

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2005

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Bloomington, IN

**PHA Number:** IN022

**PHA Fiscal Year Beginning:** 10/2005

### 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) Resident Council building 1002 N. Summit St.

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To administer public funds using available resources in a manner which will allow the BHA to offer a variety of affordable housing opportunities and supportive services that foster stability and self sufficiency through creative partnerships while servicing our customers with the highest level of professionalism and respect.

**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:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 93
  - Improve voucher management: (SEMAP score) 98
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units: **Secure additional resources for renovation through grant applications to Federal Home Loan Bank, CFFP, CDBG and Energy Performance Contract.**
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: Improve rent collections.
  - Improve and enhance communication with residents, community and landlords.
  - Implement preventive maintenance program to reduce work orders.
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Continue and expand Voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: Attend Apartment Association meetings monthly.
  - Create and maintain landlord list of rentals, (accessible units also).
  - When and if funds are available apply for PH homeownership program funds.

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: Monitor security cameras and provide training for local law enforcement to use system.
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: Maintain Boys and Girls Club on site
  - Maintain Ivy Tech Training Center on site.
  - Continue to sponsor National Night Out on site providing access to local social service organizations.
  - Sponsor partnerships that enhance community involvement and empower residents.

**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: Administer FSS Program and FSS Homeownership Program as long as funding is available.

**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: Evaluate our administrative procedures to identify opportunities to improve ease and speed of service to customers.
- Review and address relevant issues raised during HUD resident survey process.

**Other PHA Goals and Objectives: (list below)**

- Seek ways to improve Section 8 Homeownership Program.

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

Capital Fund Program: The FY 2006 Capital Fund Plan is included as an attachment to the Five Year Plan and Annual Plan. The BHA will begin a focused and aggressive strategy for tackling identified capital needs improvements issues facing our portfolio in this five year plan. The most recent REAC scores for our three developments reflect the need for a more focused effort to upgrade our developments.

The Bloomington Housing Authority completed an in depth physical needs assessment in 2003. It became obvious at that time that the Authorities units are in need of major renovation to compete in the affordable housing market. With that in mind the Authority has started the process of initiating an Energy Performance Contract. We hope to combine that effort along with using approximately one third of our Capital Funds to secure additional resources through the Capital Fund Financing Program for a major renovation of two and possibly all three sites.

The BHA will continue to request Community Development Block Grant funds from the City of Bloomington and explore other funding options with the Federal Home Loan Bank of Indiana as a source of funding for

capital improvements. The City of Bloomington has been very generous with the BHA, providing over \$100,000 in funding last year for capital needs, and forgiving our PILOT.

Section 8 Homeownership: In December of 2004 the BHA was informed of new funding for a Section 8 Homeownership Program Coordinator. Homeownership will be a major initiative over the next five years along with connecting families to the counseling services they need to be successful homeowners.

The following goals and objectives have been established to guide the Agency during this five year plan.

1. Add amenities to property necessary for developments to compete with the surrounding affordable apartment market.
2. Maintain a minimum of 35 participants on the Section 8 FSS program.
3. Establish resident service program to help clients to remain stable and prevent eviction.
4. Develop community partnerships with other agencies that will enhance the quality of life for our residents and promote additional resources.
5. Maintain a commitment to Staff training.
6. Revise the Employee Handbook to reflect our commitment to higher education for staff.
7. Expand the Resident Advisory Board.
8. Expand and develop the Section 8 Homeownership Program.
9. Develop a communication plan to encourage residents to respond to the Resident Satisfaction Survey.
10. Develop vision statement for the Authority.
11. Help residents meet the Community Service requirement by enhancing our referral/suggestion system.

### **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:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement in022j05 IN36P02250105
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart in022c05
- FY 2005 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)

in022b05 Maintenance Plan  
 in022d05 Resident Membership Board of Commissioners  
 in022e05 Progress Statement in Meeting 5 Year Goals  
 in022f05 Resident Advisory Board/Council  
 in022g05 P&E Capital Fund Year 2003  
 in022h05 P&E Capital Fund Year 2003-2  
 in022i05 P&E Capital Fund Year 2004

### 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
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
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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	
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 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	5252	5	5	5	5	5	5
Income >30% but <=50% of AMI	2942	5	5	5	5	5	5
Income >50% but <80% of AMI	1340	5	4	4	4	5	4
Elderly	1340	5	5	4	4	4	4
Families with	424	5	5	5	5	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities							
Race/Ethnicity	760						
Race/Ethnicity	337						
Race/Ethnicity	52						
Race/Ethnicity	1096						

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: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	28		
Extremely low income <=30% AMI	27	97	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	1	3.75	
Low income (>50% but <80% AMI)	0		
Families with children	12	43	
Elderly families	1	3.75	
Families with Disabilities	5	18	
Race/ethnicity	23 (Caucasian)	86	
Race/ethnicity	5 (Black)	18	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	40	
2 BR	12	43	
3 BR	1	3.75	
4 BR	2	7.5	
5 BR	2	7.5	
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>	
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:	

<b>Housing Needs of Families on the Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	242		
Extremely low income <=30% AMI	197	82	
Very low income (>30% but <=50% AMI)	65	27	
Low income (>50% but <80% AMI)	0		
Families with children	110	46	
Elderly families	28	12	
Families with Disabilities	78		
Race/ethnicity	219 (Caucasian)	91	
Race/ethnicity	22 (Black)	9	
Race/ethnicity	1 (Asian)	.5	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 11			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$ 673,658	
b) Public Housing Capital Fund	\$ 551,426	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 7,423,400	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Family Self-Sufficiency Coordinator/Homeownership	\$ 38,254 \$ 35,000	
h) Community Development Block Grant	\$ 104,000	Public Housing
i) HOME Program	\$ 50,000	Section 8
Other Federal Grants (list below)		
SRO Grant	\$ 32,640	Section 8
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$ 529,900	Public Housing
Public Housing Excess Utilities	\$ 36,000	Public Housing
<b>4. Other income (list below)</b>		
Interest	\$ 21,660	Public Housing
Interest	\$ 27,000	Section 8
<b>4. Non-federal sources (list below)</b>		
Monroe County Cares Grant	\$ 1,300	Public Housing
<b>Total resources</b>	\$ 9,524,238	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: When families reach the top of the waitlist.

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)

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)

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

**(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 Past rental history.

### **(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)

**(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:

Reasonable Accommodation, Large bedroom size needs, documented illness, documented death in immediate family, unit fails HQS, other extenuating circumstances.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

### **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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\$50 per month\_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
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) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

**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) in022j05

-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**

[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.)

<b>Demolition/Disposition Activity Description</b>
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: (DD/MM/YY)
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.

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one

activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

**2. Activity Description**

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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

[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 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? 03/17/05.

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following

table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
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)
<i>Boys and Girls Club at Crestmont</i>	75	<i>Open to All</i>	<i>Crestmont</i>	<i>Public Housing</i>
<i>Ivy Tech location</i>	25	<i>Open to All</i>	<i>Crestmont</i>	<i>Public Housing</i>
<i>Bookmobile</i>		<i>Open to All</i>	<i>Crestmont</i>	<i>Public Housing</i>
<i>Head Start</i>		<i>Open to All</i>	<i>Walnut Woods</i>	<i>Both</i>
<i>Family Self Sufficiency</i>	53	<i>Section 8 Clients</i>	<i>Main Office</i>	<i>Section 8</i>
<i>Section 8 Homeownership</i>	20	<i>Section 8 Clients</i>	<i>Main Office</i>	<i>Section 8</i>
<i>Financial Fitness</i>	50	<i>Open to All</i>	<i>Main Office</i>	<i>Both</i>
<i>Housekeeping</i>	Varies	<i>Public Housing</i>	<i>Main Office</i>	<i>Public Housing</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 01/27/2005)
Public Housing		
Section 8	35	53

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

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (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 2005 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 2005 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)]

### **Bloomington Housing Authority Public Housing Pet Policy**

The purpose of this policy is to establish the Bloomington Housing Authority's (BHA's) policy and procedures for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.**

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

#### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

1. **Dogs**

- Maximum number: one (1)
- Maximum adult height: fourteen (14) inches from shoulder to feet at full growth
- Must be housebroken
- Must be spayed or neutered
- Must have all required inoculations
- Must be licensed as specified now or in the future by State law & local ordinance
- Any litter resulting from the pet must be removed immediately from the unit

2. **Cats**

- Maximum number: one (1)
- Must be spayed or neutered
- Must have all required inoculations
- Must be trained to use a litter box or other waste receptacle
- Must be licensed as specified now or in the future by State law or local ordinance
- Any litter resulting from the pet must be removed from the unit immediately

3. **Birds**

Maximum number three (3)  
Must be enclosed in a cage at all times

4. **Fish**

Maximum aquarium size fifty (50) gallons

5. **Rodents** (Rabbit, guinea pig, hamster, or gerbil **ONLY**)

Maximum number one (1) rabbit or two (2) guinea pigs, hamsters, or gerbils  
Must be enclosed in an acceptable cage at all times  
Must have any or all inoculations as specified now or in the future by State law or local ordinance

**The following are NOT considered "common household pets":**

Domesticated dogs that exceed fourteen (14) inches.  
Vicious or intimidating pets. Dog breeds including:  
Pit Bull/Rottweiler/Chow/Boxer/ Doberman/Dalmatian/German Shepherds are considered vicious or intimidating breeds and are not allowed.  
Animals who would be allowed to produce offspring for sale.  
Wild, feral, or any other animals that are not amenable to routine human handling.  
Any poisonous animals of any kind.  
Fish in aquariums exceeding fifty (50) gallons in capacity.  
Non-human primates.  
Pot-bellied pigs.  
Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.  
Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries to children.  
Chicks, turtles, or other animals that pose a significant risk of salmonella infection to those who handle them.  
Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.  
Snakes or other kinds of reptiles.

**REGISTRATION OF PETS**

*Pets must be registered with the BHA before they are brought onto the premises.*

Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet:

has received all inoculations required by State or local law

has no communicable disease(s) (and) is pest-free.

*Registration must be renewed and will be coordinated with the annual reexamination date.*

Proof of license and inoculation will be submitted at least thirty (30) days prior to annual reexamination.

Each pet owner must provide two color photographs of their pet(s).

Each pet owner must display a "Pet Owner" sticker, provided by the BHA, which will be displayed on the front window of the unit at all times.

Pet sticker must be turned in when resident moves or pet is no longer in household or the deposit will be forfeited.

Approval for keeping the pet shall not be extended pending the completion of these requirements.

### Refusal to Register Pets

If the BHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The BHA will refuse to register a pet if:

The pet is not a "common household pet" as defined in this policy;

Keeping the pet would violate any BHA Policy;

The pet owner fails to provide complete pet registration information;

The pet owner fails to update the registration annually;

The BHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with the provisions of the lease.

The notice of refusal may be combined with a notice of pet violation.

### **PET AGREEMENT**

Residents who have been approved to have a pet must enter into a Pet Agreement with the BHA.

The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:

Agree that the resident is responsible & liable for all damages caused by their pet.

All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.

All common household pets are to be fed inside the unit. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Residents are prohibited from feeding stray animals.

**Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.**

No animals may be tethered or chained outside or inside the dwelling unit.

When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.

All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of **\$25**.

All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.

**Litter boxes shall be stored inside the resident's dwelling unit and must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.**

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Mandatory implementation of effective flea control shall be the number one priority of the resident. Any unit found to be infested with fleas must be treated by the resident or the pet must be removed immediately. The resident will face eviction if not in compliance.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of BHA policy. The resident shall be responsible for any impoundment fees, and the BHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the peaceful enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

#### **PETS TEMPORARILY ON THE PREMISES**

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the BHA.

#### **DEPOSITS FOR PETS**

Residents with a dog or cat must pay a pet deposit of \$200.

The deposit of two hundred (\$200) dollars is due on or prior to the date the pet is properly registered and brought to the unit.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the unit these charges are due and payable within thirty (30) days of written notification.

The BHA reserves the right to change or increase the required deposit by amendment to these rules.

The BHA will refund the Pet Deposit to the resident, less any damage caused by the pet to the dwelling unit, within a reasonable time after the resident moves or upon removal of the pet from the unit; when the pet sticker is returned. ( **If the pet sticker is not returned to the BHA the deposit is forfeited**)

The BHA will return the Pet Deposit to the former resident or to the person designated by the former resident in the event of the former resident's incapacitation or death.

The BHA will provide the resident or designee identified above with a written list of any charges against the pet deposit. If the resident disagrees with the amount charged to the pet deposit, the BHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the BHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including, but not limited to:

- The cost of repairs and replacements to the resident's dwelling unit;

- Fumigation of the dwelling unit;

- Common areas of the project if applicable

The expense of flea deinfestation shall be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.

Pet Deposits are not a part of rent payable by the resident.

#### **ADDITIONAL PET FEES**

The BHA does not require a non-refundable nominal fee.

#### **PET WASTE REMOVAL CHARGE**

*Charges for violation of BHA pet rules will be treated like charges for other BHA tenancy rules or lease violations.*

A separate pet waste removal charge of **\$25** per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

### **PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit, within the building, or on the grounds, dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the unit.

### **CLEANLINESS REQUIREMENTS**

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up/emptied every two (2) days by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

### **PET CARE**

No pet (excluding fish) shall be left unattended in any unit for a period in excess of twenty-four (24) hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

### **RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two (2) responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

### **INSPECTIONS**

The BHA may, after reasonable notice to the resident during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

### **PET RULE VIOLATION NOTICE**

*The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the resident fails to comply with this policy.*

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within ten (10) days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

### ***Lease termination proceedings***

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has ten (10) days from the date of the notice to correct the violation and present proof or make written request for a meeting to discuss the violation;

That the resident/pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the ten (10) day period, the meeting will be scheduled no later than ten (10) calendar days from the date of the request, unless the pet owner agrees to a later date in writing.

### **NOTICE FOR PET REMOVAL**

If the resident/pet owner and the BHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the BHA, the BHA may serve notice to remove the pet.

#### **The Notice shall contain:**

A brief statement of the factual basis for the BHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within five (5) days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

### **TERMINATION OF TENANCY**

The BHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; or

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

### **PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over twenty-four (24) hours.

If the responsible party is unwilling or unable to care for the pet, or if the BHA after reasonable efforts cannot contact the responsible party, the BHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

### **EMERGENCIES**

The BHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

*This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

The BHA has requested and received approval from HUD to proceed with an Energy Performance Contract. The PHA has also asked permission from HUD to use up to one third of its Capital Funds to secure funds for a major renovation. In addition the Authority receives CDBG funds from the City of Bloomington and will continue to request CDBG funds annually. The BHA plans to review other funding options it may be eligible for, for Capital Improvements, specifically the Federal Home Loan Bank Affordable Housing Program funds. The BHA will develop a comprehensive plan for evaluation and long term revitalization of its three sites.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment (File name)
- Provided below:

#### 2005-2009 PHA PLAN COMMENTS & RESPONSES

COMMENT: Can we get a handicap curb cut in front of the resident building?

RESPONSE: This is city property and we will make request to the City to put curb cuts in areas that are appropriate, including this area.

COMMENT: Can we get speed bumps on the roads to slow down people who drive too fast?

RESPONSE: Although there are pros and cons to installing speed bumps, we would not be able to fund this. Residents would need to pursue this through the City of Bloomington. If you

intend to pursue this you should keep in mind that speed bumps also slow down emergency vehicles; such as ambulances, fire trucks and police. The Master Plan shows the installation of curb bump-outs and tree plots in the roads that would slow traffic.

COMMENT: Are there plans to provide additional parking at the office and one-story units in Crestmont?

RESPONSE: Yes. The Architect has spoken to the City of Bloomington and they plan to conduct a travel test to show which direction Summit Street gets the most traffic. They will use the results of the test to decide which way to make the Street one-way and put parallel parking on both sides of the street from 13<sup>th</sup> to Monroe Streets. This will provide approximately 20 additional parking spaces.

COMMENT: Resident sees a need for an indoor recreation facility, including indoor basketball court.

RESPONSE: This could be beneficial, however funding is not available for such an extra luxury at this time. It is in the plan to renovate the existing Boys & Girls Club building to remove walls and open up space for recreational use. There will also be more space in the Administration Building Meeting room upon completion of office renovation. This space may be used as a recreational/training/meeting facility. There is currently an outdoor basketball court and a city park in the neighborhood.

COMMENT: Resident would like raised gardens and planting areas in yards.

RESPONSE: Landscaping is in the 5-year plan. The HA is developing a policy to limit the items which can be placed or planted outside of units.

COMMENT: Will we be getting closet doors?

RESPONSE: Yes, they are included in the ten year unit renovation plan. The plan also includes installing pantry doors and replacement of all interior doors.

COMMENT: Can we get a playground at Rev. Butler?

RESPONSE: It is in the 10-year plan to have a tot-lot installed.

COMMENT: When are the rest of the apartments going to get central air-conditioning?

RESPONSE: There are 117 units in Crestmont which have not yet gotten central a/c. We were awarded \$104,000 from the 2005 Community Developmental Block Grant (CDBG) to install a/c in some of these units. We should receive that funding in August or September of this year. This should install a/c in approximately forty-seven units. The remaining 70 units should be installed in the spring/summer of 2006, from a combination of Capital Funds and the anticipated Energy Performance Contract.

COMMENT: Will the trees that were cut down be replaced, and will we get landscaping?

RESPONSE: Yes. Kirkwood Design Studio has developed a master plan which includes a plan to replace and add several trees and landscape. Residents planted 41 new trees in April and May of this year.

COMMENT: When will we get new entry doors?

RESPONSE: Several units have had metal doors and metal frames installed in the past two years. We do plan to complete the remainder of the entry doors within the next five years.

COMMENT: Are we going to provide additional exterior storage?

RESPONSE: Yes. It is in the 10-year plan to enlarge storage areas at all of Walnut Woods and the two-story units at Rev. Butler. Butler will also have storage built on the one-bedroom units which do not currently have any.

COMMENT: Can the HA provide conflict resolution, interaction with disabled persons, and domestic violence training?  
RESPONSE: Yes. The Resident Services Dept. and Resident Council are currently working with Jenny at the Community Justice and Mediation Center.

COMMENT: Are there plans to renovate the Resident Building?  
RESPONSE: Not at this time. The residents will be able to utilize the meeting room in the Administration Building upon completion of renovation.

COMMENT: Can the pet policy delete the section that refers to deposit being returned only if sticker is returned.  
RESPONSE: Yes. We can change this to a refundable fee for the sticker rather than a deposit.

Reported by:  
Rhonda Moore, Contracting Officer

Posted June 1, 2005

- 
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

The HA and Architect held a meeting with residents to discuss the Master Renovation Plan. This plan was used to develop the 5-year plan.

### **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) PHA will review candidates and make names available to the Mayor with recommendation.

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: City of Bloomington 3-5 Year Strategic Plan.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

A. **Create Affordable Homeownership Opportunities:** The Bloomington Housing Authority will administer a Section VIII Homeownership Program and Family Self Sufficiency Program for eligible clients.

B. **Neighborhood Stabilization:** The BHA has issued a request for proposal for an Energy Performance Contract and for the Capital Fund Financing Program to significantly improve the neighborhood/site and the public housing units.

**C. Provide Assistance to the Elderly or Disabled to Allow them to Remain in their Homes:** The BHA will rehab some existing units to make them handicapped accessible using the Capital Fund. The BHA has hired a Resident Services Coordinator who will work with elderly and handicapped families and through referrals help to secure assistance that will make it possible for families to remain in their units successfully.

**D. Provide Assistance to Low-Income Individuals in need of Housing:** The BHA will continue to contract with the City of Bloomington to receive TBRA funds.

Other: (list below)

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

A. The City of Bloomington makes available to the Housing Authority through an annual contract, Tenant Based Rental Assistance.

B. The Bloomington Housing Authority has received a CDBG award from the City of Bloomington annually for some time. In the current year we received \$124,000 and for next year we will receive approximately \$104,000

#### **D. Other Information Required by HUD**

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

#### **DEFINITION OF “SUBSTANTIAL DEVIATION” AND “SIGNIFICANT AMENDMENT OR MODIFICATION”**

The Bloomington Housing Authority has, in conjunction with the Resident Advisory Board, developed the following definitions, as required by 24 CFR 903.7(r).

“Substantial deviation” from the Agency’s Five Year Plan will include:

**Any change to, or development of, the Agency’s Mission Statement;**

**Any change to or deletion of a goal or objective that is included in the PHA Five Year Plan;**

**Any change to a goal or objective that is included in the PHA Five Year Plan that would have an effect on the public housing residents or Section 8 participants;**

**Any additional goals or objectives that have been identified to meet the stated Mission of the BHA.**

“Significant Amendment or Modification” to the Agency’s Five Year or Annual Plan is defined as follows:

**Changes to the organization of the waiting list;**

**Changes to tenant lease;**

**Additions (or deletions) of non-emergency work items not included in the current Annual Statement of the Five Year Plan;**

**Changes to the current Grievance or Informal Hearing Procedures;**

**Changes to the current community service program.**

**NOTE:** Any regulatory changes will be made to any PHA policies or procedures as a matter of ongoing administration and will not be considered to constitute a significant amendment or modifications for the purposed of the PHA Agency Plan.

## **Attachments**

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



**V**

**MAINTENANCE PLAN**

**HOUSING AUTHORITY of the CITY of  
BLOOMINGTON, IN.**

**ADOPTED: JANUARY 20, 2005**  
**REVISED:**  
**APPROVED: JANUARY 20, 2005**

# **MAINTENANCE PLAN HOUSING AUTHORITY of the CITY of BLOOMINGTON, IN.**

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# **MAINTENANCE PLAN**

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Managing maintenance is a major role for any Housing Agency and Bloomington is no exception. The complexity of the job is determined by the number of public housing units in the BHA'S inventory, the age of units, the characteristics of the families in occupancy and the location of the units. A well-managed maintenance operation will provide for:

1. A Planned Maintenance Program.
2. A timely response by Maintenance Staff to emergencies.
3. A work order system organized by type of work.
4. A minimal backlog of maintenance work orders.
5. A Maintenance Staff appropriately utilized, trained, staffed and supervised.
6. A program for repairing and returning vacant units to occupancy within an acceptable time frame.
7. A routine Maintenance Program.
8. Cyclical painting of all units.
9. Regular servicing of mechanical systems.
10. Supervision of maintenance work carried out by private contractors.
11. Unit inspections carried out annually for occupied units as well as upon move-in and move-out.
12. Grounds maintenance.

This Maintenance Plan outlines procedures that provide for the effective performance of these functions of the BHA Maintenance Staff.

The importance of quality maintenance performed in a timely fashion cannot be over-emphasized as priority for the BHA. Systematic and prudent maintenance keeps the Agency's physical plant in a good state of repair and extends its useful life. This results in lower operating and upkeep cost. A competent Maintenance Program also enhances resident satisfaction and encourages resident cooperation.

The performance standards for BHA maintenance functions are:

1. Respond to resident generated service requests within 72 hours.
2. Respond to emergency service requests immediately.
3. Adhere to documented Planned Maintenance Program.
4. Inspect all units Planned Maintenance annually.
5. Complete all scheduled Planned Maintenance inspections in a timely fashion.
6. Adopt and adhere to a cyclical painting program.
7. Prepare vacant units for occupancy within ten working days.
8. Provide maintenance employees with access to all necessary tools, equipment, supplies and materials.

The Maintenance Staff plays a vital role in the management of BHA properties. The function and responsibility of the Maintenance Staff is to preserve the physical assets of the BHA and to provide services to BHA residents allowing them to live in decent, safe, and sanitary housing.

### **I. Maintenance Priorities**

# MAINTENANCE PLAN

## HOUSING AUTHORITY of the CITY of BLOOMINGTON, IN.

### A. Policy

In order to effectively maintain the physical condition of BHA communities, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine Maintenance work shall be performed according to the following priorities of work order categories:

- #1 Emergency – Life threatening, or extreme property damage.
- #2 Urgent – Major inconvenience to resident, property damage.
- #3 Routine – Resident or management request
- #4 UPCS – Repairs required for local code of UPCS compliance.
- #5 PM – Planned and seasonal maintenance.
- #6 After Hours Service – As stated.
- #7 Special Projects/Periodic – Any type of deferred maintenance.

### B. Procedure

The Maintenance Director will review all work orders on hand at the beginning of each workday to evaluate and prioritize them for completion in the order described above.

During the course of each workday, current work requests will be evaluated as to priority. Current evaluations may require a re-scheduling of the day's workload to accomplish all work within the established priorities. The ordering of all work within the established priorities does not excuse failure to attain the maintenance performance standards.

#### 1. Emergency Work Orders

Emergency items are those that if not repaired promptly could cause injury, loss of life, threaten health or cause serious property damage. Included under this priority are: Broken gas lines or leaks, fires, loss of power, broken water lines, exposed electrical lines, loose ceilings, no heat (when outside temperature is less than 40 degrees F), no air conditioning (in elderly housing when outside temperature is above 80 degrees F), broken door locks, or other conditions that might cause harm to the resident or others or damage to property. Emergency work will be accomplished immediately.

#### 2. Urgent Work Orders

Urgent items are those that create a major inconvenience for residents but are not life threatening nor will cause serious property damage. These may include sink or toilet stoppage or refrigerator not running. Urgent work will be performed with-in 24 hours.

#### 3. Routine Service

Included in this category are all work items initiated as a result of resident or BHA requests, and are not emergencies, and or urgent. Routine maintenance is to be performed within one (1) week.

#### 4. Unit Inspection

Unit inspection work orders are those generated as part of the UPCS Inspection Program and includes work orders issued as a result of the inspection.

#### 5. Planned Maintenance

# MAINTENANCE PLAN

## HOUSING AUTHORITY of the CITY of BLOOMINGTON, IN.

Planned Maintenance work orders are those automatically generated to assure completion of all necessary dwelling units and systems scheduled maintenance. This includes janitorial work, painting, and scheduled maintenance tasks.

6. Turnover of Vacant Units

All vacant units requiring only minor rehabilitation shall be made ready by Maintenance Staff within 10 working days.

7. After Hours Service

As stated, coverage provided by BHA maintenance staff to respond to emergencies after the end of the working day and over the weekend.

8. Special Projects

Any type of deferred maintenance

### II. Maintenance Work Order System

#### A. Policy

Work Orders are generated to notify the BHA of a need for repair. Resident requests for maintenance are made to the front office. Maintenance employees shall make no major repairs without an authorized work order form. Repairs are to be performed within the time frames established in BHA performance standards.

#### B. Procedures

1. Emergency

When the front office receives a work request, which is an Emergency, the Maintenance Staff is contacted immediately. He/she will then proceed to the location of the emergency and verify the existence

2. Routine Service

A maintenance request called in by a resident or BHA Staff will be received by the front office. They will issue the appropriate work order. Work orders will be categorized by the Maintenance Director and distributed to the appropriate staff.

3. Maintenance Staff Generated Requests

The majority of work requests initiated by the BHA Staff will be those attributed to planned maintenance, or unit inspections. The Maintenance Director assigns these work orders, along with all others, and is responsible for seeing that they are completed within the proper time frames. All other aspects of these work orders are handled as with routine work orders.

4. **BHA STAFF WILL NOT enter a unit if only minor children are present. An adult or 18 years of age or older must be present. The ONLY EXCEPTION THAT MAY BE CONSIDERED IS AN EXTREME EMERGENCY!**

### III. Emergency Services

# **MAINTENANCE PLAN**

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### **A. Policy**

The Executive Director, Maintenance Staff, and Administrative Staff are authorized to act in a matter pertaining to the provision of emergency maintenance service for BHA owned developments. Emergency maintenance is provided to repair or correct conditions that may cause physical injury and/or cause damage to BHA property if it is not immediately corrected. "Emergency" is defined in Section II. B. 1 above. Emergency service is provided 24 hours a day, 7 days a week.

### **B. Procedure**

A designated Maintenance person shall be available 24 hours each day. He/she shall make the necessary repair or contain the situation until the repairs can be completed. If he/she cannot resolve the matter, the on-call person must contact the Maintenance Director.

After the regularly scheduled workday, between 4:00 PM and 8:00 AM, and 24 hours on weekends & holidays the Maintenance Person on Call will receive all calls. The Maintenance Staff will make necessary arrangements to resolve the problem. If the Maintenance Staff receives a call that is clearly not an emergency, he/she shall so inform the tenant that it is not an Emergency and will be addressed first thing next regularly scheduled work day. A work order shall be issued for each call to which an employee is dispatched.

The work orders shall be completed in the manner prescribed in Section II. B. 1.

## **IV. Assessing Resident Charges**

### **A. Policy**

Residents will be assessed a charge for repairs made to their dwelling units in excess of what is required for normal wear and tear and damage which is caused by the resident, members of the resident's household, or the resident's guests. A listing of all resident charges and a copy of the work order will be available to the tenant at the Main Office.

### **B. Procedure**

During the review of completed work orders, the Maintenance Director determines whether the worker's conclusion is reasonable and records the amount to be charged. The amount is drawn from a list of resident charges. If it is determined that the resident should be held responsible, the work order is so marked and the resident is notified of the charges.

## **V. Vacant Unit Preparation**

### **A. Policy**

It is the policy of the BHA to prepare vacant units for re-occupancy within ten working days. Timely and efficient preparation of the units for occupancy is essential for maximizing rental income. Close cooperation and communication between maintenance and management is required to efficiently prepare and release vacant units and prevent vandalism.

### **B. Procedure**

1. On the day a resident vacates the Maintenance Director shall inspect the unit. The Maintenance Director shall certify the condition of the unit on the Unit Move-in/Move-out Inspection form. In cases where the resident vacates without notice, the Maintenance Director shall perform his move-out within 24 hours of learning of the vacancy. During

# **MAINTENANCE PLAN**

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2. these inspections the Maintenance Director shall note all items which must be repaired and determine any damages to be charged to the resident account. Following inspection, the unit will be turned over to the Unit Turnover Crew.
3. All units shall be secured and cleaned out as soon vacated, if possible.
4. The work orders prepared, as a result of the unit inspection shall be distributed to the appropriate Maintenance Staff.
5. The Maintenance Director shall meet with the BHA Administration to establish priorities for the preparation of units. These priorities are established according to demand for the unit as well as the ability of the BHA Staff to lease the unit quickly. The establishment of such priorities, however, shall not affect the meeting of the 10 working day unit turnaround standards.
6. Circumstances will occur that will cause the Staff to exceed the 10 working day standard unit preparation. These are individual exceptions and will not affect overall BHA performance of this function. These circumstances shall include the following categories:
  - a.) Fire damage units.
  - b.) Developments where there are more than (5) vacated units in one week.
  - c.) Contract work is necessary.
  - d.) Major rehabilitation of vacant units.
  - e.) Mold Remediation
7. If any of the following work items are required in the vacant unit, it shall be classified as a major rehabilitation.
  - a.) Replace roof
  - b.) Replace/repair entire plumbing system.
  - c.) Replace wall studs
  - d.) Electrical re-wiring.
  - e.) Replace bathtub
8. If any combinations of the following work items are required in a vacant unit, it shall be classified as a major rehabilitation. (Volume of work is primary determination factor for a major rehabilitation.)
  - a.) Replace 50% or more of interior doors.
  - b.) Replace entrance doors.
  - c.) Replace two or more windows (frames & panes).
  - d.) Replace gutters and downspouts.
  - e.) Replace two or more walls and/or ceilings (plaster & drywall).
  - f.) Replace kitchen cabinets.
  - g.) Replace heating systems.
  - h.) Replace/repair three or more floors.
  - i.) Replace/repair 50% or more floor tiles.
  - j.) Repair interior and/or exterior steps.
  - k.) Replace walls that are burst completely through.
  - l.) Replace entire walkways.
9. The Maintenance Director shall perform the final inspection.

# **MAINTENANCE PLAN**

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#### **C. Steps in Turnover Process**

The following steps shall be performed on all turnover units.

1. Change lock cores, secure unit & remove debris
2. Remove all picture hooks; nails, valances, curtain hooks, shower curtain pins, etc.
3. Plaster, if required, paint.
4. Clean unit.
5. Repair floor tile. Mop, strip and wax all of the floors
6. Clean plumbing fixtures and cabinets thoroughly.
7. Exterminate, if needed.
8. A unit is deemed ready for occupancy by a new resident only if the range and refrigerator have been thoroughly cleaned inside and out, kitchen sink and tub scoured, bathroom equipment washed, paint spots removed from all tile and fixtures, all debris removed, and the unit swept, mopped and exterminated.
9. The Maintenance Director will make final inspection for cleanliness and conformance to standards.

#### **VI. Planned Maintenance**

##### **A. Policy**

The BHA Planned Maintenance Program is based on regular, scheduled, and methodical inspection of dwelling units, buildings, equipment, and major systems. These inspections are designed to maintain BHA property in good repair and to appreciably extend its useful life by assuring repairs are made prior to actual breakdown, thereby minimizing both damage and repair costs. Planned Maintenance in this way will result in lower operating cost. The BHA has Instituted a Planned Maintenance Program as the first line of its Maintenance Program and will adhere to the required schedule, including the annual inspection of all dwelling units.

##### **B. Unit Inspection**

1. Each occupied unit will be inspected annually by UPCS Inspector. . The BHA staff shall notify all residents of the upcoming inspection by sending a letter with at least 24 hour notice.
2. The UPCS Inspector who is conducting the inspection should follow the order methodology prescribed below. When major work items are found, they should be listed on the Inspection Form in sufficient detail to enable the preparation of a work order. Unusual conditions should also be reported to the Maintenance Director in writing on the Inspection Form.

The UPCS Inspector doing the inspection shall adhere to the following sequence:

- a.) Knock on the door, state the purpose of the visit, and politely ask for admittance. If no one is home, UPCS Inspector is to let himself/herself in, perform the inspection and leave a note. If the resident is home, the UPCS Inspector should ask if there is anything they missed that required maintenance.
- b.) UPCS Inspector then fills out an Inspection Form and notes each element requiring attention.

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## HOUSING AUTHORITY of the CITY of BLOOMINGTON, IN.

c) The same UPCS Inspector makes a note of additional work items needed that will require additional work orders.

d) UPCS Inspector will not enter if only minor children are present. An adult of 18 years of age or older must be present.

e) General Unit Condition- The general condition of the entire unit will be noted. The following items will be checked and a notation entered on the Inspection Form.

- (1) Is the unit sanitary? If not give details.
- (2) Do the walls need cleaned? Greasy kitchen or nicotine in smoker's unit.
- (3) Check washing machines for wall or floor fastening and for fixed connections to water supply & drainage.
- (4) The serial & model numbers for the range and refrigerator will be recorded on the Inspection Form for inventory tracking.
- (5) The completed Inspection Form will be submitted to the Maintenance Director, who is responsible for initiating the work order arising from the inspection.
- (6) These work orders will be categorized as Unit Inspection and their issuance noted on the Inspection Form.

### C. Motor Vehicles

The Motor Vehicle Maintenance Program is the responsibility of the Maintenance Director. The Planned Maintenance Program consists of regular inspections scheduled on a time of mileage basis. An effective Planned Maintenance Program will minimize the number of breakdowns and downtime of the motor vehicle fleet while ensuring the safety of the operator and occupants of the vehicles.

Each operator of a vehicle can contribute greatly to the program by promptly reporting all operating deficiencies, noises or the like to the Maintenance Director. The adherence to a well-planned and executed Planned Maintenance Program has great significance to the BHA because of the average age of the motor vehicle fleet beyond the normal life expectancy of the equipment. Accordingly, Planned Maintenance Inspections shall be scheduled for all motor vehicles.

#### 1. Scheduled Maintenance

Specified tasks will be performed as required on a weekly and or quarterly basis:

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Weekly – Check headlights and small bulbs, and clean out any debris.

Quarterly – Oil change 3,000 miles or every 6 months, which ever comes first.

### 2.        Unscheduled Maintenance and Repair

The Staff is responsible for the condition of their assigned vehicle and assuring that scheduled maintenance is performed. The Maintenance Department will help with the coordination of the completion of oil changes, lubrication, tune-ups or other repairs and maintenance.

## **D.        Buildings and Systems Maintenance**

### 1.        Buildings

The Maintenance Director will inspect each building and all facilities at least annually. The inspection will include the complete building envelop, consisting of roofs, overhangs, exterior walls, windows, doors, failings, and infestation. In each development, the Maintenance Director will inspect all grounds, drives, walks and the drainage system. Particular attention will be given to the evidence of sewer problems, gas leaks, and the electrical drops and gas meter. The Maintenance Director will report the conditions found and indicate the exact location of needed repairs or replacements. BHA personnel must also make regular inspections of the HVAC systems

### 2.        Heating Systems

Planned Maintenance on heating systems is performed by BHA personnel.

### 3.        Equipment

Whenever a new piece of equipment is purchased, a file is started including all recommended Planned Maintenance servicing dates. This information is recorded for scheduling. A copy of the work order, which confirms the performance scheduled maintenance, or the repair, or replacement of any parts, is placed in the file to establish a record of all work performed on the equipment or system.

### 4.        General Procedure

All planned maintenance work performed is covered by a work order. The Maintenance Department issues all planned maintenance work orders. Work orders are issued for all items to be completed on a daily basis by the Maintenance Department and distributed to the proper Maintenance Staff the next morning. Weekly work items are generated at the end of the preceding week, while monthly work items are produced on the first working day of the month. Work to be accomplished quarterly is confirmed by work orders produced on the First of January, April, July and October.

## **VII.     Painting**

### **A.        Policy**

Scheduled painting of BHA owned structures is essential to maintain a good appearance as well as to protect the structures from deterioration and structural damage. Exterior painting should be accomplished on a five-year cycle. The interior of dwelling units shall be painted at intervals no longer than every five years for family units and every seven years for elderly units.

# **MAINTENANCE PLAN**

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### **B. Exterior**

1. The scheduling of exterior painting is the responsibility of the Maintenance Department and is programmed to accomplish the painting of approximately one-fifth of the total inventory each year.
2. Painting will be accomplished between cycles if it becomes necessary due to fire damage or other unavoidable circumstances.
2. Residents, unless employed to do so by the BHA, are not to apply paint in any manor to building exteriors. Should they do so, they will be responsible for the restoration of the property as directed by the BHA.

### **C. Interiors**

1. The condition of the interior paint finish of each unit will be inspected when vacated and a unit will be re-painted as necessary prior to occupancy to bring it to standard of good property maintenance.
2. The interior of occupied units will be painted according to the cycle painting standards or as soon as possible. The Maintenance Department will determine which occupied units have not been painted within the standard period and schedule them for painting as availability of Staff permits.

## **VIII. Extermination**

### **A. Policy**

It is the policy of the BHA to provide a safe and sanitary environment for all its residents. To that extent the BHA shall perform scheduled and unscheduled (call back extermination) in all properties maintained by the BHA.

### **B. Scheduled**

1. Management is responsible for notifying the residents and assuring the units are properly prepared.
2. All units will be completely treated for pests monthly .

### **C. Unscheduled**

1. Duties and responsibilities, as stipulated in the scheduled requirements, are an integral part of the unscheduled program.
2. Residents requiring interim extermination shall report this to the BHA office.
3. The BHA Administration will inform the Maintenance Staff that the unit shall be exterminated.

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4. Extermination services may be provided as needed.

### C. Vacated Units

All vacated units will be exterminated, as needed, during the make-ready process.

## IX. Ground / Janitorial Standards

### A. Policy

Ground and building areas shall be maintained in a manner, which will provide a pleasant environment for residents and will bring credit to the BHA.

## X. Trash Collection

### A. Policy

The BHA will provide trash collection required maintaining the development in a sanitary condition with required tenant cooperation.

### B. Procedure

Resident cooperation is required by placing all trash **IN** the receptacles provided by the BHA.

## XI. Lawn Care / Landscaping

### A. Policy

The BHA will keep all common grounds, and office lawns cut and keep all landscaping trimmed during the growing season to enhance the image of the BHA and to provide an attractive setting for its residents and the general public.

### B. Procedure

#### 1. Lawns

- a.) Damage – In early spring, the Maintenance Staff will clean debris, tree limbs, large rocks, from each lawn area and report excessive lawn damage to the BHA Maintenance Director. Damage to trees, ornamental plants, and shrubs will also be reported. The Maintenance person will inform the Maintenance Director of the location and nature of damage, and schedule corrective work.

#### 2. Landscaping

- a.) Hedges and Shrubs – Ornamental plants should be trimmed on a regular basis. No plants should touch the foundation of any building. They should be cut clear of any stairs or buildings. The height and width of any hedge depends on their location and purpose.
- b.) Trees – All dead or broken limbs should be cut clean near the trunk of the tree. No tree limb should touch any building.

# **MAINTENANCE PLAN HOUSING AUTHORITY of the CITY of BLOOMINGTON, IN.**

## **XII. Training**

### **A. Policy**

It is the intention of the BHA Maintenance Department to have a qualified, well-trained work force. Its goal is to ensure that every member of the Department is thoroughly trained in his/her job skill in order to perform their mission in a timely and efficient manner.

### **B. Procedure**

There are two types of training available for Maintenance Staff; classroom and on-the-job.

Classroom Training – Consists of scheduled formal classroom instruction with a qualified instructor.

On-The-Job Training – Consists of a skills instruction at a developmental level with a qualified superior overseeing the work.

### **C. In House Training**

The BHA will occasionally review training needs of the Department. In the event a new piece of equipment is purchased (new stove, refrigerator, etc.) that the Maintenance Staff is unfamiliar with, a training session will be provided on an as needed basis.

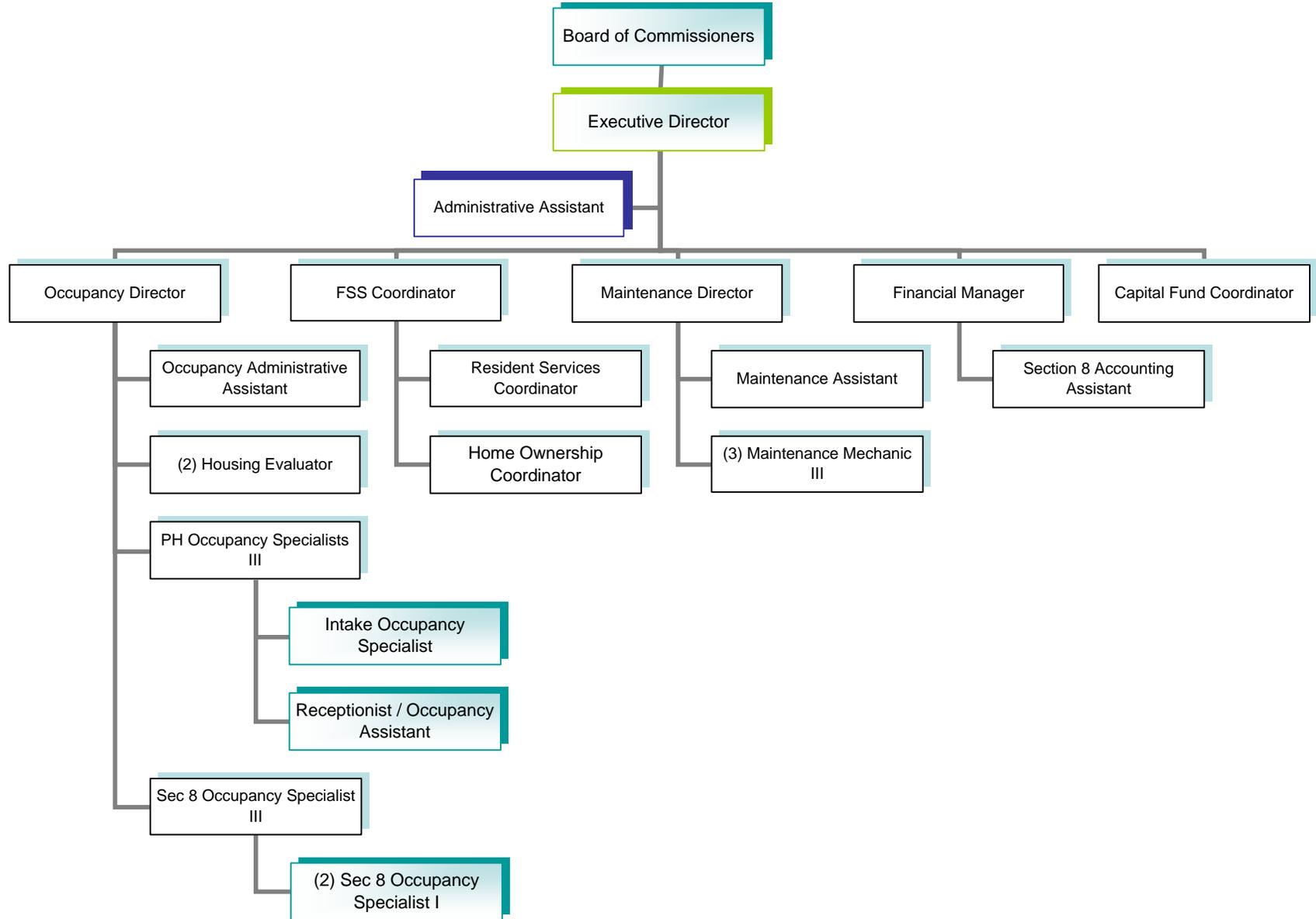
### **D. Contracted Training**

The BHA may, if the need arise contract for outside training services with private agencies. This method of training may include trade school facility members, manufacturing representatives, etc. This method of training may take place at either a BHA facility or at the contracted agent's location. All contracted training must be approved by the Executive Director, who will authorize training if funds are available.

### **E. Handbooks, Training Manuals, Brochures**

The BHA Staff will keep all maintenance related handbooks, training manuals, brochures and literature in an assessable location for use by Maintenance Staff.

# Bloomington Housing Authority Organization Chart



# SELECTION OF A RESIDENT COMMISSIONER POLICY

Housing Authority of the City of Bloomington  
1007 North Summit Street  
Bloomington, IN 47404

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In accordance with the Quality and Work Responsibility Act of 1998, the Bloomington Housing Authority's Board of Commissioners will be comprised of at least one resident or client directly assisted by the BHA. Directly assisted means a public housing resident or Section 8 assisted participant.

The Bloomington Housing Authority will provide the Resident Advisory Board notice of the opportunity, for an adult 18 years or older, to serve as a Resident Commissioner on BHA's Board of Commissioners.

## **Implementation**

The Board of Commissioners of the Bloomington Housing Authority shall reserve one seat on the Board of Commissioners available for an eligible assisted client whom the Mayor shall appoint as set forth by state statute.

Should one or more client(s) wish to serve on the Board of Commissioners, the BHA shall help inform eligible applicants of the application process for serving on the commission, as set forth by the City of Bloomington, by posting information in the lobby of the main office of the BHA and at the Resident Council building. Any client interested in serving must be in good standing with the Housing Authority of the City of Bloomington.\*

When the BHA is aware of a vacancy on the Board of Commissioners which has been set aside for an assisted client, the BHA will provide reasonable notice to the Resident Advisory Board of the opportunity for an assisted client to serve on the Board. Should an assisted client not apply to the City of Bloomington to fill the open seat, the BHA will be exempt from this requirement for one year.

## **Residents as Full Member**

A BHA assisted board member shall be a full member of the Board. The Board shall not exclude a BHA assisted board member from participating in any matter before the Board on the grounds that the BHA board member's lease with the

BHA or standing on the Section 8 program either results or may result in a conflict of interest, unless the matter is clearly applicable to the BHA assisted board member in a personal capacity only.

If at any time the current serving client assisted board member should leave the BHA program for any reason the Bloomington Housing Authority will notify the Mayor within a timely manner and the seat will be filled again as outlined above.

\*The BHA shall use the following criteria to determine if an assisted client is in good standing with the BHA.

**If client is a public housing resident:**

- Rent has been paid on time for 6 months and if rent has been late, arrangements were made timely and paid as agreed no more than two times during any one lease year.
- Resident passes all inspections and has not incurred damages above normal wear and tear.
- Client must not have a payback arrangement with the BHA for unreported income or other fraud related violation.
- Client must be current with Community Service requirement if applicable.

**If client is Section 8 Assisted:**

- Client is in good standing under the terms of the Section 8 Program.
- Client must not have a payback arrangement with the BHA for unreported income or other fraud related violation.

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Passed on April 21, 2005 / RESOLUTION 2005-07

## **Progress Statement in Meeting 5 Year Goals**

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

#### **A. PHA goal: Expand the supply of assisted housing.**

##### **Progress:**

1. Signed a Tenant Based Rental Assistance contract with the HAND Department for \$10,000 to be used for clients that have been institutionalized for a period of time and as a result have lost their Section 8 eligibility.
2. Signed a Tenant Based Rental Assistance contract with the HAND Department for \$50,000.

#### **B. Improve the quality of assisted housing.**

##### **Progress:**

1. Hired architect to review needs assessment and develop comprehensive revitalization plan for public housing units.
2. Authorized preliminary energy audit to determine need for energy performance contract.
3. Installed new exterior doors.
4. Installed air conditioners.
5. New ranges and refrigerators
6. Updated and improved our Risk Management Program.
7. Revised our Maintenance Plan and updated tenant charges.
8. Installed additional security cameras in family housing developments.
9. Trimmed trees.
10. Installed new furnaces.
11. Renovated four one bedroom units to be handicap accessible.

#### **C. Increase assisted housing choices.**

1. Conducted outreach efforts to potential landlords.
2. Assisted two families with Section 8 Homeownership Program.
3. Regularly attend Apartment Association meetings to promote Section 8 Voucher Program.
4. Participated in Section 8 opt out for 27 units.

### **II. HUD Strategic Goal: Improve community quality of life and economic vitality.**

#### **A. PHA goal: Provide and improve living environment.**

##### **Progress:**

1. Maintain IVY Tech campus on site.

2. Maintain Boys and Girls Club on site.
3. Maintain Head Start Program on site.
4. Bookmobile from library on site each week.
5. Hired Resident Services Coordinator.
6. Prepare BHA Banner newsletter quarterly.

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

- A. PHA Goal: Promote self-sufficiency and asset development of assisted households.
- Progress:
1. Administer Family Self Sufficiency Program
  2. Administer Section 8 Homeownership Program. Applied for and received funding for Homeownership Program Coordinator.
  3. Promote IDA Program.
  4. Continue to work with Division of Family and Children to provide supportive services for families.
  5. Support and encourage families to use on site IVY Tech training center.
  6. Promote and help fund National Night Out on site.

**IV. HUD Strategic Goal: To ensure equal opportunity in housing for all Americans.**

- A. PHA Goal: Ensure equal opportunity and affirmatively further fair housing.
- Progress:
1. Attend fair housing training by occupancy staff.
  2. Hosted National Night Out on site.
  3. Participate in the Consolidated Planning Process.
  4. Promote housing opportunities by placing ads in strategic locations that minority citizens frequent.

**V. PHA Strategic Goal: Review and update all administrative and maintenance systems.**

- A. Provide training and support systems to improve overall operations of the Authority.
- Progress:
1. Revised Section VIII Administrative Plan.
  2. Revised Admissions and Continued Occupancy Policies.
  3. Revised Lease for Public Housing.
  4. Created Contract binders; reviewed and renegotiated contracts where appropriate.
  5. Pre-purchased training.

6. Hired Administrative Assistant, Maintenance Assistant, Resident Services Coordinator, Occupancy Director.
7. Revised all job descriptions.
8. Revised Procurement Policy.
9. Cleaned out maintenance garage and set up inventory system.
10. Set up evaluation system for employees and completed evaluations.
11. Wrote off Tenant Accounts outstanding timely and inventory.
12. Implemented UIV verification system.

## **RESIDENT COUNCIL/RAB**

June 2005

Current members of the Resident Council and RAB are as listed below:

Mabel Foster – President

Donald Hampton – Vice- President and Treasurer

Michelle Hampton – Secretary

Karen Cooley – Assistant Secretary

Paul Honeycutt – RAB

Diana Kay Goodman – RAB Section 8

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: BLOOMINGTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IN36PO2250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3-31-05 <input type="checkbox"/> 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	47,000	0	0	0
3	1408 Management Improvements	9,032	6,032	2,335.41	2,335.41
4	1410 Administration	50,000	65,000	50,000	25,504.26
5	1411 Audit	1,000	1,000	1,000	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	30,000	47,000	47,000	15,370.12
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	50,200	25,000	20,152.24	152.24
10	1460 Dwelling Structures	213,500	282,200	63,760.70	54,734.70
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	12,500	0	0	0
13	1475 Nondwelling Equipment	33,000	20,000	1,000	1,000
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	25,000	25,000	0	0

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

PHA Name: BLOOMINGTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IN36PO2250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:3-31-05  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	471,232	471,232	178,066.35	99,096.73
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	14,000	1,200	1,200	1,200
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	36,700	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	25,750	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program Grant No: IN36PO2250103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Training	1408	As needed	5,000	5,000	1,147	1,147	Ongoing
HA Wide	Software & Sundries	1408	As needed	2,032	1,032	1,188.41	1,188.41	Ongoing
HA Wide	Tree & Shrub Services	1450	As needed	5,200	20,000	20,000	0	In progress
HA Wide	Landscape	1450	As needed	12,500	5,000	152.24	152.24	Planning
HA Wide	Misc. inspection repairs	1460	As needed	27,000	20,000	23,715.70	23,715.70	As needed
HA Wide	Office Renovation	1460	1	21,000	100,200	0	0	Planning
HA Wide	Attic Stock	1460	As needed	10,000	10,000	8,645	8,645	Ongoing
HA Wide	Bath Renovations	1460	As needed	50,000	2,000	0	0	Planning
HA Wide	Roof replacements/Repairs	1460	As needed	20,000	30,000	0	0	Planning
HA Wide	A/C Installation	1460 CDBG	117	137,183	30,000	31,400	22,374	Substantially Complete
IN-22-03	1208 W 11 <sup>th</sup> Bath	1460	1	5,000	0	0	0	Completed
IN-22-03	Foundation & Renovations	1460	5	48,000	85,000	0	0	Completed
HA Wide	Storage Improvements	1460	As needed	12,500	5,000	0	0	Planning
HA Wide	Maintenance equipment	1475	As needed	4,000	1,000	1,000	1,000	Planning

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Bloomington Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IN36PO2250103 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Resident Security cameras	1475	3	2,500	0	0	0	Completed w/ DEP
HA Wide	Computer hardware	1475	As needed	5,000	0	0	0	Postponed
HA Wide	Furniture & equipment	1475	As needed	2,000	13,000	0	0	Planning
HA Wide	Security devices for Admin. Building	1475	As needed	8,000	6,000	0	0	Planning

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program No: : IN36PO2250103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Ongoing	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Ongoing	
HA Wide	09/2005	09/2005	12/17/04	12/2005	12/2005	N/A	In progress	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Ongoing	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Ongoing	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Planning	
HA Wide	09/2005	09/2005	01/03/05	09/2007	09/2007	N/A	Substantially complete	
IN-22-03	N/A	10/2003	N/A	N/A	12/2003	N/A	Completed 2001 CF	
IN-22-03	09/2005	09/2005	12/2005	09/2007	09/2007	01/2005	Completed	
HA Wide	09/2005	09/2005	N/A	12/2005	12/2005	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	03/2006	03/2006	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	03/2006	03/2006	N/A	Completed with DEP funding	
HA Wide	09/2005	09/2005	N/A	03/2006	03/2006	N/A	Postponed	
HA Wide	09/2005	09/2005	N/A	03/2006	03/2006	N/A	Planning	
HA Wide	09/2005	09/2005	N/A	03/2006	03/2006	N/A	Planning	





## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: BLOOMINGTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IN36PO2250203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3-31-05 <input type="checkbox"/> 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	9,500		0	0
3	1408 Management Improvements	15,000		0	0
4	1410 Administration	1,500		9,900	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	2,000		10,000	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	5,529		1378.94	1,378.94
10	1460 Dwelling Structures	56,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	10,000		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0

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

PHA Name: BLOOMINGTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IN36PO2250203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:3-31-05  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>99,529</b>		<b>21,278.94</b>	<b>1,378.94</b>
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	2,500		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program Grant No: IN36PO2250203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Training	1408	As needed	5,000		0	0	Planning
HA Wide	Upgrade computer software	1408	As needed	3,000		0	0	Planning
HA Wide	Security software	1408	As needed	1,000		0	0	Planning
HA Wide	Manuals & Reference Materials	1408	As needed	500		0	0	Planning
HA Wide	Misc. repairs/replacements/additions	1450	As needed	5,529		1,378.94	1,378.94	In progress
HA Wide	Replace/repair gutters, downspouts, fascia, trim, vents	1460	As needed	10,000		0	0	Planning
IN-22-01 Crestmont	Roof replacement	1460	As needed	40,000		0	0	Planning
HA Wide	Misc. inspection items	1460	As needed	6,000		0	0	Planning
HA Wide	Maintenance equipment	1475	As needed	5,000		0	0	Planning
HA Wide	Computer hardware	1475	As needed	3,000		0	0	Planning
HA Wide	Office furniture & equipment	1475	As needed	500		0	0	Planning
HA Wide	Security devices for Admin. Building	1475	As needed	1,500		0	0	Planning

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program No: : IN36PO2250203 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	09/30/06			09/30/08			Obligation and Expend Deadline Dates



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: BLOOMINGTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IN36PO2250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3-31-05 <input type="checkbox"/> 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	36,000		0	0
3	1408 Management Improvements	14,000		0	0
4	1410 Administration	40,000		38,846.16	0
5	1411 Audit	1,000		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	20,000		21,500	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	15,000		0	0
10	1460 Dwelling Structures	390,665		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	14,761		288.90	288.90
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	20,000		0	0

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

PHA Name: BLOOMINGTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IN36PO2250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:3-31-05  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	551,426		60,635.06	288.90
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	1000		0	0
24	Amount of line 21 Related to Security – Soft Costs	2000		0	0
25	Amount of Line 21 Related to Security – Hard Costs	8000		0	0
26	Amount of line 21 Related to Energy Conservation Measures	28100		0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program Grant No: IN36PO2250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Training	1408	As Needed	8000		0	0	Planning
HA Wide	Sundries	1408	As Needed	4000		0	0	Planning
HA Wide	Security Soft Costs	1408	As Needed	2000		0	0	Planning
HA Wide	Non-routine maintenance	1450	As Needed	5,000		0	0	As needed
HA Wide	Inspection repairs	1450	As Needed	10,000		0	0	As needed
HA Wide	Attic stock appliances, hardware, fixtures, building materials, etc...	1460	As Needed	10,000		0	0	As needed
HA Wide	Install Central A/C	1460	30	60,000		0	0	Planning
HA Wide	Paint/caulk/tuck point	1460	As Needed	6,000		0	0	Planning
HA Wide	Renovate/Repair Bathrooms	1460	As Needed	10,000		0	0	Planning
HA Wide	Install/repair/clean water lines and drains Replace shut off valves	1460	As Needed	50,000		0	0	Planning
HA Wide	Install individual water meters	1460	100%	166,665		0	0	Planning
HA Wide	Inspection repairs	1460	As Needed	5,000		0	0	Planning
IN-22-01 Crestmont	Replace/Repair/Renovate Roof Systems, Guttering, Downspouts, Trim	1460	16 Buildings (One-stories)	55,000		0	0	Planning
IN-22-01 Crestmont	Install closet doors	1460	100%	28,000		0	0	Planning

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Bloomington Housing Authority			Grant Type and Number Capital Fund Program Grant No: IN36PO2250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	PC Hardware & Equipment	1475	As Needed	2000		0	0	As needed
HA Wide	Furnishings & Equipment	1475	As Needed	2000		0	0	As needed
HA Wide	Maintenance Equipment	1475	As Needed	2761		288.90	288.90	As needed
HA Wide	Security devices & equipment	1475	As Needed	8000		0	0	Planning

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part III: Implementation Schedule								
PHA Name: Bloomington Housing Authority			Grant Type and Number Capital Fund Program No: : IN36PO2250104 Replacement Housing Factor No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide	09/30/06			09/30/08			Obligation and Expend Deadline Dates	



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Bloomington Housing Authority	Grant Type and Number Capital Fund Program Grant No: IN36PO2250105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 
  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	60,000	0	0	0
3	1408 Management Improvements	10,000	0	0	0
4	1410 Administration	40,000	0	0	0
5	1411 Audit	1,000	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	60,000	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	45,000	0	0	0
10	1460 Dwelling Structures	95,926	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	2,500	0	0	0
13	1475 Non-dwelling Equipment	10,000	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	25,029	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	181,971	0	0	0
20	1502 Contingency	20,000	0	0	0
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>551,426</b>	<b>0</b>	<b>0</b>	<b>0</b>
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0

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## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Bloomington Housing Authority		Grant Type and Number Capital Fund Program Grant No: IN36PO2250105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input checked="" 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: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Bloomington Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IN36PO2250105 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA WIDE	LANDSCAPING	1450	AS NEEDED	5,000	N/A	0	0	PLANNING
HA WIDE	CONCRETE	1450	AS NEEDED	10,000	N/A	0	0	PLANNING
IN-22-07	PROVIDE STORAGE	1450	60	30,000	N/A	0	0	PLANNING
HA WIDE	OFFICE RENOVATION	1460	1 BLDG	40,000	N/A	0	0	PLANNING
HA WIDE	NON-ROUTINE MAINTENANCE	1460	AS NEEDED	5,000	N/A	0	0	ONGOING
HA WIDE	RENOVATE BOYS & GIRLS CLUB	1460	1	5,926	N/A	0	0	PLANNING
IN-22-01	INSTALL CENTRAL A/C	1460	117 UNITS	45,000	N/A	0	0	PLANNING
HA WIDE	STORAGE BUILDING	1470	1	2,500	N/A	0	0	PLANNING
HA WIDE	LOAN PAYMENT	1501	20 YEARS	181,971	N/A	0	0	PLANNING



**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name Bloomington Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
	Annual Statement				
HA Wide		\$216,971	\$214,971	\$216,531	\$319,971
IN-22-01 Crestmont		\$102,926	\$2,579,980	\$246,964	\$656,050
IN-22-03 Rev. Butler		\$2,851,545	\$0	\$201,839	\$67,455
IN-22-07 Walnut Woods		\$14,000	\$38,955	\$243,240	\$68,096
CFP Funds Listed for 5-year planning		\$3,185,442	\$2,833,906	\$908,874	\$1,111,572
Replacement Housing Factor Funds		\$0	\$0	\$0	\$0

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 2 FFY Grant: 2006 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2008		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
HA WIDE	Attic Stock	10,000	HA WIDE	Attic Stock	10,000
HA WIDE	Non-Routine Maintenance	10,000	HA WIDE	Non-Routine Maintenance	10,000
HA WIDE	Inspection Repairs	10,000	HA WIDE	Inspection Repairs	10,000
HA WIDE	Non-Dwelling Equipment	5,000	IN-22-01 Crestmont	Relocate residents (56)	28,000
			IN-22-01 Crestmont	Exterior renovations w/storage additions	109,969
IN-22-03 Rev ED Butler	Relocate residents (56)	28,000	IN-22-01 Crestmont	Relocate storage sheds	28,000
IN-22-03 Rev ED Butler	Interior Renovations (wiring, kitchen, bath, drywall, insulation, paint, fur walls, relocate washer/dryer hookup/ vents, drywall, windows, flooring, doors, trim, stairs, hardware. Etc.)	2,149,134	IN-22-01 Crestmont (1-story units)	Interior Renovations (wiring, ADA kitchen & bath, drywall, insulation, paint, fur walls, relocate washer/dryer hookup/vents, drywall, flooring, doors, trim, hardware. Etc..)	1,295,536
IN-22-03 Rev ED Butler	Exterior renovations w/storage additions	406,811	IN-22-01 Crestmont	Replace windows	446,875
IN-22-03	Install water sub-meters	36,600	IN-22-01 Crestmont	Install water sub-meters	36,600
IN-22-03	Install electric sub-meters	112,000	IN-22-01 Crestmont	Install electric sub-meters	388,000
IN-22-03	Install gas sub-meters	84,000	IN-22-01 Crestmont	Install gas sub-meters	244,000
IN-22-01 Crestmont	Replace Entry Doors & Hardware	102,926	IN-22-01 Crestmont	Remove clothes line posts	3,000
IN-22-03 Rev ED Butler	Replace entry doors & Hardware	35,000	HA WIDE	Install hydrants	3,000
IN-22-07 Walnut Woods	Replace entry doors & Hardware	14,000	IN-22-07	Renovate bathrooms	38,955
HA WIDE	CFFP PAYMENT	181,971	HA WIDE	CFFP PAYMENT	181,971
Total CFP Estimated Cost		<b>\$3,185,442</b>			<b>\$2,833,906</b>

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 4 FFY Grant: 2008 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2010		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
HA WIDE	Attic Stock	10,000	HA WIDE	Attic Stock	10,000
HA WIDE	Non-Routine Maintenance	10,000	HA WIDE	Non-Routine Maintenance	10,000
HA WIDE	Inspection Repairs	10,000	HA WIDE	Inspection Repairs	10,000
IN-22-07 Walnut Woods	Remodel Bathrooms	120,000	HA WIDE	Office furniture, storage & equipment	10,000
IN-22-01 Crestmont	Replace Trash Enclosures	95,060	IN-22-01 Crestmont	Relocate residents (138)	69,000
IN-22-03 Rev ED Butler	Replace Trash Enclosures	31,496	IN-22-01 Crestmont	Exterior renovation	76,496
IN-22-07 Walnut Woods	Replace Trash Enclosures	40,740	IN-22-01 Crestmont	Interior Renovations (wiring, ADA kitchen & bath, drywall, insulation, paint, fur walls, relocate washer/dryer hookups/vents, drywall, flooring, doors, trim, hardware. Etc..)	345,164
IN-22-01 Crestmont	Signs, fencing, concrete, parking lot & misc. grounds	100,000	IN-22-01 Crestmont	Relocate storage buildings	105,000
IN-22-03 Rev ED Butler	Signs, fencing, concrete, misc. grounds work	50,000	IN-22-03 Rev ED Butler	Provide insulation	16,000
IN-22-03 Rev ED Butler	Reconfigure parking lots	69,158	IN-22-03 Rev ED Butler	Provide/Replace storage sheds	51,455
IN-22-07 Walnut Woods	Signs, fencing, concrete, parking lot & misc. grounds	80,000	HA WIDE	Plumbing replacements & Repairs	70,000
IN-22-03 Rev ED Butler	Install playground/park	21,185	IN-22-01 Crestmont	Remodel/Add bathrooms (3,4,5 bedroom units)	60,390
IN-22-07 Walnut Woods	Playground maintenance & upgrades	2,500	HA WIDE	Security Equipment	28,000
IN-22-01 Crestmont	Landscape&retaining walls	51,904	IN-22-07 Walnut Woods	Enlarge patios	60,000
IN-22-03 Rev ED Butler	Landscape	30,000	IN-22-07 Walnut Woods	Landscape	8,096
HA WIDE	Fencing	4,560			
HA WIDE	CFFP Payment	181,971	HA WIDE	CFFP Payment	181,971
<b>Total CFP Estimated Cost</b>		<b>\$908,574</b>			<b>\$1,111,572</b>

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