HEADING HOME OF SOUTH CENTRAL INDIANA

BLOOMINGTON housing authority

HOUSING CHOICE VOUCHER PROGRAM

Housing Quality Standards (HQS) and Lease-Up Procedures

BHA Inspections:

Where Do We Begin?

Prior to inspecting the unit and approving the proposed tenancy:

- The owner and family must submit a completed Request for Tenancy Approval (RTA) – Form HUD-52641-A
  - This form is provided to eligible families who have been authorized to search for housing under HCV Program
  - Contains important information about the rental unit selected by the family, including:
    - Unit address
    - Number of bedrooms
    - Structure type
    - Year constructed
    - Utilities included in the rent
    - Requested beginning date of the lease

Request for Tenancy Approval (RTA)

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	☐ Natural gas ☐ Bottle gas ☐ Oil ☐ Electric ☐ Coal or Other		
Cooking	☐ Natural gas ☐ Bottle gas ☐ Oil ☐ Electric ☐ Coal or Other		
Water Heating	☐ Natural gas ☐ Bottle gas ☐ Oil ☐ Electric ☐ Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

BHA Inspections:

First Things First

Prior to approving a tenancy assisted with a Housing Choice Voucher (HCV), Bloomington Housing Authority (BHA) must first ensure:

- The dwelling unit meets HUD's Housing Quality Standards (HQS) by performing an initial inspection
- Affordability: The share of rent to be paid by the family does not exceed 40 percent of its monthly adjusted income
- The rent to be charged by the owner for the unit must be reasonable
- Unit qualifies as an eligible unit. Ineligible units include:
  - Nursing homes
  - Board and care homes
  - Nursing, medical, psychiatric facilities
  - College or other school dormitories
  - A unit occupied by its owner

Rent Reasonableness

What is It?

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 requires that owners do not charge more for assisted units than for comparable unassisted units on the premises.

When are rent reasonableness determinations required?

- At initial occupancy
- When the owner requests a rent adjustment
- When there is a 10 percent decrease in the fair market rent (FMR)

Rent Reasonableness –

How Comparability is Established

HUD requires PHAs to take into consideration the following factors when determining rent comparability:

- Location and age
- Unit size including the number of rooms and square footage
- Type of unit (e.g., single family, duplex, low-rise, high-rise)
- Amenities, services, and utilities included in the rent

Determining Affordability:

What are Payment Standards?

Maximum subsidy payment a family can receive from BHA each month

- Includes rent plus tenant-paid utilities

Set between 90 and 110 percent of HUD-published Fair Market Rents (FMR)

- BHA currently has a HUD-approved waiver to set payment standards at 120% FMR

Determining Affordability:

FY2024 Payment Standards

Bedroom Size	Standard
0	$1,017
1	$1,174
2	$1,351
3	$1,858
4	$2,176
5	$2,503

Determining Affordability:

Fair Market Rents (FMR)

Definition: *Fair market Rents (FMR) are estimates of the gross rent (i.e. rent plus tenant-paid utilities) for a standard quality unit in a metropolitan area or nonmetropolitan county.*

- FMRs represent the cost to rent a moderately-priced dwelling unit in the local housing market
- Calculated by HUD using renter surveys and a standard formula
- Generally calculated as the 40th percentile of gross rents for regular, standard-quality units

Fair Market Rents (FMR) -

Monroe County, IN

Year	0-Bedroom	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
FY 2025	$958	$1,080	$1,223	$1,618	$1,926
FY 2024	$848	$979	$1,126	$1,549	$1,814

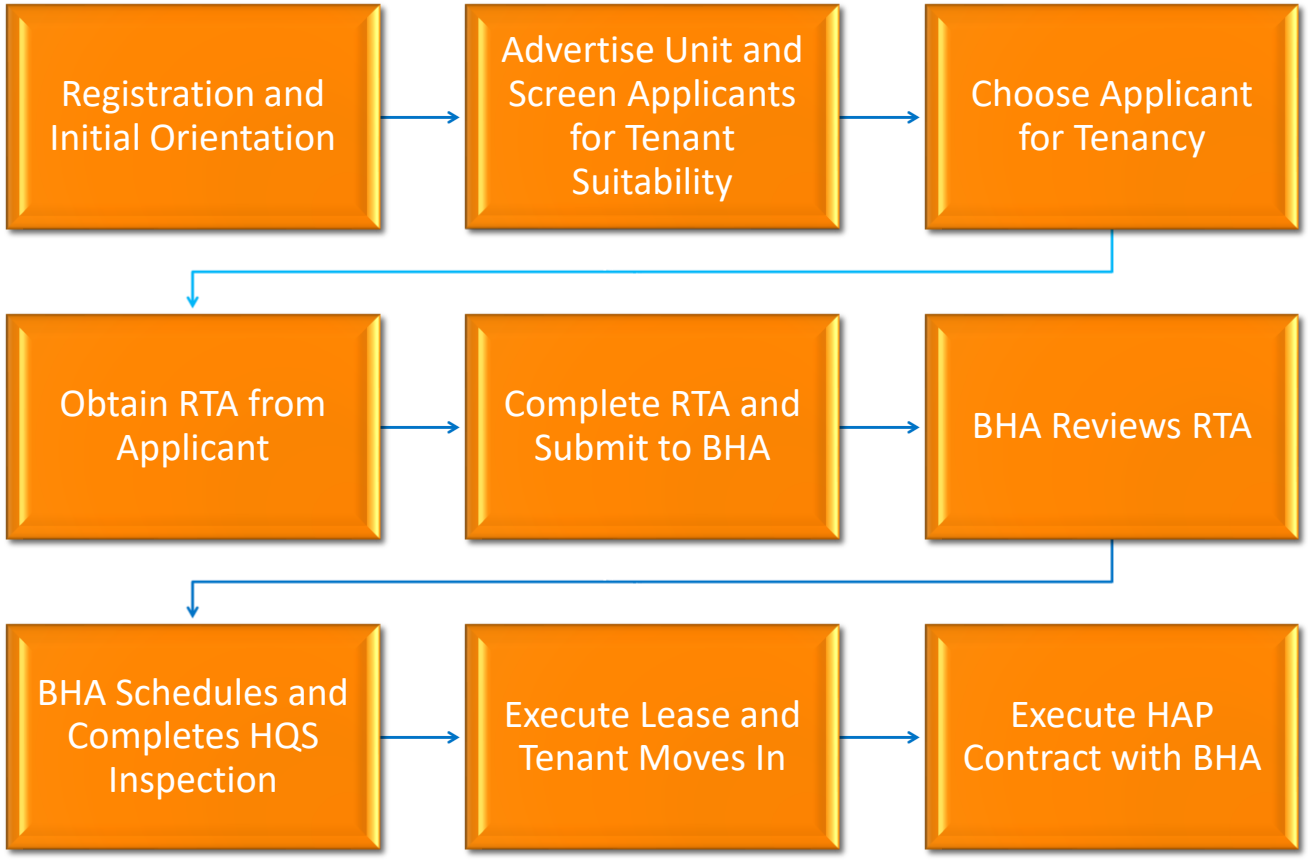
	0-Bedroom	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
Delta (%)	**13 %**	**10.3 %**	**8.6 %**	**4.5 %**	**6.2%**

Fair Market Rents (FMR) –

How Do We Compare?

Locality	0-BR	1-BR	2-BR	3-BR	4-BR
Bloomington	**$958**	**$1,080**	**$1,223**	**$1,618**	**$1,926**
Indianapolis	$955	$1,097	$1,283	$1,669	$2,028
Lafayette	$831	$971	$1,161	$1,399	$1,750
Fort Wayne	$943	$991	$1,199	$1,512	$1,632
Columbus	$1,103	$1,145	$1,268	$1,537	$1,776
Terre Haute	$783	$788	$995	$1,199	$1,393
Evansville	$780	$821	$1,054	$1,300	$1,473

Becoming a HCV Landlord



BHA Inspections:

Inspections Per Year, Pass-Fail Rates

Year	# of Inspections	Pass HQS	Fail HQS
2022	2,260	1,702 (75%)	558 (25%)
2023	1,639	1,075 (66%)	564 (34%)
2024	1,196*	725 (61%)	471 (39%)

**As of 8/31/2024*

BHA Inspections:

Housing Quality Standards (HQS)

Housing Quality Standards (HQS) are a set of minimum criteria for the health and safety of program participants in the Housing Choice Voucher (HCV) program. Some items that are considered tenant preferences in HQS include:

- Cosmetic condition
  - While the unit must have the required sanitary facilities, the family decides if the cosmetic condition is acceptable
- Microwave
  - Can be substituted for an oven and stove if the tenant agrees and the same microwave is furnished to all tenants in the building

BHA Inspections:

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

Housing Quality Standards (HQS):
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

- All worn or cracked toilet seats and tank lids must be replaced and the tank lid must fit properly
  - Tenant Preference
    - 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
      - The adequacy of the water heater

Housing Quality Standards (HQS):

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

- Tenant Preference
  - The family selects size and type of equipment it finds acceptable
  - 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

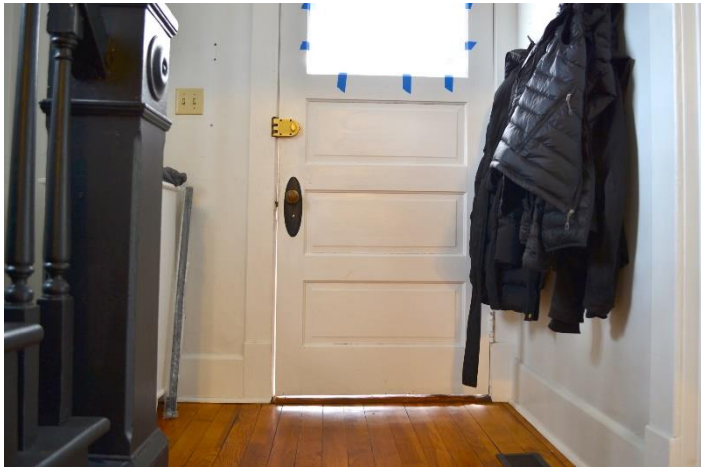
Housing Quality Standards (HQS):

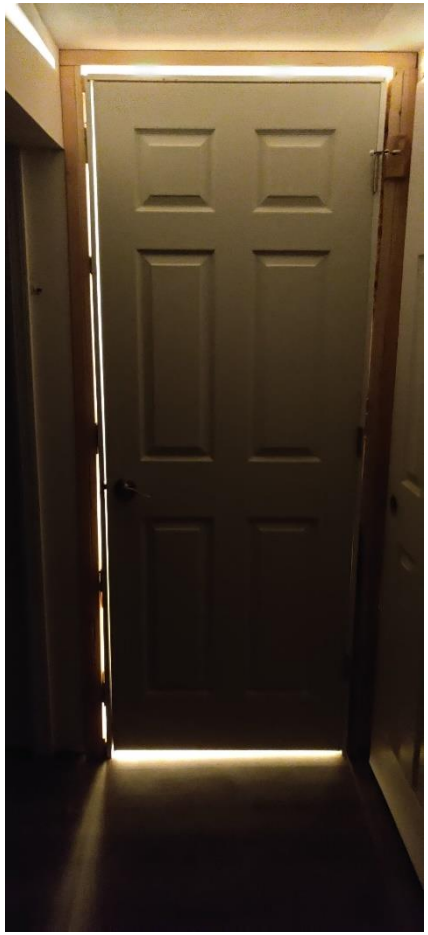
Space and Security

- 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
- Window sashes must be in good condition and properly fitted to window frame
- Windows and doors must be weather-stripped as needed to ensure a weather-tight seal
- Window screens are required for all operable windows and must be in good condition
  - Tenant Preference
    - 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
      - Bolt, chain, and double-sided locks are prohibited

Housing Quality Standards (HQS):

Space and Security





Housing Quality Standards (HQS):
Thermal Environment

- The unit must have a safe system for heating the dwelling unit
- The heating system must be capable of maintaining an interior temperature of 65 degrees Fahrenheit between October 1 and May 1
- Dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene
  - Portable electric room heaters are not acceptable as a primary source of heat
  - Tenant Preference
    - The family may determine whether the amount of insulation, presence or absence of storm doors and windows and other energy conservation items are acceptable

Housing Quality Standards (HQS):

Structure and Materials

- Dwelling unit must be structurally sound
- Handrails required when four or more steps are present
- Railings required when porches, balconies, and stoops are thirty (30) inches or more off the ground
- Elevator (if present) must be working
- Manufactured homes must have proper tie-down devices capable of surviving wind loads common to the area

Housing Quality Standards (HQS):

Structure and Materials

Housing Quality Standards (HQS):

Interior Air Quality

- Dwelling unit must be free of air pollutant levels that threaten the occupants' health
- Must be adequate air circulation in the unit
- Bathroom areas must have one openable window or other adequate ventilation
- Sleeping rooms must have at least one window
- If a window was designed to be opened, it must be in proper working order

Housing Quality Standards (HQS):
Water Supply

- 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

Housing Quality Standards (HQS):
Lead-Based Paint (LBP)

- LBP requirements apply to units built prior to 1978. Owners must:
  - Disclose known LBP hazards prior to lease execution
  - Stabilize deteriorated paint surfaces and conduct hazard reduction activities within 30 days when identified by BHA
  - Notify tenants each time such an activity is performed
  - Maintain covered housing without deteriorated paint if there is a child under six (6) in the family

Regardless of unit age, any exterior or interior surfaces with peeling or chipping paint must be scraped and painted with two coats of unleaded paint or other suitable material

Housing Quality Standards (HQS):

Access

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

Housing Quality Standards (HQS):

Access

Housing Quality Standards (HQS):
Site and Neighborhood

- Must be reasonably free from:
  - Disturbing noises and reverberations
  - Excessive trash or vermin
  - Other dangers to the health, safety, and general welfare of the occupants

Housing Quality Standards (HQS):
Sanitary Condition

- Dwelling unit must be:
  - In sanitary condition
  - Free of vermin and rodent infestation
  - Must have adequate barriers to prevent infestation

Housing Quality Standards (HQS):

Smoke and Carbon Monoxide Detectors

- One sealed-battery operated or hard-wired smoke detector required:
  - On each level of unit
  - Inside each bedroom
  - Within twenty-one (21) feet of any door to a bedroom measured along a path of travel
  - If mounted on ceiling, must be greater than 4 inches from wall
  - If wall-mounted, top edge of alarm must be between 4-7 inches from ceiling
- Carbon monoxide detectors required when:
  - Unit contains a fuel-burning appliance or fuel-burning fireplace
  - Dwelling unit has attached garage

Housing Quality Standards (HQS):
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 heath and safety

Housing Quality Standards (HQS):
Life-Threatening Conditions

- The following conditions are considered life-threatening and must be corrected within twenty-four (24) hours:
  - Any condition which jeopardizes the security of the unit
  - Major plumbing leaks
  - Natural or LP gas or fuel oil leaks
  - Any electrical problem or condition that could result in shock or fire
  - Water leaking or ponding near any electrical device
  - 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

Housing Quality Standards (HQS):
Life-Threatening Conditions (continued)

- The following conditions are considered life-threatening and must be corrected within twenty-four (24) hours:
  - Absence of a functioning toilet in the unit
  - Inoperable or missing smoke or carbon monoxide detectors
  - Missing, damaged, discharged, overcharged, or expired fire extinguisher
  - Gas/oil-fired water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney venting
  - Deteriorating paint in a pre-1978 unit that is occupied by a family with a child under six (6) years of age

Housing Quality Standards (HQS):

Post-Inspection: What to Expect

- Following a failed HQS inspection, BHA will send a notice of HQS deficiencies to Owner
  - Notice will list any deficiencies observed during inspection
  - Notice will provide timeframe for correcting deficiencies
    - 30 days for annual inspections
    - 10 days for initial inspections
    - 24 hours for life-threatening. Notice will also be given via telephone and/or email
  - Once deficiencies have been corrected, it is the responsibility of the Owner to notify BHA of completion
  - Extensions may be provided, as appropriate

NSPIRE: National Standards for the Physical Inspection of Real Estate

- Scheduled to be implemented October 1, 2025
- Highlighted changes from HQS:
  - Expanded list of life-threatening deficiencies
  - Removes Site and Neighborhood requirement for HCV
  - Updates to Thermal Environment requirements
  - Carbon Monoxide detector requirement
  - Smoke Detector requirements updated
  - Updated inspection form

BLOOMINGTON housing authority

Thank you!