

BLOOMINGTON HOUSING AUTHORITY
1007 North Summit Street
Bloomington, Indiana 47404

January 25, 2024

AGENDA

	<u>Time</u>
▲ <u>CALL TO ORDER</u>	4 minutes
1. Roll Call	
▲ <u>APPROVAL OF MINUTES</u>	3 minutes
1. Minutes from November 30, 2023, Board of Commissioners Meeting	
▲ <u>FINANCIAL STATEMENTS</u>	20 minutes
1. December Financials	
2. HUD Audit correspondence	
▲ <u>NEW BUSINESS</u>	10 minutes
1. Resolution - Revised 2024 Budget	
2. 2024 Board Meeting dates –vote on November date	
3. NAHRO Advocacy (Sue Wanzer)	
▲ <u>OLD BUSINESS</u>	5 minutes
1. Asset Management Report	
▲ <u>DIRECTOR REPORT</u>	20 minutes
1. Development Updates	
2. Administrative Updates	
3. Staff Updates	
▲ <u>MOTION TO ADJOURN</u>	

Bloomington Housing Authority

Board Meeting Minutes

November 30th, 2023

I. Call to Order

Chair Elaine Amerson called to order the regular meeting of the **Bloomington Housing Authority Board of Commissioners at 8:31 A.M. on Thursday, November 30th, 2023**, in person at the BHA Community Room, located at 1007 N Summit St., Bloomington, IN 47404.

II. Roll Call

Those present in person were: Chair Elaine Amerson; Vice Chair Sherry Clay; Commissioners Mary Morgan, Tracee Lutes, Jerry Cravens, and Nordia McNish; Executive Director Kate Gazunis; Capital Assets Manager Rhonda Moore, Director of Real Estate Nathan Ferreira, Director of Finance Dhara Patel, HCV Supervisor Daniel Harmon and Administrative Assistant Ashley Spradley.

Absent: Sue Wanzer

Guest: Mayor John Hamilton

III. Approval of Minutes from the Last Meeting

A motion was made to approve the amended board meeting minutes for September 28th, 2023, by Tracee Lutes and Nordia McNish. All were in favor. None opposed. Motion approved.

A motion was made to approve the regular board meeting minutes for October 26th, 2023, by Tracee Lutes and Sherry Clay. All were in favor. None opposed. Motion approved.

Chair Elaine Amerson announced that there was a BHA Executive Session on November 29th, 2023. She stated all board members were present as well as Executive Director Katherine Gazunis. Christine Bartlett of Ferguson Law joined in via telephone conference.

IV. Financial Statements

1. Finance Manager, Dhara Patel gave a brief overview of the October 2023 Financial Statements which included revenue and expenditures for Bloomington RAD I (Reverend Butler and Walnut Woods), Bloomington RAD II (Crestmont), the Housing Choice Voucher Program (HCVP), and the Central Office Cost Center (COCC). She states that

October was the 1st month of the fiscal year for HCV and COCC and the 10th month for RAD I and II.

Finance Director Dhara Patel explains that HUD approved a \$400,000 repositioning fee that went into the COCC.

Executive Director Katherine Gazunis explained we will end year 20224 on 9/30/2024 and then have a three-month fiscal year from October through December 2024. In 2025, the COCC, HCV, RAD I and II, and SHCDC will operate on a calendar year.

Executive Director Katherine Gazunis briefly explained the RAD II operations construction. The project was put together at a much lower interest rate. She says the construction interest rates have increased and given the errors, change orders, and interest rates, we pledged money out of our cash flow in the initial financial agreement. We are spot on in our revenue projection for RAD II. We have a seller's loan for \$1.9 million in our COCC and is in a restricted account.

The BHA will be contributing 3 million dollars to this project. This helps preserve our ownership once we go to resyndication, we will have the right of first of refusal. the tax credits expire. Cinnaire owns RAD I and J.P. Morgan Chase Bank owns RAD II.

Commissioner Trace Lutes asks if a local investor will buy out our current investor when the time comes. Executive Director Kate Gazunis states that we will be in the position to buy it ourselves for residual debt. Kate says we will have paid 15 years on our loan and will be able to pay the residual debt. She says we will dissolve the partnership and there will be one entity, Summit Hill. Tracee asks how we will have that kind of money. Kate explained we will because we will cash flow the residual debt, not the whole debt. Kate says she has ran the numbers and we will be in the position for Summit Hill to own it outright.

V. Old Business

1. Asset Management Report

Capital Assets Manager, Rhonda Moore, gave the following updates to the Board:

Rhonda stated that the solar panel installation at Walnut Woods is complete. Rhonda says that she needs to complete the paperwork with HAND and then there will be reporting on the panels.

VI. Director's Report

1. Development Updates

Executive Director, Kate Gazunis, gave a brief report of some of the development updates for the BHA. Kate stated that Peter wanted to do a December 21st grand opening of the Community building. Kate rejected that and proposed that we do that for some time after the first of the new year. Kate says the building should be turned over to us in December. She says we will probably have our January board meeting in the new building.

The Kohr building: The investors are sending in bids for participation. Kate says she has made it clear that they cannot choose an investor until the BHA has had the opportunity to interview them. Cinnaire, the RAD I investor is very interested. Kate wants an investor who has an interest in permanent supportive housing.

Commissioner Nordia McNish asks how the LRMF is funded. Kate says it is funded through ARPA. ARPA is expiring and we have \$800,000 of HCV admin dollars. She says HUD is considering funding this role. She says Jessica has a presentation set up for them. Nordia says she asks because tenants are required to pay back the amount of money they borrow. Kate says no, she says they pay back a rate/amount they can afford overtime and if they do not, we have a loss history built into the budget.

Executive Director, Kate Gazunis briefly discussed the Two Year Tool. She stated the success rate has increased from 60% to 64%. She says that is because of the higher payment standard and the LRMF program. She says we have a \$600,000 gap in our financing. She says she, Dhara, and Daniel had a conversation with HUD and that they would give us the money.

Executive Director, Kate Gazunis stated the mayor would be coming in for a few minutes and asked for questions in the meantime.

Commissioner Mary Morgan asked for tentative dates for the strategic planning sessions.

Mary also asked about the drug testing policy. Kate says the federal law says we cannot house a current drug user. She says a current drug user is anyone who has used drugs in the past four months. Kate says our hair follicle testing goes back six months but we don't look at the whole six months.

2. Staff Updates

Executive Director, Kate Gazunis says we have hired Rukus Harris for the ROSS assistant position. Lisa Hasler has accepted the position as the Controller and we are now looking for a finance assistant. Ryan Still was the former RAD PBV Specialist and is now an HCV specialist so we will be looking to fill the RAD PBV role as well. Brent Anderson's temp contract expired and he is now a full-time BHA employee working the maintenance department.

Kate wanted to give kudos to the HCV team and Jessica Craig for the work that they did in getting 100% of the EHV's issued.

VII. Adjournment

A motion to adjourn was made by Sherry Clay and seconded by Nordia McNish. The meeting adjourned at 9:41 a.m.

Respectfully submitted by: Ashley Spradley, Administrative Assistant.

Approved by: Kate Gazunis, Executive Director



Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404
812-339-3491 fax 812-339-7177

Director's Report

To: Board of Commissioners, Bloomington Housing Authority

From: Kate Gazunis

Date: January 25, 2024

The January 25, 2024, Board of Commissioners meeting will begin promptly at 8:30 AM in the BHA Community Room at 1007 N. Summit St., Bloomington, IN 47404.

Virtual Participation

Due to Governor's Order 2022-06, provisions for virtual participation due to COVID-19 have been rescinded. Virtual participation will now be regulated via the Amendment to the BHA Board of Commissioner Bylaws passed June 17, 2021, by Resolution 2021-16. *BHA now must have a majority of commissioners participate in person.*

Please contact Ashley Spradley at aspradley@blha.net to receive a copy of the Bylaws or request a virtual meeting link.

Development Updates:

- ***RAD II Crestmont:*** The Community building is still not complete; however, Brinshore received the Certificate of Occupancy from the county for the Community Building on 1/18/24. The new turnover date is estimated to be the 2nd week of February after the updated finishes are installed and the refrigerator issues have been resolved. BHA has received 120/204 completed units on the property, and the construction crew is actively working on 60x units.
- ***Kohr Building:*** BHA is working daily with Brinshore this month to identify our lenders and investors in this project. Of most importance at this time is to identify a mission-oriented investor and a **local** bank as the lender. We anticipate having our financing "stack" substantially identified by the end of the month.

A Phase II environmental assessment of the Kohr property is being prepared in anticipation of additional HUD environmental scrutiny of the project. A Phase II assessment is conducted in response to issues identified in a Phase I report. It includes limited surface and subsurface sampling of soil and water. Soil samples are pulled from various depths and analyzed for hazardous material contamination.

Concerning the management of Kohr, the investor at Crawford House allegedly replaced the property manager because the property manager failed to meet the investor's management expectations. The new management company, Continental Management, is headquartered in Ohio. Kate will be contacting the investor and the new management company to see if there are specific policies and procedures that BHA can incorporate into its management plan for its permanent supportive housing property.

- ***Summit Hill CDC Real Estate:***¹ Four of the Clear Creek Arlington Park homes are already built, and Nathan is working on selling the first house. Any environmental hurdles remaining for

¹ More details about SHCDC will be presented at the SHCDC board meeting.

constructing the Early Learning Center have been addressed. State Senator Shelli Yoder asked Nathan and Kate to provide input on Senate Bill No. 2. This bill seeks to increase childcare providers in Indiana and eliminate hurdles to its provision.

Administrative Updates:

- **Financials:** The December financial report is included in this packet. Copies will be available at the meeting if you request a copy BEFORE NOON on WEDNESDAY, November 29th.
- **Additional Partnership Project with Boys and Girls Club:** BHA is exploring the opportunity for a partnership with the BGC for a traffic-calming grant from the City of Bloomington. BHA hopes to have a controlled crosswalk at the corner of 12th and N. Monroe. Rhonda Moore is preparing the application, which is due in April.
- **Fair Housing Training:** BHA has contracted with Alison Bloodhart of Bloodhart Consulting to provide the recommended Fair Housing training to the agency. The training will be in four parts, starting on January 24, with the final session on March 27. The training will be recorded in the event any current staff cannot participate on the scheduled dates, and this training will be required for any new hires.
- **Strategic Planning:** The BHA consultant, Sara Peterson, will be back in the office next week after a few unavoidable demands on her time. She will contact the Board to schedule the planning sessions.
- **HR:**² Juwana Brown, who has been working as an assistant to the Property Management department, was promoted to Front Desk Coordinator to fill the position vacated by Rukus Harris when she became the ROSS assistant. Rukus began her role as the ROSS Assistant on January 2nd. She jumped right in and started assisting residents in the computer lab. She has been busy working with Heidi to create an updated schedule for the grocery shuttle. Rukus has also kept busy in her downtime working on some online training for the program that ROSS uses for reporting to HUD to learn how the program works. Nate Land and Brad Williams have recently joined the maintenance department full-time. (Brad worked for BHA a few years ago and it is great to have him back.)

BHA is continuing to BHA interview for a RAD PBV Specialist and a Financial Assistant.

- **Internship Update:** BHA is currently in the process of adding interns from the Bachelor of Social Work program at Indiana University to work with the ROSS program, Landlord Risk Mitigation Fund, and Emergency Housing Voucher program. IU School of Social Work is working to identify students interested in applying for an internship position with BHA, and we expect to begin scheduling interviews at the end of February in anticipation of a fall 2024 placement.
- **HCV Program:** Please see the attached HUD's Two Year Tool (TYT) and Board summary in the packet.
- **Property Management:** The waiting list for the properties is still open. Approximately 15 Crestmont families remain to move into newly renovated units. Please see the attached Occupancy Report for Property Management in the packet.
- **Family Self-Sufficiency:** Please see the board packet's FSS (Stages) report.
- **Landlord Risk Mitigation Fund (LRMF):** The LRMF program continues to move forward with enrollments, renter's education seminars, client housing search efforts, and deposit assistance

² Updated BHA Organizational Chart included in packet.

requests. The LRMF received two claims in 2023, both for operational loss. The LRMF negotiated for these families to walk away from their lease to avoid eviction by paying the lease break fees so the families would have a zero balance with their landlord. Moving into 2024, the LRMF has goals of increasing community awareness of the program and offering more individualized support with the addition of a BSW intern.

The program data to date:

Program Stats	
Applicants (to date)	157 [78 HCV, 79 Non-HCV]
Qualified Renters (attended Seminar)	105 [47 HCV, 58 Non-HCV]
Leased	17 [LRMF \$34,000 committed]
Deposit Assistance	27 [\$24,130 disbursed]
Claims	\$4,000 (Operational Loss)

EHV Program Updates: The EHV program continues to coordinate with the local Continuum of Care/ Coordinated Entry (CE) to receive client referrals.³ We currently have 25 EHV's leased up in the community, with one voucher holder presently looking for housing. Moving into 2024, the EHV program would like to explore utilizing HOME funds through the City of Bloomington to create additional vouchers. As a result of attaining full utilization of the EHV's by last fall's deadline, BHA hopes to receive additional EHV's after February, when HUD begins to reallocate the vouchers that were not utilized by other regions.

Resident Services Updates:

- ***Community of Empowerment Resident Services Shuttle.*** Heidi and Rukus discussed an option for Rukus to work full time, splitting time between the ROSS Assistant and the advocate for the shuttle program through the Community Health Foundation. Heidi created an updated proposal and submitted it on Friday, 1/12/24. The Health Foundation is reviewing this proposal. The original proposal was submitted along with the updated proposal for their team to review.
- ***Community Safety Grant:*** Summit Hill submitted a proposal for \$25,000 to fund support with youth activities & services to be facilitated by the services department. BHA hopes to hire an intern to manage this program under the direction of the ROSS Coordinator from the IU BSW department; however, time constraints may mean an intern may be hired sooner than that program will permit. This program will be an excellent opportunity for youth not attending the Boys and Girls Club to have a positive extracurricular activity in their neighborhood.
- ***Events:*** The BHARC provided a Holiday meal to some of the residents. This is the first solo event the BHARC has completed since wanting less BHA involvement with their non-profit. A few residents expressed dissatisfaction with the meal. The next event that BHA will host for all residents will be a dedication ceremony for the community building once it is completed.
- ***Technology Grants:*** Heidi and Rukus delivered the 14 desktop computers to PC Max to have operating systems installed on them. However, due to the age and condition of these computers that were donated a few years ago to the BHA by the City of Bloomington, these computers may not be salvageable. PC Max will give us a quote to 1) determine if these computers are worth salvaging, 2) the cost of salvaging them, and 3) whether it would be more cost-effective to purchase newer *refurbished* computers. Newer computers may mean BHA gets fewer computers, but newer computers would function better for the residents.

³ Referrals from CE will be a primary source for applicants to Kohr's permanent supportive housing.

- **ROSS:** Year-end reports and grant writing has consumed most of the ROSS Coordinator's time. Reports due to HUD were challenging this year. The previous reports showed around 360 participants, many of whom had not lived in PH/RAD for many years, and the list needed to be updated to create an accurate roster for the HUD report. At this time, the list has approximately 150 participants (both active and inactive). HUD only requires 50 active participants, and BHA has more than required. Heidi worked diligently to clean up the roster and keep it as accurate as possible. She will submit a narrative to HUD with the report to explain the substantial change in the roster from previous years' reporting periods due to an internal audit/purge. Heidi conducted the audit and discussed it with upper management and an outside consultant. All agreed that the roster must be corrected before this year's reporting and that deliberately inaccurate reports were unacceptable. Due to HUD changes to the reporting requirements, the deadline for this report was extended to January 31, 2024.

With help from Elizabeth Hacker, Heidi applied for a new round of ROSS funding when the contracted grant writer failed to finish the application. Heidi and Liz stayed until 9 pm the night the grant was due, and if not for them, the ROSS grant would not have been submitted by the deadline. BHA will update the Board on the status of the grant application.

Staff Kudos: Many thanks and kudos to **Rukus** for starting the New Year and her new job with such rapid results. She is a firebrand in the very best sense! Congratulations and kudos to **Nathan F.** for not only creating the Land Trust but also for his perseverance in getting title to the land and then managing to have four new homes materialize on the property within a week. Congratulations to **Brittney Willis** on her promotion from the FSS I Coordinator to an FSS II position. Brittney will have been with BHA for five years this spring and has completed several professional certifications. Thanks to **Brad** in maintenance for his quick work on cleaning and turning over units and his extraordinary job of cleaning up the maintenance garage. Kudos to **Julia** and **Shawntella** for working to fill units, with 13 move-ins and 12 transfers in December.



Bloomington Housing Authority

1007 N Summit St (812) 339-3491
Bloomington, IN 47404 fax: (812) 339-7177

January 19, 2024

Bruce C. Nzerem, Director
Office of Public and Indian Housing
Indiana Field Office
575 N. Pennsylvania Street, Suite 655
Indianapolis, IN 46204-1555

Dear Bruce,

Per your letter dated December 27, 2023, BHA would like to address the findings as stated to update your office on their status. We believe that the issues have been resolved through staff training, outsourcing of certain year end functions, and implementation of processes and procedures to maintain records in an efficient manner.

Finding 2022-001: Account Analysis

At the time of the preparation of the 2022 financial statements, our financial office was undergoing several staffing changes and the Director of Finance had only been in her position for a few months. While she was diligent in preparing the financial statements, the supporting documentation for many of the account balances was lacking. In addition, the agency closed on its second RAD deal, which was a complicated time for the financial reporting of the agency.

For the submission of the 2023 financial statements, the Director of Finance has had more than a year of experience with the housing programs and was able to produce supporting documentation for the balance sheet accounts. In addition, the Authority contracted out financial assistance from a consulting firm, Urlaub & Co., PLLC, who has many years of experience working with housing agencies. Some of the additional documentation that was prepared for the 2023 financial statements include the following:

- Fraud receivables
- FSS balances
- Depreciation schedules
- HCV admin fee reconciliation
- Accrued leave
- Wages payable
- Operating subsidy

The Authority feels confident that the 2023 audit report will reflect this finding as cleared.

Finding 2022-002: Late Submission

The 2022 audited FDS was submitted after the nine month due date. Part of the reason for the late submission was the prior auditor informing the Authority approximately three months after the end of

the fiscal year that they did not intend to perform the 2022 audit. This left the Authority scrambling to procure another auditor.

This issue has been alleviated. The auditor who performed the 2022 audit, Audit Solutions, has been contracted to perform the 2023 audit. Documentation to support the financial statements will be readily available to ensure a smooth audit process. The Authority has also contracted with Urlaub & Co., PLLC, to assist in communications with the auditor. This finding should be cleared with the submission of the 2023 audited FDS.

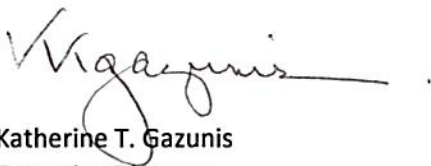
MD&A Discrepancies

Regarding the discrepancies between the MD&A and the FDS submission, the MD&A excludes discretely presented component units in the Government-wide financial statement as permitted in GASB Statement 34. To aid in clarification of the MD&A, future schedules related to component units will be included.

Inter-Program Accounts

We understand that the appearance of inter-program account balances may be an indication of ineligible costs. However, in our case, there were no ineligible costs. The inter-program balances were simply the result of a timing issue in which funds were drawn down after the eligible cost was incurred and paid. Our procedures have been updated to verify that grants are drawn down before the actual cash payment is made. The inter-program account balance represents less than 2% of the total current asset balance.

Respectfully,



Katherine T. Gazunis
Executive Director

cc: BHA Board of Commissioners
Jennifer J. Charles
Erin McCord



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Indiana Field Office
Office of Public and Indian Housing
575 N. Pennsylvania Street, Suite 655
Indianapolis, IN 46204-1555
(317) 226-6303 (317) 957-7383 (FAX)
www.hud.gov espanol.hud.gov

December 27, 2023

Kate Gazunis
Executive Director
Bloomington Housing Authority
1007 N. Summit Street
Bloomington, IN 47404

SUBJECT: Bloomington Housing Authority – IN 022
IPA Audit Review for Fiscal Year Ending 9/30/2022

Dear Kate Gazunis:

On August 30, 2023 the Real Estate Assessment Center's (REAC's) Financial Assessment Subsystem (FASS) received Bloomington Housing Authority's audited financial data submission for the September 30, 2022 fiscal year end (FYE). The audit was conducted by Audit Solutions, LLC, and this letter serves as a review for the IPA Audit for September 30, 2022 FYE.

The audit had 4 findings for the 2022 FYE and 0 findings for the prior fiscal year. Each of the 4 findings for the 2022 FYE are described below. Within 30 calendar days of this letter, please respond to Erin McCord, Financial Analyst, at erin.b.mccord@hud.gov with Bloomington Housing Authority's Corrective Action Plan (CAP) for the following 4 findings. If these findings have been closed, please provide the closure dates along with the CAP.

- **Finding 2022-001: Account Analysis**
 - The auditor determined that certain accounting requirements for gathering, processing, and reporting all financial transactions per HUD Financial Management Handbook No. 7475.1 Chapter 6 had not been followed by the Authority.
 - For example, the auditor stated the following conditions:
 - Lack of supporting documentation or calculation maintained for the following account balances:
 - Prepays
 - Payroll tax withholding
 - A/R – Fraud recovery
 - Allowance for doubtful account – Fraud recovery
 - A/R – HUD (Emergency Housing Voucher)
 - Other Current Liabilities
 - Lack of depreciation scheduled prepared for FY 2022
 - Lack of reconciliation of certain accounts to the schedule as follows:

- Cash
- FSS liability
- Operating grant revenue for HCV, HAP, FSS, and ROSS
- Accounts that were rolled forward from the prior year without any adjustment made in the current year as follows:
 - Accrued compensated absences liability
 - A/R – HUD (FSS)
- **Finding 2022-002: Late Submission**
 - The auditor stated that the Authority must submit the audited financial statement to REAC and the Federal Audit Clearinghouse within 9 months of the fiscal year, which the Authority failed to do.
- **Finding 2022-003: Account Analysis (Same as Financial Statement Finding 2022-001)**
- **Finding 2022-004: Late Submission (Same as Financial Statement Finding 2022-002)**

When responding with the Authority’s CAP, please provide the specifics beyond what is provided in the IPA audit, including the person responsible, the timeline and due dates, and the supporting documentation for the implementation of the CAP.

Also, please provide an explanation for the discrepancy in the amounts listed between the Management Discussion & Analysis (MD&A) Financial Highlights and the Financial Data Schedule (FDS) for the Net Position, Total Revenue, and Total Expenses. If this is related to Finding 2022-001, please explain how.

Lastly, while reviewing the Authority’s Financial Data Schedule (FDS) for the fiscal year ending 2022, recorded Due-To/Due-From amounts on the balance sheet, FDS lines 144 and 347 were found.

	Project Total	14.896 PIH Family Self- Sufficiency Program	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services
100 Total Cash	\$2,491,391	\$0	\$866,688	\$0
144 Inter Program Due From	\$8,871		\$17,203	
347 Inter Program - Due To		\$17,203		\$8,871

HUD guidance in REAC Accounting Brief #14 (August 2011) explains that Due-To/Due-From relationships should not be reported as a result of a public housing authority (PHA) using a common checking or working capital account. Resources from one program cannot be used to support the costs of another program, even on a short-term temporary basis.

HUD does allow PHAs to use a common checking account. **However, for FDS reporting, the cash balances must be reconciled, and the amounts reported in the FDS should reflect the actual share of cash of that program as if no common checking or working capital account existed.** If this results in a program(s) having a negative cash balance, the PHA would then report a Due-To/Due-From transaction for this amount (negative). The use of a Due-To/Due-From between programs signifies to HUD that in fact one program has used resources to cover the costs of another program, which could represent ineligible expenditures. Generally, there should be **no** Due-To/Due-From balances reported on the FDS.

Most importantly, the use of restricted funds, such as HCV Budget Authority – which is limited to use for housing assistance payments – is a serious violation of program requirements contained in your Annual Contributions Contract and in HUD’s regulations and notice requirements. HUD may impose sanctions for violating these requirements including financial penalties and reduction of the PHA’s SEMAP performance designation

Please reach out to Erin McCord at Erin.B.McCord@hud.gov or 317-957-7347 with any questions.

Sincerely,

Bruce C. Nzerem, Director
Office of Public and Indian Housing
Indiana Field Office

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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2024 Bloomington Housing Authority Board Meetings

Board Meetings are held the fourth Thursday of each month except for November.

January 25th

February 22nd

March 28th

April 25th

May 23rd

June 27th

July 25th

August- Recess

September 26th

October 24th

November 21st ?

December- Recess

*Dates are subject to change with notice



Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404
812-339-3491 fax 812-339-7177

TO: Board of Commissioners and Kate Gazunis, Executive Director

FROM: Rhonda Moore, Capital Assets Manager

DATE: January 2024

RE: Renovation & Procurement Activity

Please review my report and bring any questions to the next meeting. If you believe your questions may require research, please contact me prior to the meeting at 812-545-7053 or e-mail at rmoore@blha.net.

RAD II Update:

- BCM is still working on cleaning up the Crestmont site and removing most of the silt fencing that is no longer needed.
- CGR Services has poured the concrete at the Monroe Street parking lot.
- Snedegar has completed all the site drainage work. They will be working on grading while the ground is frozen. They have laid straw near sidewalks in most areas to control the mud. They will be laying seed and straw in all other areas once the grading has been completed.
- BCM has made significant progress on the community building renovations. They previously scheduled the completion date for the end of October. The Monroe County certificate of occupancy was received on January 18th. There will be a few outstanding work items so we will plan to schedule the February Board meeting in this building.
- The dumpster enclosure behind the community building should be installed this month, as well as installing a concrete curb behind the patio, and fencing will be installed on top of the curb. Exterior handrails should also be installed this month.

• RAD Schedule:

- I included a copy of the current RAD II construction for January. I will include the monthly schedule in the future. The very last building to be renovated is scheduled for completion on August 2, 2024.

• Upcoming Renovation schedules:

<u>Building 2</u>			
BCM Internal Punch	4 Days	Thurs, 1/4/23	Tues, 1/9/23
Initial Punch	5 Days	Wed, 1/10/23	Tues, 1/16/23

HAND Inspections	1 Day	Friday 1/18/24 at 1:30	Friday 1/18/24 at 1:30
Follow up Punch	3 Days	Wed, 1/17/24	Fri, 1/19/24
HQS Inspections	1 Day		
Turnover-Move in	1 Day	Mon, 1/22/24	Mon, 1/22/24
<u>Building 21</u>			
BCM Internal Punch	4 Days	Thurs, 1/11/24	Tues, 1/16/24
Initial Punch	5 Days	Wed, 1/17/24	Tue, 1/23/24
HAND Inspections	1 Day	Thu, 1/18/24	Thu, 1/18/24
Follow up Punch	3 Days	Wed, 1/26/24	Fri, 1/26/24
HQS Inspections	1 Day	Mon, 1/29/24	Fri, 1/26/24
Turnover-Move in	1 Day	Mon, 1/29/24	Mon, 1/29/24

- Once all renovations have been completed Duke Energy will complete their underground electrical installations. C&M Electric will then hook up all underground electric services to the buildings. All residents will then have individual meters. BHA will be able to see if residents are using excessive utilities, both gas and electric.

HCV Leasing and Spending Projection

IN022 Two-Year Voucher Forecasting Summary

1/12/2024

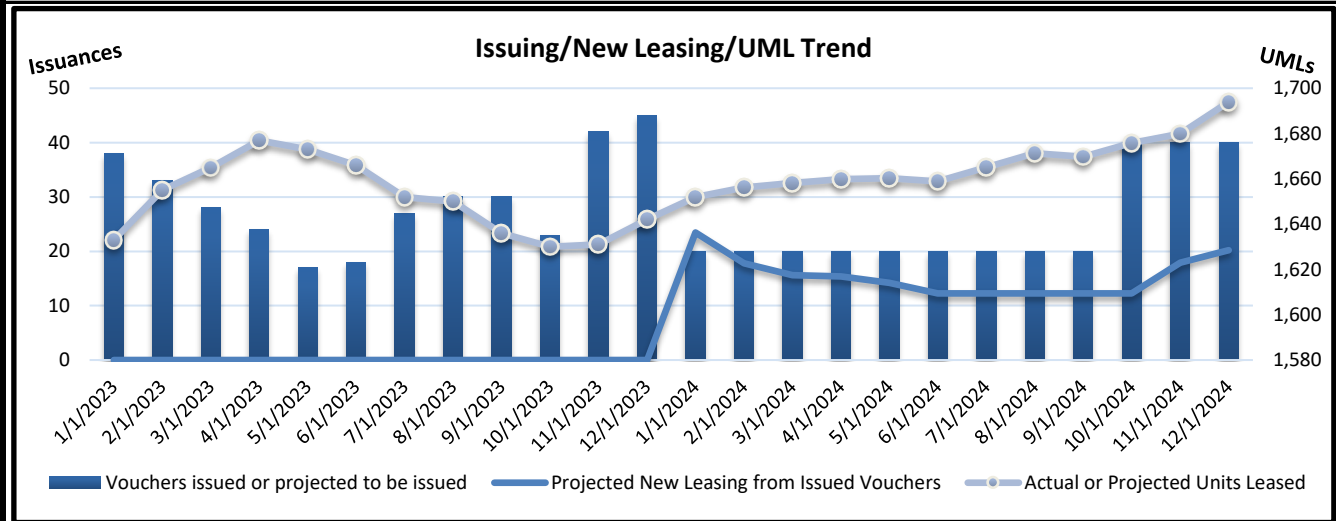
Prepared for: Board of Commissioners

Prepared by: DH

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool estimates the program to end the current year with \$168,809, or 1% of budget authority. It is important to examine the program in light of the second year as well. In this scenario, IN022 will end the second year with -\$2,927,215, or -21% of budget authority. This scenario relies upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
61%	13%	Leased in	Percent
		0-30 Days	46%
		31-60 Days	19%
		61-90 Days	13%
		91-120 Days	9%
		121-150 Days	13%
Year 1 PUC	Year 2 PUC		
(Average monthly cost of a voucher - Year 1)	(Average monthly cost of a voucher - Year 2)		
\$714	\$839		

After deciding upon the above variables, the largest driver of the program revolves around the decision to issue vouchers. This scenario includes issuing 355 vouchers in the first year and 300 in the second year. In addition, the tool includes 82 planned lease-ups (i.e. project-based vouchers coming online, tenant-protection vouchers) through the end of the following year. This results in a total of 0 new lease-ups this year and 186 new lease-ups next year. Please see the below graph, which shows issued vouchers and associated leasing, as well as the total program UMLs, which takes into account attrition:



Under this scenario, the PHA has no offset for next year or the following year. Additionally, the higher of this year's leased units (97.7%) or dollars (106.8%) is 106.8%, indicating full leasing indicator points in SEMAP. This is an estimate. Next year, the higher of leased units (99.2%) or dollars (123.4%) is 123.4%, indicating full leasing indicator points in SEMAP. This is an estimate.

IN022 Administrative Fee Overview

Based on the most recent, official (end of fiscal year) UNP, IN022 has a projected 2023 Calendar Year-End (CYE) UNP of \$791,879 (or 59.7% of CY 2023 Earned Admin Fees) and a 2024 CYE UNP of \$1,040,252 (or 93.3% of CY 2024 Earned Admin Fees). This projection uses average monthly administrative expense and carries it forward for the remaining months.

IN022 HCV Leasing and Spending Projection - The Goods

PHA Name		PHA Number		IN022		Utilization Report:		UtilizationReport (36)		Print	TYT Guide	TYT Videos		
Housing Authority of the City of Bloomington		IN022				Save		Access Additional Tools		Disclaimer				
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections				
ACC	Current Year (2023)	Year 2 (2024)	Year 3 (2025)	HAP		Success Rate	61%	Annual Turnover Rate	13.0%	2023		2024		
Beginning ACC Vouchers	1,721	1,721	1,721	Year 2 (2024) Rebenchmark	96.4%				EOP Rate as of 12/31/2023 (217 TB.PB EOPs): 13%	UML % of ACC (UMA)	95.9%	96.8%		
Funding Components	Current Year (2023)	Year 2 (2024)	Year 3 (2025)	Year 3 (2025) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 2.23 months)				HAP Exp as % of All Funds	98.8%	121.1%		
Initial BA Funding (net offset)	\$12,759,560	\$13,641,453	\$16,794,087	Year 2 (2024) % 'Excess' Reserves Offset	100.0%	% leased in 30 days	46%		*Estimated 2024 PHA-Specific Inflation*	HAP Exp as % of Eligibility only	106.9%	123.1%		
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2025) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	19%		0.0%	End of Year Results				
Set Aside Funding	\$53,736			Administrative Fees		% leased in 60 to 90 days	13%			Projected 12/31 Total HAP Reserves	\$168,809	-\$2,927,215		
New ACC Units Funding	\$420,574	\$0	\$0	Year 1 (2023)	97.0%	% leased in 90 to 120 days	9%			HAP Reserves as % of ABA (Start: 7.8%)	1.3%	-21.5%		
Total ABA Funding Provided	\$13,233,870	\$13,641,453	\$16,794,087	Year 2 (2024)	80.0%	% leased in 120 to 150 days	13%			"Excess" Reserves Subject To Offset	\$0	\$0		
PHA Income	\$56,610	\$56,610	\$56,610									End of Year 3 Results (2025)		
Total Cash-Supported Prior Year-End Reserves	\$1,029,213	\$168,809	\$0	HUD-Held Reconciliation - 12/31/2022 Cash Sufficiency Check							(\$1,721,235)	-10.2%	Projected Total HAP Reserves ===== Reserves % BA	
Total Funding				HUD-established CYE HHR	\$892,730	HUD-established CYE HHR				Administrative Fees Analysis		See Detail	2023	2024
Total Funding Available	\$14,319,693	\$13,866,871	\$16,850,697	HUD-Estimated Restricted Net Position	\$222,443	\$1,752,233	PHA-Held Cash 12/31/2022 (VMS)			<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$1,057,506)	\$1,325,599	\$1,115,330
				HUD-Reconciled	\$1,115,173	\$2,644,963	HUD-Reconciled (Cash Capped)					Expense	\$1,077,226	\$1,225,224
				Lower of H17/I17 (May Override)	\$1,029,213	Lower of H17/I17 (May Override)	Reserve Adjustment due to PY VMS Changes.			\$68.22	\$63.68			
				HUD-Reconciled RNP v PHA-Reported RNP							Expense %	81.3%	109.9%	
				HUD v. PHA difference: \$208,158.00 or 1.6% of Eligibility	\$14,285	<--EOY VMS RNP ===== HUD-estimated RNP-->	\$222,443			IN022 has a cost per UML of \$61.74 compared to its Earnings/UML & Size peer group of \$63.45 (a difference of -2.8%) and its state peer group (of all PHAs in the state) of \$49.29 (a difference of 20.2%). Based on the most recent, official (end of fiscal year) UNP, IN022 has a projected 2023 Calendar Year-End (CYE) UNP of \$791,879 (or 59.7% of CY 2023 Earned Admin Fees) and a 2024 CYE UNP of \$1,040,252 (or 93.3% of CY 2024 Earned Admin Fees).				

IN022 HCV Leasing and Spending Projection - The Goods

2023	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected to be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Year-to-Date UML %	Year-to-Date ABA Expended %	Monthly UML %	Monthly ABA Expended %
Jan-23	1,721	1,633	\$1,059,004	38				1,633	\$1,059,004	\$649		94.9%	96.0%	94.9%	96.0%
Feb-23	1,721	1,655	\$1,078,698	33				1,655	\$1,078,698	\$652		95.5%	96.9%	96.2%	97.8%
Mar-23	1,721	1,665	\$1,106,203	28				1,665	\$1,106,203	\$664		95.9%	98.0%	96.7%	100.3%
Apr-23	1,721	1,677	\$1,158,352	24				1,677	\$1,158,352	\$691		96.3%	99.8%	97.4%	105.0%
May-23	1,721	1,673	\$1,171,818	17				1,673	\$1,171,818	\$700		96.5%	101.1%	97.2%	106.3%
Jun-23	1,721	1,666	\$1,205,550	18				1,666	\$1,205,550	\$724		96.5%	102.5%	96.8%	109.3%
Jul-23	1,721	1,652	\$1,212,723	27				1,652	\$1,212,723	\$734		96.5%	103.5%	96.0%	110.0%
Aug-23	1,721	1,650	\$1,210,854	30				1,650	\$1,210,854	\$734		96.4%	104.3%	95.9%	109.8%
Sep-23	1,721	1,636	\$1,220,469	30				1,636	\$1,220,469	\$746		96.2%	105.0%	95.1%	110.7%
Oct-23	1,721	1,630	\$1,225,820	23				1,630	\$1,225,820	\$752		96.1%	105.6%	94.7%	111.2%
Nov-23	1,721	1,631	\$1,246,340	42				1,631	\$1,246,340	\$764		96.0%	106.3%	94.8%	113.0%
Dec-23	1,721	1,642	\$1,255,053	45				1,642	\$1,255,053	\$764		95.9%	106.9%	95.4%	113.8%
Total	20,652	19,810	\$14,150,884	355	0	0	0.0	19,810	\$14,150,884	\$714		95.9%	106.9%		
2024															
Jan-24	1,721			20	4	23	-17.8	1,652	\$1,280,752	\$775	\$775	96.0%	112.7%	96.0%	112.7%
Feb-24	1,721			20	4	18	-17.9	1,656	\$1,302,410	\$786	\$786	96.1%	113.6%	96.2%	114.6%
Mar-24	1,721			20	4	16	-17.9	1,658	\$1,322,622	\$798	\$798	96.2%	114.5%	96.3%	116.3%
Apr-24	1,721			20	4	15	-18.0	1,660	\$1,342,934	\$809	\$809	96.3%	115.4%	96.4%	118.1%
May-24	1,721			20	4	14	-18.0	1,660	\$1,362,608	\$821	\$821	96.3%	116.3%	96.5%	119.9%
Jun-24	1,721			20	4	12	-18.0	1,659	\$1,380,907	\$832	\$832	96.3%	117.2%	96.4%	121.5%
Jul-24	1,721			20	12	12	-18.0	1,665	\$1,405,973	\$844	\$844	96.4%	118.1%	96.8%	123.7%
Aug-24	1,721			20	12	12	-18.0	1,671	\$1,431,416	\$856	\$856	96.5%	119.1%	97.1%	125.9%
Sep-24	1,721			20	4	12	-18.1	1,670	\$1,450,543	\$869	\$869	96.5%	120.0%	97.0%	127.6%
Oct-24	1,721			40	12	12	-18.1	1,676	\$1,476,734	\$881	\$881	96.6%	121.0%	97.4%	129.9%
Nov-24	1,721			40	4	18	-18.2	1,680	\$1,501,478	\$894	\$894	96.7%	122.0%	97.6%	132.1%
Dec-24	1,721			40	12	20	-18.2	1,694	\$1,535,708	\$907	\$907	96.8%	123.1%	98.4%	135.1%
Total	20,652	0	\$0	300	82	186	-216.1	20,001	\$16,794,087	\$840		96.8%	123.1%		

Graphs

SPVs: Additional SPV leasing should focus on the 37 unleased VASH vouchers. FINANCIAL - Beginning Year: Cash & Investments (VMS) of \$1,752,233 compares to RNP (VMS) of \$14,285. Current: VMS Cash & Investments of \$1,333,611 compares to VMS RNP plus UNP of \$-23,783. PBVs: Currently, the PHA reports 371 leased PBVs, for a leased PBV rate of 78%. Additional leasing should focus on the 102 unleased PBVs, for which the PHA is making vacancy payments on 7. Finally, the PHA reports 12 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.

Comments
(Hover for VMS Comments)

Bloomington Housing Authority - Dashboard Report for December 2023

Property Performance Measures

Occupancy

	Physical Units	Rentable Units	Vacant Units	Occupancy %	Unit Mix						
					Studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm	Total
RAD II-Crestmont	200	200	83	59	4	58	62	62	8	6	200
RAD I Rev Bulter/Walnut Woods	116	116	7	94	0	32	10	14	0	0	56

Demographics

	Households			% Family Type (head of household)				Race % (head of household)				Ethnicity % (HOH)		
	# House-holds	% of House-holds	Avg Family Size	Adults, no children	Families w. children	Elderly	Disabled	Black African American	White	Native American	Asian	Hawaiian/Pacific islander	Hispanic/Latino	non Hispanic or Latino
Residents	235	100%	3	47%	53%	20%	48%	16%	84%	0%	1%	0%	3%	98%
X- Ext. Low Income (30% AMI)	197			46%	6%	3%	12%	13%	72%	1%	1%	0%	1%	83%
V- Very Low Income (50% AMI)	27			20%	7%	2%	1%	1%	9%	0%	0%	0%	0%	10%
L- Low Income (80% AMI)	9			2%	0%	1%	1%	1%	3%	0%	0%	0%	0%	3%
N-not low	2			0%	0%	0%	0%	0%	1%	0%	0%	0	0	0%
All incomes	230													

Waiting List

RAD

1 bedroom	121	0%	12%	55%	21%	72%	0%	0%	0%	0%	100%
2 bedroom	165	100%	0%	20%	20%	30%	0	10%	0%	2%	80%
3 bedroom	139	100%	0%	12%	40%	58%	1%	1%	6%	94%	
4 bedroom	5	100%	0	0%	44%	55%	0	0	0	100%	
5 bedroom	1	100%	0	33%	100%	0	0	0	0	100%	

Other Activity

Step Up participation	135
Names pulled from RAD WL	32
Denials	8
New move ins	7
Transfers (moved to reno unit)	2
Vacates	3
Eviction-non payment of rent	0
Eviction- lease violations	2
voluntary move outs	1
# Work Orders received	49
# Work Orders completed	36
Avg Days to Respond	1.5
# Work Orders emergency	3

Notes:

Bloomington Housing Authority - Dashboard Report for January 2024

Property Performance Measures

Occupancy

	Physical Units	Rentable Units	Vacant Units	Occupancy %	Unit Mix						Total
					Studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm	
RAD II-Crestmont	204	204	78	60	0	72	62	56	10	4	200
RAD I Rev Bulter/Walnut Woods	116	116	4	97	0	32	10	14	0	0	56

Demographics

	Households			% Family Type (head of household)				Race % (head of household)				Ethnicity % (HOH)		
	# House-holds	% of House-holds	Avg Family Size	Adults, no children	Families w. children	Elderly	Disabled	Black African American	White	Native American	Asian	Hawaiian/Pacific islander	Hispanic/Latino	non Hispanic or Latino
Residents	235	100%	3	47%	53%	20%	48%	16%	84%	0%	1%	0%	3%	98%
X- Ext. Low Income (30% AMI)	201			46%	6%	3%	12%	13%	72%	1%	1%	0%	1%	83%
V- Very Low Income (50% AMI)	23			20%	7%	2%	1%	1%	9%	0%	0%	0%	0%	10%
L- Low Income (80% AMI)	9			2%	0%	1%	1%	1%	3%	0%	0%	0%	0%	3%
N-not low	2			0%	0%	0%	0%	0%	1%	0%	0%	0	0	0%
All incomes	235													

Waiting List

RAD

1 bedroom	274	0%	12%	55%	21%	72%	0%	0%	0%	0%	100%
2 bedroom	305	100%	0%	20%	20%	30%	0	10%	0%	2%	80%
3 bedroom	261	100%	0%	12%	40%	58%	1%	1%	6%	94%	
4 bedroom	4	100%	0	0%	44%	55%	0	0	0	100%	
5 bedroom	1	100%	0	33%	100%	0	0	0	0	100%	

Other Activity

Step Up participation	135
Names pulled from RAD WL	80
Denials	10
New move ins	13
Transfers (moved to reno unit)	12
Vacates	2
Eviction-non payment of rent	0
Eviction- lease violations	2
voluntary move outs	0
# Work Orders received	94
# Work Orders completed	73
Avg Days to Respond	3.7
# Work Orders emergency	1

Notes:

December 2023 FSS Report

December started off busy! We updated an FSS flyer for the HCV briefing packet. The information is also being included in the annual reexamination form. We are excited to provide new and updated information with prospective and current clients. We hope that this outreach results in an increase in participation!

██████████ requested and received an interim disbursement for a down payment on a vehicle. ██████████ is going great! She is currently working full-time at a popular restaurant and is also getting closer to becoming a homeowner.

We received confirmation that the FSS Grant was funded for 2024! We are currently waiting for the award to post in Grant Solutions. Once the award posts we can accept it, this will allow the BHA to draw down the funds from the grant.

There was a Community Resource Fair and the Boys and Girls Club on Lincoln Street on Friday, December 8th. Jess and Liz attended the resource fair. We were able to provide information on BHA programs to members of the community. The resource fair was focused on serving members of the community without housing. We are grateful we were able to share information and hope that attendees will find housing more quickly due to the information they received at the resource fair.

██████████ requested a disbursement for homeownership from her FSS escrow account. Her request was granted! ██████████ has been working with Nate and will be one of the first homeowners with the community land trust. ██████████ expects to transition to homeownership this spring. We are excited for the progress she has made.

Winter weather is officially here. ██████████ requested and received FSS disbursement for tires for her vehicle. ██████████ was in need of new tires so that she can safely transport her children and go to work. We are glad that she was able to access the funds so that she can continue working toward her goals.

██████████ closed on her home in December! She is the BHA's newest homeowner. ██████████ has a large family and now has enough space for her and her children both inside and outside! We are glad that ██████████ was able to celebrate the holidays in her brand new home!

██████████ graduated this month with an escrow balance of \$6,568.66. During her time, enrolled in FSS she was able to get her record expunged, started her own cleaning business, and recorded two songs professionally. We are very proud of ██████████!

Both Brit and Liz were able to register for a FSS Compass membership and an AASC membership. Both memberships allow service coordinators to connect with one another, share information, ask questions, and collaborate ideas with other housing agencies. The memberships also provide training so we can stay current with best practices in the industry.