

**BY-LAWS OF**  
**THE HOUSING AUTHORITY**  
**OF THE CITY OF DANVILLE, ILLINOIS,**  
**d/b/a VERMILION HOUSING AUTHORITY**

(As Amended by the Board of Commissioners March 21, 2024)

**ARTICLE I**

**THE AUTHORITY**

**SECTION 1. NAME OF THE AUTHORITY.** The name of the Authority shall be the “Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority”.

**SECTION 2. SEAL OF THE AUTHORITY.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

**SECTION 3. OFFICE OF THE AUTHORITY.** The office of the Authority shall be at 1607 Clyman Lane in the City of Danville, Illinois, but the Authority may hold its meetings at such other place as it may designate by resolution. (As amended August 9, 1943, Resolution No. 43-340; November 15, 1990, Resolution No. 90-96; May 21, 1992, Resolution No. 92-35.)

**ARTICLE II**

**SECTION 1. OFFICERS.** The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

**SECTION 2. CHAIRMAN.** The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information, as he/she may consider proper concerning the business affairs and policies of the Authority. The Chairman shall designate the spokesperson with media and that person shall be the Executive Director or himself/herself. (As amended November 15, 1990, Resolution No. 90-96; January 16, 2020, Resolution No. 2020-1).

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**SECTION 3. VICE CHAIRMAN.** The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

**SECTION 4. SECRETARY-TREASURER.** The Executive Director, acting as Secretary-Treasurer for the Board of Commissioners, shall have general supervision over the administration of its business and affairs subject to the direction of the Authority. (As amended February 6, 1940, Resolution No. 40-12).

He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority at such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disperse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or his/her designee. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may designate.

The compensation of the Secretary-Treasurer shall be determined by the Authority, provided

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that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses). (As amended August 20, 2009, Resolution No. 09-18).

**SECTION 5. ADDITIONAL DUTIES.** The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Authority of the By-Laws or rules and regulations of the Authority.

**SECTION 6. ELECTION OR APPOINTMENT.** The Chairman and Vice Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Commissioner appointments will be made by the City of Danville City Council and the Vermilion County Board. The City of Danville Council will hold five (5) seats to appoint, while the Vermilion County Board will hold two (2) seats to appoint. A resident commissioner can be appointed, if a candidate is presented, and will be made by either the County Board or the City of Danville, depending on the location in which that resident resides. (As amended January 16, 2020, Resolution No. 2020-1).

**SECTION 7. VACANCIES.** Should the office of Chairman or Vice Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

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**SECTION 8. ADDITIONAL PERSONNEL.** The Authority may, from time to time, employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Act of Illinois and other laws of the State of Illinois applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of Illinois.

**SECTION 9. TRAINING.** All newly appointed Commissioners must attend an orientation with the Executive Director to discuss the positions responsibilities, By-laws and policies of the Housing Authority prior to being seated on the Board of Commissioners. All newly appointed Commissioners, upon being seated, must participate in monthly Commissioner-oriented training topics as presented as part of the monthly Board meetings (As amended August 20, 2009, Resolution No. 09-18; December 19, 2013, Resolution No. 13-23; January 16, 2020, Resolution No. 2020-1).

## **ARTICLE III**

### **MEETINGS**

**SECTION 1. ANNUAL MEETING.** The Annual Meeting for the Authority shall be at 5 o'clock p.m., immediately prior to the regular meeting of the Authority in the month of October at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the Annual Meeting shall be held on the next succeeding secular day. (As amended October 3, 1951, Resolution 51-484; November 15, 1990, Resolution No. 90-96; March 23, 1995, Resolution No. 95-24; November 18, 1999 Resolution No. 99-91; August 17, 2023, Resolution No. 2023-25).

**SECTION 2. REGULAR MEETINGS.** Regular meetings shall be held, with notice, alternately, in the Administration Building, 1607 Clyman Lane, in the Community Rooms at Mer Che Manor,



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723 N. Oak Street, Danville, IL, and Churchill Towers, 101 E. Seminary Street, Danville, IL, and one time a year at Centennial Manor, 426 E. Honeywell Avenue, Hoopeston, IL and at 407 Kennedy Drive, Georgetown, IL, on the third Thursday of every month at 5 o'clock p.m. or on such day as the Commissioners shall by resolution determine. (As amended October 3, 1951, Resolution No. 51-483; January 7, 1954, Resolution No. 54-611; December 2, 1954, Resolution No. 54-654; December 15, 1987, Resolution No. 87-64; November 15, 1990, Resolution No. 90-96; June 18, 1992, Resolution No. 92-44; March 23, 1995, Resolution No. 95-24; January 16, 2020, Resolution No. 2020-1; August 17, 2023, Resolution No. 2023-25, March 21, 2024, Resolution No. 2024-18).

**SECTION 3. SPECIAL MEETINGS.** The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority, plus any media requesting such notice, to arrive forty-eight (48) hours prior to the date of such meeting. At such special meeting no business shall be considered other than designated in the call. (As amended February 16, 1995, Resolution No. 95-10).

**SECTION 4. QUORUM.** The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its power and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present. (As amended October 21, 1993, Resolution No. 93-68).

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**SECTION 5. ORDER OF BUSINESS.** At the regular meeting of the Authority the following example may be the written order of business, or by a majority aye vote may be amended as needed:

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Public and Resident Comments
5. Approval of the Minutes
6. Police Reports
7. Department Reports:
  - (a) Public Housing
  - (b) HCV
  - (c) Finance
  - (d) Personnel
8. New Business
9. Other Business
10. Closed Session, if needed
11. Chairman/Commissioner's Comments
12. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority. (As amended November 15, 1990, Resolution No. 90-96; March 18, 1993, Resolution No. 93-20; February 16, 1995, Resolution No. 95-10; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1).

**SECTION 6. MANNER OF VOTING.** The voting on all questions coming before the Authority relating to finance, personnel, and policy shall be made by roll call and the ayes and nays shall

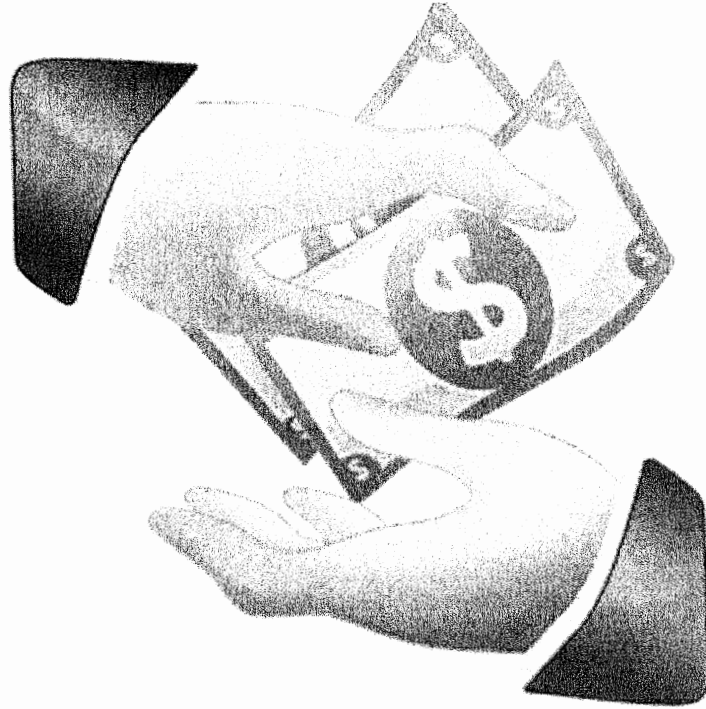
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be entered upon the minutes of such meetings. All other questions or actions coming before the Authority can be taken by voice vote with a majority rule. (As amended June 16, 1988, Resolution No. 88-52).

**SECTION 7. ATTENDANCE.** The Commissioners of the Authority are expected to attend all monthly meetings, special board meetings and the annual meeting. Should a board member be absent from two (2) or more consecutive board meetings of any nature, or be absent from three (3) of all regular, special or annual board meetings within a twelve (12) month period, the Chairman of the Board, or anyone he/she may designate, shall, in writing, inform the Mayor of the City of Danville or the Vermilion County Board Chairman, whichever is responsible for the appointment, that the board member is in violation of the attendance requirement as set forth in the By-Laws of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority and is in neglect of his/her duties, and shall recommend removal of the board member by the presiding officer, pursuant to Illinois law. (As amended October 21, 1999, Resolution No. 99-81; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1; August 17, 2023, Resolution No. 2023-25).

**SECTION 8. AMENDMENTS.** Any proposed amendment to this agreement must be submitted in writing to the Board of Commissioners for discussion at a regular Board Meeting. Action on the proposed amendment may not take place prior to the following regularly scheduled Board Meeting. The amendment will be ratified by a three-fifths vote of the members of the Board. The amendment itself provides otherwise. (As amended November 15, 1990, Resolution No. 90-96; October 21, 1999, Resolution No. 99-81).

# PROCUREMENT POLICY



PREPARED FOR THE  
HOUSING AUTHORITY OF THE  
CITY OF DANVILLE, ILLINOIS  
D/B/A VERMILION HOUSING AUTHORITY  
JANUARY 2024

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**MANAGEMENT RESOURCE GROUP, INC.**  
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# PROCUREMENT POLICY

Established for the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (VHA) by Board action on \_\_\_\_\_. This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, Rev 2, "Procurement Handbook for Public Housing Agencies," the procurement standards of 2 CFR Part 200 (2 CFR 200.317 et seq.) and with the Illinois Procurement Code.

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## I. GENERAL PROVISIONS

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### 1. Purpose

The purpose of this Statement of Procurement Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the VHA;
2. Assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the VHA;
3. Promote competition in contracting;
4. Provide safeguards for maintaining a procurement system of quality and integrity;
5. Assure that VHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

### 2. Application

When both HUD and non-Federal funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a separate contract, then regulations applicable to the source of funding may be followed.

### **3. Competitive Specifications, Statement/Scope of Work**

The VHA shall seek full and open competition in all of its procurement transactions. All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the VHA's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

### **4. Limitations of Competition**

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the VHA's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this Procurement Policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the VHA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

### **5. Public Access to Procurement Information**

Procurement information shall be a matter of public record to the extent provided in the Illinois Freedom of Information Act and shall be available to the public as provided in that statute.

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## II. PROCUREMENT AUTHORITY AND ADMINISTRATION

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- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or his/her designee as authorized in writing.
- B. The Executive Director will issue operational procedures to implement this Policy. These procedures will be consistent with HUD Handbook 7460.8 Rev 2.
- C. The Executive Director will also establish a system of sanctions for violations of the ethical standards described in Section VIII of this Policy.
- D. The Executive Director or his/her designee shall ensure that:
  - 1. Procurement requirements are subject to an annual planning process to assure efficient and economical purchasing.
  - 2. The VHA will maintain a contract administrative system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contract or purchase order.
  - 3. Contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction and are supported by sufficient documentation regarding the history of the procurement, including as a minimum:
    - a. The method of procurement chosen,
    - b. The selection of the contract type,
    - c. The rationale for selecting or rejecting offers, and
    - d. The basis for the contract price.
  - 4. For procurements other than small purchases, public notice is given of each upcoming procurement not less than once at least 10 business days (or other time period if required by Illinois State law) before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 10 days (or other time period if required by State or local law) is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public.



## Procurement Authority and Administration

5. Public solicitation shall be provided by formal advertisement in at least one newspaper of general circulation. In addition, bids and/or proposals shall be scheduled from all reputable dealers/contractors known to be in the business of selling the product or providing the services desired by the VHA and notices posted in public places for competition.
6. For construction (Competitive Sealed Bidding) the opening date shall provide bidders a reasonable amount of time to prepare their bids, but in no event will this time be less than ten (10) days after advertisement in a newspaper of general circulation.
7. For Requests for Proposals (RFPs), a minimum of thirty (30) days will be allowed for a response, after the date of solicitation.
8. Solicitation procedures are conducted in full compliance with Federal standards stated in 2 CFR 200.317.et seq., or State and local laws that are more stringent, provided they are consistent with 2 CFR 200.317.et seq.
9. An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the micro purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements.
10. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the VHA, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals). Unsuccessful firms are notified within ten days after contract award (or other time period required by State or local law). This notification should include a right to a debriefing.
11. There are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted.
12. The VHA complies with applicable HUD review requirements as provided in the operational procedures supplementing this Policy.

## Procurement Authority and Administration

- E. This Policy and any later changes shall be submitted to the Board of Commissioners for approval.

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### **III. PROCUREMENT METHODS**

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#### **A. Selection of Method**

For direct VHA purchases, one of the following procurement methods shall be chosen based on the nature and anticipated dollar value of the total requirement.

#### **B. Small Purchase Procedures**

##### **1. General**

Contracts that do not exceed \$250,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section, except as may be reasonably necessary to comply with Section VIII (assistance to small and other businesses) of this Policy.

##### **2. Petty Cash Purchases**

Small purchases of less than \$250, which can be satisfied by local sources, may be processed through the use of a petty cash account. The Contracting Officer shall ensure that:

- a. The account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g. one week),
- b. Security is maintained and only authorized individuals have access to the account,
- c. The account is periodically reconciled and replenished by submission of a voucher to the VHA Accountant or designee and,
- d. The account is periodically audited by the Accountant or their designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.

##### **3. Micro Purchases of \$10,000 or less**

For small purchases below \$10,000, only one quotation is required if the quote received is considered reasonable by VHA.

**4. Small Contracts of \$10,000 or less for Professional Services**

For small contracts below \$10,000, only one quotation need be solicited if the quote received is considered reasonable. Such purchases must be distributed equitably among qualified sources. If practical, a quotation shall be solicited from other than the previous source before placing a repeat order.

**5. Small Purchases over \$10,000**

For small purchases in excess of \$10,000 but not exceeding \$250,000, no less than two (2) offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing as allowed by State or local laws.

Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as Requests for Qualifications (RFQs) for architect/engineer contracts, etc. If non-priced factors are used they shall be disclosed to all those solicited.

The names, addresses, and/or telephone numbers of the offerors and persons contracted, and the date and amount of each quotation shall be recorded and maintained as a public record.

**C. Sealed Bids**

**1. Conditions for Use**

Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:

- a. A complete, adequate, and realistic specification or purchase description is available,
- b. Two or more responsible bidders are willing and able to compete effectively for the work,
- c. The procurement lends itself to a firm fixed price contract, and
- d. The selection of the successful bidder can be made principally on the basis of price.

For procurement under the Capital Funds Program (CFP), sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation. For professional services contracts, sealed bidding should **not** be used. Sealed bids are generally the method used in construction contracts and procurement of commodities.

## **2. Solicitation and Receipt of Bids**

An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement, including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids.

The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw his/her bid at any time prior to bid opening.

## **3. Bid Opening and Award**

Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection.

Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids.

If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price. The bid opening and award shall be in accordance with HUD Procedures.

#### 4. Mistakes in Bids

- a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written notice received in the office designated in the invitation for bids prior to the time set for bid opening (corrections and/or changes must be sealed). After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
- b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the VHA or fair competition shall be permitted.

#### D. Bonds and Insurance Requirements

The standards under this section generally apply to construction contracts that exceed \$250,000. There are no bonding requirements for small purchases or for competitive proposals. VHA may require bonds and/or insurance for other services when deemed appropriate to protect the interest of VHA; non-construction contracts should generally not require bid bonds.

##### 1. Bonds

**Bid Guarantee/Bonds** For construction contracts exceeding \$250,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price. A bid guarantee may be acceptable in the form of a cash equivalent. In addition to the other requirement of this Statement, the following requirements apply:

**a. Payment Bond**

For construction contracts exceeding \$250,000, the successful bidder shall furnish an assurance of completion. This assurance may be met and provided below:

- I. A performance and payment bond in a penal sum of 100% of the contract price for contracts exceeding \$250,000; or
- II. Separate performance and payment bonds, each for 50% or more of the contract price for contracts exceeding \$250,000; or
- III. A 20% cash escrow; or
- IV. A 25% irrevocable letter of credit.

**b. Performance Bonds are required for all construction or service contracts exceeding \$250,000**

- I. These bonds must be obtained from guarantee companies acceptable to the U.S. Government and authorized to do business in the State of Illinois. Individual sureties shall not be considered.
- II. U.S. Treasury Department circular No 570 lists companies approved to act as surety on bonds securing Government (e.g., Housing Agencies) contracts, the maximum underwriting limits on each contract bond, and the State of Illinois.

**2. Insurance**

All contracts shall contain insurance provisions appropriate to the project or service and/or as may be required by Federal, State and local laws and ordinances.

## **E. Competitive Proposals**

### **1. Conditions for Use**

Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where the VHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited (normally, at least 3). [2 CFR Part 200]

### **2. Solicitation**

The Request for Proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and subfactors, including the weight given to each technical factor and subfactor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.

### **3. Negotiations**

Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations. [2 CFR Part 200]



**4. Award**

After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price, and other factors considered are the most advantageous to the VHA.

**5. Architect/Engineer Services**

The VHA must contract for A/E services using Qualification Based Selection (QBS) procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms and developer related services where approved by HUD are potential sources.

**F. Noncompetitive Proposals**

**1. Conditions for Use**

Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:

- a. The item is available only from a single source, based on a good faith review of available sources;
- b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the VHA as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement methods and the emergency shall be limited to those supplies, services, or construction necessary to meet the emergency.

- c. HUD authorized the use of noncompetitive proposals;  
or
- d. After solicitation of a number of sources, competition is determined inadequate.

**2. Justification**

Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.

**3. Price Reasonableness**

The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph G.

**G. Cost and Price Analysis**

VHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions. The reasonableness determination shall be placed into the official procurement file.

- 1. **Expedited Purchases** The purchase by the delegated designee shall serve as determination that the price obtained is reasonable, which shall be based on the delegated designee's prior experience or other factors.
- 2. **Micro Purchases** No formal cost or price analysis is required. Rather, a review by the Procurement Officer or designee shall serve as determination that the price obtained is reasonable, which may be based on the Procurement Officer's prior experience or other factors. The Executive Director shall establish guidelines and procedures on Cost and Price Analysis determinations.

3. **Small Purchases** A comparison with other offers shall be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Procurement Officer or designee shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Procurement Officer's personal knowledge at the time of purchase, comparison to the Independent Cost Estimate (ICE), or any other reasonable basis. The Official Procurement File shall be documented with the appropriate rationale.
4. **Sealed Bids** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is more than 10% greater than the ICE, the PHA entity which submitted the ICE must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable. Comparison may indicate need for verification of id.

VHA may use alternative methods of determining price reasonableness as noted in the HUD Procurement Handbook, Rev 2.

5. **Competitive Proposals** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, VHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, VHA must conduct a cost or price analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable. VHA may use the Guidance at 7460.8 REV 2 Chapter 4 Paragraph 32(B) as an alternate means to determine price reasonableness (other than cost analysis).

6. **Contract Modifications** A cost or price analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$250,000. The only exception to this rule is a contract modification based on pricing terms already established in the contract document.

#### **H. Cancellation Of Solicitations**

1. An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if:
  - a. The VHA no longer requires the supplies, services, or construction;
  - b. The VHA can no longer reasonably expect to fund the procurement;
  - c. Proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
  - a. The supplies, services, or construction are no longer required;
  - b. Ambiguous or otherwise inadequate specifications were part of the solicitation;
  - c. The solicitation did not provide for consideration of all factors of significance to the VHA; prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
  - d. There is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith;
  - e. For good cause of a similar nature when it is in the best interest of the VHA.

3. The reason for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
4. A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, the VHA shall cancel the solicitation and either:
  - a. Re-solicit using a request for proposals; or
  - b. Complete the procurement by using the competitive proposals method, (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the VHA's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

**I. Cooperative Purchasing**

The VHA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. PHAs are encouraged to use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

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#### **IV. CONTRACTOR QUALIFICATIONS AND DUTIES**

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##### **A. Contractor Responsibility**

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Contractors must be licensed as required by Illinois State or local law. Before awarding a contract, the VHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other PHAs), and financial and technical resources. If a prospective contractor is found to be nonresponsible, a written determination of nonresponsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

##### **B. Suspension and Debarment**

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (2 CFR Part 200 or 24 CFR Part 24) when necessary to protect the VHA in its business dealings.

##### **C. Qualified Bidder's Lists**

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms, or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such prequalified suppliers.

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## **V. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION**

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### **A. Contract Types**

Any type of contract which is appropriate to the procurement and which will promote the best interests of the VHA may be used, provided that the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the VHA's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation (FAR), found in 48 CFR Chapter 1); and the contractor is paid only allowable costs. A time and materials contract may be used only if a written determination is made that no other contract is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. In most cases, VHA will rely on Firm-Fixed-Price contracts because the pricing arrangements pose the least risk to the VHA.

### **B. Options**

Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation; (ii) the option is a unilateral right of the VHA; (iii) the contract states a limit on the additional quantities and the overall term (cannot exceed 5 years) of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to the VHA than conducting a new procurement.

**C. Contract Clauses**

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions as determined by VHA. Additionally, applicable HUD forms 5369, 5369A, 5369B, 5369C, 5370, 5370C, 5370-EZ, 51915, and 51915A, which contain all HUD-required clauses and certifications for contracts of more than \$250,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by VHA.

**D. Contract Administration**

A contract administration system designed to ensure that contractors perform in accordance with their contracts shall be maintained.

The operational procedures required by Section IIA above shall contain guidelines for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.



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## **VI. APPEALS AND REMEDIES**

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### **A. General**

The integrity of the VHA's procurement system depends, in part, on the public's perception of the fairness with which the VHA awards and administers its contracts. Disagreements between the VHA and a contractor may arise before or after contract award, and it is important that the VHA provide a means for contractors to receive an unbiased hearing of their concerns. VHA alone will be responsible, in accordance with good administrative practice and sound business judgment, for settlement of all contractual and administrative issues arising out of procurement. These include, but are not limited to, source evaluation, protests, disputes, and claims. The VHA should seek to resolve all contractual issues in as informal a manner as possible to avoid the need for litigation. Various forms of alternative dispute resolution have been developed, such as arbitration, mediation, mini trials, and informal settlement conferences, and should be considered before resorting to the judicial process. It is often appropriate to provide for a review of unresolved contract disagreements by a third party, who can independently assess the merits of the case without a personal interest in the outcome. An expeditious resolution of contract disputes is in the mutual interest of both the VHA and the contractor, as litigation consumes resources that are better devoted elsewhere. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the PHA level.

### **B. Bid Protests**

#### **1. Complaint Information**

Any actual or prospective contractor may protest the solicitation of award of a VHA procurement only for a serious violation of the standards of the VHA's Procurement Policy and operational procedures. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. Complainants should seek resolution of their concerns initially with the Contracting Officer. Such complaints must be in writing. If the matter is not resolved on this basis, then the contractor may file a formal written protest. The protest should include, as a minimum, the following information:

- a. Name, address, and phone number of the protestor;
- b. Identification of the procurement, including solicitation or contract number;
- c. A statement of the reasons for the protest;
- d. Supporting exhibits, evidence, or documents to substantiate any arguments; and
- e. The form of relief requested.

## **2. Submission**

The protest **must** be submitted to the VHA or a designee (such as a VHA employee independent of the matter who can render an impartial opinion), within the time frames specified in the VHA's Procurement Policy. They shall issue a decision on the protest as expeditiously as possible after receiving all relevant information requested. The VHA may decide to suspend the procurement if the facts presented in the protest warrant such action; this step should only be taken if the evidence is clear and convincing as to the existence of an impropriety and there is no other means of resolving the matter. The decision to suspend the procurement is a matter within the VHA's discretion, as may be provided in the VHA's Procurement Policy.

## **3. Granting a Protest**

If protest is granted (sustained in favor of the protestor), then the solicitation of the proposed award should be cancelled or revised to comply with the protest decision. If the contract has already been awarded, then the contract may be terminated for convenience, and the contract re-awarded to the next eligible offeror or the procurement may be solicited again. However, if the VHA determines in writing that based on compelling circumstances (such as a condition of emergency or serious disruption of the VHA's operations, or if the contract has already been completed) either of these actions would not be in the best interest of the VHA, the VHA may let the award stand and pay the successful protestor bid and proposal costs, along with the cost of filing and pursuing the protest.

**4. Denying a Protest**

If the protest is not granted, the Contracting Officer shall provide a written decision with justification for the denial of the protest. In the written decision, the VHA should explain any appeal rights within the VHA itself. For example, a written request for reconsideration may be filed with the VHA. Such requests should contain a statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

**5. HUD Review**

Review by HUD of VHA bid protests will be limited to:

- a. Violations of Federal laws or regulations (violation of State or local laws will be under the jurisdiction of State or local authorities); and
- b. Violations of the VHA's protest procedures for failure to review a complaint or protest. Protests received by HUD other than those specified above will be referred to the VHA.

**C. Contract Claims**

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Procurement Officer or designee for a written decision. The contractor may request a conference on the claim. The Procurement Officer's decision shall inform the contractor of its appeal rights to the VHA Board of Commissioners. Contractor claims shall be governed by the changes clause in the HUD 5370 or 5370-C.

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## **VII. CONTRACT TERMINATION**

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### **A. General**

The VHA shall terminate contracts for default or convenience, as prescribed in the termination clauses on Forms HUD 5370 and 5370-C.

### **B. Termination Notice**

The Procurement Officer shall terminate contracts either for convenience or default only by a written notice to the contractor. The notice shall be sent by certified mail with a return receipt requested. The notice shall state, at a minimum, the following:

1. The contract is being terminated for the convenience of VHA or for default under the cited contract clause authorizing the termination;
2. Whether the contract is being terminated in whole or in part (for partial terminations, VHA shall identify the specific items being terminated);
3. If terminated for default, the acts or omissions constituting the default, the Procurement Officer's determination that failure to perform is not excusable, VHA's rights to charge excess costs of re-procurement to the contractor, and the contractor's appeal rights;
4. The effective date of termination;
5. The contractor's right to proceed under the non-terminated portion of the contract;
6. Any special instructions, and
7. Copies of the notice shall be sent to the contractor's surety, if any, and any assignee.

**C. Termination for Convenience**

Contracts may be terminated for convenience when VHA no longer needs or desires the supplies or services under contract or can no longer fund the procurement.

**1. Settlement**

Settlement of contracts terminated for convenience may be settled through negotiations or by a unilateral determination by the Procurement Officer. The contractor shall submit a settlement proposal promptly to the Procurement Officer for any amounts claimed as a result of the termination. Whenever possible, the Procurement Officer should negotiate a fair and prompt settlement with the contractor and should settle by determination only when mutual agreement cannot be reached.

**2. Compensation**

A settlement should compensate the contractor fairly for work performed, for other cost incurred under the contract, and for preparations made for the terminated portions of the contract, including a reasonable allowance for profit. However, no profit shall be allowed for settlement expenses. In addition, the Procurement Officer shall not allow profit if it appears that the contractor would have incurred a loss had the entire contract been completed. Fair compensation is a matter of judgment and cannot be measured exactly. The Procurement Officer shall use prudent business judgment in the settlement process, as opposed to strict accounting principles. The parties may agree to a total amount to be paid to the contractor without agreeing on individual cost items or profit.

**D. Termination for Default**

A contract may be terminated for default because of a contractor's actual or anticipated failure to perform its contractual obligations. Under a termination for default, VHA is not liable for the contractor's costs on undelivered work and may be entitled to the repayment of progress payments. If the contractor fails to make progress so as to endanger performance of the contract, the Procurement Officer shall issue a written notice to the contractor (generally called a "Cure Notice") specifying the failure and providing a period of 10 days in which to cure the failure. After the 10 days, the Procurement Officer may issue a notice of termination for default, unless the failure to perform has been cured.

**1. Notice**

If the contractor has failed to perform within the required time and a termination for default appears appropriate, the Procurement Officer shall notify the contractor in writing of the possibility of termination. This notice shall call the contractor's attention to the contractual liabilities if the contract is terminated for default, and request the contractor to "show cause" why the contract should not be terminated. If the response to this "show cause" notice is inadequate or insufficient, the contract shall be terminated for default.

**2. Alternatives to Termination**

Alternatives to termination for default include the following (at VHA's discretion):

- a. Allow alternative dispute resolution (arbitration or mediation) as agreed to by both parties;
- b. Allow the contractor or the surety to continue performance of the contract under a revised delivery schedule (in exchange for a reduced contract price or other consideration);
- c. Permit the contractor to continue the performance of the contract by means of a subcontract or other business arrangement with an acceptable third party, provided the rights of VHA are adequately protected; or
- d. If the contractor is not liable to VHA for damages, execute a co-cost termination settlement agreement.

**3. Repurchase**

When the supplies, services, or construction activities are still required after the termination, the Procurement Officer shall seek to contract for the same or similar items as soon as possible. The Procurement Officer may use any appropriate contracting method for the procurement, providing competition is solicited to the maximum extent practicable to secure the lowest price obtainable under the circumstances in order to mitigate damages.

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## VIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

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### A. Required Efforts

1. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the VHA shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a VHA development are used when possible. Such efforts shall include, but shall not be limited to:
  - a. Including such firms, when qualified, on solicitation mailing lists;
  - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
  - e. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
  - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons resident in the area of the project, as described in 24 CFR 135; and
  - g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A1a through A1f above.



2. Goals may be established by the VHA periodically for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project, in the VHA's prime contracts and subcontracting opportunities.

**B. Definitions**

1. A small business is defined as a business which is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in this field of operation. The size standards in 13 CFR 121 shall be used, unless the VHA determines that their use is inappropriate.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U.S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.

## Assistance to Small and Other Businesses

5. A business concern located in the area of the project is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of a small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of a small business above.

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**IX. ETHICS IN PUBLIC CONTRACTING**

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**A. General**

The VHA shall adhere to the following code of conduct, consistent with applicable State or local law.

**B. Conflict of Interest**

No employee, officer, or agent of the VHA shall participate directly or indirectly in the selection or in the award of administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer, or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister); his/her partner; or,
3. An organization which employees, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

**C. Gratuities, Kickbacks, and Use of Confidential Information**

VHA officers, employees, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

**D. Prohibition Against Contingent Fees**

Contractors shall not retain a person to solicit or secure a VHA contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

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## X. GLOSSARY OF PHA PROCUREMENT TERMS

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**Acceptance** - The act of an authorized representative of the Public Housing Authority acknowledging that the supplies or services are in conformity with the contract requirements.

**Amendment** - Written revision made to a solicitation.

**Bid** - In the sealed bidding method of procurement, the offer submitted by a bidder.

**Bidder's List** - List of prospective contractors. Also called **Source List** or **Mailing List**.

**Cardinal Changes** - Modifications to an existing contract that are beyond the general scope of that contract and are so extensive that a new procurement should be used.

**Changed Conditions** - Construction site/repair conditions that differ significantly from conditions indicated in the contract or conditions ordinarily encountered in the performance of the type of work in the contract.

**Change Order** - Unilateral action taken by the Contracting Officer in order to modify the drawings, designs, specifications, method of shipping or packing, place of inspection, delivery, or acceptance of an existing contract.

**Competitive Proposals** - The competitive method of procurement used when small purchases and sealed bidding are not appropriate; under this method, the Public Housing Authority issues a Request for Proposals (RFP), soliciting price and technical proposals from potential sources; evaluates the proposals and establishes a competitive range; negotiates with those in the competitive range; receives and evaluates best and final offers from those in the competitive range; and makes award to the contractor offering the most advantageous proposal, considering price and the technical factors stated in the RFP.

**Competitive Range** - In competitive proposal procurement (RFP), those proposals, that after evaluation by the Public Housing Authority, have a reasonable chance of receiving the award, both from a technical and cost standpoint.

**Constructive Change Order** - Informal requests for additional work or services caused by some act or omission to act on the part of the Public Housing Authority that causes a contractor extra work, delays, or money.

**Contract** - A promise or set of promises for breach of which the law gives a remedy or performance of which the law recognizes as a duty; a legal instrument providing for the purchase, lease, or barter of property or services for the direct benefit of the Public Housing Authority.

**Contracting Officer** - An official authorized by the Executive Director to enter into or administer procurement contracts and make related determinations and findings.

**Contract Administration** - The monitoring of the contractor's performance in order to ensure compliance with performance requirements and contract terms.

**Contract Modification** - Any written alteration in the specifications, delivery point, date of delivery, contract period, price, quantity, or other provision of an existing contract.

**Cost-Reimbursement Contract** - Contract in which the buyer and seller agree on an estimate of contract costs. The buyer agrees to reimburse the seller for reasonable, allowable, and allocable costs necessary to complete the work.

**Cure Notice** - A document the Contracting Officer sends to a contractor to notify the contractor that the contract may be terminated by reason of default, if the condition endangering performance of the contract is not corrected in a specified number of days.

**Excusable Time Delay** - Failure to perform that is beyond the control and without fault or negligence of the contractor.

**Firm Fixed-Price Contract** - Contract that provides for price that is not subject to any adjustment by reason of cost experience of the contractor in the performance of the contract; the preferred type of contract.

**Imprest Fund** - A cash fund of a fixed amount managed by a duly appointed cashier who disburses funds as needed from time to time for cash payment of relatively small purchases.

**Indefinite-Quantity Contract** - Contract used for procurement in which the exact number of deliverable items is not known at the time of contracting. The contract provides for a minimum and a maximum amount of goods/services that may be ordered under the contract.

**Independent (In-House) Cost Estimate (ICE)**- A written calculation of all items included in the scope of the work, tabulated under appropriate cost headings (direct costs, labor, overhead, and profit).

**Inspection** - The examination and testing of supplies and services to determine whether they conform to contract requirements.

**Internal Controls** - Safeguards that ensure that contracting will be carried out in conformity with applicable Federal regulations and Housing Authority policy.

**Invitation for Bids (IFB)** - Under the sealed bidding method of procurement, the written solicitation document that explains what the Public Housing Authority is buying and requests bids from potential contractors.

**Labor-Hour Contract** - Contract that provides for the procurement of property or services on the basis of direct labor-hours at specified, fixed hourly rates (which include direct and indirect labor, overhead, and profit).

**Letter Contract** - A written authorization to begin work issued prior to the negotiation of a formal contract; only allowed in emergency situations.

**Level-of-Effort Contract** - Contract (usually cost-reimbursement type) that specifies the number and type of person-hours which the contractor will apply in pursuing the project.

**Mailing List** - General list of persons or firms who may be interested in submitting bids in response to an Invitation for Bid and in contracting opportunities with the Public Housing Authority; List of prospective contractors. Also called **Bidder's List** or **Source List**.

**Micro-Purchasing** - A method of purchasing above the debit purchasing level of \$250 and below \$10,000. This type of purchasing requires one (1) quote.

**Minority Owned Business** - A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

**Modification** - A written revision or change to the contract approved by the Contracting Officer.

**Negotiation** - Discussions with offerors in the competitive range regarding technical and/or price proposals to award a contract using the competitive proposals or noncompetitive proposals method of procurement or when issuing modifications to existing contracts.

**Noncompetitive Proposals** - The method of procurement in which proposals are solicited from only one source because award of a contract is not feasible under the small purchase procedure, sealed bids, or competitive procedure as a result of: 1) the item or service is available only from a single source; 2) public exigency or emergency will not allow enough time for a competitive procurement; 3) inadequate response to a competitive solicitation; or 4) HUD approves the use of noncompetitive proposals. The method is also known as **Sole Source**.

**Offer** - A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract.

**Offeror** - The general term for the entity that submits a response to a solicitation.

**Price Analysis** - The evaluation of a proposed price (bottom line) for reasonableness without evaluating the separate elements of cost.

**Procurement** - The term "procurement" includes the procuring, purchasing, leasing, or renting of: 1) goods, supplies, equipment, and materials; 2) construction and maintenance; 3) consultant services; 4) Architectural and Engineering (A/E) services; 5) Social Services; and 6) other services. The term "procurement" also includes selling, including concessions, and disposal of surplus material and equipment.

**Proposal** - The offer submitted by a potential contractor in the competitive or noncompetitive proposals type of procurement.

**Qualifications Based Selection (QBS)** - A form of procurement of Architect/Engineering (A/E) or development services by competitive proposals in which proposals in which price is not requested in the Request for Qualifications (RFQ) or used as an evaluation factor.

**Quotation** - The price or cost submitted by a vendor in the small purchase procedures method of procurement.

**Request for Proposal (RFP)** - Solicitation method used under both the competitive and noncompetitive methods of procurement. Proposal evaluation and contractor selection are based on the evaluation criteria and factors, including price, for award as stated in the RFP. Contract award is based on the best approach to the requirements of the statement of work resulting in the greatest benefit to the Public Housing Authority, price and other factors considered.

**Request for Qualifications (RFQ)** - Solicitation method used under the competitive and non-competitive methods of procurement. Evaluation and contractor selection are based on the evaluation criteria for award as stated in the RFQ. Price is not obtained until the highest ranking firm(s) is selected based on qualifications and negotiations for a fair and reasonable price have started.

**Resident Owned Business** - A resident owned business is any business concern that is owned and controlled by Public Housing residents.

**Responsible Bidder** - A bidder who is: 1) able to comply with the required or proposed delivery or performance schedule; 2) has a satisfactory performance record; 3) has a satisfactory record of integrity and business ethics; 4) has the necessary organization and operational skills or the ability to obtain them; 5) has the necessary production, construction, and technical equipment and facilities or the ability to obtain them; and 6) is otherwise qualified and eligible to receive an award under applicable laws and regulations (including the fact the bidder is not suspended, debarred, or under a HUD or Public Housing Authority imposed Limited Denial or Participation).

**Responsive Bid** - A bid that conforms to the requirements in the Invitation for Bids (IFB).



**Sanctions** - Measures that may be evoked by the Public Housing Authority or HUD to exclude or disqualify contractors, Public Housing Authority staff, or agents acting on behalf of the Public Housing Authority from participation in HUD programs (such as limited denial of participation or debarment), or measures the Public Housing Authority may take regarding employees, officers, agents, or others who violate the ethical standards of the Procurement Policy (such as dismissal, reassignment, removal from position, etc.).

**Sealed Bidding** - A method of procurement inviting sealed bids. This method requires: 1) specifications that are clear, accurate, and complete; 2) a public bid opening; and 3) evaluation of bids and award of the contract based on the lowest price submitted by a responsive and responsible contractor. Sealed bidding is the preferred method for construction.

**Section 3 Business** - A "Section 3 business concern" as defined at 24 CFR Part 135.

**Show Cause Letter** - A document sent by the Contracting Officer or designee notifying a defaulting contractor that the contract may be terminated for default unless the contractor can provide adequate justification for not terminating within a specified time period (usually 10 days).

**Small Business** - A small business is defined as a business that is: 1) independently owned; 2) not dominant in its field of operation; and 3) not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR121 should be used to determine business size.

**Small Purchase Procedure** - A simplified method for acquiring supplies, materials, and services (including construction) that do not exceed the Public Housing Authority's threshold of \$250,000.

**Sole Source** - The method of procurement in which proposals are solicited from only one source because award of a contract is not feasible under the small purchase procedure, sealed bids, or competitive procedure as a result of; 1) the item or service is available only from a single source; 2) public exigency or emergency will not allow enough time for a competitive procurement; 3) inadequate response to a competitive solicitation; or 4) HUD approves the use of noncompetitive proposals. The method is also known as **Noncompetitive Proposals**.

**Solicitation** - The general term for the Public Housing Authority's request for offers from potential offerors.

**Source List** - General list of persons or firms who may be interested in submitting bids in response to an Invitation for Bid and in contracting opportunities with the Public Housing Authority. List of prospective contractors. Also called **Bidder's List** or **Mailing List**.

**Specifications or Scope** - Description of the technical requirements of a solicitation or resulting contract.

**Statement of Work (SOW)** - Written description of work to be performed that establishes the standards sought for the supplies or services furnished under the contract; typically used for service contracts.

**Termination for Cause** - Termination of a contract by the Public Housing Authority on a unilateral basis when the contractor fails to perform, fails to make progress so as to endanger performance, or commits a default as specified in the contract.

**Termination for Convenience** - Termination of a contract by the Public Housing Authority on a unilateral basis when the product or service is no longer needed or when it is in the best interest of the Public Housing Authority.

**Termination for Default** - Termination of a contract when the contractor fails to perform or fails to make progress so as to endanger performance.

**Time-and-Materials Contract** - Contract which provides for payment of supplies and services on the basis of incurred direct labor costs (at fixed rates, which include direct costs, indirect costs, and profit) and materials (at cost).

**Time Delay** - An interruption during which service, supplies, or work are not delivered in accordance with the performance time schedule stated in the contract.

**Vendor List**- List of persons interested in or qualified to do business with the Public Housing Authority.

**Women Business Enterprise** - Women's business enterprise is defined as a business that is at least 51 % owned by a woman or women who are U.S. citizens and who control and operate the business.

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**XI. SAMPLE COVER LETTERS**

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**SAMPLE IFB COVER LETTER  
HOUSING AUTHORITY OF THE CITY OF DANVILLE  
D/B/A VERMILION HOUSING AUTHORITY**

DATE: \_\_\_\_\_

PROJECT TITLE/NUMBER: \_\_\_\_\_

DELIVERY DATE/TIME: \_\_\_\_\_

TO: PROSPECTIVE BIDDERS

SUBJECT: INVITATION FOR BIDS NUMBER

Separate sealed bids for: (brief description of work) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

will be received at the following address: \_\_\_\_\_  
until \_\_\_\_\_ local time on \_\_\_\_\_ (date), and then opened and publicly read aloud.

By submission of a bid, the bidder agrees, if its bid is accepted, to enter into a contract with the Vermilion Housing Authority in the form included in the contract documents to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached IFB. The bidder further accepts all of the terms and conditions of the IFB including without limitation those dealing with deposit of bid guarantee.

The bid shall remain open for the period specified in the IFB, must be independently arrived at, and be prepared in accordance with the instructions to bidders (Form HUD-5369). In addition, the HUD-required certifications must be completed and submitted as part of the bid (see Form HUD-5369-A)

A pre-bid conference shall be held at the following address: \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ local time on \_\_\_\_\_ (date). Site visits may be arranged by contacting \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone number).  
All bidders are encouraged to attend the pre-bid conference and visit the site.

The bid price(s) shall be included as provided in the attached IFB. Unless otherwise specified in the IFB all prices shall be on a firm-fixed-price basis and are not subject to adjustment based on costs incurred.

Bidders should be advised that, prior to award of any contract, the Vermilion Housing Authority reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity and quality of work performed on other contracts.

All bids must be signed and dated; if a joint venture is submitting the bid, each joint venturer must sign the bid. Late bids will be handled in accordance with Form HUD-5369.

Questions regarding the attached IFB should be directed to: \_\_\_\_\_ (name)  
at \_\_\_\_\_ (telephone number).

\_\_\_\_\_  
Contracting Officer

Attachment (IFB)

**SAMPLE RFP COVER LETTER**  
**HOUSING AUTHORITY OF THE CITY OF DANVILLE**  
**D/B/A VERMILION HOUSING AUTHORITY**

DATE: \_\_\_\_\_

PROJECT TITLE/NUMBER: \_\_\_\_\_

DELIVERY DATE/TIME: \_\_\_\_\_

TO: PROSPECTIVE BIDDERS

SUBJECT: REQUEST FOR PROPOSALS

Separate proposals for: (brief description of work) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

will be received at the following address: \_\_\_\_\_  
until \_\_\_\_\_ local time on \_\_\_\_\_ (date). Proposals will be held in confidence and  
will not be released in any manner until after contract award.

By submission of a proposal, the offeror agrees, if its proposal is accepted, to enter into a contract with the Vermilion Housing Authority in the form included in the contract documents to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The offeror further accepts all of the terms and conditions of the RFP.

A pre-proposal conference shall be held at the following address: \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ local time on \_\_\_\_\_ (date). Site visits may be arranged by  
contacting \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone number).  
All offerors are encouraged to attend the pre-proposal conference and visit the site.

Proposals should be prepared in accordance with the attached instructions, and will be evaluated by the Vermilion Housing Authority as stated in the evaluation factors for award in the RFP.

Questions regarding the attached RFP should be directed to: \_\_\_\_\_ (name)  
at \_\_\_\_\_ (telephone number).

\_\_\_\_\_  
Contracting Officer

Attachment (RFP)

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## **XII. SECTION 3 REQUIREMENTS**

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All work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701u (Section 3).

Requirements are specified in the Federal Register, Vol. 59, No. 125, Thursday, June 30, 1994, Section 135.1 through and including Section 135.5, pages 33880 through and including page 33882.

A copy of the full document is on file at the Vermilion Housing Authority's Administrative Office and is available for viewing.

In part for contractors information, some Section 3 requirements or clarifications are as follows: Additional clarification or information is available at the office of Equal Opportunity Specialist, Equal Opportunity Division, HUD, Chicago, Illinois Regional Office.

### **What is Section 3?**

It is a means by which HUD fosters local economic development, neighborhood economic improvement, and individual self-sufficiency.

Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas receiving certain types of HUD financial assistance.

Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is given for housing or community development, to the greatest extent feasible, economic opportunities will be given to residents and business in that area.

### **Who are Section 3 Residents?**

Residents of Public Housing and low income persons who live in the area in which a HUD-assisted project is located.

### **What is a Section 3 Business? A business that:**

- Is owned by Section 3 residents; or
- Employs Section 3 residents in full-time positions; or
- Subcontracts with businesses which provide economic opportunities to low income persons.

### **Who Receives Priority Under Section 3?**

For training and employment:

- Persons in public and assisted housing;
- Persons in the neighborhood;
- Participants in HUD Youthbuild programs; and
- Homeless persons.

For Contracting:

- Businesses which fit the definition of a Section 3 business.

### **How Can Business Find Section 3 Residents to Work For Them?**

By recruiting in the neighborhood and Public Housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers.

### **Other Section 3 Requirements:**

- A. The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, with implement Section 3. As evidenced by their execution of this contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

## Section 3 Requirements

- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in the Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of contract for default, and debarment or suspension from future HUD assisted contracts.



- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organization and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agreed to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

The goal of each Section 3 project is to contract with or employ at least 30% of the work or work force from the Section 3 area where the work is being completed.

In addition, after completion of the work, the contractor and Vermilion Housing Authority shall together complete HUD Form HUD-60002 to the fullest extent possible. The completed HUD-60002 shall be submitted by the Vermilion Housing Authority to the HUD office referenced in this section 10 days after project completion.

**Vermilion Housing Authority**  
**Maintenance Policy & Procedures**

ADOPTED ON THE 21<sup>st</sup> DAY OF MARCH 2024  
\*Effective Date

**Policy:**

***To provide safe, decent, and affordable housing to the low income population by providing mechanisms for the maintenance and repair of Authority Property.***

**Purpose:**

***This document is intended to provide a framework for a wide range of services to the Authority.\* It will provide managers, supervisors, and staff with a standard set of operational guidelines that can be referenced as needed and used as a training tool.***

\*This policy is intended for specific application to the Maintenance Department and does not override policies outlined in other Authority documents.

## **Section 1- Development Overview**

### **a) AMP 101 Fair Oaks Development**

Fair Oaks is a family development with 22 residential buildings located at the north east corner of Fowler Avenue and Fairchild Street in Danville. There are 167 town home type units with 4 one bedroom units, 86 two bedroom units, 59 three bedroom units, 16 four bedroom units, and 2 five bedroom units. There is a laundry facility located at 1021 Belton. The Central Administration Building is located within this development at 1607 Clyman Lane and contains offices for Housing Choice Voucher (Section 8), Public Housing, Maintenance, and general administration.

For reporting purposes Fair Oaks is divided into three developments. Development 001 has 56 residential units and was built in 1941. Development 003 has 36 units and was built in 1954. Development 007 has 75 units and was built in 1941. The Administration Building and Maintenance Garage are in 007. The laundry facility is located in 003.

The buildings in 001 and 007 are masonry and concrete structures with a brick veneer. They originally had flat roofs but these have been replaced by pitched roofs with asphalt shingles. The buildings in 003 are wood frame structures with a brick veneer on the first floor and vinyl siding on the second floor. All of these structures were constructed with pitched roofs. All buildings are slab on grade. 001 and 007 have concrete decks on the second floor. Units in 003 have a wood frame deck on the second floor.

The units have a mix of forced air gas furnaces or boilers. There are no units with central air conditioning. The units have 100A electrical systems with a panel located in each unit. Each unit is served by a separate gas and electric meter. Water is supplied through three meter pits with multiple meters serving the buildings.

There are 7 paved streets including Clyman Lane, Hubbard Lane, Redden Lane, Lewis Lane, Campbell Lane, Belton Lane, and Hartshorn Lane. There are 8 parking lots scattered throughout the site. There are also two playgrounds, a pavilion, and a basketball court on the site. This property is monitored by motion activated cameras.

**Fair Oaks Unit Address**

901 Redden	912 Lewis	1001 Belton	915 Hubbard
902 Redden	914 Lewis	1003 Belton	916 Hubbard
905 Redden	916 Lewis	1005 Belton	917 Hubbard
906 Redden	918 Lewis	1007 Belton	918 Hubbard
907 Redden	920 Lewis	1009 Belton	919 Hubbard
908 Redden	922 Lewis	1011 Belton	920 Hubbard
909 Redden	924 Lewis	1013 Belton	921 Hubbard
910 Redden	926 Lewis	1015 Belton	922 Hubbard
911 Redden	928 Lewis	1017 Belton	923 Hubbard
912 Redden	930 Lewis	1019 Belton	924 Hubbard
913 Redden	932 Lewis		925 Hubbard
914 Redden	934 Lewis	1002 Campbell	926 Hubbard
915 Redden	936 Lewis	1004 Campbell	927 Hubbard
916 Redden	938 Lewis	1006 Campbell	928 Hubbard
917 Redden		1008 Campbell	929 Hubbard
918 Redden	901 Fowler	1010 Campbell	930 Hubbard
919 Redden	905 Fowler	1012 Campbell	931 Hubbard
920 Redden	907 Fowler	1014 Campbell	932 Hubbard
921 Redden	909 Fowler	1016 Campbell	933 Hubbard
922 Redden	911 Fowler	1018 Campbell	934 Hubbard
923 Redden	913 Fowler	1020 Campbell	935 Hubbard
924 Redden	915 Fowler		936 Hubbard
925 Redden	917 Fowler	1621 Clyman Lane	937 Hubbard
926 Redden	919 Fowler	1623 Clyman Lane	938 Hubbard
927 Redden	921 Fowler	1625 Clyman Lane	939 Hubbard
928 Redden	923 Fowler	1627 Clyman Lane	940 Hubbard
929 Redden	925 Fowler	1629 Clyman Lane	941 Hubbard
930 Redden	927 Fowler	1631 Clyman Lane	942 Hubbard
931 Redden	929 Fowler	1633 Clyman Lane	943 Hubbard
932 Redden	931 Fowler	1635 Clyman Lane	944 Hubbard
933 Redden	933 Fowler		945 Hubbard
934 Redden	935 Fowler	1620 Clyman	946 Hubbard
935 Redden	937 Fowler	1622 Clyman	947 Hubbard
936 Redden	939 Fowler	1624 Clyman	948 Hubbard
937 Redden	941 Fowler	1626 Clyman	949 Hubbard
938 Redden		1628 Clyman	950 Hubbard
1619 Redden	1601 E. Fairchild	1630 Clyman	
1621 Redden	1603 E. Fairchild	1632 Clyman	
1623 Redden	1605 E. Fairchild	1634 Clyman	
1625 Redden	1607 E. Fairchild	1636 Clyman	
1627 Redden	1609 E. Fairchild		
1629 Redden	1611 E. Fairchild		
1631 Redden	1613 E. Fairchild		
1633 Redden	1615 E. Fairchild		



#### **b) AMP 102 Beeler Terrace**

Beeler Terrace is located at the southeast corner of Seminary Street and Washington Avenue in Danville and was built in 1942. There are six buildings in this development containing 51 individual town home units. There are 18 one bedroom units, 22 two bedroom units, 7 three bedroom units, and 4 four bedroom units. The buildings are masonry and concrete structures with a brick veneer. The floors on both levels are cast in place concrete and there is a shallow crawl space under each building. The buildings all have pitched roofs and asphalt shingles.

Each unit has a 100A electrical service with a breaker panel. They all have forced air gas furnaces. There is no central air conditioning. Gas and electric are individually metered. Water is centrally metered.

There are two paved lanes and five parking areas. There is a playground on site. The remainder of the site is green space. This property is monitored by motion activated cameras.

#### **c) AMP 102 Madison Court**

Madison Court is a one story wood frame building with brick veneer erected in 1964. The development is located at the northwest corner of Madison Street and Washington Avenue in Danville. There are 8 one bedroom units, a community room, and a laundry facility. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated and air conditioned with individual P-Tac casement units. Each unit has a separate electric meter. Gas and water are centrally metered.

There is one parking lot for residents.

#### **d) AMP 102 Churchill Towers**

Churchill Towers is located at 101 E. Seminary Street in Danville. It is a six story building that was constructed in 1964. The building has 49 residential units on the second through sixth floors. There are 19 studio units and 30 one bedroom units. There is an exercise room on the second level. The first level has three entrances. It is a secure facility and the south and east entrances are FOB activated while the north entrance requires a key. There is a community room, laundry room, management office, and a restroom on the 1<sup>st</sup> level. The ground floor contains the mechanical equipment room with an exit at the east elevation.

This property is monitored by motion activated cameras. There is a central security alarm and central fire alarm system with an enunciator panel adjacent to south entrance.

The building has a central water heating system served by three high efficiency boilers. Potable hot water is provided by two water heaters. This equipment is located in the ground floor mechanical equipment room. Gas and water are centrally metered. Electricity is individually metered. The unit air conditioning is provided by casement units in each residence.

There is a drive at the south entrance; paved concrete surrounding the ground floor; a loading dock, two sheds, and parking area adjacent to the east entrance; and a patio located at the north elevation. The remainder of the property is green space.

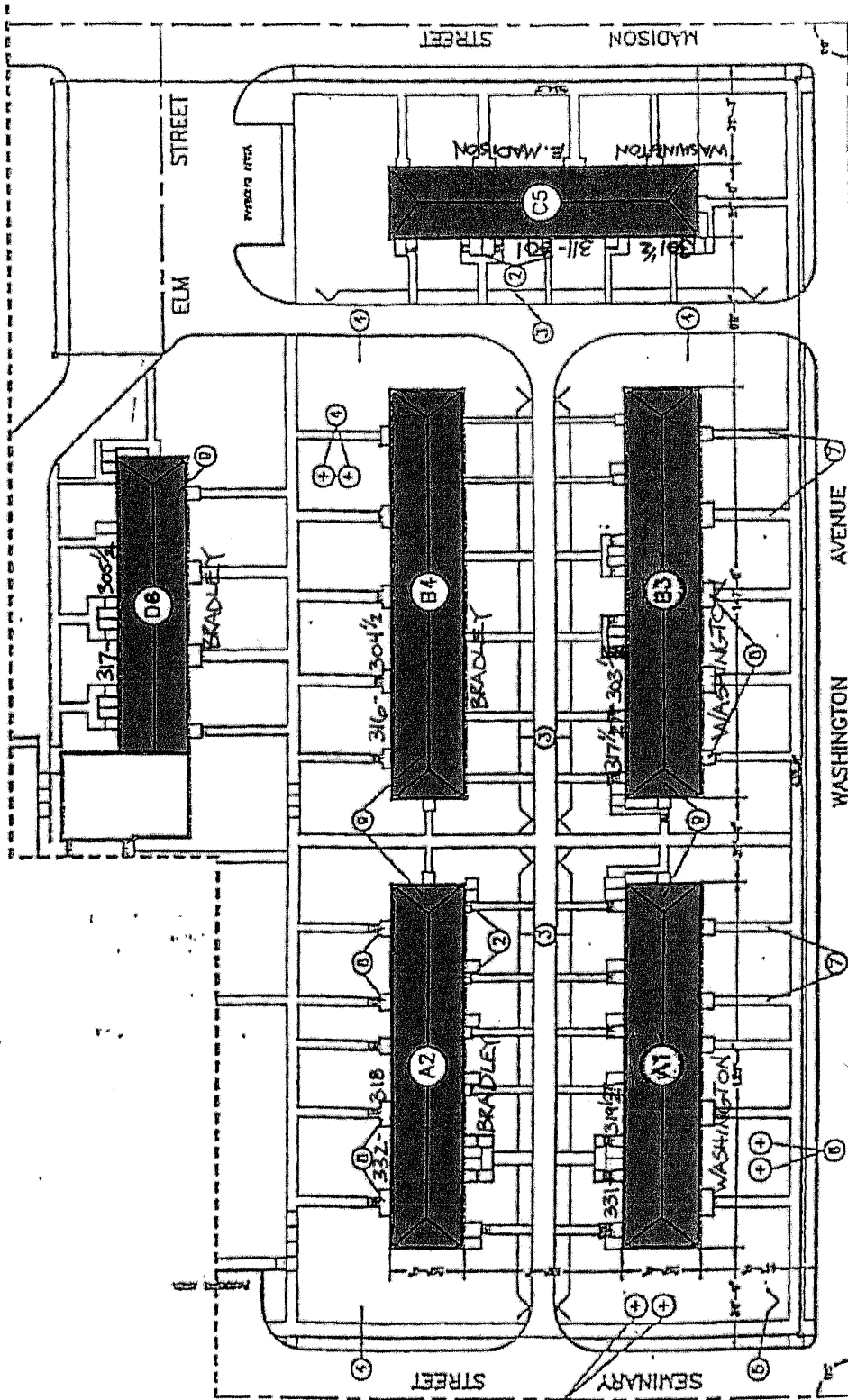
This is a concrete and steel structure with a brick veneer. It has a flat roof with built up composition roofing. The upper floors are accessed by two stairways and one elevator.

<u>Churchill Unit Address</u>	<u>Beeler Terrace Unit Address</u>	<u>Madison Court Unit Address</u>
101 E. Seminary 201	332 Bradley	215 E. Madison 1E
101 E. Seminary 202	330 Bradley	215 E. Madison 3E
101 E. Seminary 203	328 Bradley	215 E. Madison 5E
101 E. Seminary 204	326 Bradley	215 E. Madison 6E
101 E. Seminary 206	324 Bradley	215 E. Madison 7E
101 E. Seminary 207	322 Bradley	215 E. Madison 8E
101 E. Seminary 208	320 Bradley	215 E. Madison 9E
101 E. Seminary 209	320 1/2 Bradley	215 E. Madison 10E
101 E. Seminary 210	318 1/2 Bradley	
101 E. Seminary 301	318 Bradley	
101 E. Seminary 302	316 Bradley	
101 E. Seminary 303	314 Bradley	
101 E. Seminary 304	312 Bradley	
101 E. Seminary 305	310 Bradley	
101 E. Seminary 306	308 Bradley	
101 E. Seminary 307	306 Bradley	
101 E. Seminary 308	304 Bradley	
101 E. Seminary 309	304 1/2 Bradley	
101 E. Seminary 310	305 1/2 Bradley	
101 E. Seminary 401	305 Bradley	
101 E. Seminary 402	307 Bradley	
101 E. Seminary 403	309 Bradley	
101 E. Seminary 404	311 Bradley	
101 E. Seminary 405	313 Bradley	
101 E. Seminary 406	315 Bradley	
101 E. Seminary 407	317 Bradley	
101 E. Seminary 408	301 1/2 Washington	
101 E. Seminary 409	301 E. Madison	
101 E. Seminary 410	303 E. Madison	
101 E. Seminary 501	305 E. Madison	
101 E. Seminary 502	307 E. Madison	
101 E. Seminary 503	311 E. Madison	
101 E. Seminary 504	303 1/2 Washington	
101 E. Seminary 505	303 Washington	
101 E. Seminary 506	305 Washington	
101 E. Seminary 507	307 Washington	
101 E. Seminary 508	309 Washington	
101 E. Seminary 509	311 Washington	
101 E. Seminary 510	313 Washington	
101 E. Seminary 601	315 Washington	
101 E. Seminary 602	317 Washington	
101 E. Seminary 603	317 1/2 Washington	
101 E. Seminary 604	319 1/2 Washington	
101 E. Seminary 605	319 Washington	
101 E. Seminary 606	321 Washington	
101 E. Seminary 607	323 Washington	
101 E. Seminary 608	325 Washington	
101 E. Seminary 609	327 Washington	
101 E. Seminary 610	329 Washington	
	331 Washington	



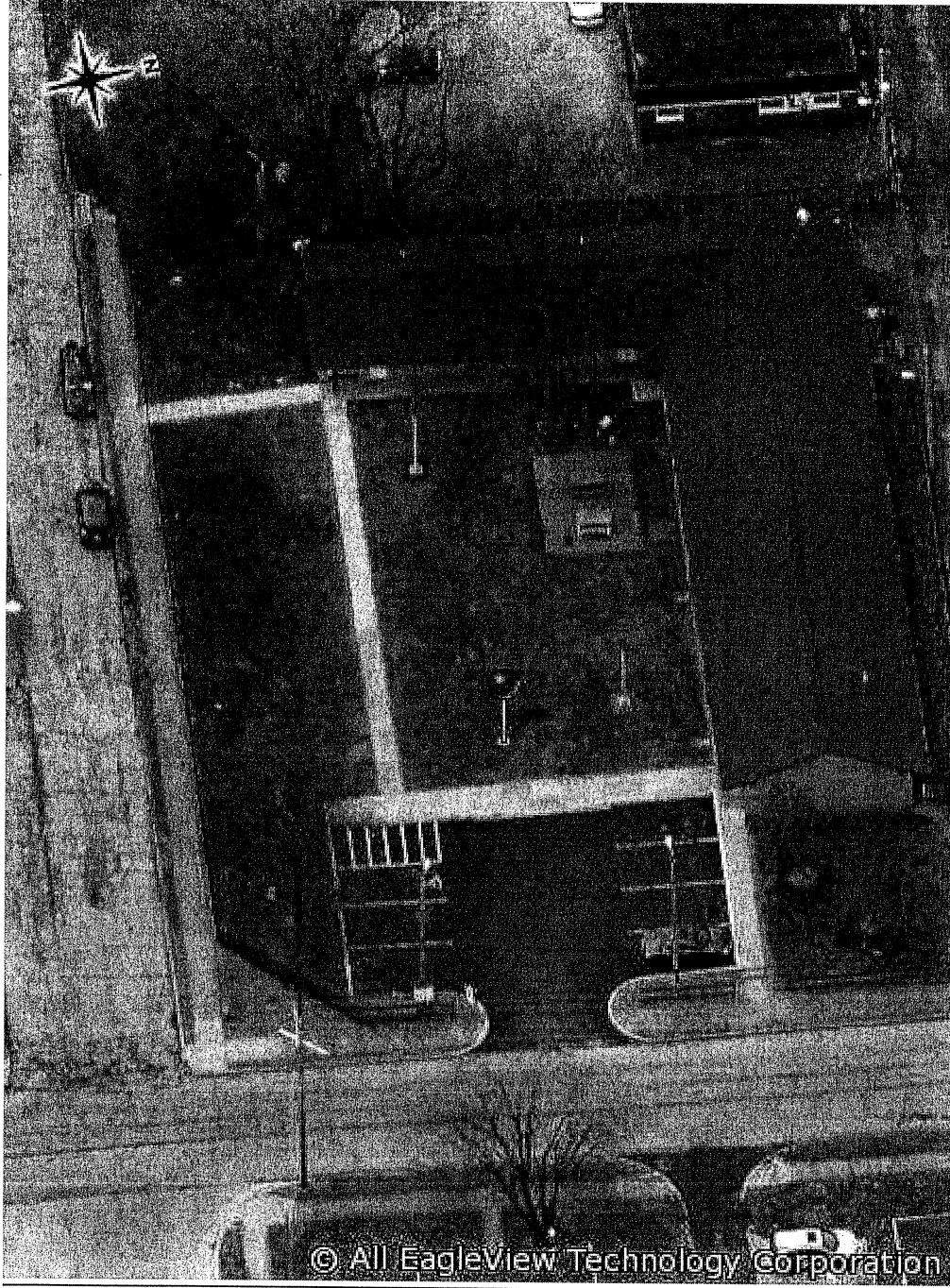
Churchill Towers





Beeler Terrace Site Plan  
Building Numbers

Madison Court



**e) AMP 103 Mer Che Manor**

Mer Che Manor is a seven-story building located at 723 N. Oak Street in Danville. The resident portion of the building was constructed in 1971. The west lobby area and community room were part of a school of indeterminate age. There are 93 residential units on the first through seventh floors. There are 46 studio units, 46 one bedroom units, and 1 two bedroom unit. There is a laundry room and exercise facility on the second floor. The community room, main lobby, library, office, and maintenance shop are located on the first floor. The boiler room is on the ground floor. There are two elevators and two stairways accessing the upper floors.

The structure is concrete with a brick veneer. The first level is a slab on grade and the remaining decks are pre-cast concrete slabs. The roofs are all single ply systems. A solar array has been installed on the upper roof to provide auxiliary electrical power.

Central heating is provided by five high efficiency boilers. Potable hot water is provided by a combination of one conventional ninety-gallon water heater and one high efficiency water storage tank that stores water heated by the boilers. The units have separate electric meters. Water and gas are centrally metered. Air conditioning is provided to each unit by a high efficiency casement unit.

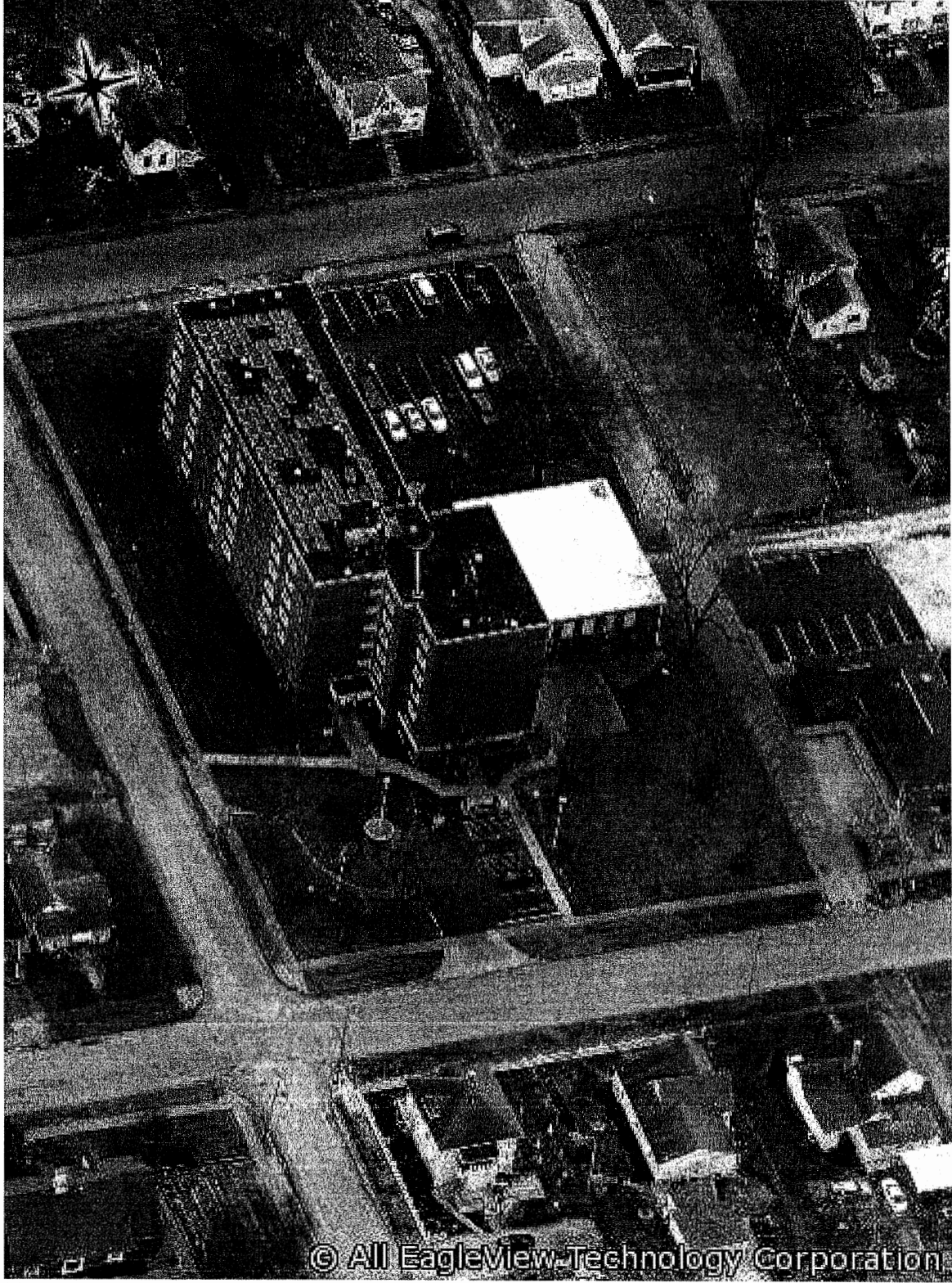
There is a circle drive at the west main entrance and two residential parking lots. One on the east side of the building, and one on the south side of the building. There is a patio on the west side adjacent to the community room for resident use. There is a shed on the east side of the building. The remainder of the property is green space. This property is monitored by motion activated cameras.

**MerChe Manor Unit Address**

723 Oak St.	106 723 Oak St.	313 723 Oak St.	515
723 Oak St.	108 723 Oak St.	315 723 Oak St.	600
723 Oak St.	110 723 Oak St.	400 723 Oak St.	601
723 Oak St.	112 723 Oak St.	401 723 Oak St.	602
723 Oak St.	115 723 Oak St.	402 723 Oak St.	603
723 Oak St.	200 723 Oak St.	403 723 Oak St.	604
723 Oak St.	201 723 Oak St.	404 723 Oak St.	605
723 Oak St.	202 723 Oak St.	405 723 Oak St.	606
723 Oak St.	203 723 Oak St.	406 723 Oak St.	607
723 Oak St.	204 723 Oak St.	407 723 Oak St.	608
723 Oak St.	206 723 Oak St.	408 723 Oak St.	609
723 Oak St.	208 723 Oak St.	409 723 Oak St.	610
723 Oak St.	209 723 Oak St.	410 723 Oak St.	611
723 Oak St.	210 723 Oak St.	411 723 Oak St.	612
723 Oak St.	211 723 Oak St.	412 723 Oak St.	613
723 Oak St.	212 723 Oak St.	413 723 Oak St.	615
723 Oak St.	213 723 Oak St.	415 723 Oak St.	700
723 Oak St.	215 723 Oak St.	500 723 Oak St.	701
723 Oak St.	300 723 Oak St.	501 723 Oak St.	702
723 Oak St.	301 723 Oak St.	502 723 Oak St.	703
723 Oak St.	302 723 Oak St.	503 723 Oak St.	704
723 Oak St.	303 723 Oak St.	504 723 Oak St.	705
723 Oak St.	304 723 Oak St.	505 723 Oak St.	706
723 Oak St.	305 723 Oak St.	506 723 Oak St.	707
723 Oak St.	306 723 Oak St.	507 723 Oak St.	708
723 Oak St.	307 723 Oak St.	508 723 Oak St.	709
723 Oak St.	308 723 Oak St.	509 723 Oak St.	710
723 Oak St.	309 723 Oak St.	510 723 Oak St.	711
723 Oak St.	310 723 Oak St.	511 723 Oak St.	712
723 Oak St.	311 723 Oak St.	512 723 Oak St.	713
723 Oak St.	312 723 Oak St.	513 723 Oak St.	715



MerChe Manor



**f) Carver Park**

Carver Park is located at the northwest corner of Williams and Section Streets in Danville. All of the buildings have been razed and streets and utilities removed.

**g) AMP 104 Centennial Manor**

Centennial Manor is four story building, located at 426 E. Honeywell Ave in Hoopeston. The building was constructed in 1971. There are 62 residential units on the first through fourth floors. There are 60 one bedroom units and 2 two bedroom units. There is a laundry room on the second floor. The community room, main lobby, management office, the boiler room and maintenance shop are located on the first floor. There are two elevators and two stairways accessing the upper floors.

The structure is concrete with a brick veneer. The first level is a slab on grade and the remaining decks are pre-cast concrete slabs. The roofs are all single ply systems.

Central heating is provided by two boilers. Electric, water and gas are centrally metered. Air conditioning is provided to each unit by a high efficiency casement unit.

There are two parking lots, one on the north side of the building and one on the east side of the building. There is a patio on the south side adjacent to the community room for resident use. The remainder of the property is green space. This property is monitored by motion activated cameras.



**Centennial Manor Unit Address**

426 E. Honeywell	101	Hoopeston	426 E. Honeywell	305	Hoopeston
426 E. Honeywell	102	Hoopeston	426 E. Honeywell	306	Hoopeston
426 E. Honeywell	103	Hoopeston	426 E. Honeywell	307	Hoopeston
426 E. Honeywell	104	Hoopeston	426 E. Honeywell	308	Hoopeston
426 E. Honeywell	106	Hoopeston	426 E. Honeywell	309	Hoopeston
426 E. Honeywell	107	Hoopeston	426 E. Honeywell	310	Hoopeston
426 E. Honeywell	108	Hoopeston	426 E. Honeywell	311	Hoopeston
426 E. Honeywell	109	Hoopeston	426 E. Honeywell	312	Hoopeston
426 E. Honeywell	113	Hoopeston	426 E. Honeywell	313	Hoopeston
426 E. Honeywell	201	Hoopeston	426 E. Honeywell	314	Hoopeston
426 E. Honeywell	202	Hoopeston	426 E. Honeywell	315	Hoopeston
426 E. Honeywell	203	Hoopeston	426 E. Honeywell	316	Hoopeston
426 E. Honeywell	204	Hoopeston	426 E. Honeywell	317	Hoopeston
426 E. Honeywell	205	Hoopeston	426 E. Honeywell	318	Hoopeston
426 E. Honeywell	206	Hoopeston	426 E. Honeywell	402	Hoopeston
426 E. Honeywell	207	Hoopeston	426 E. Honeywell	403	Hoopeston
426 E. Honeywell	208	Hoopeston	426 E. Honeywell	404	Hoopeston
426 E. Honeywell	209	Hoopeston	426 E. Honeywell	405	Hoopeston
426 E. Honeywell	210	Hoopeston	426 E. Honeywell	406	Hoopeston
426 E. Honeywell	211	Hoopeston	426 E. Honeywell	407	Hoopeston
426 E. Honeywell	212	Hoopeston	426 E. Honeywell	408	Hoopeston
426 E. Honeywell	213	Hoopeston	426 E. Honeywell	409	Hoopeston
426 E. Honeywell	214	Hoopeston	426 E. Honeywell	410	Hoopeston
426 E. Honeywell	215	Hoopeston	426 E. Honeywell	411	Hoopeston
426 E. Honeywell	216	Hoopeston	426 E. Honeywell	412	Hoopeston
426 E. Honeywell	217	Hoopeston	426 E. Honeywell	413	Hoopeston
426 E. Honeywell	218	Hoopeston	426 E. Honeywell	414	Hoopeston
426 E. Honeywell	301	Hoopeston	426 E. Honeywell	415	Hoopeston
426 E. Honeywell	302	Hoopeston	426 E. Honeywell	416	Hoopeston
426 E. Honeywell	303	Hoopeston	426 E. Honeywell	417	Hoopeston
426 E. Honeywell	304	Hoopeston	426 E. Honeywell	418	Hoopeston

Centennial Manor



**h) AMP 104 Hubbard Trail Terrace**

Hubbard Trail Terrace has 4 one story buildings containing 10 residential units that was constructed in 1964. There is 1 studio unit and 9 one-bedroom units. The development is located on Chicago Street and Church Street in Rossville. The buildings are one story wood frame structures with a brick veneer. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. This property has a mix of forced air furnaces, central air units, and PTAC units. Each unit has a separate electric and gas meter. Water is centrally metered.

There are residential parking lots for residents on the south, north, and east sides of the development. There is a shed on the east side of the development.

**Hubbard Trail Terrace Unit Address**

601 S. Chicago Street	1	Rossville
601 S. Chicago Street	2	Rossville
600 S. Church Street	3	Rossville
600 S. Church Street	4	Rossville
600 S. Church Street	5	Rossville
600 S. Church Street	6	Rossville
601 S. Chicago Street	7	Rossville
601 S. Chicago Street	8	Rossville
601 S. Chicago Street	9	Rossville
601 S. Chicago Street	10	Rossville



**i) AMP 104 Hillcrest Homes**

Hillcrest Homes has 3 one story buildings and 2 two story buildings, erected in 1964. The development is located on Benton Street and Green Street in Rossville. There are 10 residential units. There are 6 two bedroom units and 4 three bedroom units. The buildings are wood frame structures with a brick veneer. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are cooled with central air units. Each unit has a separate electric and gas meter. Water is centrally metered.

There are four residential parking lots, two on the south side, one on the north side, and one on the west side of the development.

**Hillcrest Homes Unit Address**

304 Benton Street	1	Rossville
304 Benton Street	2	Rossville
304 Benton Street	3	Rossville
304 Benton Street	4	Rossville
304 Benton Street	5	Rossville
304 Benton Street	6	Rossville
304 Benton Street	7	Rossville
304 Benton Street	8	Rossville
304 Benton Street	9	Rossville
304 Benton Street	10	Rossville





**j) AMP 104 Washington Court**

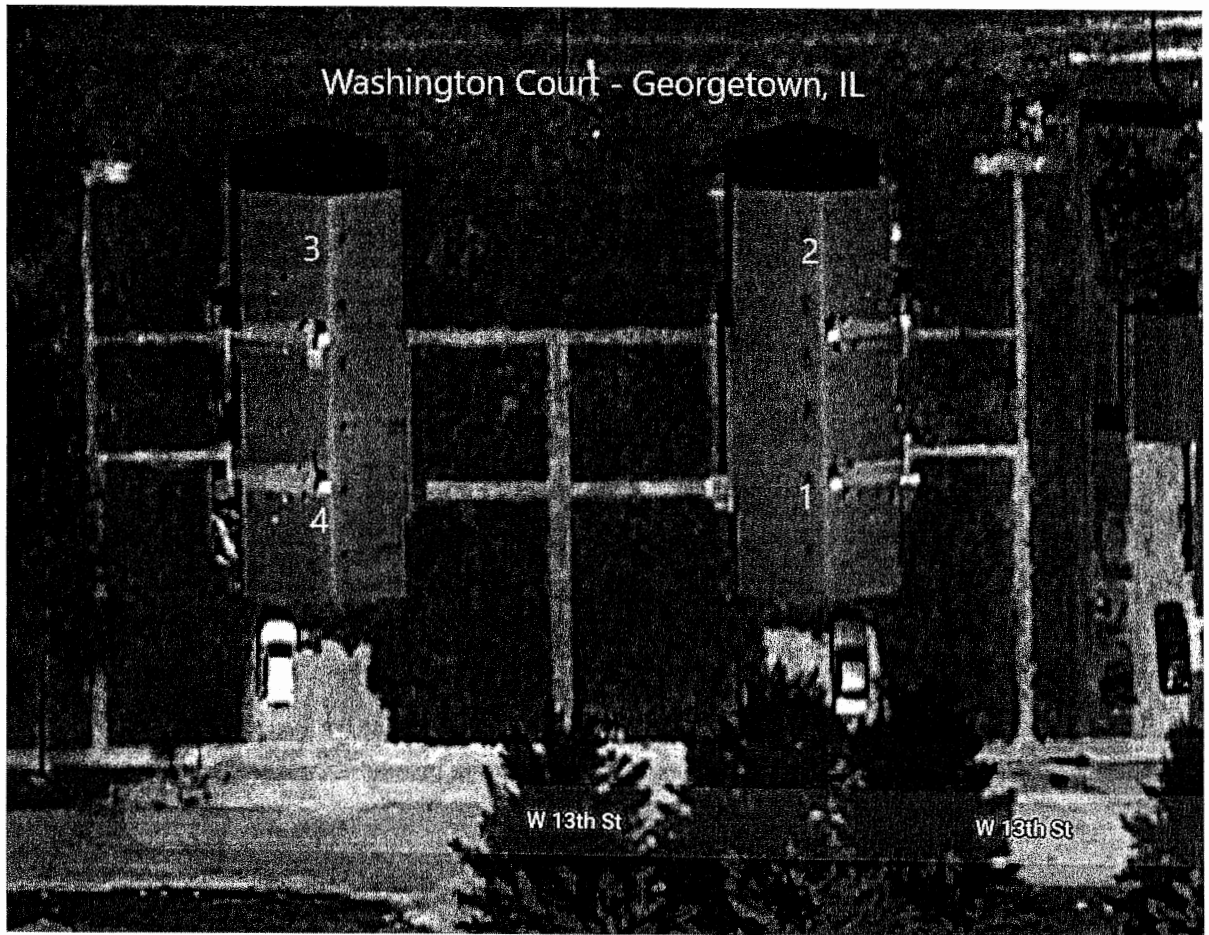
Washington Court is made up of 2 buildings, both are one story frame buildings erected in 1951. The development is located on West 13<sup>th</sup> Street in Georgetown. There are 4 residential units. There are 2 two bedroom units and 2 three bedroom units. The buildings are one story wood frame structure with vinyl siding. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are cooled with central air units. Each unit has a separate electric meter. Each unit has a separate electric and gas meter. Water is centrally metered.

There are two residential parking lots on West 13th Street.

**Washington Court Unit Address**

405 West 13th Street	1	Georgetown
407 West 13th Street	2	Georgetown
411 West 13th Street	3	Georgetown
409 West 13th Street	4	Georgetown





**k) AMP 104 Richie Manor**

Richie Manor has 6 one story frame buildings erected in 1964. The development is located at 205 East West Street in Georgetown. There are 20 residential units. There are 18 one bedroom units and 2 two bedroom units and a community room. The buildings are one story wood frame structure with a brick veneer. The roof is pitched and has asphalt shingles.

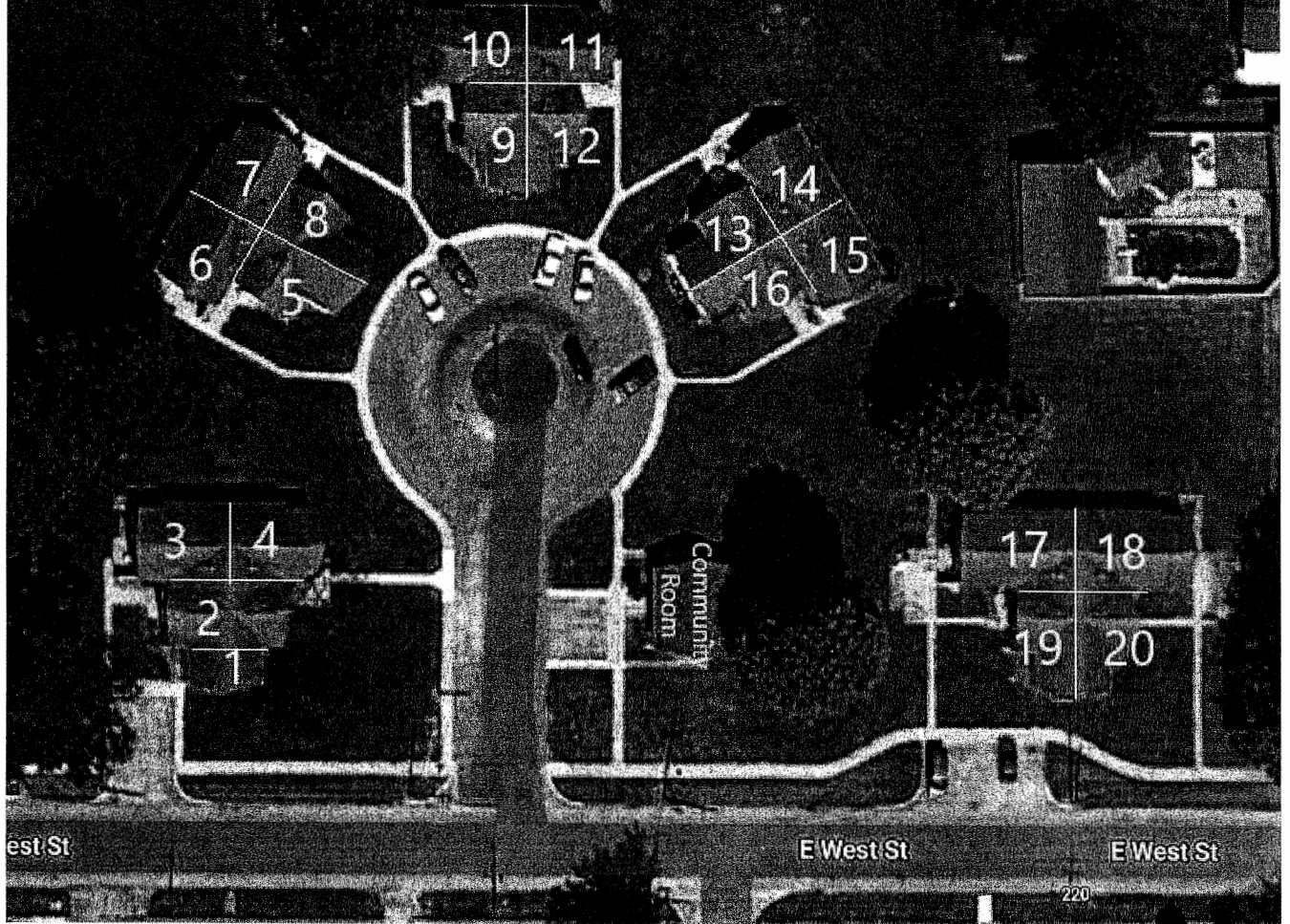
The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are cooled with central air units. Each unit has a separate electric and gas meter. Water is centrally metered.

There is a circle drive residential parking lot in the middle of the development.

**Richie Manor Unit Address**

205 East West Street	1	Georgetown
205 East West Street	2	Georgetown
205 East West Street	3	Georgetown
205 East West Street	4	Georgetown
205 East West Street	5	Georgetown
205 East West Street	6	Georgetown
205 East West Street	7	Georgetown
205 East West Street	8	Georgetown
205 East West Street	9	Georgetown
205 East West Street	10	Georgetown
205 East West Street	11	Georgetown
205 East West Street	12	Georgetown
205 East West Street	13	Georgetown
205 East West Street	14	Georgetown
205 East West Street	15	Georgetown
205 East West Street	16	Georgetown
205 East West Street	17	Georgetown
205 East West Street	18	Georgetown
205 East West Street	19	Georgetown
205 East West Street	20	Georgetown

# Richie Manor- Georgetown, IL



**I) AMP 104 Kennedy Court**

Kennedy Court has 6 residential frame buildings in this development containing 12 units and was erected in 1964. There are 6 two bedroom units, 4 three bedroom units, and 2 four bedroom units. The development is located at the corner of Seminary Street and Kennedy Drive in Georgetown. There are 3 one story buildings and 3 two story wood frame structure with a brick veneer buildings. The roof is pitched and has asphalt shingles.

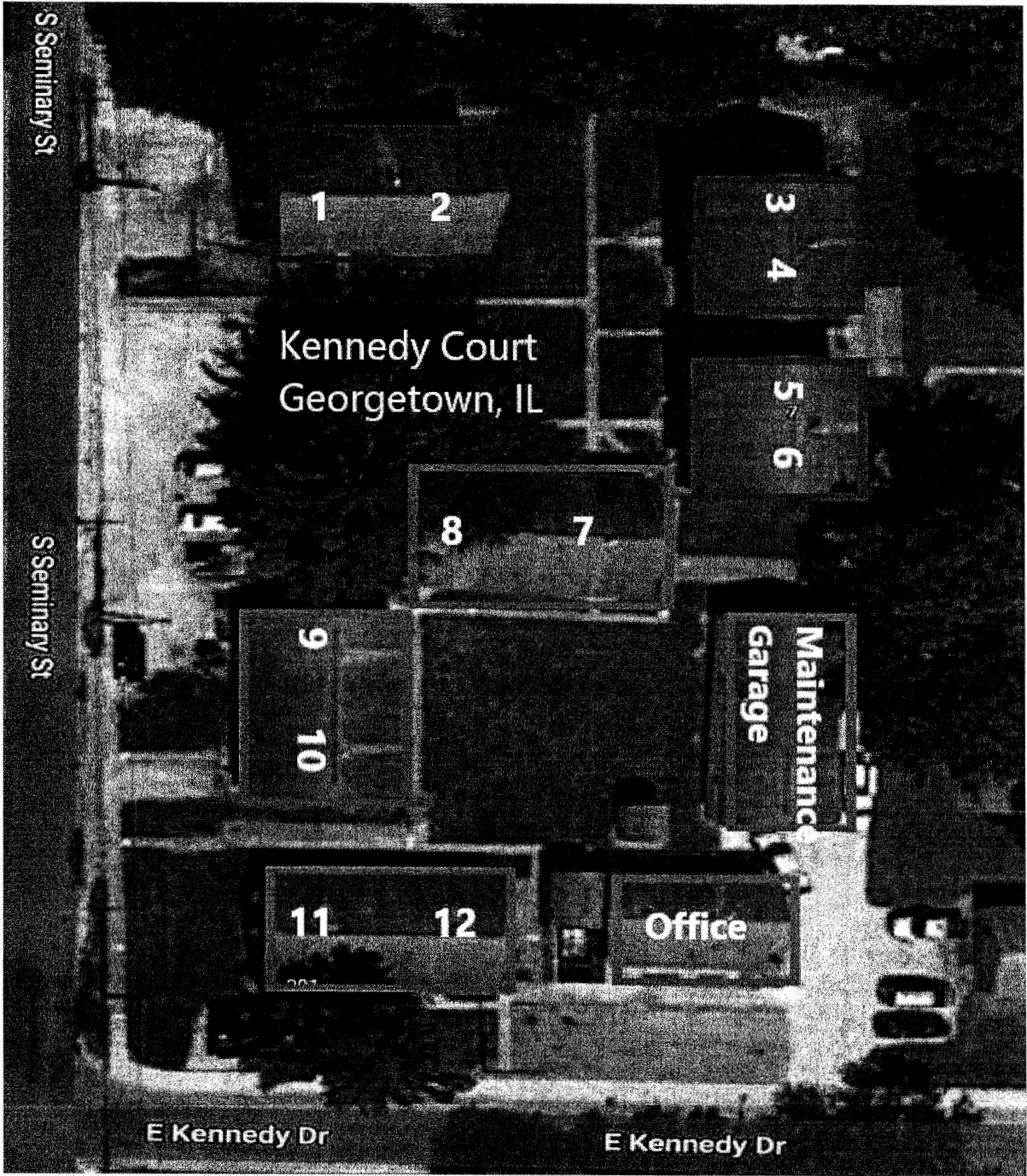
There is a maintenance garage and management office located at 407 Kennedy Drive. There is a shed located in between the maintenance garage and management office.

The units have 100A electric service with panels in each unit. They are heated and cooled with a forced air furnace. Water is centrally metered.

There are two residential parking lots. One parking lot is on Seminary Street and the other parking lot is on Kennedy Drive. There are also individual parking spots in front of some of the units.

**Kennedy Court Unit Address**

1 Kennedy Court	Georgetown
2 Kennedy Court	Georgetown
3 Kennedy Court	Georgetown
4 Kennedy Court	Georgetown
5 Kennedy Court	Georgetown
6 Kennedy Court	Georgetown
7 Kennedy Court	Georgetown
8 Kennedy Court	Georgetown
9 Kennedy Court	Georgetown
10 Kennedy Court	Georgetown
11 Kennedy Court	Georgetown
12 Kennedy Court	Georgetown



**m) AMP 104 Northridge Court**

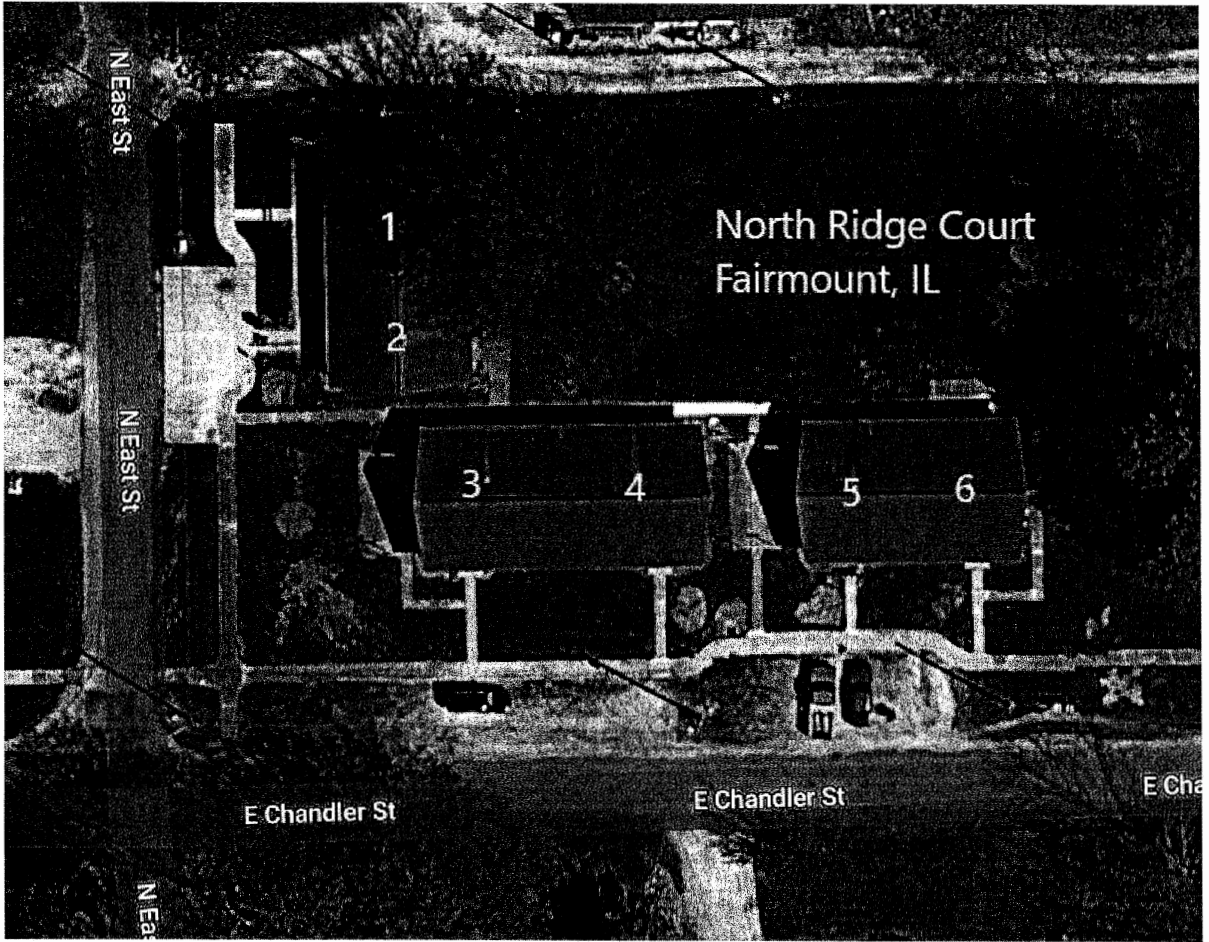
Northridge Court has 3 one story frame buildings erected in 1964. The development is located at 403 E. Chandler in Fairmount. There are 6 residential units. There are 4 two bedroom units and 2 three bedroom units. The buildings are one story wood frame structure with a brick veneer. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are cooled with central air units. Each unit has a separate electric and gas meter. Water is centrally metered.

There are two parking lots for residents. One parking lot is on Chandler Street and the other parking lot is on North East Street.

**Northridge Court Unit Address**

403 E. Chandler Street	1	Fairmount
403 E. Chandler Street	2	Fairmount
403 E. Chandler Street	3	Fairmount
403 E. Chandler Street	4	Fairmount
403 E. Chandler Street	5	Fairmount
403 E. Chandler Street	6	Fairmount



**n) AMP 104 Tilton Court**

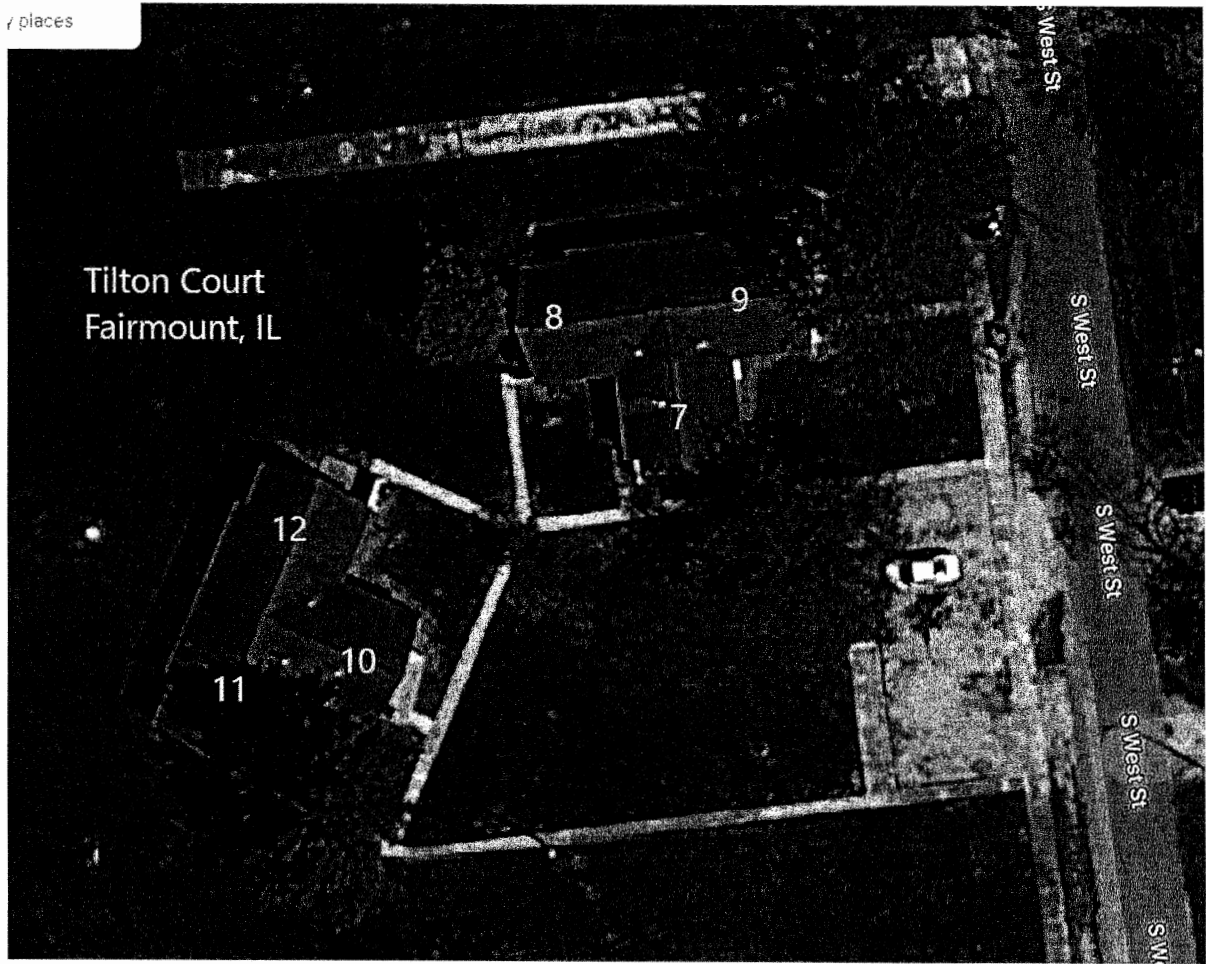
Tilton Court has 2 one story frame buildings erected in 1964. The development is located at 200 S. West Street in Fairmount. There are 6 residential units. There are 2 studio units and 4 one bedroom units. The buildings are one story wood frame structure with a brick veneer. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are cooled with central air units. Each unit has a separate electric and gas meter. Water is centrally metered.

There is a parking lot for residents and is on South West Street.

<b><u>Tilton Court Unit Address</u></b>		
200 South West Street	7	Fairmount
200 South West Street	8	Fairmount
200 South West Street	9	Fairmount
200 South West Street	10	Fairmount
200 South West Street	11	Fairmount
200 South West Street	12	Fairmount







**o) AMP 104 Allerton Court**

Allerton Court has 2 one story frame buildings erected in 1964. The development is located 208 E. Green Street in Allerton. There are 6 residential units. There are 4 one bedroom units and 2 three bedroom units. The buildings are one story wood frame structure with a brick veneer. The roof is pitched and has asphalt shingles.

The units have 100A electric service with panels in each unit. They are heated with a forced air furnace. They are air conditioned with casement units. Each unit has a separate electric and gas meter. Water is centrally metered.

There are three residential parking lots. One parking lot is on Green Street and there are two parking lots Chicago Avenue.

**Allerton Court Unit Address**

208 E. Green Street	1	Allerton
208 E. Green Street	2	Allerton
208 E. Green Street	3	Allerton
208 E. Green Street	4	Allerton
208 E. Green Street	5	Allerton
208 E. Green Street	6	Allerton



## **Section 2- Schedule**

### **a) Hours of Operation**

All employees are required to punch a time clock. Employees must clock in and out upon arrival and departure. Employees must clock out before beginning any meal period, and clock in before returning to work after any meal period. The 7-minute rounding rule will apply to all time clock punches. The actual punch time appears on the timecard; however, the daily and period times are rounded to the nearest quarter hour. Time rounds down to the nearest quarter hour if an employee is within the first 7 minutes of the interval. Time rounds up to the nearest quarter hour if an employee is within the last 7 minutes of the interval.

MINUTES AFTER THE HOUR	MINUTE MARK TO ROUND TO
0 – 7	:00 (of the current hour)
8 – 22	:15
23 – 37	:30
38 – 52	:45
53 – 59	:00 (of the next hour)

The standard work week for all employees is from 7:30 A.M. to 4:00 P.M., Monday through Friday. The normal workday shall consist of 7.5 hours including an unpaid hour for lunch. All employees who clock 7.5 hours within each individual workday will be awarded one-half (1/2) hour of paid time.

Employees are required to use sick and vacation leave time upon absence according to their regularly scheduled workday. If no time off request has been made an automatic deduction will be applied if time is available.

### **b) Overtime**

Overtime will be approved in advance by the Executive Director (ED). In the event of emergencies overtime may be granted by the Asset Manager who will notify the Executive Director as soon as that is practical.

### **c) Night Call**

Employees who are assigned to on-call coverage are waiting to be engaged and are expected to be ready and available to respond to emergency calls at all times during the on-call period. The on-call employee must be able to respond and perform his/her duties responsibly and effectively throughout the on-call period. It is required that "On Call" employees live within 60 minutes of the development they work at and must always maintain a valid driver's license.

The on-call employees' goal should be to get to the covered site within 60 minutes of being summoned.

On call assignments are rotated among on call maintenance staff in a fair and equitable fashion, but in case of major property disasters, all staff can be summoned to the property by VHA Management.

While the main reason for on-call assignments is to provide coverage for emergency service needs on site, the on-call person may also be assigned regular duties such as opening and closing laundry facilities, running the trash compactor, walking the site, etc. These assignments will be made at the discretion and direction of VHA Management.

A night call schedule will be prepared annually by the Building and Grounds Supervisor. All Mechanics and Technicians will be included in the scheduled night call rotation. The night call rotation period is from 7:30 a.m. on Monday to 7:30 a.m. of the following Monday. The individual on night call will respond to calls from the answering service, local authorities, and Authority management during lunch periods; between the hours of 3:30pm to 7:30 a.m. Monday through Friday; from 3:30pm on Friday until 7:30 a.m. on Monday; and during all VHA holidays.

Any changes to the posted night call schedule must be approved by the Buildings and Grounds Supervisor in advance. The Buildings and Grounds Supervisor will notify the Executive Director, the Asset Managers, Payroll, Maintenance Operations Coordinator, and the answering service as changes are approved. In the event a change needs to be made because of illness or other emergency it is the responsibility of the night call employee to arrange coverage and notify the Buildings and Grounds Supervisor of the change.

The night call employee will use an Agency vehicle for all night call hours. The agency vehicle may be used for personal transportation for the assigned on call period. Housing Authority employees are the only people allowed in Housing Authority vehicles. The employee will also be issued a set of night call keys and a phone. The answering service must be able to contact you on the night call cell phone, you must ensure you have cellular service. Additionally, it is the on-call employee's responsibility to assure that his/her cell phone is working and is on his/her person and in the "on" position at all times during the on-call period. The employee is responsible for testing the cell phone daily to assure it is operable. It should be monitored at all times. A call sheet with appropriate phone numbers and codes will be provided to employees prior to starting the night call rotation. Updated residents lists will also be distributed monthly by the Housing Operations Director to all night call employees. Prior to your night call shift beginning, inventory your available parts and equipment and replace items as needed. Material should be entered on the inventory sheet, on the clipboard in the administration building basement, as it is used.

Night call tickets will be completed with each call. (See next page for Night Call Slip) Tickets will include all relevant information related to the call including start time, completion time, time charged, address and name of affected resident, a brief description of the problem and action taken. Tickets will be turned in to their Asset Manager each morning at the start of the regular shift. This information must be

provided to the supervisor on the first work day following the on-call period. The Asset Manager will review and note clarifications or additional actions and forward to the Maintenance Operations Coordinator for processing.

Non-exempt employee's night call hours paid will be based off the night call slip information submitted and confirmed by your Asset Manager. All non-exempt night call hours are considered overtime worked and will be compensated at 1.5 times the regular rate of pay. In addition to actual hours worked, upon successful completion of your night call rotation (7 days) you will be paid a \$150.00 stipend for being on night call. If your schedule is altered and you do not cover the full 7-day night call rotation, your stipend will be prorated based on the nights you covered night call. Proration will not be made for a few hours, in order to receive the stipend you must be on call for the entire day.

If you are already on a call out and are paged to respond again to another call, you will fill out a separate night slip for each address you respond to.

If you are paged out at the end of your normal workday schedule, you must clock out prior to responding to the night call emergency and document your time through your night call slip.

Travel time to and from the development during non-regular work hours will be paid for based on actual time to drive from home to the development. Travel time will be confirmed by the Asset Manager as part of the approval process on your night call slip.

Exempt employees will not receive overtime compensation for emergency responses. See Personnel Policy Manual regarding exempt employee compensation.

# VERMILION

HOUSING AUTHORITY

## NIGHT CALL WORK ORDER

Date: \_\_\_\_\_ No 00251

Resident Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_

Time In: \_\_\_\_\_ AM or PM Time Out: \_\_\_\_\_ AM or PM

Charge Tenant?  Yes  No

Problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Solution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is follow-up work order needed?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

Employee Name Signed: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

#### **d) Attendance**

Maintenance staff are required to report to their assigned maintenance shop by 7:30 a.m. Monday through Friday or as scheduled by their supervisor. They are to enter their start time using the time clock. Hand written notations will not be allowed without accompanying initials of a supervisor. Staff will not clock in or out for other staff members.

Staff will punch in at the start of the day; punch out at lunch; punch in at the end of the lunch break; and punch out at the end of the work day. In the event staff leave and return during the work day because of personal commitments they will follow the reporting procedure for lunch.

In the event staff need to take unscheduled leave they are to contact their supervisor at the earliest practical time prior to the scheduled start of their shift. Contact may be made by calling the appropriate office or by cell phone. In the event no one can be reached they may leave a message on the Executive Director's phone but this will be followed by a person to person contact as soon as possible.

Refer to the Authority Personnel Policy for other information related to attendance requirements.

### **Section 3 - Tools & Equipment**

#### **a) Personal Tools & Equipment**

Maintenance staff will be issued a tool set specific to their needs. Any equipment damaged with normal use will be replaced. If, in the judgment of the supervisor, tools were lost or damaged because of negligence the staff person may be required to provide a replacement.

#### **b) Tool Room Inventory**

Tools and equipment are available for use in the tool room or maintenance garage. Cleaning and repair of these will be the responsibility of the user. In the event a tool is damaged or lost this will be reported to the Buildings and Grounds Supervisor for replacement. All tools and equipment will be returned to a designated location for storage.

#### **c) Use**

Staff will be trained in the proper use of all tools and equipment before using them. Guards and other safety equipment will not be removed or bypassed. Misuse or unsafe operation will result in disciplinary action by management.



## **Section 4- Vehicles**

### **a) Vehicle Assignment & Use**

The Building and Ground Supervisor will assign vehicles for the purpose of transporting material, equipment, and personnel for official business only. Vehicles will not be used for personal business. Vehicles may be assigned to specific personnel for use on a daily basis or may be reserved for general use and checked out as needed. Vehicle assignments are subject to change at any time based on the needs of the Authority. Keys will be returned to the maintenance key box at the end of each shift.

A current copy of the insurance card, vehicle registration, and operator's manual will be kept in the glove compartment of each vehicle. Copies of the insurance and registration will also be kept in the vehicle file located in the finance office.

Vehicles will be operated by employees with current driver's licenses. A copy of the license will be kept in their personnel file. Vehicles will be operated in a safe manner in compliance with state and local laws. Vehicles will not exceed fifteen miles per hour when operating within developments. No smoking or eating will be allowed while operating vehicles. Cell phones will be used only when the vehicle is at a complete stop and placed in park. Operators will be responsible for citations issued while the vehicle is in their use and the user will report all citations to their supervisor.

Operators will be responsible for ensuring that vehicles are in safe working condition. Deficiencies affecting the safe use of any vehicle will be reported to their supervisor for correction prior to use. Vehicles deemed unsafe will be removed from use until repairs are made.

### **b) Vehicle Maintenance**

The Buildings and Grounds Supervisor will be responsible for scheduling maintenance and repair of all fleet vehicles. Scheduled maintenance will be done according to the manufacturer's recommendations. Responsibility for keeping vehicles clean both inside and out will be the users. Repairs will be approved by the Buildings and Grounds Supervisor.

### **c) Auxiliary Equipment**

All vehicles will be equipped with a jack and spare tire; a first aid kit; and a functional ice scraper. It is the responsibility of the operator to confirm these items are in place. In the event items are missing or inoperable the Buildings and Grounds Supervisor will expedite their replacement prior to vehicles use.

## **Section 5- Maintenance & Emergency Response**

### **a) Work Orders**

There are four essential categories of work orders. (Work Order Form Sample Next Page) They are:

1. Emergency - Emergency repairs are for items deemed critical by the caller or the responder. These will include natural disasters, plumbing and electrical issues, heat, utility service issues, and police and fire calls. Exigent Life Safety and emergency repairs will be completed within twenty-four hours.
2. Renovation - Renovation work orders are performed to make ready a unit after a tenant moves out.
3. NSPIRE Repair - The NSPIRE repair work orders are for repairs as well as exigent life safety repairs related to REAC inspections.
4. Routine - The routine work orders include grounds work, cleaning and minor repairs.

During normal office hours, work orders will be originated by the Maintenance Operations Coordinator. When the offices are closed the work order phone line will be switched to automatically forward to the night call service. (See Section 2-C Night Call) Work orders will be issued to the respective AMPs by the Maintenance Operations Coordinator. As they are completed they will be returned to your Asset Manager for approval, then the Asset Manager will forward to the Maintenance Operations Coordinator for final close out.

The night call service will contact the individual on night call by phone using the night call phone number with a description of the issue and contact information. In the event the service cannot make contact with the individual on the night call phone, they will contact the person on night call's personal phone number for follow up and action. As the individual on night call answers requests for service he/she will complete a night call ticket including the resident name, address, time in, time out, description of problem and action taken.

# Vermilion Housing Authority

1607 Clyman Lane  
 Danville, IL 61832  
 (217) 443-0621  
 www.vermilionhousing.com

## Work Order Batch Worksheet

Work Order #: 128879	Unit ID: 600115	Repair Cause:
Reference #:	Address: 723 Oak St., Suite 115	Date Opened: 11/20/23 11:35 am
Urgency: Upcs Repair	Resident: Piper, Jim E	Due Date: 11/23/2023
May Enter: Yes	Phone: (217) 799-4106	Re-Print Of: 11/20/2023 11:43:43AM
Pet In Unit:	Crew: Central Maintenance	Opened By: Doyle Thompson
Dangerous: No	Assigned To: Sherrod Swafford	Approved By:
Haz Mat: No	Originated By: Doyle Thompson	Status Codes:
Make Ready: No	Dispatched By Radio: No	

**Problem:** INSTALL 10 YEAR SMOKES IN BEDROOMS  
 INSTALL DEDICATED SINGLE PLUGS FOR FRIDGE

**Task(s):** 0818 - Upcs Repairs (Misc)

**Worker(s):** Sherrod Swafford

**Vendor(s):**

Description of Work Performed
-------------------------------

Time Log								
Date	Worker ID	Task Code	Cause Code	Labor/Travel Time			Bill? Y/N	Notes
				Start	Stop	Elapsed		

Time Log					
Worker/Vendor	Task	Actual Time	Charge	Bill? Y/N	Notes

Materials Used									
Date	Worker ID	Task Code	Cause Code	Location		Stock Nbr	Qty	Bill? Y/N	Notes
				Main	Sub				

Smoke Detectors			
Location	Checked Sm. Detector Y/N	Repaired/Replaced Y/N	Notes

Emergency Abated (date/time): \_\_\_\_\_ Work Completed (date/time): \_\_\_\_\_

Other Charges: \$ \_\_\_\_\_ Resident Charges: \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Resident Signature: \_\_\_\_\_

**b) Call Tree**

The emergency call tree will be utilized to ensure prompt and effective response to situations affecting residents and property. A copy of the call tree will be distributed to all staff on the night call rotation. The call tree will be confined to use by maintenance and management staff. The primary contact during off hours will be the individual on night call through the night call answering service. The primary contact during office hours will be the Maintenance Operations Coordinator.

**c) Emergency Response & Coordination**

Emergency response will be coordinated by the Executive Director. As dictated by the conditions encountered, additional staff may be called in and as needed contractors will be used to rectify problems. Use of additional staff or contractors will be coordinated by the Executive Director.

## **Section 6- Inventory & Stores**

### **a) Stores Hours & Material Acquisition**

All items/material will be recorded on the inventory sheet on the clipboard in the administration building basement, as it is used. Parts and materials are standardized to the extent practical. As availability or costs change the available items will be adjusted as needed.

Purchase may be made on an as needed basis by the Maintenance Operations Coordinator or the Building and Grounds Supervisor.

All purchases will be made from approved vendors. All purchases will follow the Authority Procurement Policy.

## **Section 7- Resident Relations**

### **a) Resident Interaction**

Residents will be treated with respect and in a professional manner. Should a resident or visitor become abusive or unreasonable, staff will calmly inform them that the conversation is over and leave. They will then contact their supervisor and report the incident. This will include filling out an Incident Report Form that will be forwarded to the Asset Manager for appropriate action. (See below for sample forms). Abusive or confrontational behavior by staff will not be tolerated and will be treated as a disciplinary issue.



EMPLOYEE'S REPORT OF INJURY

INFORMATION ABOUT YOU

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ ANY CHILDREN UNDER AGE 18 \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ ARE YOU A SMOKER? \_\_\_\_\_ HOW MUCH? \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ WORK SCHEDULE (DAYS & HOURS) \_\_\_\_\_

NO. OF HOURS PER WEEK \_\_\_\_\_ HOURLY RATE \$ \_\_\_\_\_ GROSS WEEKLY PAY \$ \_\_\_\_\_

DO YOU WORK ANYWHERE ELSE? \_\_\_\_\_ IF SO, WHERE? (Name, address, phone, position & date of hire)

\_\_\_\_\_

INFORMATION ABOUT THE ACCIDENT

DATE OF ACCIDENT \_\_\_\_\_ TIME \_\_\_\_\_ P.M./A.M.

PLACE OF ACCIDENT \_\_\_\_\_

WHAT WERE YOU DOING BEFORE THE ACCIDENT? \_\_\_\_\_

\_\_\_\_\_

HOW DID THE ACCIDENT OCCUR? \_\_\_\_\_

\_\_\_\_\_

NAME OF WITNESSES, IF ANY \_\_\_\_\_

\_\_\_\_\_

WHO DID YOU REPORT THE INJURY TO? \_\_\_\_\_

WHEN DID YOU REPORT THE INJURY? \_\_\_\_\_

INFORMATION ABOUT THE INJURY

WHAT BODY PARTS WERE INJURED? \_\_\_\_\_

ARE THESE THE ONLY BODY PARTS INJURED? \_\_\_\_\_

WHAT KIND OF INJURY? (STRAIN, CUT, BROKEN BONE) \_\_\_\_\_

EXACT LOCATION OF PAIN \_\_\_\_\_

INFORMATION ABOUT TREATMENT

WHAT DOCTOR IS TREATING YOU? (NAME, ADDRESS & PHONE #) \_\_\_\_\_

WHO IS YOUR FAMILY DOCTOR? \_\_\_\_\_

WHAT CLINIC IS TREATING YOU? \_\_\_\_\_

WHAT HOSPITAL IS TREATING YOU? \_\_\_\_\_

WHAT TREATMENT ARE YOU GETTING? (MEDICATION, PHYSICAL THERAPY, REST, ETC.) \_\_\_\_\_

GENERAL INFORMATION

HAVE YOU EVER INJURED THE SAME PART OF YOUR BODY BEFORE? \_\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

DO YOU TREAT FOR ANY ILLNESSES? (Diabetes, High Blood Pressure, Thyroid, Heart Disease, Etc.) \_\_\_\_\_

WHAT COULD HAVE BEEN DONE TO PREVENT THIS ACCIDENT FROM HAPPENING? \_\_\_\_\_

HAVE YOU UNDERSTOOD THE QUESTIONS YOU'VE ANSWERED? \_\_\_\_\_

THIS FORM WILL BE GIVEN TO MY SUPERVISOR, \_\_\_\_\_, ON \_\_\_\_\_.

INJURED EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ Date Received \_\_\_\_\_

**AUTHORIZATION FOR MEDICAL INFORMATION**

I hereby authorize any physician, hospital, pharmacy, employer, or other person or organization possessing non-medical and medical information to permit AHRMA or its representatives to view, copy, be given details of all such non-medical and medical information including drug, alcohol, or psychiatric treatment and/or testing. I also agree that any and all of my health care providers may discuss the details of my medical information with the representatives of AHRMA. This authorization shall remain valid unless revoked in writing with notice to AHRMA. Upon representation of this authorization or photocopy of it, I give permission for personal review or photocopying of the information by a representative of AHRMA.

**THIS IS NOT A RELEASE OF CLAIM FOR DAMAGES.**

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FAX, MAIL, OR E-MAIL COMPLETED CLAIM FORMS TO:  
FAX: 217-893-3507  
[claims@ahrma.com](mailto:claims@ahrma.com)  
TOLL FREE: 888-714-8499

AHRMA  
PO BOX 230  
RANTOUL, IL 61866



Assisted Housing Risk Management Association  
 PO Box 230 Rantoul, IL 61866 Ph. (217) 893-3358

**SUPERVISOR'S INCIDENT REPORT**  
 (Include Accidents and Exposures to Hazardous Substance or Discus)

FOR INFORMATION ONLY

<i>PLEASE PRINT</i>																																																														
EMPLOYER:	EMPLOYEE NAME:																																																													
ADDRESS:	ADDRESS:																																																													
PHONE:	CITY: STATE: ZIP CODE:																																																													
DATE OF INCIDENT: TIME OF INCIDENT: AM <input type="checkbox"/> PM <input type="checkbox"/>	SOCIAL SECURITY#																																																													
DATE HIRED: DATE OF BIRTH:	HOME PH# ( ) SEX: M <input type="checkbox"/> F <input type="checkbox"/>																																																													
DESCRIPTION OF INCIDENT																																																														
DATE REPORTED	WHERE DID INCIDENT HAPPEN?																																																													
WAS SUPERVISOR NOTIFIED AT TIME OF INCIDENT?	MEASURES TAKEN TO PREVENT REOCCURRENCE																																																													
<input type="checkbox"/> Yes <input type="checkbox"/> No Managers Name																																																														
Supervisor Comments: Do you question the legitimacy of this claim? Why?	WITNESSES TO INJURY (Please Print)																																																													
	Name: _____ Phone: _____																																																													
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TYPE OF INJURY	PART OF BODY <i>✓ Check all that apply</i>	DISPOSITION																																																												
<input type="checkbox"/> No Apparent Injury <input type="checkbox"/> Laceration/Abrasion <input type="checkbox"/> Puncture <input type="checkbox"/> Burn <input type="checkbox"/> Bruise/Crush <input type="checkbox"/> Bite/Scratch <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Foreign Body <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Amputation <input type="checkbox"/> Infection <input type="checkbox"/> Other _____ (explain)	<table style="width:100%; border: none;"> <tr> <td style="border: none;">LEFT</td> <td style="border: none;">RIGHT</td> <td style="border: none;">LEFT</td> <td style="border: none;">RIGHT</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">HEAD</td> <td style="border: none;">EYE</td> <td style="border: none;">LEG</td> <td style="border: none;">GROIN</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">FACE</td> <td style="border: none;">NECK</td> <td style="border: none;">KNEE</td> <td style="border: none;">FOOT</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">CHEST</td> <td style="border: none;">ABDOMEN</td> <td style="border: none;">TOE (S)</td> <td style="border: none;">ANKLE</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">BACK</td> <td style="border: none;">ARM</td> <td colspan="2" style="border: none;">PREVIOUS INJURY, SAME PART?:</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td colspan="2" style="border: none;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td style="border: none;">SHOULDER</td> <td style="border: none;">ELBOW</td> <td colspan="2" style="border: none;">DATE: ____/____/____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td colspan="2" style="border: none;">DESCRIBE: _____</td> </tr> <tr> <td style="border: none;">HAND</td> <td style="border: none;">FINGER (S)</td> <td colspan="2" style="border: none;"> </td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td colspan="2" style="border: none;"> </td> </tr> <tr> <td style="border: none;">WRIST</td> <td style="border: none;"> </td> <td colspan="2" style="border: none;"> </td> </tr> </table>	LEFT	RIGHT	LEFT	RIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HEAD	EYE	LEG	GROIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACE	NECK	KNEE	FOOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHEST	ABDOMEN	TOE (S)	ANKLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BACK	ARM	PREVIOUS INJURY, SAME PART?:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO		SHOULDER	ELBOW	DATE: ____/____/____		<input type="checkbox"/>	<input type="checkbox"/>	DESCRIBE: _____		HAND	FINGER (S)			<input type="checkbox"/>	<input type="checkbox"/>			WRIST				<input type="checkbox"/> Returned to work <input type="checkbox"/> Release to Home <input type="checkbox"/> Hospitalized <input type="checkbox"/> Fatality Date of Death ____/____/____ <input type="checkbox"/> Other _____ (explain)  Time Lost? <input type="checkbox"/> Yes <input type="checkbox"/> No      *Will Time Off Exceed 3 days? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
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POSSIBLE CAUSES:	DEPT/JOB INVOLVED	TREATMENT																																																												
<input type="checkbox"/> Unclear as to Policy/Procedure <input type="checkbox"/> Unaware of Safety Hazard <input type="checkbox"/> Poor Illumination <input type="checkbox"/> Foreign Material on Floor <input type="checkbox"/> Building/Premises Defect <input type="checkbox"/> Improper Body Mechanics <input type="checkbox"/> Improper Clothing/Equipment <input type="checkbox"/> Equipment Defect/Malfunction/Handling <input type="checkbox"/> Patient Initiated Occurrence <input type="checkbox"/> Other: _____ (Explain)	DEPT _____  JOB TITLE _____  FULL TIME _____  PART TIME _____	<input type="checkbox"/> No Treatment Necessary <input type="checkbox"/> Refused treatment <input type="checkbox"/> First-Aid <input type="checkbox"/> Employee Health <input type="checkbox"/> Other: _____ Was employee treated in ER? <input type="checkbox"/> Yes <input type="checkbox"/> No Was employee hospitalized overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No If treatment was given away from worksite, where?: _____  FACILITY _____ ADDRESS _____ CITY/STATE/ZIP _____ TREATING PHYSICIANS NAME _____																																																												
REPORT COMPLETED BY:																																																														
NAME: _____ TITLE _____ PHONE(____) _____ - _____ DATE: ____/____/____																																																														
Please Fax Completed Form To AHRMA: (217) 893-3507 or e-mail to <a href="mailto:claims@ahrma.com">claims@ahrma.com</a>																																																														



WITNESS  
REPORT

PERSONAL INFORMATION

NAME		PHONE NUMBER
ADDRESS	CITY, STATE	ZIP CODE

INJURY INFORMATION

NAME OF INJURED EMPLOYEE		DID YOU ACTUALLY WITNESS THE INJURY?
DATE OF INJURY	WHERE DID INJURY OCCUR?	
HOW DID INJURY OCCUR?		
WHAT PART(S) OF EMPLOYEES BODY WERE INJURED? (BE SPECIFIC PLEASE.)		
WHAT DID THE INJURED EMPLOYEE SAY AT THE TIME OF INJURY?		
DID EMPLOYEE COMPLAIN OF PAIN? IF SO, WHERE?		
WHO WAS PRESENT AT TIME OF INJURY?		

FAX, MAIL, OR EMAIL COMPLETED FORMS TO:  
FAX: 217-893-3507

AHRMA  
PO BOX 230  
RANTOUL, IL 61866  
claims@ahrma.com

THE ABOVE IS TRUE AND CORRECT:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## **b) Resident Privacy**

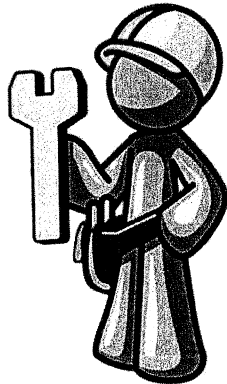
The privacy of residents will be respected at all times. If a work order is issued at a resident's request maintenance may enter the unit if no one is present. Prior to entry, knock on the door three times loudly; if there is no response repeat. If there is still no response open the door and announce yourself as maintenance loudly twice. If there is still no response staff will enter the unit. If the staff person needs to enter a room or go upstairs they will knock and announce themselves before proceeding. As staff exits the unit they will leave a tag on the door or kitchen counter to inform the resident that they had been there and why. (See below for sample door tag)

When inspections or repairs not requested by the resident, and not deemed an emergency, are scheduled the resident will be notified in writing a minimum of forty-eight hours prior to the event. The same method as before will be used for entering the unit.

In the event the resident is home but will not allow access to the unit, the Asset Manager will be notified. Maintenance will not enter the unit without permission. If no one is present, the open work order implies consent and staff may enter the unit.

Should minor children be present with no adult supervision, staff will not enter the unit until adults are present.

**Maintenance  
Personnel  
Working  
Inside**



**Vermilion Housing Authority**

While You Were Out...

Maintenance Was Here

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

**MAINTENANCE**

Work Order #: \_\_\_\_\_

Description: \_\_\_\_\_

**INSPECTIONS**

- Annual NPSIRE       HUD/REAC
- Quality Control       Special \_\_\_\_\_

**PEST CONTROL**

- Pest (Roaches)       Rodents
- Bed Bugs

**Follow Up:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

### **c) Commercial Interactions & Gratuities**

Maintenance staff are to limit interaction with residents or visitors to Authority business during work hours. They will not perform tasks or services not directly related to Authority business or their responsibilities. Items or services will not be bought or bartered and staff will not accept gratuities of any sort.

### **d) Abandoned Property**

No property of any sort will be removed without a properly executed work order. If an item or unit is believed to be abandoned staff will note the relevant information and deliver this to the Asset Manager of the respective AMP.

In the event a unit appears to be abandoned and the power is off, the Asset Managers will be notified. Maintenance will then clean out any items remaining in the refrigerator and also ensure that pilot lights are operable. All doors and windows will be locked. No other action will be taken by the maintenance staff without an authorized work order.

## **Section 8- Safety**

### **a) Incident Reporting & Action**

All job related injuries will be reported to the Supervisor. A written report will be submitted by the person injured, any witnesses, and the Supervisor on the forms provided. (See Pages 46-50) The decision to go to the hospital will be at the discretion of the Executive Director.

### **b) Personal Protective Equipment**

Each staff member will have access to personal protective equipment. Use and care of this equipment will be the responsibility of the employee. Failure to care for the equipment or to use it improperly will be treated as a disciplinary issue.

### **c) Tools & Equipment**

All tools and equipment will be kept in operational condition. Any item not functioning properly or in bad repair will be taken out of service and replaced or repaired. Shields and guards will not be removed or altered for any reason when equipment is in use. No safety overrides will be disabled and no tool or piece of equipment will be modified for use in a way that it is not designed for. All tools and equipment will be inspected prior to use.

### **d) Flammable Materials**

Flammable materials will be stored in approved containers and cabinets as recommended by the manufacturer. They will only be used as recommended by the manufacturer and will not be used as accelerants or cleaners unless intended for those purposes.

Flammable liquids will be used in well-ventilated spaces. Gasoline powered equipment will not be fueled while hot.

### **e) Chemicals**

There will be a Material Safety Data Sheets (MSDS) for all chemicals used at the Authority. Copies of these sheets will be kept in loose-leaf binders in the maintenance shops at the following locations: Fair Oaks, Mer Che Manor, Centennial Manor, Kennedy Court, and Churchill Towers. The manuals will be updated as needed by the Maintenance Operations Coordinator.

Chemicals will be stored in the manufacturer's container or in an appropriate container clearly labeled to identify the contents. All chemicals will be used in strict accordance with the manufacturer's recommendations and care will be used to ventilate areas of operation.

**f) First Aid Kits**

First aid kits containing antiseptic ointment, band aids, gauze, disinfectant, and eyewash will be available in the shops and administrative office. First aid kits are intended for use treating minor injuries or to provide temporary assistance until victims can be treated.



## **Section 9- Work Orders**

### **a) Work Order Process**

Work orders will be generated by the Maintenance Operations Coordinator. As work orders are generated, they will be given to the appropriate staff. When work is completed the work order will be filled out with relevant information and signed by the person who completed the work. The completed work order should then be returned to your Asset Manager for approval, then the Asset Manager will forward to the Maintenance Operations Coordinator for final close out.

### **b) Work Order Classifications**

For the purposes of reporting there are four work order classifications. The classifications are Routine, Emergency, NSPIRE Repair, and Renovation.

#### **i. Routine Work Orders**

Routine work orders are requests received by the Maintenance Operations Coordinator directly from staff, residents, or from night call. Because these work orders are not emergencies the assigned staff person will use their judgment as to how best to make the repair in an expeditious manner that does not interrupt the normal flow of work. If the repair is found to be beyond the capacity of the maintenance staff, you should reach out to the Buildings and Grounds Supervisor. If non-stock material is required the Maintenance Operations Coordinator should be notified. All Routine Work orders should be completed within ten business days from the date of issue.

#### **ii. Emergency Work Orders**

Emergency Work Orders require immediate action and will be closed within twenty-four hours. These work orders will be used for conditions that have the potential for injury or extensive damage if not corrected quickly. These include reported gas leaks, flooding, or fire. All exigent life safety work orders generated during a REAC inspection are Emergency Work Orders.

#### **iii. NSPIRE Work Orders**

NSPIRE work orders are generated from the NSPIRE inspection reports. These inspections are done on an annual basis. As repairs are completed this will be noted on the attached inspection report.

#### **iv. Renovation Work Orders**

Renovation work orders are performed to make ready a unit after a tenant moves out.

## **Section 10- Unit Turn Over**

### **a) Move Out**

As units are vacated, the Asset Manager will move the tenant out of the system and then the Maintenance Operations Coordinator will issue a move out work order. The Maintenance Operations Coordinator will then perform a move out inspection on the unit and change the core. After the inspection is complete, the Maintenance Operations Coordinator will forward the inspection to Finance to post the charges and then create a Renovation (make ready) work order for the maintenance team.

### **b) Make Ready**

The Asset Managers will coordinate unit assignments to renovate the units in anticipation of demand. The Asset Manager will coordinate repairs and do the acceptance. Deficiencies will be corrected by the maintenance team as they are noted.

### **c) Move In**

At Move In the Asset Manager will inspect the unit with the new resident and note deficiencies. The Asset Manager will report the deficiencies to the Maintenance Operations Coordinator, to have a work order created. A work order will be issued to Maintenance to correct these deficiencies. As this is completed the work order will be closed.

### **d) Resident Property**

No resident property will be removed from any unit without a Renovation work order specific to the unit. Property will be disposed of properly at the landfill and costs associated with the removal will be charged to the former resident. No property will be taken for personal use or profit by Authority staff.

## **Section 11- Inspections**

### **a) National Standards for the Physical Inspection of Real Estate (NSPIRE)**

Following NSPIRE protocol the Housing inspector will generate reports on an annual basis for development site, building exteriors, systems, common areas, and units. Residents will be notified prior to the inspection.

As inspections are completed one copy of the inspection will be filed in the Maintenance Operations Coordinator office. Another copy will be used to generate a work order for repairs that will be forwarded to maintenance for corrective action. As items are corrected they will be initialed by the employee making repairs. As the entire list is completed the work order will be closed out and both the inspection and the work order will be filed in the Maintenance Operations Coordinators office.

### **b) Housekeeping Inspections**

Housekeeping Inspections will be done by the Asset Manager on an as needed basis. Special inspections may be done when issues are reported by maintenance, pest control workers, contractors, or neighbors. Residents will be notified prior to the inspection.

### **c) Preventive Maintenance**

Preventive maintenance is scheduled by the Asset Manager. Developments will be scheduled by the Supervisor in a fashion to expedite the work and avoid disruptions to normal operations and service. Residents will be notified when affected.

### **d) Mandated Inspections**

Mandated inspections are required by law and are performed by a third party. They are scheduled in accordance with pertinent regulations. These inspections are documented on a standard report and usually include a certification. The reports and certifications are filed in the Building and Grounds Supervisor office in the Inspections and Certifications manual. They are also posted as required. The inspections will be coordinated by the Building and Grounds Supervisor who will observe as the inspections are done. Deficiencies noted in the inspection will be coordinated by the Building and Grounds Supervisor.

### **e) Real Estate Assessment Center Inspections (REAC)**

REAC Inspections are done annually and are coordinated by The HUD REAC office. Contractors are hired to do the inspections and they contact the Authority according to HUD's standards prior to the

inspection date. Residents are notified a minimum of forty-eight hours prior to the inspection. The Authority practice has been to send a notice when the inspection is scheduled.

As outlined in the protocols the inspector will meet with the Executive Director, and the Building and Grounds Supervisor prior to starting the inspection. There is a review of development data including unit numbers pavement areas and identifications. The inspector also reviews selected Public Housing files to confirm lead notifications, ensures that residents have been notified of the inspection, reviews the Inspections and Certifications manual. The inspector will then select units to be inspected randomly.

The Building and Grounds Supervisor accompanies the REAC Inspector during the inspection process. This person will have keys for access, a copy of the notice, a flashlight, pen, paper, and a camera. To expedite exigent life safety repairs the Building and Grounds Supervisor will call the Maintenance Operations Coordinator to initiate a corrective work order. The work order will be issued and the repair done immediately. These repairs must be done within forty-eight hours. As the work is completed and the correction confirmed the work order is immediately closed and a copy of the work order forwarded to the Executive Director for documentation purposes as a report is submitted to HUD related to the specific exigent life safety issues. This report is submitted within seventy-two hours of the inspection.

As inspection summaries are received, they will be inserted into the REAC Inspection Manual in the Buildings and Grounds Supervisors office. They will then be used to issue work orders to correct deficiencies, planning, and evaluation.