HRA shall give a Participant on the Section 8 Existing Housing Certificate or voucher program a prompt written notice of a decision affecting their status on the Program and shall state the reasons for the decision. If the Participant does not agree with the decision, an informal hearing may be requested in writing within 10 working days. An opportunity for a hearing will be granted in the following cases only:

-A determination of the amount of the Family Rent to Owner;

-A decision to deny or terminate assistance;

-A decision to reduce the unit size allowed for the participant family or to grant an exception from the standards;

-A determination of the number of bedrooms allowed for a participant family that wishes to move to another unit.

-A determination is made by the HRA that a special claim is owed by the tenant to the HRA. This includes monies paid by the HRA on behalf of the tenant to a landlord for damages, unpaid rent, or vacancy loss.

-Participants who violate program rules with respect to criminal activities will be afforded an informal hearing. Copies of criminal records will be provided to the tenant.

2. The informal hearing will be conducted by persons or person designated by the HRA Administrator other than the individual who originally issued the decision or subordinate to that person. In the case of termination from the program, except in cases of failure to make repayment, the hearing examiner will be an individual outside of HRA staff.

3. The participant may be represented by a lawyer or other representative at their own expense.

4. The family will be informed of their right to pre-discovery of HRA documents, including records and regulations, that are directly relevant to the hearing. The family will be allowed to copy any such documents at the family's expense. The HRA may not rely on a document withheld from disclosure.

5. The family must produce to the HRA any relevant family documents for pre-discovery which are directly related to the hearing. The family must produce the documents at the HRA offices within three working days prior to the scheduled hearing. The family may not rely on a document withheld from disclosure.

6. At the informal hearing, the HRA and the Participant will be given the opportunity to present evidence and may question any witnesses.

7. Following the hearing, the HRA will notify the participant in writing within 30 days, of the final decision, including a brief statement of the reason(s) for the decision.

The HRA is not required to provide the Participant with an informal hearing in the following cases:

-To review discretionary administrative determinations by the HRA or to consider general policy issues or class grievances;

-To review the HRA's determination that a unit does not comply with Housing Quality Standards due to the Owner's lack of maintenance, or because of an increase in family size or change in family composition;

-To review an HRA decision to exercise any remedy against the owner under an outstanding Contract;

-To review an HRA decision not to approve a request for an extension or suspension of a Housing Choice Voucher term.

-The establishment of the HRA schedule of utility allowances for families in the program.

-A determination not to approve a unit or lease.

**HOUSING AND REDEVELOPMENT AUTHORITY
in and for the City of Bloomington**

**SECTION 8 RENTAL ASSISTANCE PROGRAM
ADMINISTRATION PLAN**

A P P E N D I X F

Attached are Budget and Staffing printouts for the Section 8 Rent Assistance Program:

1. HRA Levy Budget- Housing Choice Voucher Program
2. Section 8 Program Time Allocation

APPENDIX G

FAMILY SELF SUFFICIENCY PROGRAM AND ACTION PLAN

The HRA, as part of its Section 8 Rent Assistance Program also administers the Family Self Sufficiency (FSS) Program. Guidelines for this Program are contained in Appendix H, the FSS Action Plan.

Participant Selection

The HRA's Self-Sufficiency program will be open to any eligible household on the HRA's two and three bedroom waiting list. However, the most likely participant in FSS is a family receiving TANF income. Most services, particularly the Department of Human Services' (DHS) JOBS and Job Training Act (JPTA) are targeted to families receiving MFIP.

The Contract

Participants will be required to meet with an HRA Program Specialist. The Program Specialist will work with the family to create a five-year plan which will be implemented into the Contract. The Contract is a five-year commitment. The goals specified in the Contract must be such as to enable the participant family to meet the program objective of self-sufficiency.

The family may select a member other than the head of household to be the "designated head" for the purpose of the Contract. The goal is for the designated head of household to seek and maintain suitable employment. Only the designated head must seek employment.

The Contract may be changed, however, changes do not alter the initial Contract end date. The following items may be changed: which family members will participate; the designated head; support services to be provided. Changes must be consistent with program objectives and the HRA must approve the change.

Prior to signing a Contract with the HRA, the participant must attend an FSS orientation session.

The Contract may be extended up to two years beyond the original 5-year term. Extensions must be for good cause such as serious illness or involuntary loss of employment. The family will continue to receive FSS escrow credits during the extension period. The family has ten years to request the escrow account.

The Contract may be terminated for the following reasons: Failure of the family or a member of the family, failed to comply, without good cause, the terms of the Contract; expiration of the Contract term (and any extension); mutual consent of the parties; the family's withdrawal from the program; achievement of self sufficiency by the family; by operation of law.

If the family has fulfilled the terms of the Contract, but the family is not self-sufficient, they may be retained on rent assistance.

Escrow Account

If there is an increase in earned income during the term of the Contract that would normally result in an increase in the participant's rent, the HRA will credit a portion of the increase in rent to an escrow account. The increased earned income used to calculate the credit is before any deductions, and includes bonuses, tips, etc. The calculation of the escrow amount will be in accordance with HUD regulations.

Earned income does not include income of children under 18. If an adult is added or a child turns 18 after the Contract is executed, the income is counted.

The amount in the family's FSS account may be paid to the family if the HRA determines that the family has met all obligations under the Contract. The head of the family must certify that no member of the family has received any federal, state, local or other public assistance for housing within the past 12 months.

The HRA can deduct for amounts owed such as damages or vacancy loss. The HRA may not restrict the use of the funds. The escrow is paid out even if the Contract has expired.

After completion of the FSS Contract and payment of the escrow account, no one in that FSS family is eligible for rent assistance for two years. The family may reapply for rent assistance after two years. If the family chooses to repay the funds withdrawn, this provision will be waived.

The escrow account will be forfeited if the family has failed to meet its obligations under the Contract, and the family's rent assistance is terminated; or the family is no longer under Contract but continues to receive any federal, state, local or other public assistance for housing ten years from the beginning of the Contract. FSS account funds forfeited by an FSS family will be returned to the Housing Choice Voucher fund.