

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2006

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Bloomington

PHA Number: IL051

PHA Fiscal Year Beginning: 01/2006

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The mission of the Housing Authority of the City of Bloomington is to provide quality, affordable housing and self-sufficiency opportunities to low and moderate income citizens of McLean County,

B. Goals

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

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

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

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- Other: (list below)
Establish a public housing self-sufficiency program.

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

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Annual Plan

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- ii. Table of Contents
 - 1. Housing Needs
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 - 7. Capital Improvement Needs
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 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety

- 14. Pets (Inactive for January 1 PHAs)
- 15. Civil Rights Certifications (included with PHA Plan Certifications)
- 16. Audit
- 17. Asset Management
- 18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (il051a01)
- FY 2005 Capital Fund Program Annual Statement (il051f01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (il051g01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Community Service Requirement (il051b01)
 - Pet Policy (il051c01)
 - Progress Meeting 5-Year Goals (il051d01)
 - Substantial Deviation (il051e01)
 - Resident Advisory Board Membership (il051i01)
 - Board Resident Membership (il051j01)
 - Operations and Management Policies (il051k01)
 - Maintenance Plan (il051l01)
 - Pest Control Policy (il051m01)
 - P & E Report 502-03 (il051h01)
 - P & E Report 501-04 (il051n01)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the Consolidated Plan	
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2274	5	5	5	4	4	4
Income >30% but <=50% of AMI	1890	5	4	4	4	3	4
Income >50% but <80% of AMI	2209	2	2	1	1	2	2
Elderly	1186	1	1	4	3	2	2
Families with Disabilities	7623	5	4	4	5	4	4
Race/Ethnicity White	7607						
Race/Ethnicity Black	1198						
Race/Ethnicity Hispanic	324						
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	82	100%	
Extremely low income <=30% AMI	75	92%	
Very low income (>30% but <=50% AMI)	7	8%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	53	65%	
Elderly families	2	3%	
Families with Disabilities	15	19%	
Race/ethnicity White	27	34%	
Race/ethnicity Black	54	65%	

Housing Needs of Families on the Waiting List			
Race/ethnicity	1	1%	
Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	29	35%	
2 BR	24	30%	
3 BR	27	33%	
4 BR	1	1%	
5 BR	1	1%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	358	100%	120
Extremely low income <=30% AMI	358	100%	120
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0%	
Families with	284	80%	105

Housing Needs of Families on the Waiting List			
children			
Elderly families	37	10%	3
Families with Disabilities	37	10%	14
Race/ethnicity White	112	31%	33
Race/ethnicity Black	246	69%	87
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 12			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Affirmatively market to agencies that assist the elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$1,513,690	
b) Public Housing Capital Fund	\$863,637	Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,580,670	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$83,330	Public Housing Support Services
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Congregate Housing Services Program	\$193,926	Developmentally Disabled Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$1,020,000	
4. Other income (list below)		
4. Non-federal sources (list below)		
Non-Dwelling Rent	\$18,000	Public Housing Operations
Total resources		
	\$6,273,253	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

At time of application.

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
 - Emergencies

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

National disaster, cut off of Section 8, at risk of losing children, domestic violence, high medical expenses.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Medical expenses over 3% of income; under risk of children being taken from home.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

Handbook; Grievance Procedures, packet of materials from orientation, videotape.

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

Evergreen

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Inspections, previous landlords

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:
Only to the disabled.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Loss of head of household; loss of job; loss of income source; death

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

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

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

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

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

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

- For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)
- Social Security, taxes/payments are deducted, uniform and union dues.

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below)
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	540	150
Section 8 Vouchers	426	120
Section 8 Certificates	15	3
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	LifeCil – 30 Human Services – 20	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

Admissions and Occupancy Policy
Maintenance Plan
(2) Section 8 Management: (list below)
Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) il051f01

-or-

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

(2) Optional 5-Year Action Plan

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

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) il051g01

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly

families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 12/13/2003

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Business Essentials	8	Specific criteria	Heartland College	Both
Certified Nursing Assistant	12	Specific criteria	Heartland College	Public Housing
Licensed In-Home Daycare	6	Specific criteria	Child Care Resources	Public Housing
YouthBuild	4	Specific criteria	YouthBuild	Both
GED/Adult Literacy	15	Waiting list	PHA Facility	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	50 families	20 families (08/31/2005)
Section 8		31 families (08/31/2005)

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

3. Which developments are most affected? (list below)
Sunnyside, Holton Homes, Wood Hill

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Monthly police meetings.

2. Which developments are most affected? (list below)
Wood Hill, Sunnyside, Holton Homes, & Evergreen

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- Police provide crime data to housing authority staff for analysis and action
 - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - Police regularly testify in and otherwise support eviction cases
 - Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

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

List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Bloomington

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

DECONCENTRATION POLICY

PUBLIC HOUSING:

In an ongoing effort for The Housing Authority to meet or exceed the laws and regulations regarding its public housing programs, the following Deconcentration Policy has been developed in order to comply with the Quality Housing and Work Responsibility Act of 1998, Section 513.

INCOME MIX TARGETING: To meet the requirements of the Act, and subsequent HUD regulations, at least 40 percent of families admitted to public housing by the Housing Authority must have incomes that do not exceed 30% of the area median. If 40% or more of the housing authority units are occupied by families whose incomes do not exceed 30% of the area median income, this requirement shall be considered as being met.

PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES: The housing authority may not, in meeting this income mix targeting, concentrate very low-income families, or other families with relatively low incomes, in public housing units in certain developments. The Housing Authority will review the income and occupancy characteristics of the housing site to ensure that a low-income concentration does not occur.

DECONCENTRATION: The Housing Authority shall make every effort to deconcentrate families of certain income characteristics within the PHA complexes. To achieve this, the Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes. At this time the family developments have homogeneous average incomes. They vary only from \$6,500 per year to \$9,500 per year. As all average income for families is lower than 30% of the median income of our area our goal is to attract higher income residents at Evergreen.

We will offer incentives to any families who have incomes above 30% of the median income. These incentives will include a single person could rent a 2-bedroom apartment, each family member could have their own bedroom, and we could reduce the monthly rent by utilizing additional deductions when determining rent. Those additional deductions would include travel costs to work, uniforms, union dues, and income tax deductions. Incentives by the Housing Authority allow for the eligible family to have the sole discretion in determining whether to accept the incentive and the agency may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this Deconcentration Policy shall not be considered an adverse action. As such, the Housing Authority will continue to accept applications and place the individuals on a waiting list. Selection will be made based on a combination of the local preferences and an income target mix. Any eligible family who qualifies as a higher income family may accept a dwelling unit assignment and be placed randomly into a vacant housing unit.

The Housing Authority will track the income mix within each project and housing site, as an effort to avoid a concentration of higher or lower income families in any one development. The HUD FY 2003 Income Limits and Fair Market Rent Data show the Median Income for

Bloomington is \$55450 for a family of four. Thirty (30) percent of the median income is \$20800.

Thirty (30) percent of the Median Income per number in a household is as follows:

Number of Persons	1	2	3	4	5	6	7	8
Amount	14550	16650	18700	20800	22450	24100	25800	27450

The Housing Authority of the City of Bloomington has 633 units of Low Rent housing available. Per the QHWRA of 1998, forty (40) percent of the newly leased units must be housed with families with incomes 30% or less of the median income.

Efforts through marketing and outreach shall be made to increase the number of families with incomes greater than thirty (30) percent of median income at Evergreen. We will do this in order to avoid concentrations of very low-income families in the projects as per the requirements of the QHWRA of 1998.

ADMINISTRATION OF COMMUNITY SERVICE REQUIREMENT

The Housing Authority of the City of Bloomington has established a Community Service Requirement Policy in accordance with the Quality Housing and Work Responsibilities Act of 1998 and Federal Regulations which incorporates the following requirements:

1. The PHA shall identify members of households that are subject to the service requirement or economic self-sufficiency activities.
2. The PHA shall notify members of household that are subject to the service requirement at the re-certification that commence on or after January 1, 2001.
3. The PHA shall partner with the local TANF agency to verify exemption of the service requirement on members of households.
4. The PHA shall determine the status of a family member subject to the service requirement after the initial certification at each interim review and automatically at the next annual re-certification, unless family member is exempt because they are 62 years or older, blind or disabled as defined under Social Security and who are certified that because of this disability she or he is unable to comply with the service provisions of this subpart.
5. The PHA shall provide the family a written description of the service requirement. Family members who claim status as an exempt person shall provide the PHA with a completed Community Service Exemption Certification.
6. The PHA shall notify the family of its determination identifying the family members who are subject to the service requirement and the family members who are exempt.
7. The PHA shall request certification of compliance of family at least thirty days before the end of the twelve-month lease term.
8. The PHA shall notify the family who is in non-compliance and that the lease agreement shall not be renewed unless a written agreement has been signed.

The family may provide the Housing Authority with written notification signed by the non-compliant resident and leaseholder that the non-compliant resident no longer resides in the unit. The family shall notify the Housing Authority at least 30 days before the end of the twelve-month lease term.

The PHA will not renew the lease at the end of the twelve-month lease term if a family has violated a written agreement to cure such noncompliance.

The tenant may request a grievance hearing on the noncompliant determination in accordance with the Housing Authority's Grievance Procedure.

I. PET POLICY FOR UNITS DESIGNED FOR ELDERLY AND/OR DISABLED

- A. **GENERAL STATEMENT:** Under Section 227 of the Housing and Urban-Rural Recovery Act of 1983, effective November 30, 1983, Federal guidelines have been established which permit pet ownership in Federally Assisted Rental Housing built exclusively for occupancy by the elderly and handicapped. This policy pertains to Wood Hill Towers, John Kane Homes, McGraw and Nierstheimer units which have been designated for the elderly or handicapped. No family living in these units can, as a condition of occupancy, be prohibited from keeping common household pets in their units. In addition, no family can be denied admission to those units because they own such pets.

Animals that assist the handicapped are excluded from this policy.

This regulation also does not apply to service animals that assist persons with disabilities or service animals that visit public housing sites. We do reserve the right to limit service animals to one per apartment. Those animals must also be determined to be healthy and to have had all required shots by a licensed veterinarian. The tenant must also designate a responsible person to care for the animal in case of their absence or incapacity.

ONLY residents who are in good standing with the Authority may keep a pet at their apartment. To be in good standing all rent must be paid, the apartment must be kept clean and all other rules of the Authority must be followed. The Authority may amend these rules from time to time, as necessary, and such amendments shall be binding on the residents upon notice thereof. In all cases all animal owners must comply with the Illinois Humane Care for Animals Act.

- B. **COMMON HOUSEHOLD PETS** include domesticated animals, such as dogs, cats, birds or fish, that are traditionally kept in the home for pleasure rather than for commercial purposes. Reptiles, birds of prey and rodents are not to be considered common household pets. Those pets not allowed include, but are not limited to hamsters, gerbils, guinea pigs and snakes. Vicious, dangerous or intimidating pets will not be allowed. This could be a specific type of pet, breed of pet, or a specific pet.

C. PET RULES

1. **Registration.** All dogs and cats must be registered with the Authority before they are brought onto the premises. The registration shall include:
 - a) A complete description of the pet, including breed, age, color, height and weight;
 - b) A certification of a licensed veterinarian stating that the pet:
 - (1) Has received all required inoculations and boosters, including current rabies, distemper and parvovirus.
 - (2) has been neutered or spayed if over the age of ten months old; and
 - (3) Is in good health and free from communicable diseases and external parasites (fleas, ticks, etc.), and generally shows good behavior.
 - (4) Pet's weight/height requirements are as follows: not to exceed 20 pounds nor exceed 20 inches high at adult size, whichever is larger.
 - (5) The front paws of cats are declawed.
 - c) A signed statement from a responsible person who will care for the pet if the pet owner is, for any reason, no longer able to care for the pet or if the tenant is to be away overnight or longer. That person must be available to take the pet away from the premises within twelve hours after any emergency causing the owner not to be able to care for the animal. The name, address and phone number of the person shall be included. *If the tenant does not allow the person entrance to the apartment, or if there are other extenuating circumstances, the pet may need to be removed. At the Executive Director's discretion (or his/her designee'), Housing Authority staff may find an appropriate, humane placement for the pet.*

- d) A signed statement from the pet owner that he or she has read the pet policy and agrees to comply with the rules
- e) All present pet owners shall up-date pet information on an annual basis.
- f) One color photo of the pet may be required.
- g) A current license issued by the appropriate authority.

2. Sanitary Standards and Pet Care

- a) Each pet owner shall be responsible for the proper disposal of pet wastes in a safe and sanitary manner.
- b) Pet waste shall be picked up and disposed of by placing in a plastic bag, sealing and depositing in a proper garbage receptacle. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds.
- c) Cat litter shall be changed at least weekly and shall be disposed of as above. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly, unsanitary, or have an odor.
- d) Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- e) Food and area around food must be maintained in a clean and sanitary manner in order to prevent pest problems.
- f) An inspection of the potential owner's apartment may be required prior to allowing the pet to move into the apartment.

3. Pet Restraint

- a) All dogs and cats must be kept on a leash and under control by an adult at any time they are outside of their apartment.
- b) No pets are to be allowed at any time in any community areas including the Community Room, South Activity Room, Party Room or Commissary.
- c) Pets will only be allowed to be in the interior common areas for ingress or egress to and from the building. Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in yards or other common areas of the facility.
- d) Birds shall be confined to a cage at all times. A bird may be removed from its cage while inside the dwelling unit for the purpose of handling, but shall not be generally unrestrained.
- e) All pets must be on a leash and carried or in a pet carrier when inside the allowable common areas in the building.
- f) No animals shall be tied up on the outside or left unattended.
- g) All pets must be in a pet carrier/cage or otherwise restrained when residents is aware that BHA staff will be in their apartment - such as on spray days.

4. Limitations

- a) All pets shall be currently licensed in accordance with local laws and regulations.
- b) No more than one dog or cat shall be permitted in a household of a resident living in a building designated for the elderly/disabled. See other Pet Policy for housing not designated for the elderly or disabled. No more than 2 birds and 1 fish aquarium shall be permitted in any public housing unit unless special permission is given.
- c) The dog's anticipated full-grown weight shall not exceed 20 pounds or if heavier than that, height shall not exceed 15 inches.
- d) Dogs and cats may reside with their owners in any unit at Wood Hill Towers or John Kane homes.

- e) Any resident of a unit at Nierstheimer East, West or at McGraw apartments may keep a pet if these rules are followed.
- f) Should any pet housed in an Authority facility give birth to a litter, the resident shall move from the premises all of said pets except one within ten (10) days.

2. Security Deposits

- a) All owners of dogs or cats are required to pay a separate, refundable pet security deposit. The amount of the deposit shall be \$100 and shall be paid in advance prior to the pet being allowed into the apartment. There is no deposit required for 1 bird in a cage or 1 fish aquarium.
- b) The pet security deposit shall be used to pay reasonable expenses directly attributed to the presence of the pet in the project building including, but not limited to, the cost of repairs to and fumigation of the dwelling unit.
- c) The Authority shall refund the unused portion of the pet security deposit as prescribed by State law when the tenant vacates, or within a reasonable time if the tenant no longer owns or keeps the pet in the unit. No interest shall be earned or paid on the pet deposit.

3. Strays and Visitors

- a) The care or feeding of animals not registered with the Housing Authority shall be considered keeping a pet without permission, and a violation of this policy.
- b) The keeping of pets on a temporary basis for others is not permitted. Pets belonging to visitors of tenants are not permitted in the buildings, without the express written permission of the Executive Director or his/her designee.

D. NUISANCE OR THREAT TO HEALTH OR SAFETY

- 1. If a pet becomes a nuisance, vicious, or displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to health or safety of the tenancy as a whole, the BHA may request the pet owner to remove the pet immediately. If the BHA is unable to contact the pet owner, the BHA will first contact the authorized responsible person, and in the event that contact cannot be made, the BHA will authorize removal of the pet.
- 2. If the health or safety of the pet is threatened by the death or incapacity of the pet owner, and the authorized person cannot be contacted, the BHA will take immediate action. If the BHA must take action to remove the pet, the animal will be placed in a facility that will provide care and shelter for no less than 10 days. The pet owner will be responsible for this cost. If the pet owner is deceased, the cost will be deducted from the pet security deposit.
- 3. If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Authority accepts no responsibility for the animal under such circumstances.
- 4. Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere, or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.

E. DENIAL OF APPROVAL: The Authority reserves the right to refuse to register a pet if

- 1. The pet is not a common household pet;
- 2. The keeping of the pet would violate any applicable house pet rule;
- 3. The pet owner fails to provide information as required under this policy; or
- 4. The Authority reasonably determines, based upon the pet owner's past habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other Lease obligations.
- 5. The apartment is not kept in a clean and sanitary condition based on annual unit inspections

2. If the animal should become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, or create a problem in the area of cleanliness and sanitation.

F. PET RULES VIOLATION PROCEDURES. Violation of these pet rules shall be considered violations of the Lease Agreement and shall be handled accordingly. This includes the tenant's right to a hearing under the Authority's Grievance Procedure.

1. The pet owner will be fined up to \$50 for each occurrence.
2. The pet will be required to be removed if it disturbs neighbors, visitors, staff or contractors of the BHA within 14 days of written notice by Authority.
3. Eviction

G. EXCLUSION FOR ANIMALS THAT ASSIST THE HANDICAPPED

1. This pet policy does not apply to animals that are used to assist the handicapped. In order to qualify for this exclusion with a limit of one animal, the tenant or prospective tenant must provide the following:
 - a) Appropriate medical certification that the tenant is handicapped, i.e. physician's statement.
 - b) That the animal has been trained to assist the tenant with a specific handicap, and
 - c) That the animal actually assists the handicapped individual.

Progress Statement

The Housing Authority of the City of Bloomington continues to strive and work toward meeting the mission and goals of the agency's 5-Year Plan. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives.

The mission statement for the Bloomington Housing Authority was revised to more accurately reflect the operation of the agency. The mission of the Housing Authority is to provide quality, affordable housing and self-sufficiency opportunities to low and moderate income citizens of McLean County.

The Board of Commissioner and key administrative staff held its planning retreat on June 26, 2004. The retreat provided the opportunity for staff and Commissioners to develop a long-range plan for the agency. The goals established for the next five years are:

1. Expand affordable housing opportunities.
2. Improve the overall financial stability of the organization.
3. Improve the organizational and strategic capability of the agency.
4. Improve the image of the agency and eliminate stereotypes.
5. Expand services to meet the changing needs of the residents.

The Progress Statement records the progress of the Housing Authority since the long-range plan was updated. Areas of accomplishments for 2005 include, but are not limited to an update of the personnel handbook to improve the management of the agency. The Executive Director and Commissioners were appointed to the Committee to work with a Human Resource Consultant to revise the Employee Handbook. The Board of Commissioners is expected to adopt the new handbook in 2005.

The Housing Authority continues to expand services to meet the needs of residents and participants. We received funds from HUD for a Family Self-Sufficiency program coordinator to link adults who receive rental assistance through the Housing Choice Voucher program to local organizations that provide job training, childcare, counseling, transportation and job placement. To further support self-sufficiency activities the Housing Authority is developing a Section 8 Homeownership program that will offer families participating on the Housing Choice Voucher Program the opportunity to become homeowners. Participants should be able to sign up for this program by January 1, 2006.

The Housing Authority continues to improve the quality of assisted housing through its capital improvement projects. Exterior upgrades at the Wood Hill Family development are changing the face of this development. The improvement to the site includes adding central air conditioning, new aluminum clad wood windows, vinyl siding with air infiltration, canopy roof to each apartment entry, and new brick privacy porch in the rear of each unit. There are also upgrades to the sidewalks that make the unit accessible to mobility visitors. These changes are such a drastic improvement to the community that

the local broadcast media aired a story on the development. Other modernization improvements completed in 2005, include the 5th phase of the interior upgrade to Wood Hill Towers. Twelve units were converted into fully handicapped accessible units for the elderly and disabled. New residential range hoods, stainless steel backsplash, new kitchen handicapped accessible cabinetry and countertop, along with new custom ceramic tile shower finishes out the completed accessible units. All units are beautifully decorated with color schemes we find in many of the new single family homes in our community. These units create a feeling of living in private sector housing.

We continue this same design in another one story elderly development named John Kane Homes. Several two bedroom units were comprehensively upgraded to handicapped accessible with new kitchen cabinetry, countertop, central air conditioning, and carpet and ceramic tile accessible shower.

The plans, statements, budget summary and policies all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach to otherwise provide high-quality housing to eligible participants in a cost-effective manner that also promotes self-sufficiency.

DEFINITION OF SUBSTANTIAL DEVIATION

Substantial Deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

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

PHA Name: Housing Authority of the City Of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051-06 Replacement Housing Factor Grant No:		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Oblig
		Original	Revised	
1	Total non-CFP Funds	0		
2	1406 Operations	0		
3	1408 Management Improvements	\$13,194		
4	1410 Administration	\$86,000		
5	1411 Audit	0		
6	1415 Liquidated Damages	0		
7	1430 Fees and Costs	\$79,535		
8	1440 Site Acquisition	0		
9	1450 Site Improvement	0		
10	1460 Dwelling Structures	\$671,908		
11	1465.1 Dwelling Equipment—Nonexpendable	\$12,000		
12	1470 Nondwelling Structures	0		
13	1475 Nondwelling Equipment	0		
14	1485 Demolition	0		
15	1490 Replacement Reserve	0		
16	1492 Moving to Work Demonstration	0		
17	1495.1 Relocation Costs	\$1,000		
18	1499 Development Activities	0		
19	1501 Collateralization or Debt Service	0		
20	1502 Contingency	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$863,637		
22	Amount of line 21 Related to LBP Activities	0		
23	Amount of line 21 Related to Section 504 compliance	\$60,000		
24	Amount of line 21 Related to Security – Soft Costs	0		
25	Amount of Line 21 Related to Security – Hard Costs	0		
26	Amount of line 21 Related to Energy Conservation Measures	\$100,000		

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

PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051-06 Replacement Housing Factor Grant No:			Federal FY of	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Funds Obligated
				Original	Revised	
IL 51-1 Sunnyside Courts, Holton Homes, and Evergreen Place	ADA Compliance, Plumbing, kitchen, baths, electrical, interior- exterior rehab, landscaping and asbestos removal	1460		\$102,000		

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

PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051-06 Replacement Housing Factor Grant No:			Federal FY of	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total	
				Original	Revised	Funds Obligated
IL51-2 John Kane Homes	ADA Compliance, Plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal	1460		\$135,000		
IL51-3E Wood Hill Towers, S.	ADA Compliance, Electrical, plumbing, painting, interior rehab, roofing, and furniture	1460		\$66,694		
IL51-3F Wood Hill Family	ADA Compliance, Doors, windows, asbestos removal, interior, exterior rehab.	1460		\$140,000		
IL51-4E Wood Hill Towers, N	ADA Compliance, Electrical, plumbing, painting, and interior, exterior rehab.	1460		\$222,821		
IL51-5 Irvin, Nierstheimer, McGraw	ADA Compliance, Kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460		\$5,393		
PHA Wide	A/E Fees	1430		\$79,535		
PHA Wide	Relocation Costs	1495.1		\$1,000		
PHA Wide	Contingency	1502		0		
PHA Wide	Preventive Maintenance Program and Training	1408		\$2,000		
PHA Wide	Professional Staff Development	1408		\$3,000		
PHA Wide	Refrigerators and Stoves	1465.1		\$12,000		
PHA Wide	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408		\$5,394		
PHA Wide	Modernization Staff Professional Training	1408		\$2,000		
PHA Wide	Cell Phone and Pager for Mod. Department	1408		\$800		
PHA Wide	Salary and Benefits of Full-time Modernization Coordinator & Secretary	1410		\$86,000		
PHA Wide	Site Acquisition	1440		0		
	Demolition	1485		0		

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2007	Work Statement for Year 3 FFY Grant: PHA FY: 2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
IL51-1 Sunnyside Courts, Holton Homes, Evergreen Place	Annual Statement	\$2,000	\$2,000	\$2,000	\$2,000
IL51-2 John Kane		\$135,000	\$135,000	\$135,000	\$135,000
IL51-3E Wood Hill Towers,S.		\$66,694	\$66,694	\$66,694	\$66,694
IL51-3F Wood Hill Family		\$140,000	\$140,000	\$140,000	\$140,000
IL51-4E Wood Hill towers, N.		\$322,821	\$322,821	\$322,821	\$322,821
IL51-5 Irvin, Nierstheimer, McGraw		\$5,393	\$5,393	\$5,393	\$5,393
All PHA Wide		\$191,729	\$191,729	\$191,729	\$191,729
CFP Funds Listed for 5-year planning		\$863,637	\$863,637	\$863,637	\$863,637
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year 1	Activities for Year :_2007___ FFY Grant: PHA FY:			Activities for Year FFY Grant: PHA FY:	
See Annual Statement					
	IL 51-1 Sunnyside Courts, Holton Homes Evergreen Place	Update plumbing, electrical; kitchen cabinets, flooring, drywall painting, landscaping, siding, and interior/exterior rehab.	\$2,000	IL 51-1 Sunnyside Courts, Holton Homes Evergreen Place	. Update p electrical; cabinets, drywall, p landscaping and interi rehab.
	IL 51-2 John Kane	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, and landscaping, one or two apartments per year.	\$135,000	IL 51-2 John Kane	Electric, p kitchen, p interior re asbestos r landscaping two apart year.
	IL51-3E Wood Hill Towers,S.	3E- Replace electrical, plumbing, painting, carpeting, furniture, interior rehab.	\$66,694	IL51-3E Wood Hill Towers,S.	3E- Repla plumbing carpeting, interior re
	IL51-3F Wood Hill Family	3F-Replace interior doors, windows, floors, asbestos removal, siding, landscaping, and interior rehab.	\$140,000	IL51-3F Wood Hill Family	3F-Repla doors, wi floors, ash removal, landscaping interior re
	IL51-4E Wood Hill towers, N.	Replace electrical, plumbing, painting, carpeting, and interior rehab.	\$322,821	IL51-4E Wood Hill towers, N.	Replace e plumbing carpeting, rehab.
	IL51-5 Irvin, Nierstheimer, McGraw	Install kitchen cabinets, levered lock-sets, fire alarms, and A/C	\$5,393	IL51-5 Irvin, Nierstheimer, McGraw	Install kit cabinets, lock-sets, fire a A/C
	All PHA Wide	Administration Management improvements A/E Fees and costs Dwelling equipment Relocation Contingency Demolition Site Acquisition	\$86,000 \$13,194 \$79,535 \$12,000 \$1,000 0 0 0 0	All PHA Wide	Administra Management improven A/E Fees Dwelling Relocatio Contingen Demolitic Site Acqu

13. Capital Fund Program Five-Year Action Plan

Total CFP Estimated Cost					
	\$863,637			\$863,637	

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year :2009 ____ FFY Grant: PHA FY:			Activities for Year: 2010 ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
IL 51-1 Sunnyside Courts, Holton Homes Evergreen Place	Update plumbing, electrical; kitchen cabinets, flooring, drywall painting, landscaping, siding, and interior/exterior rehab.	\$2,000	IL 51-1 Sunnyside Courts, Holton Homes Evergreen Place	Update plumbing, electrical; kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior r	
IL 51-2 John Kane	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, and landscaping, one or two apartments per year.	\$135,000	IL 51-2 John Kane	Electric, plumbin kitchen, painting rehab, asbestos r and landscaping, two apartments p	
IL51-3E Wood Hill Towers,S. IL51-3F Wood Hill Family	3E- Replace electrical, plumbing, painting, roofs, carpeting, furniture, interior rehab. 3F-Replace interior doors, windows, floors, asbestos removal, siding, landscaping, and interior rehab.	\$4,994 \$140,000	IL51-3E Wood Hill Towers,S. IL51-3F Wood Hill Family	3E- Replace elec plumbing, painti carpeting, interio roofs, furniture, a office renovation 3F-Replace inter doors, windows, asbestos removal landscaping, and rehab.	
IL51-4E Wood Hill towers, N.	Replace electrical, plumbing, painting, carpeting, roofs, and interior rehab.	\$322,821	IL51-4E Wood Hill towers, N.	Replace electrica plumbing, painti carpeting, roofs, interior rehab.	
IL51-5 Irvin, Nierstheimer, McGraw	Install kitchen cabinets, levered lock-sets, fire alarms, and A/C	\$5,393	IL51-5 Irvin, Nierstheimer, McGraw	Install kitchen ca levered lock-sets alarms, and A/C	

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City Of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051502-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	\$39,458	\$39,033.48	\$39,033.48	\$39,033.48
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$10,000		\$10,000	\$10,000
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	\$120,000	\$120,424.52	\$73,731.67	\$73,731.67
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$169,458		\$122,765.15	\$122,765.15
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	\$50,000			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	\$10,000			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL 51-1 Sunnyside Courts								
IL51-2 John Kane Homes	Plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal	1460		\$45,000		\$45,000	\$45,000	Complete
IL51-3E Wood Hill Towers, S.		1460						
IL51-3F Wood Hill Family	Doors, windows, asbestos removal, interior, exterior rehab.	1460						
IL51-4E Wood Hill Towers, N	Door entry and security system Plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal	1460		\$75,000	\$75,424.52		\$28,731.67	In the planning stage Add \$424.52 from 1408 Computers Systems Upgrade
IL51-5 Irvin, Nierstheimer, McGraw								
PHA Wide	A/E Fees	1430		\$10,000		\$10,000	\$10,000	Complete
PHA Wide	Relocation Costs	1495.1		0				
PHA Wide	Contingency	1502		0				
PHA Wide	Preventive Maintenance Program and Training	1408		0				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Professional Staff Development	1408		0				
PHA Wide	Refrigerators and Stoves	1465.1		0				
PHA Wide	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408		\$39,458	\$39,033.48	\$39,033.48	\$39,033.48	Complete Move \$424.52 to 1460 51-4
PHA Wide	Modernization Staff Professional Training	1408		0				
PHA Wide	Gasoline and Insurance for Mod. Dept. Vehicle	1408		0				
PHA Wide	Cell Phone and Pager for Mod. Department	1408		0				
PHA Wide	Salary and Benefits of Full-time Modernization Coordinator & Secretary	1410		0				
PHA Wide	Site Acquisition	1440		0				
PHA Wide	Demolition	1485		0				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program No: IL06P051502-03 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
IL 51-1 Holton Homes, Sunnyside Courts, Evergreen	4-30-2006			4-30-2007				
IL51-2 John Kane Homes	4-30-2006			4-30-2007				
II51-3E Wood Hill Towers, S.	4-30-2006			4-30-2007				
IL51-3F Wood Hill Family	4-30-2006			4-30-2007				
IL51-4E Wood Hill Towers, N.	4-30-2006			4-30-2007				
IL 51-5 Irvin, Nierstheimer, McGraw	4-30-2006			4-30-2007				

HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON

RESIDENT ADVISORY BOARD

1. Debra Gibson
314 E. Wood Street
Bloomington, IL 61701
2. Betty Middleton
1414 W. Locust
Bloomington, IL 61701
3. Jacqueline Spratley
1413 N. Western Avenue
Bloomington, IL 61701
4. Larry Fowler
104 E. Wood Street, Apt. 909
Bloomington, IL 61701

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

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

Normal, IL 61761

April 8, 2005

Kristy Carmody
703 Scottt Street
Bloomington, IL 61701

Dear Ms. Carmody:

Last year you were sent a letter requesting your participation to serve on the Resident Advisory Board for the Housing Authority of McLean County. A few of you were able to attend a meeting held at that time.

We would like to invite you again to participate in a planning meeting to discuss the 5 year plan and annual plan of the Housing Authority. A meeting has been scheduled for Monday, April 11, 2005 at 4:30 p.m. in the

The purpose of the RAB is to assist the Housing Authority in the development of the agency plan by providing input into the development of the plan. The Housing Authority would like for you to participate on the RAB.

Please call me at 829-3360, ext. 204 to let me know if you are interested in serving on this board. A meeting to discuss the agency plan and the responsibility of the RAB will be scheduled in the near future. Your participation in this very important matter is greatly appreciated.

Sincerely,

Kim Holman-Short
Executive Director

**RESIDENT ADVISORY BOARD
PLANNING MEETING
April 11, 2005**

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Resident Membership on Board

Betty Middleton, Section 8 participant, was appointed to the Board of Commissioners by the Mayor of Bloomington and approved by the City Council on November 22, 2004. She was reappointed on April 30, 2005 for a five year term.

OPERATION AND MANAGEMENT POLICIES

The primary business of the Housing Authority of the City of Bloomington (HACB) is the ownership and management of residential communities and provider of rental assistance to a variety of special users that have in common an inability to compete successfully for shelter in the open market. To ensure the successful performance of that business, the HACB has the following policies that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Contagious Disease Policy
- Capitalization Policy
- Facilities Use Policy
- Family Self Sufficiency Policy
- Criminal Trespass Policy
- Disposition Policy
- Drug Free Policy
- Ethics Policy
- Harassment Policy
- Investment Policy
- Maintenance Policy
- Pest Control Policy
- Pet Policy
- Personnel Policy
- Procurement Policy
- Travel Policy
- Satellite Policy
-

Copies of these policies can be found at our Administrative Office, located at 104 E. Wood Street

The HACB operates the following programs:

PROGRAM	BRIEF DESCRIPTION
Public Housing	640 units of public housing.
Section 8	430 vouchers.
Elderly Services	Activities of daily living needs of elderly and disabled adults.
Youthbuild	Vocational and construction training for public housing residents.
Certified Nursing Assistants	Certified Nursing Assistants training for public housing residents.
Child Care	In-home day care provider licensing for

Peace Meal	public housing residents. With local Area Agency on Aging, provide meals to residents in senior housing.
Adult Literacy	With local Adult Literacy Office, provide education classes and pre-GED classes.
Capital Fund	Putting new plumbing, kitchen, baths, electrical, interior rehab and landscaping in senior and family housing.

The HACB has 640 public housing units in the following locations.

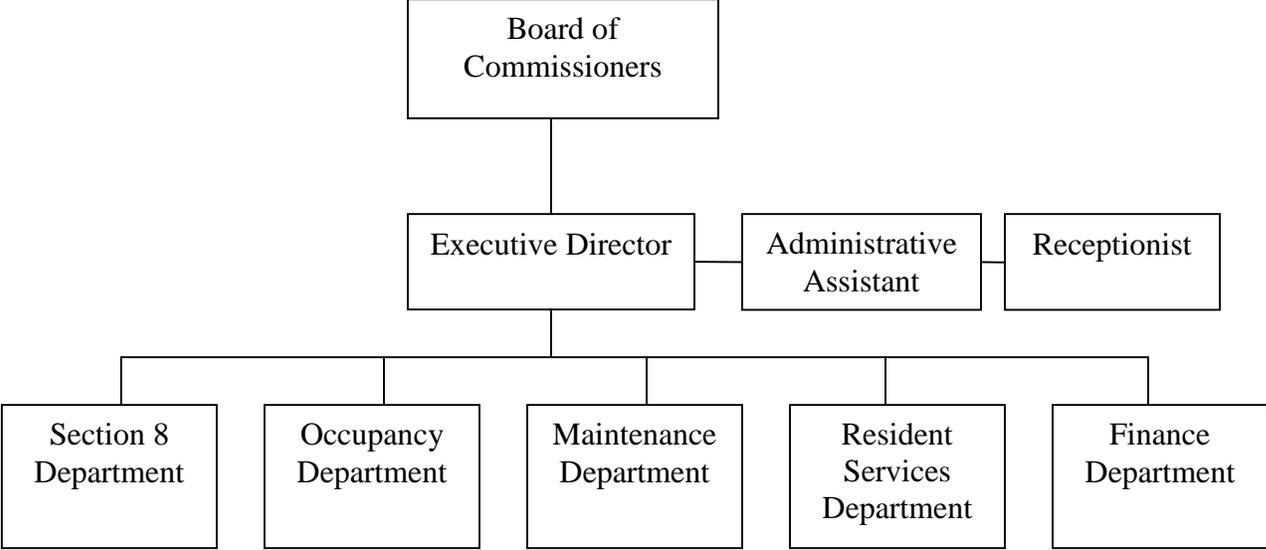
DEVELOPMENT NAME	NUMBER OF UNITS
Sunnyside Court	100
Holton Homes	64
Evergreen Place	36
John P. Kane Homes	30
Wood Hill South Towers	193
Wood Hill Family	50
Wood Hill North Towers	160
Irvin Apartments	26
Nierstheimer Apartments	16
McGraw Apartments	8

The HACB operates a tenant-based program under the Housing Choice Voucher program. We are able to assist 430 families. On average 60 vouchers are surrendered each year and new families are assisted under this program.

The Housing Authority Board of Commissioners consists of a 5 member board appointed by the Mayor of Bloomington. We have a resident commissioner on our Board of Commissioners. This person was also appointed by the Mayor of Bloomington.

Finally, attached is an organizational chart of the HACB.

Housing Authority of the City of Bloomington
Organization Chart



Revised 10/05

HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON MAINTENANCE PLAN

1. Mission Statement:

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

2. Goals:

- A. Prepare vacancies for re-occupancy within an average of 10 calendar days from the date they become vacant.
- B. Respond and abate emergencies within twenty-four hours the emergency being reported.
- C. Respond to routine work orders within four calendar days of the work order being issued.
- D. Inspect all properties, grounds, facilities and systems annually. Correct any deficiencies noted within 25 calendar days.
- E. Continually train maintenance personnel to increase skill and knowledge.

3. Organization:

Board of Commissioners

Executive Director

Director of Technical Services

Modernization Coordinator Maintenance Coordinator Work Control Coordinator

Clerk of the Works

Maintenance Mechanic

Maintenance Aide

Pest Control Coordinator

C.S.A. II

Custodian Maintenance

4. Work Hours:

Monday thru Friday from 8:00 a.m. – 4:30 p.m. with a 30 minute lunch break from 12:00 p.m. to 12:30 p.m. and a 20-minute break at mid-morning and a 20-minute break at mid-afternoon, except holidays as approved.

5. Individual Work Assignments:

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

6. Work Order System:

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

Emergencies Defined:

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

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

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

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

Emergency Work Orders:

During normal work hours, emergency work requests are to be reported to the office. Office staff will relay the work request to appropriate maintenance personnel. When the office is closed, emergency work requests are reported to a “emergency phone” (800)458-5509 or (309)310-6050. All residents and area emergency personnel have been provided with this number. Agency maintenance personnel carry the phone when the office is closed. The maintenance person is responsible for determining if the request is a valid emergency request per the above criteria. If appropriate, the staff member will respond to the request and abate the condition as quickly as possible (always within 24

hours). The emergency work order is entered into the computer system during the next business day and reviewed with the Maintenance Supervisor.

Vacancy Prep:

The goal for the maintenance department is to prepare vacancies for re-occupancy within an average of 10 calendar days from the date they become vacant. The vacancy prep procedure is listed below:

- A.** Upon receipt of Notice of Intent to Vacate by a resident, the occupancy and maintenance departments will be provided with a copy of the notice.
- B.** Upon notification of vacant unit by management a move out inspection will be performed and any and all damages documented.
- C.** A copy of the move out inspection will be given to maintenance. A “Make Ready” work order will be created in the system. A projected completion date will be given to management.
- D.** Locks will be changed if keys are not returned. The lock change will be recorded showing the date, key ID for old lock, key ID for new lock and staff member.
- E.** Remove all garbage and furniture from unit.
- F.** Repair all mechanical items. (Plumbing, HVAC, Electrical, Hardware, Windows, Doors, Cabinets).
- G.** Remove all switch and outlet covers and clean.
- H.** Repair any wall defects and paint as required. Units will be completely repainted at a minimum of every ten (10) years.
- I.** Repair floor tiles and underlayment. We will try to the best of our ability to keep uniformity in the units.
- J.** Appliances will be cleaned by hand in the unit.
- K.** All cabinets (kitchen & vanity) and closets will be cleaned inside and out. Counter tops will be cleaned. Shelving will be cleaned and painted.
- L.** All sinks, toilets and tubs/showers will be cleaned.
- M.** All light fixtures, windows and mirrors will be cleaned.
- N.** All floor and ceiling registers will be cleaned. Ducts will be vacuumed.

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

P. All tile floors will be cleaned and waxed.

Q. Baseboards will be cleaned as needed.

R. All stairs will be cleaned.

S. All carpets will be vacuumed and shampooed.

7. Inspections:

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

PEST CONTROL POLICY

The Bloomington Housing Authority recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control the authority has adopted a pest control policy that will be implemented by the Director of Maintenance.

PEST CONTROL AND EXTERMINATION

The Bloomington Housing Authority will make all efforts to provide a healthy and pest free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Director of Maintenance will determine the most cost-effective way of delivering the treatments, whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Director of Maintenance shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bilingual to properly notify the resident population.

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City Of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	\$59,894			
4	1410 Administration	\$98,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$99,535			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	\$713,290			
11	1465.1 Dwelling Equipment—Nonexpendable	\$13,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	\$1,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$984,719			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	\$60,000			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	\$100,000			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL 51-1 Sunnyside Courts	Plumbing, kitchen, baths, electrical, interior-exterior rehab, landscaping and asbestos removal	1460		\$5,000				
IL51-2 John Kane Homes	Plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal	1460		\$135,000		\$6,264.34	\$5,437.84	In Progress
IL51-3E Wood Hill Towers, S.	Electrical, plumbing, painting, interior rehab, and furniture	1460		\$4,994		\$3,516.70		Material on order
IL51-3F Wood Hill Family	Doors, windows, asbestos removal, interior, exterior rehab.	1460		\$140,000		\$101,114.46	\$38,651..24	In Progress 60% complete
IL51-4E Wood Hill Towers, N	Electrical, plumbing, painting, and interior, exterior rehab.	1460		\$421,903		\$421,903	\$175,538.70	In Progress 60% complete
IL51-5 Irvin, Nierstheimer, McGraw	Kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460		\$6,393				
PHA Wide	A/E Fees	1430		\$99,535		\$99,535	\$21,244.80	In Progress

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Relocation Costs	1495.1		\$1,000				
PHA Wide	Contingency	1502		0				
PHA Wide	Preventive Maintenance Program and Training	1408		\$3,000	\$2,533.10			Move \$466.90 to Professional Staff Development
PHA Wide	Professional Staff Development	1408		\$6,000	\$6,466.90	\$6,466.90	\$6,466.90	Complete Add \$466.90 from Preventative Maintenance
PHA Wide	Refrigerators and Stoves	1465.1		\$13,000		\$13,000	\$13,000	Complete
PHA Wide	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408		\$45,394		\$6,525	\$6,525	Seeking Proposals
PHA Wide	Modernization Staff Professional Training	1408		\$3,000		\$1,362.96	\$1,362.96	
PHA Wide	Gasoline and Insurance for Mod. Dept. Vehicle	1408		\$1,700		\$1,700	\$1,700	Complete
PHA Wide	Cell Phone and Pager for Mod. Department	1408		\$800		\$800		In Progress
PHA Wide	Salary and Benefits of Full- time Modernization Coordinator & Secretary	1410		\$98,000		\$98,000	\$39,890.31	In Progress
PHA Wide	Site Acquisition	1440		0				
PHA Wide	Demolition	1485		0				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program No: IL06P051501-04 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
IL 51-1 Holton Homes, Sunnyside Courts, Evergreen	9-6-2006			9-5-2008				
IL51-2 John Kane Homes	9-6-2006			9-5-2008				
IL51-3E Wood Hill Towers, S.	9-6-2006			9-5-2008				
IL51-3F Wood Hill Family	9-6-2006			9-5-2008				
IL51-4E Wood Hill Towers, N.	9-6-2006			9-5-2008				
IL 51-5 Irvin, Nierstheimer, McGraw	9-6-2006			9-5-2008				