

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Housing Authority of the City of Bloomington</u> PHA Code: <u>IL051</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2011</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>640</u> Number of HCV units: <u>430</u>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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 for the next five years:				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
<b>6.0</b>	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. (a) <ul style="list-style-type: none"> <li>• Section 8 Administrative Plan</li> <li>• Community Service Policy</li> </ul> (b) <ul style="list-style-type: none"> <li>• The 2011 Annual PHA Plan is available at the Administrative Office of the Housing Authority and the two Property Manager offices.</li> </ul>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  The Housing Authority administers a Section 8 Homeownership Program. Any eligible Section 8 Housing Choice Voucher Program participant household may utilize the subsidy to purchase rather than rent a home, subject to specific program conditions.  The Housing Authority administers a Section 8 Housing Choice Voucher Homeownership Program. Under the program, the Housing Authority will provide monthly homeownership assistance payments for eligible program participants.  The Housing Authority does not plan to participant in Hope VI, Mixed Finance Modernization, Demolition and/or Disposition, or Conversion of Public Housing programs.				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  Attachment				

8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	<b>Attachment</b> <b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

This section describes the housing needs of the low-income, very low-income, and extremely-low income families, elderly families, and families with disabilities, and households of various races and ethnic groups who reside in the Housing Authority's jurisdiction, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The update on the information on the housing and homeless needs of the various groups is based on the 2005-2010 City of Bloomington Consolidated Plan and the 2005-2007 American Community Survey data on affordable housing for Bloomington, Illinois.

The housing need assessment discussed is organized into four components. These include:

- (1) Families with incomes below 30 percent of area median
- (2) Elderly families
- (3) Families with disabilities
- (4) Households of various races and ethnic groups residing in the City of Bloomington or on the waiting list.

#### **Extremely Low-Income**

Households with incomes under 30% of the HUD adjusted area median income are classified extremely low income. According to the City of Bloomington's Consolidated Plan, approximately 8% of the population was living below the poverty line. The most serious lower income rental housing needs are for those renters at 30% of median family income and below. These are households that are extremely low-income. A total of **1,614 households (or 69.3%)** experience some sort of housing problem.

Affordable homeownership is also a problem for households with an income at 30% of median family income and below. There are **983 homeowners** in the City of Bloomington classified as extremely low income and 69.5% of the extremely low-income families experience some housing problems. According to HUD's Comprehensive Housing Affordability Study (CHAS) data for 2000, there were no vacant units for sale affordable for those households at 30% of median and below.

#### **Very Low-Income**

Households with incomes between 30 and 50% of median family income are classified as very low-income. Additionally, very low-income renter households with incomes between 30 and 50% of median family income experience a cost burden problem as well. In Bloomington, there were **1013 renter households (or 53.4%)** having some housing problems.

There were **711 households (or 47.7%)** homeowners with income between 30 and 50% of median family income, that experienced some housing problems.

#### **Elderly Families**

According to the 2005-2007 American Community Survey, there are 9,676 elderly renter-occupied housing units in the City of Bloomington. This is an increase of 3,446 elderly renters compared to the 1990 U.S. Census Bureau data. There are 8.4% household renters 65 years and over living alone. There are a total of 6,416 individuals 65 years and over for whom poverty status has been determined. According to the Consolidated Plan for the City of Bloomington, 50.8% of elderly renters experience a cost burden problem.

**9.0** The Housing Authority of the City of Bloomington has a substantial number of vacant units for elderly households at Wood Hill Towers. Currently there are 75 vacancies at Wood Hill Towers, which could be housing for elderly renters. .

#### **Families with Disabilities Group**

According to data taken from the American Community Survey, 2005-2007, 11% of people in Bloomington at least five years old reported a disability. The total number of people reporting a disability was 6,811 and varied by age, from 5% of people 5 to 15 years old, to 8% of people 16 to 64 years old and to 40% of those 65 and older.

Information contained in the Consolidated Plan identified there is a housing need for individuals with developmental disabilities. Although information cannot be quantified, participants surveyed, identified there are individuals who are now living with aging parents in their own home with housing needs. There is also a need for all types of housing that is accessible for the physically handicapped, especially units with more than 1 bedroom.

The Housing Authority owns five buildings with 48 one bedroom units of housing designed for the developmentally disabled. A total of 12 units are wheelchair handicapped accessible.

The Housing Authority has underway an aggressive renovation project to upgrade and expand the number of accessible units for the physically handicapped throughout various developments. There are a total of 31 one bedroom units that are fully accessible for the physically handicapped and six units are accessible for the hearing impaired at Wood Hill Towers. The remaining units at Wood Hill Towers contain some features that are accessible for the physically handicapped. Another site designed for the elderly and disabled named John Kane Homes has five 2 bedroom units and 1 one bedroom unit that is wheelchair handicapped accessible. In addition, one of the 2 bedroom unit is also accessible for the hearing impaired.

The Housing Authority has converted a variety of units in our family developments that are accessible for the physically handicapped. There are 2, 3, and 4 bedroom accessible units for wheelchair users. We will continue to convert more units that will become fully accessible for the physically handicapped for the five years of this plan.

**Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**Strategy for Addressing Housing Needs**

The Housing Authority of the City of Bloomington has adopted a five-year plan that addresses the housing needs of families of the public housing and Housing Choice Voucher programs and on the waiting list for the next five years.

The target populations the Housing Authority of the City of Bloomington has identified as a priority for addressing affordable housing are the extremely low-income and low-income households in Bloomington, Illinois.

The Housing Authority will continue to apply and receive Capital Fund Grants to preserve and rehabilitate the existing public housing projects. All of the building roofs will be replaced in Sunnyside for the next five years. Interior renovation work will continue at John Kane Homes, Irvin Apartments, Nierstheimer and McGraw Apartments to bring units up to date for the physically handicapped as units become vacant. For the next five years we will continue to convert units that will become fully accessible for the physically handicapped in the family developments. Wood Hill Family will have a 2, 3, and 4 bedroom units fully accessible for the physically handicapped for the five years of this plan.

The Housing Authority will apply for an Energy Performance Contracting Grant. Performance Contracting would give the Housing Authority the ability to finance and install energy-efficient technologies and upgrade energy infrastructure throughout our public housing projects. Capital Fund grants would be leverage to pay for the energy efficiency and infrastructure investments.

The Housing Authority will operate a Project Based Voucher program to deconcentrate poverty and expand housing and economic opportunities for families of the Housing Choice Voucher program.

The Housing Authority will apply for additional vouchers whenever possible.

The Lawrence Irvin Neighborhood Center will have upgrades to the heating, electrical, and plumbing infrastructures and interior and exterior renovation for the five years of this plan.

9.1

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

In compliance with the Department of Housing and Urban Development (HUD) regulations that required the Housing Authority of the City of Bloomington to develop a Public Housing Agency Plan and to submit an Annual Plan that includes the Progress Report. The Progress Report covers Calendar Year 2010, (January 1, 2010 to December 31, 2010). This document will be available to the public and residents at the Administrative Office of the Housing Authority by January 1, 2011.

The Housing Authority established goals and objectives in its 5-Year PHA Plan.

This 2011 Annual Progress Report is the first year under which the Housing Authority is reporting on goals as expressed in the Annual PHA Plan. Please note the following factors which may have a significant impact on future performance.

- Further Fair Housing by increasing the number of units that are accessible to people with disabilities
- Sustainable Operations for the Section 8 Housing Choice Voucher Program was achieved for its operational excellence and received a High Performer Status under SEMAP for FY 2010.
- Comprehensive Supportive Services with the development of a ROSS Service Coordinator Program -
- Sustainable Property Operations with ARRA funds to comprehensively upgrade 22 units at Sunnyside Court will mitigate increasing operational costs.

**The Housing Authority has been successful in addressing its priorities to serve the needs of the residents in Bloomington, Illinois in 2010. Areas of accomplishments include, but are not limited to, activities to promote economic self-sufficiency opportunity, preserving the current housing stock through modernization projects and maintaining the high level of operational management.**

The Housing Authority received \$1,112,396 in funds from the American Recovery and Reinvestment Act. Funds were used to upgrade and modernize twenty-two units of housing in the oldest family housing development. These units received upgrades in electrical systems to allow for washer/dryer hookups and central air conditioning. In addition to upgrade to the kitchen with new cabinets, appliances, counter tops and floors. We installed carpet for the first time in the living room and added a color accent wall to give the living space and warm and inviting feel. We also replaced roofs on five buildings in Sunnyside Court and replaced all the storm doors to the 100 units.

The remaining funds were used to replace old property signs in many of the development to give recognition and identity to these communities and to improve the door entry systems at Wood Hill Towers for the elderly and disabled residents.

Other capital improvement projects completed in 2010 consisted of the conversion of units to handicapped accessible standards. For the first time, residents needing wheelchair accessible units at Wood Hill Family can be accommodated. We converted two units to make them wheelchair accessible. These new two and a three bedroom units are fully accessible and has increased the number of accessible units for large families needing accessible features to 24.

In addition to the 24 family units that are handicapped accessible, we completed minor improvements in 19 units for the elderly and disabled to enhance accessibility features that will assist residents in their homes.

We continue to offer supportive services to residents that will assist them in working towards economic independence. We are pleased to have received a 2010 ROSS Service Coordinator Grant that will fund the salary of staff to provide service coordination. This will allow the Housing Authority to continue to partner with community agencies and make resident referrals to programs that were established in previous ROSS grants.

The Congregate Housing Service Program continues to see changes in its program due to the state budget cuts. The Housing Authority collaborates with marcfirst to provide a supportive living facility to developmental disabled residents at the Irvin Apartments. The State of Illinois now provides funding to marcfirst through the Medicaid waiver program which is used as a match source of funding for the HUD CHSP Grant to provide assisted living services to residents at Irvin South and North Apartments. The Housing Authority now provides all the meals to eligible residents, in addition to two full-time staff.

The Section 8 Housing Choice Voucher Program continues to excel in its' management operation. This program continues to receive the highest designation by HUD as a High Performance in the operation and management of the Housing Choice Voucher Program.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(c) Resident Advisory Comments

Jackie Ahlers asked if the tuck pointing project at Wood Hill Towers would solve the water leak from around the windows. Sharon Rice asked when would the 2011 Capital Funds be available to the housing Authority. These are the only questions or comments received from the RAB.

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<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

## Resident Membership on Board

Faye Townsend, a Public Housing resident, was appointed to the Board of Commissioners by the Mayor of Bloomington and approved by the City Council on August 13, 2007. She was re-appointed by the City Council in 2010 to serve a 5 year term.

# **HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON**

## **RESIDENT ADVISORY BOARD**

1. Faye Townsend  
101 E. MacArthur, Apt. 1201  
Bloomington, IL 61701
2. Jackalyn Ahlers  
104 E. Wood Street, Apt. 406  
Bloomington, IL 61701
3. Tondelaya Beall  
250 Park Trail Road  
Normal, IL 61761
4. Sandi Cullers  
104 E. Wood Street, Apt. 512  
Bloomington, IL 61701
5. Cherie McNeal  
318 Erickson  
Bloomington, IL 61701
6. Sharon Floyd  
1813 W. Illinois Street  
Bloomington, IL 61701
7. Jessica Wraggs  
1709 W. Illinois  
Bloomington, IL 61701
8. Amelia Mailey  
417 Holton Drive  
Bloomington, IL 61701
9. Sharon Rice  
404 Holton Drive  
Bloomington, IL 61701
10. Brandee Merrit  
1409 W. Monroe  
Bloomington, IL 61701

**HOUSING AUTHORITY OF THE COUNTY OF MCLEAN  
RESIDENT ADVISORY BOARD**

1. Kristy Carmody  
703 Scott Street  
Bloomington, IL 61701
2. Loraine Coleman  
1468 E. College Ave., #4  
Normal, IL 61761
3. Deliha Jolley  
510 W. Washington St., 1  
Bloomington, IL 61701
4. Therese Cotter  
1454 E. College Ave., #6
5. Shaviona Lewis  
708 N. Oak  
Bloomington, IL 61701
6. Sylvia Donahue  
1454 E. College Ave., #4  
Normal, IL 61761
7. Harold Miller  
1440 E. College Ave., #2  
Normal, IL 61761
8. Brenda Richardson  
1434 E. College Ave., #1  
Normal, IL 61761
9. Gregory Shack  
103 N. Towanda Ave., #3  
Normal, IL 61761
10. Dianne Watson  
1460 E. College # 4  
Normal, IL 61761

October 7, 2010

Ms. Sharon Rice  
404 Holton Drive  
Bloomington, IL 61701

Dear Ms. Rice:

A planning meeting to discuss the 2011 Annual Plan for the Housing Authority of the City of Bloomington is scheduled for Monday, October 11, 2010 at 4:00 p.m. We would like to invite you again to participate in this planning meeting as member of the Resident Advisory Board.

The purpose of the RAB is to assist the Housing Authority in the development of the agency plan by providing your input into proposed changes to the plans.

Please call me at 829-3360, ext. 204 to confirm your attendance at this meeting. Your participation in this important matter is greatly appreciated.

Sincerely,

Kim Holman-Short  
Executive Director

**RESIDENT ADVISORY BOARD  
PLANNING MEETING  
September 29, 2009**

<b>Name</b>	<b>Address</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

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9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

## **CARBON MONOXIDE ALARM DETECTOR ACT STATEMENT**

The Housing Authority of the City of Bloomington operates both Public Housing and Section 8 Programs. In accordance with the Illinois Carbon Monoxide Alarm Detector Act (Public Act 094-0741) the Housing Authority has established the Carbon Monoxide Alarm Detector Plan which incorporates the following requirements for the Public Housing Program:

Every public housing dwelling unit with furnaces and hot water heaters must be equipped with at least one operable carbon monoxide alarm within 15 feet of every room used for sleeping purposes.

The Housing Authority must supply and install all required alarms. Property Managers will ensure that the alarms are operable on the date the lease is signed.

The tenant is responsible for testing and maintaining the alarm after the lease commences. The tenant must notify the Housing Authority in writing of any deficiencies that the tenant cannot correct.

The Housing Authority will provide the tenant with written information regarding alarm testing and maintenance. The tenant must sign a certification form acknowledging receipt of the written information regarding alarm testing and maintenance.

Any tenant that tampers with, remove, destroy, disconnect, or remove the batteries from any installed carbon monoxide alarm may be subject to criminal prosecution.

Dwelling units that do not rely on combustion of fossil fuel for heat, ventilation or hot water, is not sufficiently close to any ventilated source of carbon monoxide to receive carbon monoxide from that source or dwelling unit or is not sufficiently close to any source of carbon monoxide as determined by the local building commissioner are exempt from the Act.

The following Carbon Monoxide Alarm Detector Plan incorporates the requirements for the Section 8 Program:

Every housing assisted unit under the Section 8 Housing Choice Voucher Program must be equipped with at least one operable carbon monoxide alarm within 15 feet of every room used for sleeping purposes.

The alarm may be combined with smoke detecting devices provided the unit complies with respective standards and the alarm differentiates the hazard.

The owner of the assisted housing unit must supply and install all required alarms. The landlord must ensure that the alarms are operable on the date of the initiation of a lease.

The tenant is responsible for testing and maintaining the alarm after the lease commences. The tenant must notify the owner and the Section 8 office in writing of any deficiencies that the tenant cannot correct.

The Section 8 tenant shall be furnished with written information regarding alarm testing and maintenance. The tenant must sign a certification form acknowledging receipt of the written information regarding alarm testing and maintenance.

Any tenant that tampers with, remove, destroy, disconnect, or remove the batteries from any installed carbon monoxide alarm may be subject to criminal prosecution.

Dwelling units that do not rely on combustion of fossil fuel for heat, ventilation or hot water, is not sufficiently close to any ventilated source of carbon monoxide to receive carbon monoxide from that source or dwelling unit or is not sufficiently close to any source of carbon monoxide as determined by the local building commissioner are exempt from the Act.

## **Violence Against Women Act Plan**

Public Law 109-162, known as the “Violence Against Women and Department of Justice Reauthorization Act of 2005” (VAWA), was enacted on January 5, 2006. The legislation finds a strong link between domestic violence and homelessness and its purpose is to reduce crime and prevent homelessness for victims. The VAWA contains many provisions that apply to federally assisted housing programs, with specific regulations relevant to the Section 8 and Low Income Public Housing Programs. As a publicly funded agency, and in compliance with the intent of the legislation, The Housing Authority of the City of Bloomington is implementing similar non-discriminatory procedures within all its housing programs in order to protect victims of domestic violence, dating violence, sexual assault, or stalking and their families.

VAWA defines certain terms as follows:

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Stalking” means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or to intimidate another person and to place under surveillance with the intent to kill, injure, harass or intimidate another person and in the course of, or as a result of, such

following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

“Immediate Family Member” means a person’s spouse, parent, brother, sister, or child, or an individual to whom that person stands in loco parentis; or any other person living in the household of that person and related to that person by blood or marriage.

VAWA provides protection to both applicants and participants in federally funded housing assistance programs. The law states that an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or denial of admission, if the applicant otherwise qualifies for the program. It also states that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence. The provisions of VAWA do not apply to private landlords who are not receiving any type of federal subsidy.

Program applicants and participants/tenants are also entitled to notification of their rights and protections under VAWA. These procedures establish how and when these persons are to be notified, how lease violations are to be handled, and client certifications required.

Required Proof or Certification of Victim’s Status:

- I. Any tenant claiming protection under the VAWA may be required to provide proof or “certification” of the violence.
- II. Certification or proof must be requested in writing.
- III. The tenant or victim is not required to:
  - a. Have or obtain a restraining order or protective order from the courts
  - b. Call the police or have a police (official government) report of the incident
- IV. Acceptable verification includes:

- a. Court record
  - b. Police (law enforcement) record
  - c. Statement from a victim service provider, medical professional or lawyer containing:
    - i. Statement the individual helped the tenant address the violence
    - ii. Name of the perpetrator
    - iii. Statement under penalty of perjury that the provider believes the incident or incidents are bona fide incidents of abuse
    - iv. Tenant must also sign or attest to the provider's statement
- V. Tenant has a minimum of fourteen (14) business days to provide the requested proof.

Confidentiality:

Any information provided to the Housing Authority or its staff regarding incidents of abuse must be kept confidential. Such information will not be entered into computer data or notes or shared with any other entity.

- I. Staff may not disclose:
  - a. Tenant is a victim of domestic violence, dating violence or stalking.
  - b. Any details regarding allegations or incidents of abuse.
- II. Staff may disclose information:
  - a. At the written request of the victim,
  - b. Required for use in an eviction proceeding, or
  - c. If disclosure is otherwise required by law.

Additionally, the McKinney-Vento Homeless Assistance Act has been amended to prohibit victim service providers from providing personally identifying information to HUD's Homeless Management Information system (HMIS). Personally identifying information includes names, addresses, and social security numbers. Staff must be particularly careful to ensure victim information is retained in confidence when working with these service providers.

**Applications (All Programs):**

All applicants for HACB-operated housing programs shall receive notification of their rights under VAWA.

- I. During the initial intake interview all applicants shall be:
  - a. Advised of their rights under VAWA
  - b. Issued a cover letter and notice entitled “Rental Assistance Program Applicants’ Notice on Violence Against Women Eviction Protection”
  - c. Allowed to provide certification of victim status if there are incidents that might result in a denial/withdrawal based on criminal or tenancy history
- II. At the Section 8 voucher briefing
  - a. Voucher holders will be reminded of their rights under VAWA and the documents issued at the initial interview. Copies of notification documents will be made available to applicants again as needed.
  - b. Staff will explain that private landlords are not bound by VAWA but those receiving federal subsidies are.
  - c. Staff will explain the process to request a transfer voucher.
- III. During any lease up process
  - a. All participants will be reminded of their rights under VAWA.
  - b. Copies of notification documents will be provided to tenants again, as needed.

**Low Income Public Housing Program:**

All LIPH tenants shall receive notification of their rights under the VAWA. In addition, criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control will not be used as the basis for termination of assistance, tenancy or occupancy rights if the tenant or an immediate family member tenant’s family is the victim or threatened victim of such violence. However, an individual who is a lawful tenant may be evicted if that individual engages in criminal acts of physical violence against family member or others.

- I. At the initial lease up:
  - a. Tenants will have received notice of their rights as an applicant during the application interview.

- b. During the lease signing process, the Housing Manager will issue the notice entitled “Low Income Public Housing Notice on Violence Against Women Eviction Protection”
- II. At each annual reexamination:
  - a. The Property Manager will issue the notice entitled “Low Income Public Housing Notice on Violence Against Women Eviction Protection”
  - b. The Property Manager will explain the tenant’s rights
- III. Eviction considerations:
  - a. In determining whether to evict, victims of domestic violence, dating violence or stalking cannot be held to a more demanding standard than other tenants.
  - b. The Property Manager will review the lease violations with Housing Administration to determine whether
    - i. The family or an individual family member is to be evicted, and
    - ii. “Good cause” exists.
  - c. Any Notice of Termination/Eviction issued shall contain the statement, “If you claim protection from an eviction based on the Violence Against Women Act of 2005, you must contact your development manager, immediately. You must contact the Manger prior to the expiration of this notice.”
  - d. If the tenant claims protection under the VAWA, the Property Manager will issue a written notice
    - i. Requesting proof of the victim’s status (certification), and
    - ii. Specifying the deadline by which the proof must be provided.
  - e. If the tenant provides the requested certification within the specified timeframe, the Property Manager will review the documentation with the Assistant Executive Director and then:
    - i. Allow time for the tenant to provide additional or clarifying information, if needed;
    - ii. Terminate pending eviction proceedings; or
    - iii. Proceed with the eviction if it is determined that the VAWA does not apply.
  - f. If the tenant fails to provide the certification within the specified period, the Property Manager will proceed with the eviction process.
- IV. If a tenant requests a transfer to another unit because of domestic violence, dating violence, or stalking:
  - a. The tenant must provide certification of the incident(s) of violence.

- b. The Property Manager must advise the tenant that:
  - i. The VAWA does not give the tenant the right to break their lease;
  - ii. The tenant must be in compliance with all terms of their lease, including payment of rent and other charges;
  - iii. Transfers are based on unit availability (available units must be of appropriate size); and
  - iv. The tenant is responsible for costs incurred because of the transfer (unit clean up/preparation for re-renting, etc.).

### **Section 8 Housing Choice Voucher Program:**

The provisions of the VAWA apply to both tenant-based and project-based portions of the Section 8 Housing Choice Voucher Program. All Section 8 tenants shall receive notification of their rights under the VAWA. Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control will not be used as the basis for termination of assistance, tenancy or occupancy rights if the tenant or an immediate family member tenant's family is the victim or threatened victim of such violence. Additionally, a victim is generally entitled to a transfer voucher (including portability to another jurisdiction) to protect the health and safety of the family. However, an individual who is a lawful tenant may be evicted/terminated if that individual engages in criminal acts of physical violence against family member or others.

- I. At the initial lease up participants receive notice of their rights as an applicant during the application interview and during the Section 8 briefing.
- II. At each annual reexamination:
  - a. The Section 8 Staff will issue the notice entitled "Low Income Public Housing Notice on Violence Against Women Eviction Protection."
  - b. The Section 8 Staff will explain the participant's rights.
- III. If a participant requests a transfer to another unit because of domestic violence, dating violence, or stalking a transfer voucher may be issued if:
  - a. The tenant provides certification of the incident(s) of violence.
    - i. The Section 8 Staff will issue written notice to provide the certification by a specified deadline.

- ii. The Section 8 Staff will give the tenant a minimum of 14 business days to provide the certification.
  - b. The tenant has complied with all obligations of the Section 8 program;
  - c. If the participant has already moved out of the assisted unit, program assistance will be continued if:
    - i. The participant moved to protect the health and safety of the individual who has been or is the victim of domestic violence, dating violence, or stalking;
    - ii. The participant/victim reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted unit.
  - d. The “Request for Transfer” form with certification attached will be submitted to the Section 8 Staff for review and approval.
- IV. If a participant tenant is issued an eviction notice from a private property owner or property manager:
  - a. The Section 8 Staff will review the lease violations with the property owner/manager to determine whether:
    - i. The family or an individual family member is to be evicted, and
    - ii. “Good cause” exists.
    - iii. If necessary, staff shall remind the landlord that provisions of the VAWA make it illegal to bring an eviction action based on acts of domestic violence, dating violence, or stalking, or criminal activity “directly related” to such violence.
  - b. If the participant/tenant claims protection under the VAWA, the Section 8 Staff will issue a written notice:
    - i. Requesting proof of the victim’s status (certification), and
    - ii. Specifying the deadline by which the proof must be provided. The participant shall have a minimum of 14 business days to provide the certification.
  - c. If the participant provides the requested certification within the specified timeframe, the Section 8 Staff will:
    - i. Confirm the property owner/manager plans to proceed with the eviction process;
    - ii. Obtain a “Request for Transfer” from the tenant; and
    - iii. Submit the “Request for Transfer” form, with certification attached, for review and approval.

- d. If the participant fails to provide the certification within the specified period, the Section 8 Staff will issue a “Notice of Termination” based on the eviction for “good cause.”

The VAWA provides protections for the victims of violence. However, staff may also have occasion to deal with those who commit acts of violence or persons who pose a threat to other tenants. Staff should remember:

- I. If a victim engages in criminal activity or other lease violations unrelated to the abuse, the victim may be evicted as long as the victim is not held to a more demanding standard than non-victims are.
- II. If staff (or a landlord) proves that allowing the victim to remain a tenant in an assisted unit would pose an “actual and imminent threat” to other persons on the property, the victim may be evicted.
- III. Staff may split (“bifurcate”) the lease to evict the perpetrator of domestic or dating violence or stalking or end voucher assistance to the perpetrator without evicting or terminating victimized lawful occupants.
- IV. Staff must honor court orders regarding rights of access or control of the unit. For example, staff must honor court orders addressing the distribution or possession of property among household members when a family breaks up.

Although the Violence Against Women Act of 2005 specifically refers to women, both male and female victims are provided equal protection under the law. The Housing Authority does not discriminate based on the sex; staff shall treat all persons equally to ensure no violation of their civil rights. Generally, the VAWA protections also extend to the immediate families of the victims. Staff should recognize and accommodate the special nature of victims of domestic or dating violence or stalking.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>PHA Name: Housing Authority of the City of Bloomington</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P051501-11 Replacement Housing Factor Grant No: Date of CFP:		<b>FY of Grant: 2011</b> FFY of Grant Approval:	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements			\$13,194			
4	1410 Administration (may not exceed 10% of line 21)			\$95,000			
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs			\$74,154			
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures			\$736,146			
11	1465.1 Dwelling Equipment—Nonexpendable			\$32,558			
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs			\$1,000			
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2011	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051501-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	Expended
		Original	Revised <sup>2</sup>		
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$952,052			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$300,000			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$100,000			
Signature of Executive Director		Date 06/21/10	Signature of Public Housing Director		
			Date		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



AMP 2 John Kanes Homes  Irvin, Niersheimer, McGraw	ADA Compliance, plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal for 2 units.	1460	2	\$105,000				
	Refrigerators and stoves	1465.1	6	\$3,000				
	Kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460	Misc.	\$5,393				
	Relocation Costs	1495.1	2	\$150.00				
	Architect and Engineer Fees	1430	1	\$6,538.50				
	Professional Staff Development	1408	2	\$750.00				
	Preventative Maintenance Training	1408	2	\$350.00				
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone Upgrade.	1408	1	\$1,486				
	AMP 3 Wood Hill Towers South and Wood Hill Family	Electrical, plumbing, painting, interior rehab, roofing, Tuck Pointing, furniture, Asbestos Removal.	1460	Misc.	\$31,694			
		Relocation Costs	1495.1	1	\$250.00			
Architect and Engineer Fees		1430	1	\$5,538.50				
Professional Staff Development		1408	2	\$750.00				
Preventative Maintenance Training		1408	2	\$350.00				
Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.		1408	Misc.	\$1,486				







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<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



<b>Part I: Summary</b>						
PHA Name/Number Housing Authority of the City of Bloomington IL051		Locality (City/County & State) Bloomington, McLean, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place		Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 10 building roofs, 50 stoves	, Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 7 building roofs	50 stoves, Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 2 buildings	Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 2 buildings
	IL051000002 John Kane Homes		Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 30 refrigerators, 1 or 2 apartments per year	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year	Install kitchen cabinets, levered lock-sets, fire alarms, A/C, refrigerators replace older furnaces.	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year
	Irvin, Nierstheimer, McGraw		Install kitchen cabinets, levered lock-sets, fire alarms, A/C units 36	Install kitchen cabinets, levered lock-sets, fire alarms, 50 refrigerators	Install Kitchen cabinets, carpet, floor tile, paint, electrical, plumbing.	Install kitchen cabinets, levered lock-sets, fire alarms, A/C
	IL051000003 Wood Hill Tower South		Replace electrical, plumbing, painting, carpeting, furniture, interior rehab	Replace electrical, plumbing, painting, carpeting, furniture, interior rehab, new roof	Replace electrical, plumbing, painting, roofs, carpeting, furniture, interior rehab,	Replace electrical, plumbing, painting, carpeting, interior rehab, roofs, furniture, office renovation
	Wood Hill Family		Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab, 1 building	Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab, 1 building, 50 refrigerators	Refrigerators, Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab, 1 building	Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab
	IL051000004 Wood Hill Tower North		50 stoves, Replace electrical, plumbing, painting, carpeting, interior rehab, roofing	Replace electrical, plumbing, painting, carpeting, interior rehab, 100 refrigerators	Replace electrical, plumbing, painting, carpeting, roofs, interior rehab	Replace electrical, plumbing, painting, carpeting, roofs, interior rehab

**Capital Fund Program—Five-Year Action Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

B.	Physical Improvements Subtotal	Annual Statement	Amp 1 \$379,880 Amp 2 \$133,393 Amp 3 \$179,694 Amp 4 \$35,893  Subtotal \$748,860	Amp 1 \$309,063 Amp 2 \$90,282 Amp 3 \$262,821 Amp 4 \$ 66,694  Subtotal \$728,860	Amp 1 \$333,058 Amp 2 \$165,378 Amp 3 \$106,694 Amp 4 \$123,730  Subtotal \$728,860	Amp 1 \$76,164 Amp 2 \$6,287 Amp 3 \$323,588 Amp 4 \$322,821  Subtotal \$728,860
C.	Management Improvements		Amp 1 \$3,048.50 Amp 2 \$3,048.50 Amp 3 \$3,048.50 Amp 4 \$3,048.50  Subtotal 12,192	Amp 1 \$3,048.50 Amp 2 \$3,048.50 Amp 3 \$3,048.50 Amp 4 \$3,048.50  Subtotal 12,192	Amp 1 \$3,048.50 Amp 2 \$3,048.50 Amp 3 \$3,048.50 Amp 4 \$3,048.50  Subtotal 12,192	Amp 1 \$3,048.50 Amp 2 \$3,048.50 Amp 3 \$3,048.50 Amp 4 \$3,048.50  Subtotal 12,192
D.	PHA-Wide Non-dwelling Structures and Equipment		New Mod Vehicle \$20,000			
E.	Administration		PHA Wide \$95,000	PHA Wide \$95,000	PHA Wide \$95,000	PHA Wide \$95,000
F.	Other		PHA Wide Fees & Costs \$75,000 Relocation \$1,000	PHA Wide Fees & Costs \$75,000 Relocation \$1,000	PHA Wide Fees & Costs \$75,000 Relocation \$1,000	PHA Wide Fees & Costs \$75,000 Relocation \$1,000
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$952,052	\$952,052	\$952,052	\$952,052
L.	Total Non-CFP Funds					
M.	Grand Total		\$952,052	\$952,052	\$952,052	\$952,052

**Part I: Summary (Continuation)**

PHA Name/Number Housing Authority of the City of Bloomington IL051		Locality (City/county & State) Bloomington, McLean, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name  PHA Wide	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FY 2014	Work Statement for Year 5 FFY 2015
	Administrative	Annual Statement	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time
	Dwelling Equipment		Refrigerators and Stoves	Refrigerators and Stoves	Refrigerators and Stoves	Refrigerators and Stoves
	Relocation Fees		Moving tenants for apartment renovations	Moving tenants for apartment renovations	Moving tenants for apartment renovations	Moving tenants for apartment renovations
	Fees & Costs		Architectural services	Architectural services	Architectural services	Architectural services
	Non dwelling equipment		New Mod vehicle			

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012			Work Statement for Year: 2013 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab. 1 building, 10 building roofs, 50 stoves	4 roofs & 1 building	\$379,880	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, siding, drywall painting, landscaping, siding, interior/exterior rehab, 6 building roofs	6 roofs	\$309,063
Annual	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year, 30 refrigerators	1 apartment 30 refrigerators	\$133,393	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year	1 or 2 apartments	\$70,282
Statement	IL051000002 Nierstheimer, Irvin, McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	1 apartment	\$20,000	IL051000002 Nierstheimer, Irvin, McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C	1 apartment 10 A/C	\$20,000
	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab	2 apartments	\$29,694	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab	2 apartments	\$62,821
	IL051000003 Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	1 building	\$150,000	IL051000003 Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	1 building	\$200,000
	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab, roofing	1 roof 1 apartments	\$35,893	IL051000004 Wood Hill Tower North Replace electrical, plumbing, painting, carpeting, interior rehab, 100 refrigerators	1 apartment 20 refrigerators	\$66,694
	Subtotal of Estimated Cost		\$748,860	Subtotal of Estimated Cost		\$728,860
				Cost		

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year: 2015 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 11 building roofs	1 building 3 roofs	\$333,058	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 11 building roofs	1 apartment	\$76,164
Annual	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year, 30 refrigerators	3 apartments	\$100,000	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year	1 apartment	\$2,000
Statement	IL051000002 Irvin, Nierstheimer & McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	1 apartment	\$65,378	IL051000002 Irvin, Nierstheimer & McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	1 apartment	\$4,287
	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab	1 apartment	\$6,694	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab	12 apartment	\$200,000
	IL051000003 Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	1 building	\$100,000	IL051000003 Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	1 building	\$123,588
	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab	6 apartments	\$123,730	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab	12 apartments	\$322,821
	Subtotal of Estimated Cost		\$728,860	Subtotal of Estimated Cost		\$728,860

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012		Work Statement for Year: 2013 FFY 2013	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Annual	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Statement	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00
	IL000004 Wood Hill Tower North Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL000004 Wood Hill Tower North Wood Hill Tower North Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00

	Subtotal of Estimated Cost	\$12,192	Subtotal of Estimated Cost	\$12,192
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<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014		Work Statement for Year: 2015 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Annual	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Statement	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 712.00 \$ 250.00 \$ 200.00 \$ 1,486.00

**Capital Fund Program—Five-Year Action Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

	IL000004 Wood Hill Tower North		IL000004 Wood Hill Tower North	
	Preventative Maintenance Training	\$ 400.00	Preventative Maintenance Training	\$ 400.00
	Professional Staff Training	\$ 712.00	Professional Staff Training	\$ 712.00
	Modernization Training	\$ 250.00	Modernization Training	\$ 250.00
	Cell Phone & Radio	\$ 200.00	Cell Phone & Radio	\$ 200.00
	Computer Upgrade, Office Supplies	\$ 1,486.00	Computer Upgrade, Office Supplies	\$ 1,486.00
	Subtotal of Estimated Cost	\$12,192	Subtotal of Estimated Cost	\$12,192

KIM

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City of Bloomington

Grant Type and Number  
 Capital Fund Program Grant No: IL06P051501-10  
 Replacement Housing Factor Grant No:  
 Date of CFFP:

FFY of Grant: 2010  
 FFY of Grant Approval:

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Summary by Development Account	Original	Total Estimated Cost		Obligated	Total Actual Cost <sup>1</sup>
				Revised <sup>2</sup>	Final Performance and Evaluation Report		
1		Total non-CFP Funds					Expended
2		1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3		1408 Management Improvements	\$13,194				Awaiting approval
4		1410 Administration (may not exceed 10% of line 21)	\$82,000				Awaiting approval
5		1411 Audit					
6		1415 Liquidated Damages					
7		1430 Fees and Costs	\$74,154				Awaiting approval
8		1440 Site Acquisition					
9		1450 Site Improvement					
10		1460 Dwelling Structures	\$749,146				Awaiting approval
11		1465.1 Dwelling Equipment—Nonexpendable	\$32,558				Awaiting approval
12		1470 Non-dwelling Structures					
13		1475 Non-dwelling Equipment					
14		1485 Demolition					
15		1492 Moving to Work Demonstration					
16		1495.1 Relocation Costs	\$1,000				Awaiting approval
17		1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	
18a	1501 Collateralization or Debt Service paid by the PHA			Expended
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			
19	1502 Contingency (may not exceed 8% of line 20)			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$952,052		
21	Amount of line 20 Related to LBP Activities			Awaiting approval
22	Amount of line 20 Related to Section 504 Activities	\$300,000		
23	Amount of line 20 Related to Security - Soft Costs			
24	Amount of line 20 Related to Security - Hard Costs			
25	Amount of line 20 Related to Energy Conservation Measures <sup>3</sup>	\$100,000		
Signature of Executive Director		Date 06/21/10	Signature of Public Housing Director	
<i>[Signature]</i>				
			Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.











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<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



-KIM

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
PHA Name: Housing Authority of the City of Bloomington		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: IL06P05150109 Replacement Housing Factor Grant No: Date of CFFP:			

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	Revised Annual Statement (revision no:1 )		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$13,194		\$800		
4	1410 Administration (may not exceed 10% of line 21)	\$82,000		\$82,000		
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$74,154		\$74,154		
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$754,252	\$734,252	\$300,000	\$71,725	
11	1465.1 Dwelling Equipment—Nonexpendable	\$32,558	\$52,558	\$32,320	\$32,320	
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$3,000		\$2,013	\$2,013	
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P05150109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Reserve for Disasters/Emergencies <input type="checkbox"/>	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)		\$959,158	\$491,287	\$106,058	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities		\$300,000	\$100,000	\$25,000	
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures		\$100,000	\$25,000	\$20,000	
Signature of Executive Director <i>[Signature]</i>			Date 6/21/2010	Signature of Public Housing Director		Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P05150109 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009
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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 1								
IL 51-1 Sunnyside Court, Holton Homes, and Evergreen Place	2 units ADA Compliance, plumbing, kitchen, baths, electrical, interior-exterior rehab, landscaping and asbestos removal, 10 buildings roofs, 192 storm doors.  Relocation Costs  Architect and Engineer Fees  Refrigerator and Stoves  Professional Staff Development  Preventative Maintenance Training  Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1460  1495.1 1430 1465.1		\$394,344  \$2,250.00 \$28,538.50 \$32,558	   \$52,558	\$34,776	\$71,725  \$1,763.04 0 \$32,320.00	In progress  In progress Under Contract  In progress Add \$20,000 from AMP 2 51-5
AMP 2								
IL51-2 John Kaness Homes	ADA Compliance, plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal for 2 units, and one office.	1460		\$105,000			0	Out for bid

IL51-5 Irvin, Nierstheimer, McGraw  AMP 3  IL51-3E Wood Hill Towers South  IL51-3F Wood Hill Family	ADA Compliance, concrete ramps, walks, parking spaces, kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460	\$45,393	\$25,393	0	Planning Stage Move \$20,000 to Refrigerators Amp 1
	Relocation Costs	1495.1	\$250.00		0	Planning Stage
	Architect and Engineer Fees	1430	\$16,538.50		0	Under Contract
	Professional Staff Development	1408	\$750.00		0	Planning Stage
	Preventative Maintenance Training	1408	\$350.00		0	Planning Stage
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone Upgrade.	1408	\$1,486		0	Planning Stage
	ADA Compliance, elevator upgrades, electrical, plumbing, painting, interior rehab, roofing, and furniture	1460	\$36,694		0	Planning Stage
	ADA Compliance, doors, windows, asbestos removal, interior, exterior (1 building)	1460	\$140,000		0	Planning Stage
	Relocation Costs	1495.1	\$250.00		\$250	Planning Stage
	Architect and Engineer Fees	1430	\$20,538.50		0	Under Contract
AMP 4  IL51-4E Wood Hill Towers North	Professional Staff Development	1408	\$750.00		0	Planning Stage
	Preventative Maintenance Training	1408	\$350.00		0	Planning Stage
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408	\$1,486		0	Planning Stage
	ADA Compliance, elevator upgrades, electrical, plumbing, painting, and interior, exterior rehab.	1460	\$32,821		0	Planning Stage
	Relocation Costs	1495.1	\$250.00		0	Planning Stage











-KIM

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
PHA Name: Housing Authority of the City of Bloomington		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: IL06P05150109 Replacement Housing Factor Grant No: Date of CFFP:			

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	Revised Annual Statement (revision no:1 )		Total Actual Cost <sup>1</sup> Expended
			Original	Revised <sup>2</sup>	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements	\$13,194		\$800	
4	1410 Administration (may not exceed 10% of line 21)	\$82,000		\$82,000	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$74,154		\$74,154	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$754,252	\$734,252	\$300,000	\$71,725
11	1465.1 Dwelling Equipment—Nonexpendable	\$32,558	\$52,558	\$32,320	\$32,320
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$3,000		\$2,013	\$2,013
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P05150109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Reserve for Disasters/Emergencies <input type="checkbox"/>	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)		\$959,158	\$491,287	\$106,058	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities		\$300,000	\$100,000	\$25,000	
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures		\$100,000	\$25,000	\$20,000	
Signature of Executive Director <i>[Signature]</i>			Date 6/21/2010	Signature of Public Housing Director		Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P05150109 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009
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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 1								
IL 51-1 Sunnyside Court, Holton Homes, and Evergreen Place	2 units ADA Compliance, plumbing, kitchen, baths, electrical, interior-exterior rehab, landscaping and asbestos removal, 10 buildings roofs, 192 storm doors.  Relocation Costs  Architect and Engineer Fees  Refrigerator and Stoves  Professional Staff Development  Preventative Maintenance Training  Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1460  1495.1 1430 1465.1		\$394,344  \$2,250.00 \$28,538.50 \$32,558	\$52,558	\$34,776	\$71,725  \$1,763.04 0 \$32,320.00	In progress  In progress Under Contract  In progress Add \$20,000 from AMP 2 51-5
AMP 2								
IL51-2 John Kaness Homes	ADA Compliance, plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal for 2 units, and one office.	1460		\$105,000			0	Out for bid

IL51-5 Irvin, Nierstheimer, McGraw  AMP 3  IL51-3E Wood Hill Towers South  IL51-3F Wood Hill Family	ADA Compliance, concrete ramps, walks, parking spaces, kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460	\$45,393	\$25,393	0	Planning Stage Move \$20,000 to Refrigerators Amp 1
	Relocation Costs	1495.1	\$250.00		0	Planning Stage
	Architect and Engineer Fees	1430	\$16,538.50		0	Under Contract
	Professional Staff Development	1408	\$750.00		0	Planning Stage
	Preventative Maintenance Training	1408	\$350.00		0	Planning Stage
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone Upgrade.	1408	\$1,486		0	Planning Stage
	ADA Compliance, elevator upgrades, electrical, plumbing, painting, interior rehab, roofing, and furniture	1460	\$36,694		0	Planning Stage
	ADA Compliance, doors, windows, asbestos removal, interior, exterior (1 building)	1460	\$140,000		0	Planning Stage
	Relocation Costs	1495.1	\$250.00		\$250	Planning Stage
	Architect and Engineer Fees	1430	\$20,538.50		0	Under Contract
AMP 4  IL51-4E Wood Hill Towers North	Professional Staff Development	1408	\$750.00		0	Planning Stage
	Preventative Maintenance Training	1408	\$350.00		0	Planning Stage
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408	\$1,486		0	Planning Stage
	ADA Compliance, elevator upgrades, electrical, plumbing, painting, and interior, exterior rehab.	1460	\$32,821		0	Planning Stage
	Relocation Costs	1495.1	\$250.00		0	Planning Stage











Annual Statement/Performance and Evaluation Report  
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 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City Of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/10	Summary by Development Account	Original	Total Estimated Cost		Obligated	Total Actual Cost <sup>1</sup>	
				Revised <sup>2</sup>	Final Performance and Evaluation Report		Expended	
1		Total non-CFP Funds	0					
2		1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	0					
3		1408 Management Improvements						
4		1410 Administration (may not exceed 10% of line 21)	\$13,194	\$13,581.16	\$13,581.16	\$13,581.16	\$13,581.16	
5		1411 Audit	\$82,000		\$82,000	\$82,000	\$82,000	
6		1415 Liquidated Damages	0					
7		1430 Fees and Costs	0					
8		1440 Site Acquisition	\$74,154		\$74,154	\$74,154	\$49,220.09	
9		1450 Site Improvement	0					
10		1460 Dwelling Structures	0					
11		1465.1 Dwelling Equipment—Nonexpendable	\$675,901	\$674,911.19	\$674,911.19	\$674,911.19	\$536,571.11	
12		1470 Non-dwelling Structures	\$32,558		\$32,558	\$32,558	\$32,558	
13		1475 Non-dwelling Equipment	0					
14		1485 Demolition	0					
15		1492 Moving to Work Demonstration	0					
16		1495.1 Relocation Costs	0					
17		1499 Development Activities <sup>4</sup>	\$1,000	\$1,602.65	\$1,602.65	\$1,602.65	\$1,602.65	
			0					

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**Part I: Summary**

PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008
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Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	0			
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$878,807		\$878,807	\$715,533.01
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities	\$300,000		\$300,000	\$300,000
23	Amount of line 20 Related to Security - Soft Costs	0			
24	Amount of line 20 Related to Security - Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	\$100,000		\$100,000	\$100,000
Signature of Executive Director		Date		Signature of Public Housing Director	
<i>[Signature]</i>		<i>6/21/2010</i>		<i>[Signature]</i>	

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<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
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Part II: Supporting Pages

PHA Name: Housing Authority of the City of  
 Bloomington

Grant Type and Number  
 Capital Fund Program Grant No: IL06P051-08  
 CFFP (Yes/ No):  
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 1 IL 51-1 Sunnyside Courts, Holton Homes, and Evergreen Place	ADA Compliance, Plumbing, kitchen, baths, electrical, interior-exterior rehab, landscaping and asbestos removal	1460		\$175,993	\$222,175.55	\$222,171.55	\$222,171.55	Complete Add \$46,174.72 from Amp 2 Add \$7.83 from Amp 2
AMP 2 IL51-2 John Kane Homes	ADA Compliance, Plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal for 2 Units and JKHomes.	1460		\$105,000	\$58,825.28	\$58,825.28	\$8,121.74	In Progress Move \$46,174.72 to Amp 1
IL51-5 Irvin, Nierstheimer, McGraw	ADA Compliance, Kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C			\$205,393	\$205,385.17	\$205,385.17	\$205,385.17	Complete Move \$7.83 to Amp 1
AMP 3 IL51-3E Wood Hill Towers, S.	ADA Compliance, Electrical, plumbing, painting, interior rehab, roofing, and furniture	1460		\$26,694	\$33,692.53	\$33,692.53	\$33,692.53	Complete Add \$6,998.53 from Woodhill Family
IL51-3F Wood Hill Family	ADA Compliance, Doors, windows, asbestos removal, interior, exterior rehab			\$140,000	\$132,011.66	\$132,011.66	\$47,492.45	In Progress Move \$6,998.53 to Woodhill Towers S. Move \$387.16 to 1408 Computers Move \$602.65 to 1491.1 Relocation

AMP 4 IL51-4E Wood Hill Towers, N	ADA Compliance, Electrical, plumbing, painting, and interior, exterior rehab.	1460		\$22,821		\$22,821	\$19,707.67	Under construction
PHA Wide	A/E Fees	1430		\$74,154		\$74,154	\$49,229.09	Under contract
PHA Wide	Relocation Costs	1495.1		\$1,000		\$1,602.65	\$1,602.65	Complete Add \$602.65 from Amp 3 Woodhill
PHA Wide	Contingency	1502		0				Family
PHA Wide	Preventive Maintenance Program and Training	1408		\$2,000		\$1,754.38	\$1,754.38	Complete Move \$245.62 to Computer Systems
PHA Wide	Professional Staff Development	1408		\$3,000		\$1,951.77	\$1,951.77	Upgrades Complete Move \$1,048.23 to Computer Systems
PHA Wide	Refrigerators and Stoves	1465.1		\$32,558		0	\$32,558	Upgrade
PHA Wide	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408		\$5,394		\$7,919.18	\$7,919.18	Complete Add \$245.62 from Preventive Mait. Program Add \$1,048.23 from Professional Staff
PHA Wide	Modernization Staff Professional Training	1408		\$2,000		\$1,155.83	\$1,155.83	Development Add \$844.17 from Mod Staff Prof. Training Add \$387.16 from Amp 3 Woodhill
PHA Wide	Cell Phone and Pager for Mod. Department	1408		\$800		0	\$800	Family Complete Move \$844.17 to Computer Systems Upgrade Complete







<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



## Capital Fund Stimulus Grant Procurement Policy

- (1) Except as provided for within the Notice PIH 2009-12 (HA) as issued by HUD on March 18, 2009, all requirements listed within the current HA procurement policy shall remain in effect for any procurements executed by the HA, with the following exceptions:
  - (a) Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants; the HA shall instead follow the requirements of Part 85 requirements.
  - (b) The small purchase limit, below which the HA will solicit and receive at least three quotes (advertisement not required) and above which the HA will solicit and receive form bids (advertisement required), shall be \$100,000.
  - (c) All contractors must verify compliance with the "Buy American requirements of Section 1605 of the Recovery Act" of 2009.
- (2) Consistent with the requirements of the above noted Notice, this Policy shall expire after all Capital Fund Stimulus Grant funds have been expended.
- (3) Such requirements may be amended by further procedural guidance from HUD.

## Admissions and Occupancy Policy Proposed Revisions 2011

1. Include as Appendix K New community Service policy.

### **COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY**

#### **A. Background**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease. As discussed in the Senate Committee Report (S. Rep. No. 63, 105<sup>th</sup> Congress. 1<sup>st</sup> Session 1997) that states *“the provision is not intended to be perceived as punitive, but rather considered as rewarding activity that will assist residents in improving their own and their neighbors’ economic and social well-being and give residents a greater stake in their communities”*. The requirement is intended to provide residents an opportunity to demonstrate that they are “giving something back” to their communities and to facilitate upward mobility.

#### **B. Definitions**

**Community Service** - Community Service is "The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self responsibility in the community. Community service is not employment and may not include politica1 activities." (See 24 CFR 960.601(b) definition of Community Service).

The volunteer work includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children's programs;

- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

Life Skills- including skills assessment and goal setting

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities** - activities that include, but are not limited to:

- A. Job readiness or job training;
- B. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor) or other training providers;
- C. Higher education (junior college or college);
- D. GED classes;
- E. Apprenticeships (formal or informal);
- F. Substance abuse or mental health counseling;
- G. Reading, financial and/or computer literacy classes;
- H. English as a second language and/or English proficiency classes;
- I. Budgeting and credit counseling; and,
- J. Any activity required by the Department of Public Assistance under Temporary Assistance for Needy Families (TANF).

**CSSR Partnerships:** When the BHA has a ROSS program, ROSS Service Coordinators or FSS program may coordinate Individual Training and Services Plans (ITSPs) with CSSR. The ITSP is a tool to plan, set goals and track movement towards self-sufficiency through education, work readiness and other supportive services such as health, mental health and work supports. Specific CSSR activities may be included in ITSPs to enhance a person’s progress towards self-sufficiency. Regular meetings with BHA coordinators may satisfy CSSR activities and BHA coordinators may verify community service hours within individual monthly logs.

When possible the BHA Service Coordinators will create agreements with local organizations, including faith-based and community organizations, to assist CSSR. Specifically, such agreements would allow local organizations to advertise their programs, assist with transportation, child-care or other barriers to CSSR attainment and verify hours within individual monthly logs.

**Exempt Adult** - an adult member of the family who

- A. 62 years or older;
- B. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c),
  - 1. who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
  - 2. is a primary caretaker of such individual;
- C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
  - 1. Unsubsidized employment;
  - 2. Subsidized private-sector employment;
  - 3. Subsidized public-sector employment;
  - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  - 5. On-the-job-training;
  - 6. Job-search and job-readiness assistance;
  - 7. Community service programs;
  - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
  - 9. Job-skills training directly related to employment;
  - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate; and,
  - 12. The provision of childcare services to an individual who is participating in a community service program;

- D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

### **C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Applicant and BHA obligations

The BHA must describe in its CSSR policy the process to determine which family members are exempt from the requirement, as well as the process for determining any changes to the exempt status of the family member. The BHA provides the family a copy of CSSR policy at initial application and secure certification of receipt as shown in Attachment A, (see 24 CFR 960.605(c)(2)).

4. Resident Responsibilities: At lease execution or re-examination, all adult members (18 or older) of a public housing resident family must:
  - A. Provide documentation that they qualify for an exemption, if they claim to be exempt from the CSSR. (24 CFR 960.601(b)). Documentation provided by the tenant will be used by the BHA to determine whether the tenant is exempt from the CSSR; and,
  - B. Sign a certification (Attachment A) that they have received and read the policy and understand that if they are not exempt, failure to comply with the community service requirement will result in nonrenewal of their lease, per 24 CFR 966.4(l)(2)(iii)(D).
  - C. At each regularly scheduled rent re-examination, each non-exempt family member presents a signed certification on a form provided by the BHA of CSSR activities performed over the previous twelve (12) months. The tenant may use the standardized form provided by the BHA with places for signature confirmation by supervisors, instructors, or counselors certifying the number of hours contributed. Supporting documentation will be requested of the resident to verify CSSR participation or exempt status. Copies of the certification forms and supporting documentation must

be retained in BHA files. BHAs must obtain verification of CSSR completion administered through outside organizations.

If during reexamination a family member is found to be non-compliant, then the member and the head of household sign an agreement with the PHA to make up the deficient hours over the next 12-month period (see 24 CFR 960.607(c)) or the lease will be terminated.

When a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation. When an exempt person becomes non-exempt, it is his or her responsibility to report this to the BHA.

**5. Noncompliant Residents:** Pursuant to 24 CFR 960.605 and 960.607, PHAs annually review resident compliance at least 30 days prior to the end of the twelve-month lease. PHAs secure a certification of CSSR compliance from non-exempt family members as shown in Attachment B. If a PHA finds a tenant is non-compliant with CSSR, then written notice from the PHA to the tenant states:

- A. Finding of non-compliance with CSSR.
- B. Lease renewal is contingent upon compliance or execution of a written work-out agreement with the PHA presenting the means through which noncompliant family members will comply or the family provides written assurance that is satisfactory to the PHA explaining that the tenant or other noncompliant resident no longer resides in the unit.
- C. The tenant may request a grievance hearing on the PHA determination, in accordance with 24 CFR Part 966, subpart B, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of such determination.

**6. Enforcement Documentation:** PHAs are required to initiate due process (see 24 CFR 966.53(c)) against households failing to comply with lease requirements including CSSR. When initiating due process, the following procedural safeguards are required:

- A. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
- B. Right of the tenant to be represented by counsel;
- C. Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have; and,
- D. A decision on the merits.

**7. Prohibition of CSSR for PHA Responsibilities:** Pursuant to 24 CFR 960.609, the BHA may not substitute community service activity performed by a resident for work ordinarily performed by a PHA employee.

**8. Documentation of CSSR Completion:** At each regularly scheduled rent re-examination, each non-exempt family member presents a signed certification on a form provided by the PHA of CSSR activities performed over the previous twelve (12) months. Each PHA develops a standardized form with places for signature confirmation by supervisors, instructors, or counselors certifying the number of hours contributed. Supporting documentation will be requested of the resident to verify CSSR participation or exempt status. Copies of the certification forms and supporting documentation must be retained in PHA files. PHAs must obtain verification of CSSR completion administered through outside organizations.

#### **D. Authority obligations**

1. if possible and practicable, the Authority will:

- to the extent possible provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (Persons with disabilities are exempt from the requirement only if they certify that because of their disabilities, they cannot comply with the requirement (see 24 CFR 960.601(b)).

2. The Authority will provide the family with exemption verification forms and

Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.

3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.

4. Noncompliance of family member:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the

Authority will begin reviewing the exempt or non-exempt status and compliance of family members;

- If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;

- If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;

- The family may use the Authority's Grievance Procedure to protest the lease termination.

**E.50058 Coding:** The Instruction Booklet for Form HUD 50058 contains information on coding CSSR status. At the time of program admission, enter either 3 or 4. At annual renewals, revise the 3 for pending status to either 1 or 2. If code 3 is used after the first year, this means the PHA is still in the process of verifying CSSR compliance or that a lease renewal is pending. The following is enhanced guidance on CSSR coding:

- 1 - PHA determines resident is not exempt and is in compliance with CSSR
- 2 - PHA determines resident is not exempt and not complying with CSSR
- 3 - PHA is in the process of verifying CSSR compliance or renewing the lease
- 4 - PHA determines resident is exempt
- 5 - Do not use this code for “not applicable” under any circumstance

Community Services and Self-Sufficiency Requirement Certification

For Non-Exempt Individuals

**Entrance Acknowledgement**

Date:

Participant Name:

I have received and read the Community Services and Self Sufficiency Requirement. I understand that as a resident of public housing, I am required by law to contribute 8 hours per month of community service or participate in an economic self-sufficiency program. I further understand that if I am not exempt, failure to comply with CSSR is grounds for lease nonrenewal. My signature below certifies I received notice of this requirement at the time of initial program participation.

Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Community Services and Self-Sufficiency Requirement Certification  
For Non-Exempt Individuals

**Annual Renewal**

Date:

Participant Name:

I understand that as a resident of public housing, I am required by law to contribute 8 hours per month of community service or participate in an economic self-sufficiency program. I certify I have complied with this requirement.

Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Attachment 2**

**COMMUNITY SERVICE EXEMPTION**

Community Service Requirement: All adult residents of public housing must contribute eight hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month. The exemptions are: Elderly, Blind, Disabled and unable to comply with requirement, Caretaker of blind or disabled person, Receiving Township or TANF and not in Noncompliance with TANF requirements. Exemption must be re-verified annually, but can request exemption during the year. Verification is required for numbers 5 and 6 below. An employee of the appropriate assistance agency must sign number 5 below or send letter if requesting an exemption. An employee of the agency providing the economic self-sufficiency program must sign number 6 below or send letter if requesting an exemption. Verification is only required for numbers 2 or 3 below if individual has not already verified disability. Verification for Number 4 is income verification.

I certify that I am unable or not required to complete Community Service hours due to:

\_\_\_1. Age (62 or older)

\_\_\_2. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions

\_\_\_3. Is primary caretaker of a disabled person as defined above

\_\_\_4. Working 8 hours per month or more

\_\_\_5.

Member of family receiving TANF benefits and in compliance with program

\_\_\_6.

Participating in economic self-sufficiency program 8 hours per month or more

\_\_\_\_\_  
*Resident signature*

\_\_\_\_\_  
*Date*

\*\*\*I certify that \_\_\_\_\_ is unable to complete community service volunteer hours of 8 hours per month due to blindness, disability or caring for an individual who is elderly, blind or disabled.

\_\_\_\_\_  
Physician signature

\_\_\_\_\_  
Typed/Printed name

\_\_\_\_\_  
Date

\*\*I certify that \_\_\_\_\_ is in compliance with Township/TANF program.

\_\_\_\_\_  
Agency staff signature

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Date

\*\*I certify that \_\_\_\_\_ is participating in economic self-sufficiency program at least 8 hours per month.

\_\_\_\_\_  
Agency staff signature

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Date

Exemption Approved

Exemption Denied

\_\_\_\_\_  
Housing Authority Staff signature

\_\_\_\_\_  
Date

**Attachment 3**

**COMMUNITY SERVICE VERIFICATION**

This is to verify that \_\_\_\_\_ (Public Housing Resident) of  
(address) completed the following hours of community service work per month during the past 12 months.

January	February	March
April	May	June
July	August	September
October	November	December

The Community Service work was:

\_\_\_ Volunteer work at \_\_\_\_\_.

\_\_\_ Alcohol/drug counseling

\_\_\_ Education program, i.e., GED, basic education

\_\_\_ Budget counseling

\_\_\_ Other (describe)

\_\_\_\_\_

Signature of Authorized Agency Staff

Date

\_\_\_\_\_

Name of Agency

Phone Number

**\*\*\*THIS FORM MUST BE RETURNED THE HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON 30 DAYS PRIOR TO THE EFFECTIVE DATE OF THE NEXT ANNUAL LEASE.\*\*\***

**DO NOT BRING THIS FORM TO THE OFFICE MONTHLY. ONLY BRING IT TO THE OFFICE ONE-MONTH PRIOR TO THE END OF YOUR YEAR'S LEASE TERM.**

Please contact the Housing Authority office if you need additional forms.



## Chapter 8

### HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart I and 24 CFR 982.507]

#### INTRODUCTION

HUD requires that all units occupied by families receiving Housing Choice Voucher (HCV) assistance meet HUD's Housing Quality Standards (HQS) and permits the PHA to establish additional requirements. The use of the term "HQS" in this plan refers to the combination of both HUD and PHA-established requirements. HQS inspections are required before the Housing Assistance Payments (HAP) Contract is signed and at least annually during the term of the contract.

HUD also requires PHAs to determine that units rented by families assisted under the HCV program have rents that are reasonable when compared to comparable unassisted units in the market area.

This chapter explains HUD and PHA requirements related to housing quality and rent reasonableness as follows:

Part I. Physical Standards. This part discusses the physical standards required of units occupied by HCV-assisted families and identifies decisions about the acceptability of the unit that may be made by the family based upon the family's preference. It also identifies life-threatening conditions that must be addressed on an expedited basis.

Part II. The Inspection Process. This part describes the types of inspections the PHA will make and the steps that will be taken when units do not meet HQS.

Part III. Rent Reasonableness Determinations. This part discusses the policies the PHA will use to make rent reasonableness determinations.

Special HQS requirements for homeownership, manufactured homes, and other special housing types are discussed in Chapter 15 to the extent that they apply in this jurisdiction.

## **PART I: PHYSICAL STANDARDS**

### **8-I.A. GENERAL HUD REQUIREMENTS**

#### **HUD Performance and Acceptability Standards**

HUD's performance and acceptability standards for HCV-assisted housing are provided in 24 CFR 982.401. These standards cover the following areas:

- Sanitary facilities
- Food preparation and refuse disposal
- Space and Security
- Thermal Environment
- Illumination and electricity
- Structure and materials
- Interior Air Quality
- Water Supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition
- Smoke Detectors

A summary of HUD performance criteria is provided in Attachment 8-1. Additional guidance on these requirements is found in the following HUD resources:

- Housing Choice Voucher Guidebook, Chapter 10.
- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (3/01) and Inspection Checklist, form HUD-52580-A (9/00)
- HUD Notice 2003-31, Accessibility Notice: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Architectural Barriers Act of 1968 and the Fair Housing Act of 1988.

#### **Tenant Preference Items**

HUD requires the PHA to enforce minimum HQS but also requires that certain judgments about acceptability be left to the family. For example, the PHA must ensure that the unit contains the required sanitary facilities, but the family decides whether the cosmetic condition of the facilities is acceptable. Attachment 8-2 summarizes those items that are considered tenant preferences.

## **Modifications to Provide Accessibility**

Under the Fair Housing Act of 1988 an owner must not refuse the request of a family that contains a person with a disability to make necessary and reasonable modifications to the unit. Such modifications are at the family's expense. The owner may require restoration of the unit to its original condition if the modification would interfere with the owner or next occupant's full enjoyment of the premises. The owner may not increase a customarily required security deposit. However, the landlord may negotiate a restoration agreement that requires the family to restore the unit and, if necessary to ensure the likelihood of restoration, may require the tenant to pay a reasonable amount into an interest bearing escrow account over a reasonable period of time. The interest in any such account accrues to the benefit of the tenant. The owner may also require reasonable assurances that the quality of the work will be acceptable and that any required building permits will be obtained.[24 CFR 100.203; Notice 2003-31].

Modifications to units to provide access for a person with a disability must meet all applicable HQS requirements and conform to the design, construction, or alteration of facilities contained in the UFAS and the ADA Accessibility Guidelines (ADAAG) [28 CFR 35.151(c) and Notice 2003-31] See Chapter 2 of this plan for additional information on reasonable accommodations for persons with disabilities.

### **PHA Policy**

**Any owner that intends to negotiate a restoration agreement or require an escrow account must submit the agreement(s) to the PHA for review.**

## **8-I.B. ADDITIONAL LOCAL REQUIREMENTS**

The PHA may impose additional quality standards as long as the additional criteria are not likely to adversely affect the health or safety of participant families or severely restrict housing choice. HUD approval is required if more stringent standards are imposed. HUD approval is not required if the PHA additions are clarifications of HUD's acceptability criteria or performance standards [24 CFR 982.401(a)(4)].

### **Thermal Environment [HCV GB p.10-7]**

The PHA must define a “healthy living environment” for the local climate. This may be done by establishing a temperature that the heating system must be capable of maintaining, that is appropriate for the local climate.

#### **PHA Policy**

**The heating system must be capable of maintaining an interior temperature of 65 degrees Fahrenheit between October 1 and May 1.**

## Clarifications of HUD Requirements

### PHA Policy

As permitted by HUD, the PHA has adopted the following specific requirements that elaborate on HUD standards.

#### *Walls*

In areas where plaster or drywall is sagging, severely cracked, or otherwise damaged, it must be repaired or replaced.

#### *Windows*

Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced.

Windows must be weather-stripped as needed to ensure a weather-tight seal.

Window screens must be in good condition (applies only if screens are present).

Window screens are required between April 15<sup>th</sup> through October 31<sup>st</sup>.

#### *Doors*

All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold.

All interior doors must have no holes, have all trim intact, and be openable without the use of a key.

#### *Floors*

All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be resecured and made level. If they cannot be leveled, they must be replaced.

All floors must be in a finished state. Raw wood or unsealed concrete is not permitted.

All floors should have some type of baseboard, trim, or sealing for a "finished look." Vinyl baseboards is permitted.

#### *Sinks*

All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.

All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

All sinks must have functioning stoppers.

#### *Security*

**If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.**

**Handrails**

**Handrails must be at least 30” tall and the spindles must not be more than 4” apart.**

## **8-I.C. LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]**

HUD requires the PHA to define life threatening conditions and to notify the owner or the family (whichever is responsible) of the corrections required. The responsible party must correct life threatening conditions within 24 hours of PHA notification.

### **PHA Policy**

**The following are considered life threatening conditions:**

**Any condition that jeopardizes the security of the unit**

**Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling**

**Natural or LPgas or fuel oil leaks**

**Any electrical problem or condition that could result in shock or fire**

**Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.**

**Utilities not in service, including no running hot water**

**Conditions that present the imminent possibility of injury**

**Obstacles that prevent safe entrance or exit from the unit**

**Absence of a functioning toilet in the unit**

**Inoperable smoke detectors**

If an owner fails to correct life threatening conditions as required by the PHA, the housing assistance payment will be abated and the HAP contract will be terminated. See 8-II-G.

If a family fails to correct a family caused life threatening condition as required by the PHA, the PHA may terminate the family's assistance. See 8-II.H.

The owner will be required to repair an inoperable smoke detector unless the PHA determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

## **8-I.D. OWNER AND FAMILY RESPONSIBILITIES [24 CFR 982.404]**

### **Family Responsibilities**

The family is responsible for correcting the following HQS deficiencies:

- Tenant-paid utilities not in service
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice.

### **Owner Responsibilities**

The owner is responsible for all HQS violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious or repeated lease violation the owner may take legal action to evict the family.

### **8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL [24 CFR 35.1225]**

If a PHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than 6 years of age, living in an HCV-assisted unit has been identified as having an environmental intervention blood lead level, the PHA must complete a risk assessment of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 days after receiving the risk assessment report from the PHA, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the “hazard reduction” as required, the dwelling unit is in violation of HQS and the PHA will take action in accordance with Section 8-II.G.

PHA reporting requirements, and data collection and record keeping responsibilities related to children with an environmental intervention blood lead level are discussed in Chapter 16.

### **8-I.F. VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.403]**

If the PHA determines that a unit does not meet the HQS space standards because of an increase in family size or a change in family composition, the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms.

## PART II: THE INSPECTION PROCESS

### 8-II.A. OVERVIEW [24 CFR 982.405]

#### Types of Inspections

The PHA conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.

- *Initial Inspections.* The PHA conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract.
- *Annual Inspections.* HUD requires the PHA to inspect each unit under lease at least annually to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.
- *Special Inspections.* A special inspection may be requested by the owner, the family, or a third party as a result of problems identified with a unit between annual inspections.
- *Quality Control Inspections.* HUD requires that a sample of units be reinspected by a supervisor or other qualified individual to ensure that HQS are being enforced correctly and uniformly by all inspectors.

#### Inspection of PHA-owned Units [24 CFR 982.352(b)]

The PHA must obtain the services of an independent entity to perform all HQS inspections in cases where an HCV family is receiving assistance in a PHA-owned unit. A PHA-owned unit is defined as a unit that is owned by the PHA that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by the PHA). The independent agency must communicate the results of each inspection to the family and the PHA. The independent agency must be approved by HUD, and may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government).

#### Notice and Scheduling

The family must allow the PHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)].

#### PHA Policy

**Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a life threatening emergency, reasonable notice is considered to be not less than 48 hours. Inspections may be scheduled between 8:00 a.m. and 5:00 p.m. Generally inspections will be conducted on business days only. In the case of a life threatening emergency, the PHA will give as much notice as possible, given the nature of the emergency.**

#### Owner and Family Inspection Attendance

HUD permits the PHA to set policy regarding family and owner presence at the time of inspection [HCV GB p. 10-27].

**PHA Policy**

**When a family occupies the unit at the time of inspection an adult family member must be present for the inspection. The presence of the owner is not required.**

**At initial inspection of a vacant unit, the PHA will inspect the unit in the presence of the owner or owner's representative. The presence of a family representative is permitted, but is not required.**

## **8-II.B. INITIAL HQS INSPECTION [24 CFR 982.401(a)]**

### **Timing of Initial Inspections**

HUD requires the unit to pass HQS before the effective date of the lease and HAP Contract. HUD requires PHAs with fewer than 1,250 budgeted units to complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 days of submission of the Request for Tenancy Approval (RTA). For PHAs with 1,250 or more budgeted units, to the extent practicable such inspection and determination must be completed within 15 days. The 15-day period is suspended for any period during which the unit is not available for inspection [982.305(b)(2)].

#### **PHA Policy**

**The PHA will complete the initial inspection, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 days of submission of the Request for Tenancy Approval (RTA).**

### **Inspection Results and Reinspections**

#### **PHA Policy**

**If any HQS violations are identified, the owner will be notified of the deficiencies and be given a time frame to correct them. If requested by the owner, the time frame for correcting the deficiencies may be extended by the PHA for good cause. The PHA will reinspect the unit within 5 business days of the date the owner notifies the PHA that the required corrections have been made.**

**If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit. The PHA may agree to conduct a second reinspection, for good cause, at the request of the family and owner.**

### **Utilities**

Generally, at initial lease-up the owner is responsible for demonstrating that all utilities are in working order including those utilities that the family will be responsible for paying.

#### **PHA Policy**

**If utility service is not available for testing at the time of the initial inspection, the PHA will allow the utilities to be placed in service after the unit has met all other HQS requirements. The PHA will reinspect the unit to confirm that utilities are operational before the HAP contract is executed by the PHA.**

### **Appliances**

#### **PHA Policy**

**If the family is responsible for supplying the stove and/or refrigerator, the PHA will allow the stove and refrigerator to be placed in the unit after the unit has met all**

**other HQS requirements. The required appliances must be in place before the HAP contract is executed by the PHA. The PHA will execute the HAP contract based upon a certification from the family that the appliances have been installed and are working. A confirmatory inspection will be scheduled within 30 days of HAP contract approval.**

## **8-II.C. ANNUAL HQS INSPECTIONS [24 CFR 982.405(a)]**

### **Scheduling the Inspection**

Each unit under HAP contract must have an annual inspection no more than 12 months after the most recent inspection.

#### **PHA Policy**

**If an adult family member cannot be present on the scheduled date, the family should request that the PHA reschedule the inspection. The PHA and family will agree on a new inspection date that generally should take place within 5 business days of the originally-scheduled date. The PHA may schedule an inspection more than 5 business days after the original date for good cause.**

**If the family misses the first scheduled appointment without requesting a new inspection date, the PHA will automatically schedule a second inspection. If the family misses two scheduled inspections without PHA approval, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.**

## **8-II.D. SPECIAL INSPECTIONS [HCV GB, p. 10-30]**

The PHA will conduct a special inspection if the owner, family, or another source reports HQS violations in the unit.

#### **PHA Policy**

**During a special inspection, the PHA generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs.**

**If the annual inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled the PHA may elect to conduct a full annual inspection.**

## **8-II.E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b); HCV GB, p. 10-32]**

HUD requires a PHA supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS.

The unit sample must include only units that have been inspected within the preceding 3 months. The selected sample will include (1) each type of inspection (initial, annual, and special), (2) inspections completed by each inspector, and (3) units from a cross-section of neighborhoods.

## **8-II.F. INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT**

### **Notification of Corrective Actions**

The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies HQS failures, the PHA will determine (1) whether or not the failure is a life threatening condition and (2) whether the family or owner is responsible.

#### **PHA Policy**

**When life threatening conditions are identified, the PHA will immediately notify both parties by telephone, facsimile, or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the PHA's notice.**

**When failures that are not life threatening are identified, the PHA will send the owner and the family a written notification of the inspection results within 5 business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not more than 30 days will be allowed for the correction.**

**The notice of inspection results will inform the owner that if life threatening conditions are not corrected within 24 hours, and non-life threatening conditions are not corrected within the specified time frame (or any PHA-approved extension), the owner's HAP will be abated in accordance with PHA policy (see 8-II.G.). Likewise, in the case of family caused deficiencies, the notice will inform the family that if corrections are not made within the specified time frame (or any PHA-approved extension, if applicable) the family's assistance will be terminated in accordance with PHA policy (see Chapter 12).**

## **Extensions**

For conditions that are life-threatening, the PHA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate [24 CFR 982.404].

### **PHA Policy**

**Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:**

**A repair cannot be completed because required parts or services are not available.**

**A repair cannot be completed because of weather conditions.**

**A reasonable accommodation is needed because the family includes a person with disabilities.**

**The length of the extension will be determined on a case by case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.**

## **Reinspections**

### **PHA Policy**

**The PHA will conduct a reinspection when notified by the family or landlord.**

**The family or landlord is required to call the Section 8 office when the deficiencies have been completed. If the deficiencies have not been corrected by the time of the reinspection, the PHA will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with PHA policies. If the PHA is unable to gain entry to the unit in order to conduct the scheduled reinspection, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.**

## **8-II.G. ENFORCING OWNER COMPLIANCE**

If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA must take prompt and vigorous action to enforce the owner obligations.

### **HAP Abatement**

If an owner fails to correct HQS deficiencies by the time specified by the PHA, HUD requires the PHA to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.

#### **PHA Policy**

**The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA specified correction period (including any extension).**

**The PHA will inspect abated units within 5 business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.**

During any abatement period the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction.

### **HAP Contract Termination**

The PHA must decide how long any abatement period will continue before the HAP contract will be terminated. The PHA should not terminate the contract until the family finds another unit, provided the family does so in a reasonable time [HCV GB p. 10-29] and must give the owner reasonable notice of the termination. The PHA will issue a voucher to permit the family to move to another unit as described in Chapter 10.

#### **PHA Policy**

**The maximum length of time that a HAP may be abated is 60 days. However, if the owner completes corrections and notifies the PHA before the termination date of the HAP contract, the PHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection.**

**Reasonable notice of HAP contract termination by the PHA is 30 days.**

## **8-II.H. ENFORCING FAMILY COMPLIANCE WITH HQS [24 CFR 982.404(b)]**

Families are responsible for correcting any HQS violations listed in paragraph 8.I.D. If the family fails to correct a violation within the period allowed by the PHA (and any extensions), the PHA will terminate the family's assistance, according to the policies described in Chapter 12.

If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.

## **PART III: RENT REASONABLENESS [24 CFR 982.507]**

### **8-III.A. OVERVIEW**

No HAP contract can be approved until the PHA has determined that the rent for the unit is reasonable. The purpose of the rent reasonableness test is to ensure that a fair rent is paid for each unit rented under the HCV program.

HUD regulations define a reasonable rent as one that does not exceed the rent charged for comparable, unassisted units in the same market area. HUD also requires that owners not charge more for assisted units than for comparable units on the premises. This part explains the method used to determine whether a unit's rent is reasonable.

#### **PHA-owned Units [24 CFR 982.352(b)]**

In cases where an HCV family is receiving assistance in a PHA-owned unit, the PHA must obtain the services of an independent entity to determine rent reasonableness in accordance with program requirements, and to assist the family in negotiating the contract rent when the family requests assistance. A PHA-owned unit is defined as a unit that is owned by the PHA that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by the PHA). The independent agency must communicate the results of the rent reasonableness determination to the family and the PHA. The independent agency must be approved by HUD, and may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government).

## **8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED**

### **Owner-initiated Rent Determinations**

The PHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. The PHA (or independent agency in the case of PHA-owned units) will assist the family with the negotiations upon request. At initial occupancy the PHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.

#### **PHA Policy**

**After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, the PHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units.**

**The PHA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.**

**All rents adjustments will be effective the first of the month following 60 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later.**

### **PHA- and HUD-Initiated Rent Reasonableness Determinations**

HUD requires the PHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 5 percent decrease in the Fair Market Rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct the PHA to make a determination at any other time. The PHA may decide that a new determination of rent reasonableness is needed at any time.

#### **PHA Policy**

**In addition to the instances described above, the PHA will make a determination of rent reasonableness at any time after the initial occupancy period and at every annual inspection.**

## **8-III.C. HOW COMPARABILITY IS ESTABLISHED**

### **Factors to Consider**

HUD requires PHAs to take into consideration the factors listed below when determining rent comparability. The PHA may use these factors to make upward or downward adjustments to the rents of comparison units when the units are not identical to the HCV-assisted unit.

- Location and age
- Unit size including the number of rooms and square footage of rooms
- The type of unit including construction type (e.g., single family, duplex, garden, low-rise, high-rise)
- The quality of the units including the quality of the original construction, maintenance and improvements made.
- Amenities, services, and utilities included in the rent

### **Units that Must Not be Used as Comparables**

Comparable units must represent unrestricted market rents. Therefore, units that receive some form of federal, state, or local assistance that imposes rent restrictions cannot be considered comparable units. These include units assisted by HUD through any of the following programs: Section 8 project-based assistance, Section 236 and Section 221(d)(3) Below Market Interest Rate (BMIR) projects, HOME or Community Development Block Grant (CDBG) program-assisted units in which the rents are subsidized; units subsidized through federal, state, or local tax credits; units subsidized by the Department of Agriculture rural housing programs, and units that are rent-controlled by local ordinance.

### **Rents Charged for Other Units on the Premises**

The Request for Tenancy Approval (HUD-52517) requires owners to provide information, on the form itself, about the rent charged for other unassisted comparable units on the premises if the premises include more than 4 units.

By accepting the PHA payment each month the owner certifies that the rent is not more than the rent charged for comparable unassisted units on the premises. If asked to do so, the owner must give the PHA information regarding rents charged for other units on the premises.

## **8-III.D. PHA RENT REASONABLENESS METHODOLOGY**

### **How Market Data is Collected**

#### **PHA Policy**

**The PHA will collect and maintain data on market rents in the PHA's jurisdiction. Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries.**

### **How Rents are Determined**

#### **PHA Policy**

**The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. The PHA will develop a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. Because units may be similar, but not exactly like the unit proposed for HCV assistance, the PHA may make adjustments to the range of prices to account for these differences.**

**The adjustment must reflect the local market. Not all differences in units require adjustments (e.g., the presence or absence of a garbage disposal may not affect the rent in some market areas).**

**Adjustments may vary by unit type (e.g., a second bathroom may be more valuable in a three-bedroom unit than in a two-bedroom).**

**The adjustment must reflect the rental value of the difference – not its construction costs (e.g., it might cost \$20,000 to put on a new roof, but the new roof might not make any difference in what a tenant would be willing to pay because rents units are presumed to have functioning roofs).**

**The PHA will notify the owner of the rent the PHA can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The PHA will confirm the accuracy of the information provided and consider this additional information when making rent determinations. The owner must submit any additional information within 5 business days of the PHA's request for information or the owner's request to submit information.**

## **EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS**

Note: This document provides an overview of HQS. For more detailed information see the following documents:

- 24 CFR 982.401, Housing Quality Standards (HQS)
- Housing Choice Voucher Guidebook, Chapter 10.
- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (3/01) and Inspection Checklist, form HUD-52580-A (9/00)

### **Sanitary Facilities**

The dwelling unit must include sanitary facilities within the unit. The sanitary facilities must be usable in privacy and must be in proper operating condition and adequate for personal cleanliness and disposal of human waste.

### **Food Preparation and Refuse Disposal**

The dwelling unit must have space and equipment suitable for the family to store, prepare, and serve food in a sanitary manner.

### **Space and Security**

The dwelling unit must provide adequate space and security for the family. This includes having at least one bedroom or living/sleeping room for each two persons.

### **Thermal Environment**

The unit must have a safe system for heating the dwelling unit. Air conditioning is not required but if provided must be in proper operating condition. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Portable electric room heaters or kitchen stoves with built-in heating units are not acceptable as a primary source of heat for units located in climatic areas where permanent heat systems are required.

### **Illumination and Electricity**

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. Minimum standards are set for different types of rooms. Once the minimum standards are met, the number, type and location of electrical sources are a matter of tenant preference.

### **Structure and Materials**

The dwelling unit must be structurally sound. Handrails are required when four or more steps (risers) are present, and protective railings are required when porches, balconies, and stoops are thirty inches or more off the ground. The elevator servicing the unit must be working [if there is one]. Manufactured homes must have proper tie-down devices capable of surviving wind loads common to the area.

## **Interior Air Quality**

The dwelling unit must be free of air pollutant levels that threaten the occupants' health. There must be adequate air circulation in the dwelling unit. Bathroom areas must have one openable window or other adequate ventilation. Any sleeping room must have at least one window. If a window was designed to be opened, it must be in proper working order.

## **Water Supply**

The dwelling unit must be served by an approved public or private water supply that is sanitary and free from contamination. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.

## **Lead-Based Paint**

Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings. Owners must:

- Disclose known lead-based paint hazards to prospective tenants before the lease is signed,
- provide all prospective families with "Protect Your Family from Lead in Your Home",
- Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA
- Notify tenants each time such an activity is performed
- Conduct all work in accordance with HUD safe practices
- As part of ongoing maintenance ask each family to report deteriorated paint.

For units occupied by environmental intervention blood lead level (lead poisoned) children under six years of age, a risk assessment must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities.

See HCV GB p. 10-15 for a detailed description of these requirements. For additional information on lead-based paint requirements see 24 CFR 35, Subparts A, B, M, and R.

## **Access**

Use and maintenance of the unit must be possible without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire.

## **Site and Neighborhood**

The site and neighborhood must be reasonably free from disturbing noises and reverberations, excessive trash or vermin, or other dangers to the health, safety, and general welfare of the occupants.

**Sanitary Condition**

The dwelling unit and its equipment must be in sanitary condition and free of vermin and rodent infestation. The unit must have adequate barriers to prevent infestation.

**Smoke Detectors**

Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any person with a hearing impairment, smoke detectors must have an appropriate alarm system as specified in NFPA 74 (or successor standards).

**Hazards and Health/Safety**

The unit, interior and exterior common areas accessible to the family, the site, and the surrounding neighborhood must be free of hazards to the family's health and safety.



<p style="text-align: center;"><b>EXHIBIT 8-2: SUMMARY OF TENANT PREFERENCE AREAS RELATED TO HOUSING QUALITY</b></p>
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Note: This document provides an overview of unit and site characteristics and conditions for which the family determines acceptability. For more detailed information see the following documents:

- Housing Choice Voucher Guidebook, Chapter 10.
- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (3/01) and Inspection Checklist, form HUD-52580-A (9/00)

Provided the minimum housing quality standards have been met, HUD permits the family to determine whether the unit is acceptable with regard to the following characteristics.

- *Sanitary Facilities.* The family may determine the adequacy of the cosmetic condition and quality of the sanitary facilities, including the size of the lavatory, tub, or shower; the location of the sanitary facilities within the unit; and the adequacy of the water heater.
- *Food Preparation and Refuse Disposal.* The family selects size and type of equipment it finds acceptable. When the family is responsible for supplying cooking appliances, the family may choose to use a microwave oven in place of a conventional oven, stove, or range. When the owner is responsible for providing cooking appliances, the owner may offer a microwave oven in place of an oven, stove, or range only if other subsidized and unsubsidized units on the premises are furnished with microwave ovens only. The adequacy of the amount and type of storage space, the cosmetic conditions of all equipment, and the size and location of the kitchen are all determined by the family.
- *Space and Security.* The family may determine the adequacy of room sizes and room locations. The family is also responsible for deciding the acceptability of the type of door and window locks.
- *Energy conservation items.* The family may determine whether the amount of insulation, presence of absence of storm doors and windows and other energy conservation items are acceptable.
- *Illumination and Electricity.* The family may determine whether the location and the number of outlets and fixtures (over and above those required to meet HQS standards) are acceptable or if the amount of electrical service is adequate for the use of appliances, computers, or stereo equipment.

- (6) *Structure and Materials*. Families may determine whether minor defects, such as lack of paint, or worn flooring or carpeting will affect the livability of the unit.
- (7) *Indoor Air*. Families may determine whether window and door screens, filters, fans, or other devices for proper ventilation are adequate to meet the family's needs. However, if screens are present they must be in good condition.
- (8) *Sanitary Conditions*. The family determines whether the sanitary conditions in the unit, including minor infestations, are acceptable.
- (9) *Neighborhood conditions*. Families may determine whether neighborhood conditions such as the presence of drug activity, commercial enterprises, and convenience to shopping will affect the livability of the unit.

Families have no discretion with respect to lead-based paint standards and smoke detectors.

# HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON MAINTENANCE PLAN

## 1. **Mission Statement:**

To maintain all properties, grounds, facilities and equipment under the responsibility of the Housing Authority for the City of Bloomington at the highest possible standard within established budgets.

## 2. **Goals:**

- A. Prepare vacancies for re-occupancy within an average of 7 calendar days from the date they become vacant.
- B. Respond and abate emergencies within twenty-four hours the emergency being reported.
- C. Respond to tenant generated work orders in less than an average of three days of the work order being issued.
- D. Inspect all properties, grounds, facilities and systems annually. Correct any deficiencies noted within 25 calendar days.
- E. Continually train maintenance personnel to increase skill and knowledge.

## 3. **Organization:**

Board of Commissioners

Executive Director

Director of Technical Services

Modernization Coordinator    Maintenance Coordinator    Work Control Coordinator

Maintenance Mechanic

Maintenance Aide

Pest Control Technician

C.S.A. II

Custodian Maintenance

**4. Work Hours:**

Monday thru Friday from 8:00 a.m. – 4:30 p.m. with a 30 minute lunch break from 12:00 p.m. to 12:30 p.m. and a 15-minute break at mid-morning and a 15-minute break at mid-afternoon, except holidays as approved.

**5. Individual Work Assignments:**

Work will be assigned consistent with the approved job descriptions as required based on current needs and staffing to effectively attain and maintain operational goals

**6. Work Order System:**

The agency utilizes a work order software program to accurately track emergency, vacancy prep, routine and preventative work order tasks. Maintenance needs may be initiated by resident request, BHA staff, BHA inspectors, utility company personnel and many other sources. Select BHA staff is trained in entering the work order into the system. The Director of Technical Services, Maintenance Coordinator or Work Control Coordinator assigns the work order to the appropriate staff member(s). Staff members check for housekeeping condition, smoke detector operation, pet status and unreported maintenance needs as a part of every work order. Upon completion, the maintenance staff member returns the printed work order to the Work Control Coordinator to close the work order in the system. Closing the work order transfers resident charges to the Accounts Receivable Module for billing. The Maintenance Coordinator or Work Control Coordinator reviews new, active and closed work orders for accuracy and consistency. Monthly and annual reports are prepared for Board review by the Director of Technical Services. These reports track the performance of the maintenance department as it relates to the agency goals.

**Emergencies Defined:**

Any condition that threatens the life, health or safety of persons within the responsibility of the agency will be treated as an emergency. Such conditions include:

Gas leaks, exposed electrical wiring, failed heating system (system cannot maintain an inside temperature of at least 65 degrees Fahrenheit, fire, acts of God (tornadoes, floods, etc).

Any condition that threatens the integrity of the structure such as:

Penetrations to the building, lock damage or failure, water damage, sewer line stoppage (including toilet, except where the unit has more than one toilet).

**Emergency Work Orders:**

During normal work hours, emergency work requests are to be reported to the office. Office staff will relay the work request to appropriate maintenance personnel. When the office is closed, emergency work requests are reported to an “emergency phone” (800)458-5509. All residents and area emergency personnel have been provided with this number. Agency maintenance personnel carry the phone when the office is closed. The maintenance person is responsible for determining if the request is a valid emergency request per the above criteria. If appropriate, the staff member will respond to the request

and abate the condition as quickly as possible (always within 24 hours). The emergency work order is entered into the computer system during the next business day and reviewed with the Maintenance Supervisor.

**Vacancy Prep:**

The goal for the maintenance department is to prepare vacancies for re-occupancy within an average of 7 calendar days from the date they become vacant. The vacancy prep procedure is listed below:

- A.** Upon receipt of Notice of Intent to Vacate by a resident, the occupancy and maintenance departments will be provided with a copy of the notice.
- B.** Upon notification of vacant unit by management a move out inspection will be performed and any and all damages documented.
- C.** A copy of the move out inspection will be given to maintenance. A “Make Ready” work order will be created in the system. A projected completion date will be given to management.
- D.** All locks will be changed on vacant units. The lock change will be recorded showing the date and staff member who changed the locks.
- E.** Remove all garbage and furniture from unit.
- F.** Repair all mechanical items. (Plumbing, HVAC, Electrical, Hardware, Windows, Doors, Cabinets).
- G.** Remove all switch and outlet covers and clean.
- H.** Repair any wall defects and paint as required. Units will be completely repainted at a minimum of every ten (10) years.
- I.** Repair floor tiles and underlayment. We will try to the best of our ability to keep uniformity in the units.
- J.** Appliances will be cleaned.
- K.** All cabinets (kitchen & vanity) and closets will be cleaned inside and out. Counter tops will be cleaned. Shelving will be cleaned and painted.
- L.** All sinks, toilets and tubs/showers will be cleaned.
- M.** All light fixtures, windows and mirrors will be cleaned.
- N.** All floor and ceiling registers will be cleaned. Ducts will be vacuumed.

**O.** All exhaust grills will be cleaned. Fans will be vacuumed.

**P.** All tile floors will be cleaned and waxed.

**Q.** Baseboards will be cleaned as needed.

**R.** All stairs will be cleaned.

**S.** All carpets will be vacuumed and shampooed.

**7. Inspections:**

Inspections will be conducted using appropriate funding agency requirements as a minimum standard. All inspections will be performed by personnel trained and qualified in the applicable inspection protocol. The results of these inspections will be documented. The inspection protocols include but are not limited to Uniform Physical Conditions Standards (UPCS) and Housing Quality Standards (HQS).

## Asset Management Plan

### **Authority Profile**

The Bloomington Housing Authority (BHA) was organized in 1947. Located in Bloomington, Illinois, BHA is a body of local government with a portfolio of 640 apartments spread throughout 4 asset management projects. The portfolio has 335 senior and 300 family apartments with 13 out of occupancy. BHA also administers 430 vouchers under the Housing Choice Voucher (HCV) program. A five-member board of commissioners appointed by the Mayor governs the authority. The Board is currently made up of four community leaders and one resident.

Staff with 31 full-time employees, the Authority has a ratio of one employee to every 21 apartments (1:21). This ratio is an equal balance between administrative and maintenance staff. Based on a review of the organizational chart, BHA is well staff with long-term employees in critical roles. This includes the Executive Director of 28 years, Assistant Executive Director of 34, years and the Technical Director of 24 years. The continuity between the administrative and physical strength of the authority shows through the condition of the real estate, its control systems and the communication exhibited by the leadership.

The BHA has centralized certain management functions as a front-line cost and decentralized maintenance operation. Front-line allocations consist of providing resident services, work order processing, applicant intake and recertification. For the next five years, recertification function will be handled at the property level by the Property Managers of each asset management property (AMP).

BHA real estate assets are estimated at \$27,270,738. The properties carry no debt and the Authority maintains the ability to leverage its assets towards future developments. Sunnyside Court is in desperate need of modernization. It is a 100-unit property built in 1954 and has not experience any major interior renovation or upgrade over the past 48 years. The Authority received \$1,112,396 in American Recovery and Reinvestment Act Capital Fund Formula Grant and will invest \$740,000 to upgrade and renovate 5 buildings and roofs in Sunnyside.

The other more serious issue which faces Sunnyside is the fact that it is located in the heart of an industrial complex of large manufacturing plants. The land has limited value to any group other than the nearby plant, but the ability to replace the land in an environmentally clean location within the city will be difficult at best.

### **The Assessment**

The elderly housing at Wood Hill Towers consists of 308 apartments in two multi-story high-rises. The high-rises have experienced a growing vacancy rate of twenty percent (20%) due to a lack of qualified elderly/disabled residents.

### **Plan for Site Based Management Services**

The core of the asset management plan is the decentralization of the management and leasing functions of the authority. In creating site offices on the larger sites to provide personal customer service, the opportunity to interact with residents will increase. Through the closer relationship between resident and management, issues can be better identified, assistance offered more expediently and the possibility of loss rent reduced.

To achieve this conversion to a market based model of property management, the BHA will implement the following operations within the next five years.

- I. Create a functional management office in John Kane Homes that is designed to offer at a minimum:
  1. rent payment
  2. lease recertification
  3. work order intake
  4. resident assistant referrals
  5. dedicated Site Manager for AMP 1 and 2
  6. dedicated maintenance personnel
  
- II. Identify qualified management personnel in accordance with the Authority site based organizational chart provided to staff the office. The person(s) should be trained and/or experience in all aspects of the above function in section I so as to provide the greatest professional service without reliance on the main office.
  
- III. The site office shall have the following capabilities:
  1. Computer(s) designed to network with the mainframe in the central office to access the agency operating software.
  2. Complete office supply of forms required to execute all tasks in section I.
  3. A dedicated maintenance personnel to police the property and address maintenance concerns expediently.
  
- IV. Develop a financial budget and report on each AMP separately. When there are multiple properties with site management but are one HUD reporting entity, the data shall be combined by journal entry to produce accurate information for review and audit.
  1. Site based reporting shall include but not be limited to:

- a. Profit and Loss statement (with variance amount and percent)
- b. Check register
- c. Work order summary
- e. Accounts receivable report
- f. Rent roll report

### **Redesign Staffing Plan**

To effectively convert the operations of the BHA to a working asset management organization several pivotal operational changes must take place. Among them are:

1. An assessment of all working positions, positions titles and personnel shall be completed.
2. Based on the results, new position descriptions shall be written and workloads modified.
3. A revised salary structure shall be developed to reflect the redesign of staff.
4. The intent of the authority is to add to its portfolio with non-subsidized funds and the ability to recruit and retain market rate experienced professional.

**HOUSING AUTHORITY OF THE  
CITY OF BLOOMINGTON  
Bloomington, Illinois**

**FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITORS'  
REPORT**

**DECEMBER 31, 2009**

**HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON**  
**Bloomington, Illinois**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED DECEMBER 31, 2009**

**Section I - Summary of Auditors' Results**

*Financial Statements*

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes   X   None reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ Yes   X   No

*Federal Awards*

Internal control over major federal programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weakness(es)?   X   Yes \_\_\_\_\_ None reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?   X   Yes \_\_\_\_\_ No

Identification of federal major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program</u>
14.871	Section 8 Choice Voucher
14.872	Capital Funds Program
14.885	Capital Fund Recovery Formula Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee?   X   Yes \_\_\_\_\_ No

**Section II - Financial Statement Findings - None**

**HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON**  
**Bloomington, Illinois**  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued  
YEAR ENDED DECEMBER 31, 2009

**Section III - Federal and State Award Findings and Questioned Costs**

Item 09-1 - HQS Inspections

Program: Section 8 Choice Vouchers

Requirement: HQS inspections must be done at least once per year for every unit using a voucher and if the unit fails the inspection, a reinspection must occur within either 24 hours or 30 days of the initial fail, as applicable if the unit fails again, the HAP payment must be abated immediately. Abatement should continue until the unit passes inspection.

Condition: Failed HQS inspections are not in compliance with HUD regulations. We examined 14 failed HQS inspection files for proper reinspection and/or abatement and found the following deficiencies:

6 -reinspections that were not completed within the 24 hours and/or 30 days, as applicable.  
3 -rent was not properly abated.

Questioned Cost: Not determinable.

Effect: Section 8 Choice Voucher tenants are living in unsafe conditions and HAP is paid to landlords who should not be receiving it.

Recommendation: We recommend that stronger controls are implemented over the reinspection process to ensure that reinspections are completed timely and HAP payments are properly abated.

Management's Response: The Housing Authority is committed to assuring residents live in safe and sanitary conditions. Appropriate steps will be taken when a deficiency is identified, including the reinsertion of the unit up to the abatement of HAP payments to the landlord.

**Failed Inspection** - If a unit fails the Housing Quality Standards that are considered an emergency in nature, the deficiency must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the Inspector. A re-inspection will be completed within 24 hours of notice by the Inspector to ascertain that the deficiency has been corrected.

**HAP Payments** - HAP payments to landlords will be abated on units that fail inspections for repair work to be completed by the allowed time. Family will be notified when they must select another unit.

**Section IV - Status of Prior Year Findings - None**