

1.0	PHA Information PHA Name: <u>Housing Authority of the City of Bloomington</u> PHA Code: <u>IL051</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2012</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>640</u> Number of HCV units: <u>430</u>																										
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 8%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 19%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 8%;">PH</th> <th style="width: 11%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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PHA 2:																											
PHA 3:																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	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 for the next five years: 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.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. HACB will make every effort to maintain its High Performer status under PHAS and SEMAP. HACB will focus on the essential mission of the agency while managing change by increasing the amount of affordable housing in McLean County. HACB will enhance the perception of the agency and its properties.																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.																										
6.0	(a) <ul style="list-style-type: none"> • Section 8 Administrative Plan • Community Service Policy • Admissions and Occupancy Policy • Deconcentration Policy (b) <ul style="list-style-type: none"> • The 2012 Annual Plan is available at the Administrative Office at 104 E. Wood Street and the property manager offices. 																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The Housing Authority will submit a request to the U.S. Department of Housing and Urban Development to convert efficiency units at development IL051000004 into larger 1 and 2 bedroom units to reduce the vacancy count in 2012. The Housing Authority administers a Section 8 Homeownership Program. Eligible households may utilize the subsidy to purchase a home, subject to program rules. The Housing Authority administers a Section																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										

8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

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

II. HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON

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

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

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

Extremely Low-Income

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

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

Very Low-Income

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

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

Elderly Families

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

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

Families with Disabilities Group

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

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

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

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

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

Race/Ethnic Group

Minority households bear a disproportionate share of the housing problems. According to the 2005-2007 American Community Survey, the number of Hispanic households that are below the poverty level in the City of Bloomington is 2,289 or 26.7%. Black or African American also have a disproportionate number of households below the poverty level. There are 6,581 or 26.9% households that are extremely low-income and low-income. The Hispanic Families Work Group published a report April 2009 that Latinos face multiple housing issues in Bloomington/Normal. According to the report, a majority of Latinos rent or own mobile homes and very few reside in public housing. The report further revealed that housing issues were at the lower end of the list of concerns for Bloomington/Normal Latinos.

The 2005-2007 American Community Survey counted 56,844 White residents, 7,162 Black or African American residents, 51 American Indian and Alaska Native residents, 3,433 Asian residents in the City of Bloomington and in 2000 the U.S. Census counted 3,834 Hispanics or Latinos in McLean County.

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Housing Authority has retained its High Performer status under both PHAS and SEMAP. New property signs and website have been launched to enhance the perception of the agency and our properties. The Housing Authority is in the process of completing the salary study for all the employees. The Physical Needs Assessment and Energy Audit are underway and will be completed in 2011.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>None</p>

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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

Resident Membership on Board

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

HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON
RESIDENT ADVISORY BOARD

- | | |
|--|---|
| 1. Faye Townsend
101 E. MacArthur Apt. 1201
Bloomington, IL 61701 | 8. Cherie McNeal
311 Erickson
Bloomington, IL 61701 |
| 2. Mary Williams
101 E. MacArthur Apt. 102
Bloomington, IL 61701 | 9. Tondelaya Beall
250 Park Trail Road
Normal, IL 61761 |
| 3. Michael Powell
101 E. MacArthur Apt. 805
Bloomington, IL 61701 | |
| 4. Norman Hinrichs
101 E. MacArthur Apt. 702
Bloomington, IL 61701 | |
| 5. Janet Chaddick
101 E. MacArthur Apt. 312
Bloomington, IL 61701 | |
| 6. Sharon Rice
404 Holton Drive
Bloomington, IL 61701 | |
| 7. Brandee Merritt
1409 W. Monroe
Bloomington, IL 61701 | |

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

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

September 22, 2009

Ms. Sandi Cullers
104 E. Wood Street, Apt. 512
Bloomington, IL 61701

Dear Ms. Cullers:

A planning meeting to discuss the 5 Year Plan and Annual Plan for the Housing Authority of the City of Bloomington is scheduled for Tuesday, September 29, 2009 at 4:00 p.m. We would like to invite you again to participate in this planning meeting as member of the Resident Advisory Board.

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

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

Sincerely,

Kim Holman-Short
Executive Director

**RESIDENT ADVISORY BOARD
PLANNING MEETING
September 20, 2011**

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
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15. _____	_____

CARBON MONOXIDE ALARM DETECTOR ACT STATEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Violence Against Women Act Plan

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

VAWA defines certain terms as follows:

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

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

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

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

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

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

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

Required Proof or Certification of Victim’s Status:

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

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

Confidentiality:

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

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

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

Applications (All Programs):

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

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

Low Income Public Housing Program:

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

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

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

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

Section 8 Housing Choice Voucher Program:

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

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

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

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

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

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

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

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

A. Background

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

B. Definitions

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

The volunteer work includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves BHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- Work at the Authority to help improve physical conditions;
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

Life Skills- including skills assessment and goal setting

NOTE: Political activity is excluded.

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

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

CSSR (Community Service and Self-Sufficiency Requirement) Partnerships: When the BHA has a ROSS program, ROSS Service Coordinators or FSS program; the FSS coordinator may coordinate Individual Training and Services Plans (ITSPs) with CSSR for the FSS participants. The residents who participate in both FSS and CSSR will be the residents for whom the FSS coordinator will coordinate those activities. The ITSP is a tool to plan, set goals and track movement towards self-sufficiency through education, work readiness and other supportive services such as health, mental health and work supports. Specific CSSR activities may be included in ITSPs to enhance a person's progress towards self-sufficiency. Regular meetings with BHA service coordinators can satisfy CSSR activities and BHA service coordinators will verify community service hours for the Occupancy Department.

When possible the BHA Service Coordinators will create verbal agreements with local organizations, including faith-based and community organizations, to assist CSSR. When those agreements are made, a list will be made available to residents who need to complete CSSR and the agencies will agree to verify hours within individual monthly logs.

Exempt Adult - an adult member of the family who

- A. 62 years or older;
- B. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c),
 1. who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
 2. is a primary caretaker of such individual;
- C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is "engaged in work activities," the person must be participating in an activity that meets one of the following definitions of "work activity" contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 1. Unsubsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 5. On-the-job-training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate; and,
 12. The provision of childcare services to an individual who is participating in a community service program;
- D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which BHA is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in which the BHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Applicant and BHA obligations
The BHA must describe in its CSSR policy the process to determine which family members are exempt from the requirement, as well as the process for determining any changes to the exempt status of the family member. The BHA provides the family a copy of CSSR policy at initial application and secure certification of receipt as shown in Attachment A, (see 24 CFR 960.605(c)(2)).
4. Resident Responsibilities: At lease execution or re-examination, all adult members (18 or older) of a public housing resident family must:
 - A. Provide documentation that they qualify for an exemption, if they claim to be exempt from the CSSR. (24 CFR 960.601(b)). Documentation provided by the tenant will be used by the Occupancy Department at BHA to determine whether the tenant is exempt from the CSSR; and,
 - B. Sign a certification (Attachment A) that they have received and read the policy and understand that if they are not exempt, failure to comply with the community service requirement will result in nonrenewal of their lease, per 24 CFR 966.4(l)(2)(iii)(D).
 - C. At each regularly scheduled rent re-examination, each non-exempt family member presents a signed certification on a form provided by the BHA of CSSR activities performed over the previous twelve (12) months to the Occupancy staff. The tenant may use the standardized form provided by the BHA with places for signature confirmation by supervisors, instructors, or counselors certifying the number of hours contributed. Supporting documentation will be requested of the resident to verify CSSR participation or exempt status. Copies of the certification forms and supporting documentation must be retained in BHA files. The Occupancy Department at the BHA must obtain verification of CSSR completion administered through outside organizations.

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

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

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

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

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

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

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

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

E. Authority obligations

1. if possible and practicable, the Authority will:

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

2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.

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

4. Noncompliance of family member:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
- If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
- If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
- The family may use the Authority's Grievance Procedure to protest the lease termination.

E.50058 Coding: The Instruction Booklet for Form HUD 50058 contains information on coding CSSR status. At the time of program admission, enter either 3 or 4. At annual renewals, revise the 3 for pending status to either 1 or 2. If code 3 is used after the first year, this means the BHA is still in the process of verifying CSSR compliance or that a lease renewal is pending. The following is enhanced guidance on CSSR coding: 1 - BHA determines resident is not exempt and is in compliance with CSSR 2 - BHA determines resident is not exempt and not complying with CSSR 3 - BHA is in the process of verifying CSSR compliance or renewing the lease 4 - BHA determines resident is exempt 5 - Do not use this code for "not applicable" under any circumstance

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

Entrance Acknowledgement

Date:

Participant Name:

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

Signature: _____

Date of Signature: _____

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

Annual Renewal

Date:
Participant Name:

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

Signature: _____
Date of Signature: _____

Attachment 3

COMMUNITY SERVICE EXEMPTION

Community Service Requirement: All adult residents of public housing must contribute eight hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month. The exemptions are: Elderly, Blind, Disabled and unable to comply with requirement, Caretaker of blind or disabled person, Receiving Township or TANF and not in Noncompliance with TANF requirements. Exemption must be re-verified annually, but can request exemption during the year.

Verification is required for numbers 5 and 6 below. An employee of the appropriate assistance agency must sign number 5 below or send letter if requesting an exemption. An employee of the agency providing the economic self-sufficiency program must sign number 6 below or send letter if requesting an exemption. Verification is only required for numbers 2 or 3 below if individual has not already verified disability. Verification for Number 4 is income verification.

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

- 1. Age (62 or older)
- 2. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions
- 3. Is primary caretaker of a disabled person as defined above
- 4. Working 8 hours per month or more
- 5. Member of family receiving TANF benefits and in compliance with program
- 6. Participating in economic self-sufficiency program 8 hours per month or more

Resident signature

Date

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

Physician signature

Typed/Printed name

Date

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

Agency staff signature

Typed/printed name

Date

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

Agency staff signature

Typed/printed name

Date

Exemption Approved Exemption Denied

Housing Authority Staff signature

Date

Attachment 4

COMMUNITY SERVICE
VERIFICATION

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

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

The Community Service work was:

___ Volunteer work at _____.

___ Alcohol/drug counseling

___ Education program, i.e., GED, basic education

___ Budget counseling

___ Other (describe)

Signature of Authorized Agency Staff

Date

Name of Agency

Phone Number

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

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

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

Attachment 5

**COMMUNITY SERVICE
AGREEMENT**

This is to verify that _____ (Public Housing Resident)
Agrees to complete the following hours of community service work per month during the next 12 months **in addition**
to any hours required during the coming year.

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

I understand that if I am the leaseholder and I do not complete the above hours of community service, my lease will not be renewed at the end of this lease term. I understand that if the lease is not renewed the entire family will have to vacate the apartment. I also understand that if the family member not in compliance agrees to move out, I will be able to continue to live in the apartment. A new address for that family member will be required to be verified.

Signature of Housing Authority Staff

Date

Leaseholder

Family member not in compliance

12-03

Updated 9/09
Updated 12/09
Updated 9/11

Admissions and Occupancy Policy Proposed Revisions 2012

A. RECEIPT OF APPLICATIONS

1. To assure compliance with the preference requirements of Section V., applications are to be accepted from all Families seeking participation in the Program.
2. Application must be made for the Public Housing Program by applying in person at the Authority office, after the pre-application form is completed *and social security card, birth certificate for all household members are provided, and photo identification for all adult household members. If not born in the USA, verifiable documentation of citizenship or alien registration is required at the time of application.*
3. The application constitutes the basic record of each Family applying for participation. Each applicant, therefore, will be required to supply the information requested on the application and to sign the application, attesting to the information provided. Each family member aged 18 or older will sign at the time of move-in attesting that any and all changes since the date of the application have been reported to the Authority.
4. The application, together with all other material relating to the Family's eligibility, preference ranking, etc., is to be maintained in an active file for each participant who has not been found ineligible or whose application has not been withdrawn.
5. By signing the application, all applicants will certify the veracity of the information provided. However, no application will be approved until all information has been completely verified.
6. The family must supply any information that the BHA or HUD determines is necessary in the administration of the public housing program, including evidence of citizenship or eligible immigration status. *If the information requested is not provided within the time allotted, the application will be placed inactive. If the applicant later brings the required verification, the application will be reactivated if the information is brought in within 6 months and their place of residence, their income, and their family composition remains the same or within 3 months if their circumstances have changed.*

Revised 8-24-11

PET POLICY (for both)

ONLY residents who are in good standing with the Authority and who demonstrate the ability to care for a pet may keep a pet at their apartment. To be in good standing all rent must be paid *and the Total Tenant Payment must be a minimum of \$100.00*, the apartment must be kept clean, sanitary, uncluttered, 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.

In Family Units pet policy:

4.0 Limitations

- 4.1 No more than one dog or cat shall be permitted in an apartment.
- 4.2 Permitted pets are domesticated dogs, cats, birds, and fish aquariums. The dog's anticipated full-grown weight shall not exceed 20 pounds or if heavier than that, height shall not exceed 20 inches.
- 4.3 The only locations in which dogs will be permitted is in Sunnyside Court and Wood Hill Family Units as those are the only family developments that have enough green space for dogs

Revised 9-21-11



July 18, 2011

TO: Board of Commissioners City of Bloomington

FROM: Kay T. Thompson, Section 8 Director

RE: Section 8 Department report of work completed in June 2011

Staff Includes: Kay Thompson, Director; Caryl Hoobler, Assist. Director; Jorge Ovalle, Programs Director (Family Self-Sufficiency, Section 8 Homeownership program); Carlos Diaz, Inspector; Chuck Helbig, Section 8 Clerk.

Annual Recertification Interviews: 74	Terminations: 4
Interim Reviews: 30	Landlord Buyouts: 1
Moves: 3	Section 8 Inspections: 67
New Participants: 3	Annual Recertifications completed: 46
Hearings: 0	

Bloomington Housing Authority financial:

Lease up: 420 out of 430 Vouchers on June 1st.

Lease up: 422 out of 430 Vouchers on June 30.

Figures for June were as follows:

1,996.00 deposited into FSS Escrow accounts

199,261.36 Bloomington HAP checks issued to landlord and utility checks to clients

=====

\$201,257.36 = June amount spent (\$193,000.00 allotted)

To offset our HAP expenses, I did apply for set aside funding that HUD made available for housing authorities that are spending more than the budget allows. Hopefully, we will hear soon whether or not HUD will grant us the extra funds.

Jorge has completed the 2011 FSS grant application.

I am asking the Board to pass Resolution #_1276_. We need to add 4 paragraphs to page 16-43, "Determination of Insufficient Funding" in the Section 8 Administration Plan. Due to a shortage in HUD funding, we must expand our policy

to clarify how the PHA would handle a shortfall. Although it has not passed fully, HUD is proposing a change in the Section 8 voucher program which includes a time limit in which families may retain a voucher so we feel this would be the most appropriate plan to terminate HAP contracts if the shortage affects the Section 8 Program. Please read the following page with the changes to the Administrative Policy and the Resolution follows the changes.

16-VIII.B. METHODOLOGY

PHA Policy

The PHA will determine whether there is adequate funding to issue vouchers, approve moves to higher cost units and areas, and continue subsidizing all current participants by comparing the PHA's annual budget authority to the annual total HAP needs on a monthly basis. The total HAP needs for the calendar year will be projected by establishing the actual HAP costs year to date. To that figure, the PHA will add anticipated HAP expenditures for the remainder of the calendar year. Projected HAP expenditures will be calculated by multiplying the projected number of units leased per remaining months by the most current month's average HAP. The projected number of units leased per month will take into account the average monthly turnover of participant families. If the total annual HAP needs equal or exceed the annual budget authority, or if the PHA cannot support the cost of the proposed subsidy commitment (voucher issuance or move) based on the funding analysis, the PHA will be considered to have insufficient funding.

If the PHA determines that there is inadequate funding to support HAP contracts, the PHA will terminate families that have been on the program the longest in order to reduce HAP payments sufficient to meet the budget. This will not include households headed by an elderly or disabled person.

The PHA will notify both the families and landlords with as much notice as possible.

Families will be advised to apply for Public Housing, move to a county where the PHA is absorbing vouchers or any other options known to the PHA.

Families will need to keep the PHA informed of their current address so that, when funding is available, the PHA can offer to restore assistance.

(Rev. 7-28-11)

RESIDENT ADVISORY BOARD COMMENTS

The Housing Authority of the City of Bloomington has engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan we engaged in the following process:

- We met with the representatives from the Resident Councils that make up the Resident Advisory Board to explain the agency planning process. We discuss various aspects of the Plan.
- We advertised in the local newspaper on the availability of the Agency Plan for review and that we would be holding a public hearing on the Plan.
- The Public Hearing was held on September 26, 2011. The Executive Director of the Housing Authority presided. No people attended (outside of Housing Authority personnel) the hearing.
- On September 27, 2011, the Housing Authority Board of Commissioners met in regular session and approved the Agency Plan.
-

As a result of this effort, we received the following comments and responded to them in the following manner.

Comment: One resident suggested that we begin to meet with Section 8 participants that have been on the program the longest to prepare them for the potential loss of subsidy due to the decline in HAP subsidy.

Response: This suggestion was adopted and staff will begin to meet with Section 8 participants to make them aware of the policy.

Comment: One resident suggested the inside of units around the window should be caulked to prevent water leakage.

Response: This suggestion was adopted. The property will be tuck pointed to prevent water seepage.

Comment: Residents from a family development submitted a written request to modify the pet policy for Units Not Designated Elderly/Disabled to allow small dogs.

Response: This suggestion was adopted. Pet policy was revised.

Comment: One resident suggested a change in the pet policy that would not require cats to be declawed.

Response: This suggestion was not adopted.

SAFETY AND CRIME PREVENTION PLAN

The Housing Authority of the City of Bloomington has established this Safety and Crime Prevention Plan which incorporates the following:

- A. We have adopted and implemented a “one strike” policy.
- B. We have implemented and are enforcing strict lease enforcement policies and procedures.
- C. We are conducting strict applicant screening.
- D. We have a close relationship with local law enforcement.
- E. We meet bi-monthly with police officer to review all police reports involving residents.
- F. We have installed surveillance cameras in many public housing developments.
- G. We provide housing to a police officer to live on-site.
- H. We have implemented a photo ID program for residents
- I. We have established a “ban policy” to remove undesirable non-residents from the premises.

HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON MAINTENANCE PLAN

1. **Mission Statement:**

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

2. **Goals:**

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

3. **Organization:**

Board of Commissioners

Executive Director

Director of Technical Services

Modernization Coordinator Maintenance Coordinator Work Control Coordinator

Maintenance Mechanic

Maintenance Aide

Pest Control Technician

C.S.A. II

Custodian Maintenance

4. **Work Hours:**

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

5. **Individual Work Assignments:**

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

6. Work Order System:

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

Emergencies Defined:

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

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

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

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

Emergency Work Orders:

During normal work hours, emergency work requests are to be reported to the office. Office staff will relay the work request to appropriate maintenance personnel. When the office is closed, emergency work requests are reported to an "emergency phone" (800)458-5509. All residents and area emergency personnel have been provided with this number. Agency maintenance personnel carry the phone when the office is closed. The maintenance person is responsible for determining if the request is a valid emergency request per the above criteria. If appropriate, the staff member will respond to the request and abate the condition as quickly as possible (always within 24 hours). The emergency work order is entered into the computer system during the next business day and reviewed with the Maintenance Supervisor.

Vacancy Prep:

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

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

S. All carpets will be vacuumed and shampooed.

7. Inspections:

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

Asset Management Plan

Authority Profile

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

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

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

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

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

The Assessment

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

Plan for Site Based Management Services

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

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

- I. Create a functional management office in John Kane Homes that is designed to offer at a minimum:
 1. rent payment
 2. lease recertification
 3. work order intake
 4. resident assistant referrals
 5. dedicated Site Manager for AMP 1 and 2
 6. dedicated maintenance personnel

- II. Identify qualified management personnel in accordance with the Authority site based organizational chart provided to staff the office. The person(s) should be trained and/or experience in all aspects of the above function in section I so as to provide the greatest professional service without reliance on the main office.

- III. The site office shall have the following capabilities:
 1. Computer(s) designed to network with the mainframe in the central office to access the agency operating software.
 2. Complete office supply of forms required to execute all tasks in section I.
 3. A dedicated maintenance personnel to police the property and address maintenance concerns expeditiously.

- IV. Develop a financial budget and report on each AMP separately. When there are multiple properties with site management but are one HUD reporting entity, the data shall be combined by journal entry to produce accurate information for review and audit.
 1. Site based reporting shall include but not be limited to:

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

Redesign Staffing Plan

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

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

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

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

Part I: Summary

PHA Name:	Grant Type and Number Capital Fund Program Grant No: IL06P051501-12 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2012 FY of Grant Approval:
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost ¹	
				Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements			\$13,194			
4	1410 Administration (may not exceed 10% of line 21)			\$82,000			
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs			\$74,154			
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures			\$601,537			
11	1465.1 Dwelling Equipment—Nonexpendable			\$32,558			
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment			\$25,000			
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs			\$1,000			
17	1499 Development Activities ⁴						

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

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

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

Part I: Summary		FFY of Grant: 2012	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051501-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies
 Performance and Evaluation Report for Period Ending: Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost	Revised ?	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant:: (sum of lines 2 - 19)		829,443				
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities		\$300,000				
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures		\$100,000				
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

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

AMP 2 John Kanen Homes Irvin, Nierstheimer, McGraw	ADA Compliance, plumbing, kitchen, baths, electrical, interior rehab, landscaping, and asbestos removal for 3 units. 1315, 1317, and 1319 Monroe	1460	3 units	\$95,000				
	Refrigerators and stoves	1465.1	30 units	\$3,000				
	Kitchen cabinets, fire alarms, levered lock-sets, carpets, garage doors, and A/C	1460	Misc.	\$5,393				
	Relocation Costs	1495.1	3	\$150.00				
	Architect and Engineer Fees	1430	1	\$6,538.50				
	Professional Staff Development	1408	2	\$750.00				
	Preventative Maintenance Training	1408	2	\$350.00				
	Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone Upgrade.	1408	1	\$1,486				
	Tuck pointing and sealing of 104 South. Complete remodeling of 12 apartments 201-1201.	1460	1 building 12 units	\$226,694				
	AMP 3 Wood Hill Towers South and Wood Hill Family	Relocation Costs	1495.1	1	\$250.00			
Architect and Engineer Fees		1430	1	\$25,538.50				
Professional Staff Development		1408	2	\$750.00				
Preventative Maintenance Training		1408	2	\$350.00				
Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.		1408	Misc.	\$1,486				

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

Part I: Summary						
PHA Name/Number Housing Authority of the City of Bloomington IL051		Locality (City/County & State) Bloomington, McLean, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place		, Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 3 building roofs	50 stoves, Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 2 buildings	Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 2 buildings	Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 2 buildings
	IL051000002 John Kane Homes		Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year	Install kitchen cabinets, levered lock-sets, fire alarms, A/C, refrigerators replace older furnaces.	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year	Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year
	Irvin, Nierstheimer, McGraw		Install kitchen cabinets, levered lock-sets, fire alarms, 50 refrigerators, A/C	Install Kitchen cabinets, carpet, floor tile, paint, electrical, plumbing.	Install kitchen cabinets, levered lock-sets, fire alarms, A/C	Install kitchen cabinets, levered lock-sets, fire alarms, A/C
	IL051000003 Wood Hill Tower South		Replace electrical, plumbing, painting, carpeting, furniture, interior rehab, new roof, exterior brick work.	Replace electrical, plumbing, painting, roofs, carpeting, furniture, interior rehab,	Replace electrical, plumbing, painting, carpeting, interior rehab, roofs, furniture, office renovation	Replace electrical, plumbing, painting, carpeting, interior rehab, roofs, furniture, office renovation
	Wood Hill Family		Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab, 1 building, 50 refrigerators	Refrigerators, Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab, 1 building	Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab	Replace interior doors, windows, floors, asbestos removal, siding, landscaping, interior rehab
	IL051000004 Wood Hill Tower North		Replace electrical, plumbing, painting, carpeting, interior rehab, 100 refrigerators	Replace electrical, plumbing, painting, carpeting, roofs, interior rehab	Replace electrical, plumbing, painting, carpeting, roofs, interior rehab	Replace electrical, plumbing, painting, carpeting, roofs, interior rehab

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

B.	Physical Improvements Subtotal	Annual Statement	Amp 1 \$146,629 Amp 2 \$100,393 Amp 3 \$226,694 Amp 4 \$127,821 Subtotal \$601,537	Amp 1 \$333,058 Amp 2 \$38,055 Amp 3 \$106,694 Amp 4 \$123,730 Subtotal \$601,537	Amp 1 \$333,058 Amp 2 \$38,055 Amp 3 \$106,694 Amp 4 \$123,730 Subtotal \$601,537	Amp 1 \$333,058 Amp 2 \$38,055 Amp 3 \$106,694 Amp 4 \$123,730 Subtotal \$601,537
C.	Management Improvements		Amp 1 \$2,586 Amp 2 \$2,586 Amp 3 \$2,586 Amp 4 \$2,586 PHA Wide \$2,800 Subtotal \$13,144	Amp 1 \$2,586 Amp 2 \$2,586 Amp 3 \$2,586 Amp 4 \$2,586 PHA Wide \$2,800 Subtotal \$13,144	Amp 1 \$2,586 Amp 2 \$2,586 Amp 3 \$2,586 Amp 4 \$2,586 PHA Wide \$2,800 Subtotal \$13,144	Amp 1 \$2,586 Amp 2 \$2,586 Amp 3 \$2,586 Amp 4 \$2,586 PHA Wide \$2,800 Subtotal \$13,144
D.	PHA-Wide Non-dwelling Structures and Equipment		New Mod Vehicle \$25,000			
E.	Administration		PHA Wide \$82,000	PHA Wide \$82,000	PHA Wide \$82,000	PHA Wide \$82,000
F.	Other		PHA Wide Fees & Costs \$74,154 Relocation \$1,000			
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		829,443	829,443	829,443	829,443
L.	Total Non-CFP Funds					
M.	Grand Total		829,443	829,443	829,443	829,443

Part I: Summary (Continuation)

PHA Name/Number Housing Authority of the City of Bloomington IL051		Locality (City/county & State) Bloomington, McLean, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name PHA Wide	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FY 2015	Work Statement for Year 5 FFY 2016
	Administrative	Annual Statement	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time	Salaries for administrating the grant, 1 full-time and 3 part-time
	Dwelling Equipment		Refrigerators and Stoves	Refrigerators and Stoves	Refrigerators and Stoves	Refrigerators and Stoves
	Relocation Fees		Moving tenants for apartment renovations	Moving tenants for apartment renovations	Moving tenants for apartment renovations	Moving tenants for apartment renovations
	Fees & Costs		Architectural services	Architectural services	Architectural services	Architectural services
	Non dwelling equipment		New Mod vehicle			

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year 2013 FFY 2013			Work Statement for Year: 2014 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab. 1 building, 10 building roofs, 50 stoves	4 roofs & 1 building	\$146,629	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, siding, drywall painting, landscaping, siding, interior/exterior rehab, 6 building roofs	6 roofs	\$333,058
Annual	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year, 30 refrigerators Nierstheimer, Irvin, McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	1 apartment 30 refrigerators 1 apartment	\$100,393	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year Nierstheimer, Irvin, McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C	1 apartments 1 apartment 10 A/C	\$38,055
Statement						
	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	2 apartments 1 building	\$226,694	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	2 apartments 1 building	\$106,694
	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab, roofing	1 roof 1 apartments	\$127,821	IL051000004 Wood Hill Tower North Replace electrical, plumbing, painting, carpeting, interior rehab, 100 refrigerators	1 apartment 20 refrigerators	\$123,730
	Subtotal of Estimated Cost		\$601,537	Subtotal of Estimated Cost		\$601,537

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year 2015 FFY 2015			Work Statement for Year: 2016 FFY 2016		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 11 building roofs	1 building 3 roofs	\$333,058	IL051000001 Sunnyside Court, Holton Homes, Evergreen Place Update plumbing, electrical, kitchen cabinets, flooring, drywall painting, landscaping, siding, interior/exterior rehab, 11 building roofs	1 apartment	\$333,058
Annual	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year, 30 refrigerators Irvin, Nierstheimer & McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	3 apartments 1 apartment	\$38,055	IL051000002 John Kane Homes Electric, plumbing, kitchen, painting, interior rehab, asbestos removal, landscaping, 1 or 2 apartments per year Irvin, Nierstheimer & McGraw Install kitchen cabinets, levered lock-sets, fire alarms, A/C, 50 refrigerators	1 apartment 1 apartment	\$38,055
	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	1 apartment 1 building	\$106,694	IL051000003 Wood Hill Tower South Replace electrical, plumbing, painting, carpeting, furniture, interior rehab Wood Hill Family Replace interior doors, windows, floors, asbestos removal, siding, storm doors, furnaces, landscaping, interior rehab	12 apartment 1 building	\$106,694
	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab	6 apartments	\$123,730	IL051000004 Wood Hill Tower North Replace electrical, plumbing, carpeting, interior rehab	12 apartments	\$123,730
	Subtotal of Estimated Cost	\$601,537	Subtotal of Estimated Cost	\$601,537		

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2012	Work Statement for Year 2013 FFY 2013		Work Statement for Year: 2014 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Annual	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Statement	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00
	IL000004 Wood Hill Tower North Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL000004 Wood Hill Tower North Wood Hill Tower North Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00

Capital Fund Program—Five-Year Action Plan

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

	PHA Wide		PHA Wide	
	Modernization Training	\$ 2,000	Modernization Training	\$ 82,000
	Administrative Salaries	\$ 82,000	Administrative Salaries	\$ 1,000
	Relocation	\$ 1,000	Relocation	\$ 74,154
	Architectural	\$ 74,154	Architectural	
	Subtotal of Estimated Cost	\$ 171,346	Subtotal of Estimated Cost	\$ 171,346

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2012	Work Statement for Year 2015 FFY 2015		Work Statement for Year: 2016 FFY 2016	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000001 Sunnyside Court, Holton Homes, Evergreen Court Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Annual	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000002 John Kane Homes, Irvin, Nierstheimer & McGraw Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00
Statement	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00	IL051000003 Wood Hill Tower South & Wood Hill Family Preventative Maintenance Training Professional Staff Training Modernization Training Cell Phone & Radio Computer Upgrade, Office Supplies	\$ 400.00 \$ 750.00 \$ 250.00 \$ 200.00 \$ 1,486.00

Capital Fund Program—Five-Year Action Plan

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

	IL000004 Wood Hill Tower North		IL000004 Wood Hill Tower North	
	Preventative Maintenance Training	\$ 400.00	Preventative Maintenance Training	\$ 400.00
	Professional Staff Training	\$ 750.00	Professional Staff Training	\$ 750.00
	Modernization Training	\$ 250.00	Modernization Training	\$ 250.00
	Cell Phone & Radio	\$ 200.00	Cell Phone & Radio	\$ 200.00
	Computer Upgrade, Office Supplies	\$ 1,486.00	Computer Upgrade, Office Supplies	\$ 1,486.00
	PHA Wide		PHA Wide	\$ 2,000
	Modernization Training	\$ 2,000	Modernization Training	\$ 82,000
	Administrative Salaries	\$ 82,000	Administrative Salaries	\$ 1,000
	Relocation	\$ 1,000	Relocation	\$ 74,154
	Architectural	\$ 74,154	Architectural	
	Subtotal of Estimated Cost	\$ 171,346	Subtotal of Estimated Cost	\$ 171,346

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

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

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

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Summary by Development Account	Original	Revised Annual Statement (revision no:1) <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Final Performance and Evaluation Report		Obligated	Total Actual Cost ¹ Expended
				Total Estimated Cost	Revised ²		
1		Total non-CFP Funds					
2		1406 Operations (may not exceed 20% of line 21) ³					
3		1408 Management Improvements	\$13,194				
4		1410 Administration (may not exceed 10% of line 21)	\$95,000	\$82,000			
5		1411 Audit					
6		1415 Liquidated Damages					
7		1430 Fees and Costs	\$74,154				
8		1440 Site Acquisition					
9		1450 Site Improvement					
10		1460 Dwelling Structures	\$736,146	\$626,537			
11		1465.1 Dwelling Equipment—Nonexpendable	\$32,558				
12		1470 Non-dwelling Structures					
13		1475 Non-dwelling Equipment					
14		1485 Demolition					
15		1492 Moving to Work Demonstration					
16		1495.1 Relocation Costs	\$1,000				
17		1499 Development Activities ⁴					

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

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

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

Part I: Summary		FFY of Grant: 2011	
PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06PD051501-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$952,052	829,443		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$300,000			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$100,000			
Signature of Executive Director		Date 06/21/10	Signature of Public Housing Director		

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bloomington
 Grant Type and Number
 Capital Fund Program Grant No: IL06P051501-11
 CFFP (Yes/No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 1 Sunnyside Court, Holton Homes, and Evergreen Place	Plumbing, kitchen, baths, electrical, interior-exterior rehab, landscaping and asbestos removal, 1 buildings roofs 314- 320.	1460	2 b/g.	\$461,238	\$151,629			
	Line Center Plumbing, heating, electrical, and interior exterior rehab.	1460	1	\$10,000				
	Relocation Costs	1495.1	4	\$450.00				
	Architect and Engineer Fees	1430	1	\$53,538.50				
	Refrigerator and Stoves	1465.1	100	\$29,558				
	Professional Staff Development	1408	2	\$750.00				
Preventative Maintenance Training	1408	2	\$400.00					
Computer Systems Upgrades and Training, Copy Machine and Supplies, and Telephone upgrade.	1408	Misc.		\$1,486				

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

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

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

Part I: Summary		PHA Name: Housing Authority of the City of Bloomington		Grant Type and Number Capital Fund Program Grant No: IL06P051501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval:	
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	Original	Total Estimated Cost		Obligated	Total Actual Cost ¹	
				Revised ²	Final Performance and Evaluation Report <input type="checkbox"/> Final Performance and Evaluation Report		Expended	
1	Total non-CFP Funds							
2	1406 Operations (may not exceed 20% of line 21) ³							
3	1408 Management Improvements		\$13,194			\$1,801.83		\$1,801.83
4	1410 Administration (may not exceed 10% of line 21)		\$82,000			\$82,000		\$13,892.41
5	1411 Audit							
6	1415 Liquidated Damages							
7	1430 Fees and Costs		\$74,154			\$62,077		\$632.30
8	1440 Site Acquisition							
9	1450 Site Improvement							
10	1460 Dwelling Structures		\$749,146		\$748,146	\$644,553.63		\$160,641.32
11	1465.1 Dwelling Equipment—Nonexpendable		\$32,558			\$22,130.46		\$22,130.46
12	1470 Non-dwelling Structures							
13	1475 Non-dwelling Equipment							
14	1485 Demolition							
15	1492 Moving to Work Demonstration							
16	1495.1 Relocation Costs		\$1,000		\$2,000	\$1,000		\$1,000
17	1499 Development Activities ⁴							

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

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

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

Part I: Summary

PHA Name: Housing Authority of the City of Bloomington	Grant Type and Number Capital Fund Program Grant No: IL06P051501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:
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Type of Grant
 Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant:: (sum of lines 2 - 19)		\$952,052		\$813,562.92	\$200,098.32	
21	Amount of line 20 Related to IBP Activities						
22	Amount of line 20 Related to Section 504 Activities		\$300,000		\$300,000	\$100,000	
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures		\$100,000		\$100,000	\$50,000	
Signature of Executive Director		Date 06/21/10		Signature of Public Housing Director		Date	

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

Capital Fund Stimulus Grant Procurement Policy

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

STATEMENT OF FINANCIAL RESOURCES

The financial resources of the Housing Authority of the City of Bloomington during the plan year (FY 2012) are:

PROGRAM	SOURCE	FUNDS USED FOR	AMOUNT
Low-rent Housing	Operating Subsidy	Normal Operations	\$1,731,961
Low-rent Housing	Rents & Misc Charges	Normal Operations	\$1,125,021
Low-rent Housing	Capital Fund Program	Capital Improvements	\$ 829,443
Low-rent Housing	Resident Opportunity & Self-Sufficiency	Self-Sufficiency	\$ 80,000
Low-rent Housing	Congregate Housing Services Program	Congregate Living Services (See CHSP grant)	\$ 181,637
Housing Assistance	Section 8 Existing	Section 8 Certificates/Vouchers	\$2,665,868
Housing Assistance	SRO Project Based	SRO Vouchers	\$ 36,840
		TOTAL	\$6,665,077



Hawkins, Ash, Baptie

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
WITH REQUIREMENTS THAT COULD HAVE A DIRECT
AND MATERIAL EFFECT ON EACH MAJOR PROGRAM
AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Commissioners
Housing Authority of the City of Bloomington
Bloomington, Illinois

Compliance

We have audited the compliance of the Housing Authority of the City of Bloomington ("Housing Authority"), with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2010. The Housing Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority's management. Our responsibility is to express an opinion on the Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Housing Authority's compliance with those requirements.

In our opinion, the Housing Authority of the City of Bloomington complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended December 31, 2010.

Internal Control Over Compliance

Management of the Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Housing Authority's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority's internal control over compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses in internal control over compliance. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Hankins, Ash, Daptis & Company, LLP

La Crosse, Wisconsin
September 26, 2011

HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON
Bloomington, Illinois
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2010

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

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

Federal Awards

Internal control over major federal programs:

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

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

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

Identification of federal major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program</u>
14.850	Public and Indian Housing
14.871	Section 8 Housing Choice Vouchers
 <u>Cluster</u>	
14.872	Public Housing Capital Fund
14.885	Public Housing Capital Fund Stimulus (Formula) Recovery Act Funded

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

Auditee qualified as low-risk auditee? X Yes _____ No

Section II - Financial Statement Findings - None

Section III - Federal and State Award Findings and Questioned Costs - None

Section IV - Status of Prior Year Findings

09-1 - HQS Inspections - Cleared