



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Community Development Authority**  
**June 27, 2012 at 4:30 pm**  
**The Forum**  
**Beloit City Hall**  
**100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on May 23, 2012 and the Special Meetings held on May 9, May 15 and June 4, 2012
4. Housing Authority
  - a. Presentation of April Activity Report (Pollard)
  - b. Presentation of April Financial Report (Pollard)
  - c. Presentation of May Activity Report (Pollard)
  - d. Presentation of May Financial Report (Pollard)
  - e. Review and Consideration of Resolution 2012-29, Approval of Revisions to the Administrative Plan for the Section 8 Housing Choice Voucher Program (Pollard)
  - f. Review and Consideration of Resolution 2012-30, Approval of Beloit Housing Authority's Plan to Serve as the Fiscal Sponsor for the Beloit Life Initiative for Healthy Families (LIHF) (Pollard)
5. Community Development
  - a. Review and Consideration of Resolution 2012-31, Setting Local Priorities for 2013 Community Development Block Grant Funding (Downing)
6. Adjournment

*If you are unable to attend this meeting, notify Ann Purifoy at 364-8740 **no later than 4:00PM the Friday before the meeting.***

Notice Mailed: June 22, 2012

Approved: Julie Christensen, Ex. Director

\*\* Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

**Minutes**  
**Beloit Community Development Authority**  
**100 State Street, Beloit WI 53511**  
**May 23, 2012**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, May 23, 2012 in the Forum at City Hall, 100 State Street.

1. **Call to Order and Roll Call**

Meeting was called to order by Commissioner Johnson at 4:30 p.m.

**Present:** Commissioners Adama, Johnson, Leavy, Luebke, and Jacobs

**Absent:** Commissioners Simpkins

**Staff Present:** Cathy Pollard, Teri Downing, Scott Schneider and Julie Christensen

2. **Approval of Minutes**

Motion by Commissioner Luebke and second by Commissioner Jacobs to approve the minutes of the April 25, 2012. Motion carried 5-0.

3. **Citizen Participation**

None.

4. **Housing Authority**

a. **Presentation of February and March Activity Reports and Financial Reports**

Cathy Pollard, Beloit Housing Authority Director gave a brief overview of the activity report, noting that everything is pretty stable. There are no new vacancies in public housing, but there is a rise in the number of violation notices being issued. The common problem is people living in the unit but not being on the lease.

Regarding the financials, the Housing Authority is currently running a deficit in the Housing Choice Voucher program due to trying to use up the reserves. The Housing Authority was over-housed in February and March as a result.

Public Housing is also running a deficit due to the nine units which are currently being converted to Project-Based Section 8. The Housing Authority has to maintain the units and pay the utilities without any revenue being generated on the units. We anticipate filling these units in the next few months.

b. **Review and Consideration of Resolution 2012-25, Authorization to Award the Installation of Replacement Storm Doors to Genesis Construction**

Cathy Pollard presented the staff report and resolution. She explained that the storm doors were for the nine units which will be converted to Project-Based Section 8.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2012-25. Motion carried 5-0.

5. **Community Development**

a. **Review and Consideration of Resolution 2012-24, Awarding the Demolition Contract for 736 Parker Avenue**

Scott Schneider summarized the staff report and recommendation and indicated that Gensler Excavating had the lowest bid. A motion was made by Commissioner Jacobs to approve the resolution awarding the contract to Gensler Excavating. It was seconded by Commissioner Luebke. Motion carried 5-0.

6. **Adjournment**

The meeting adjourned at 4:39 p.m.

## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

May 9, 2012

4:15 P.M.

The special meeting of the City of Beloit Community Development Authority was held on Wednesday, May 9, 2012 in the Forum at City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Johnson at 4:30 p.m.

**Present:** Commissioners Adama, Johnson, Luebke, and Jacobs

**Absent:** Commissioners Simpkins and Leavy

**Staff Present:** Cathy Pollard, Teri Downing, and Julie Christensen

2. Citizen Participation

None.

3. Review and Consideration of Initial Resolution No. 2012-18, Authorizing the Issuance of Lease Revenue Bonds of the Community Development Authority of the City of Beloit, Series 2012

Paul York presented the resolution. The bonds are being used to finance capital improvements in the City's Tax Increment District # 5. He explained that this is a private placement bond issue with Robert W. Baird.

Motion was made by Commissioner Luebke, seconded by Commissioner Jacobs to approve the resolution. A roll call vote was held, and the motion carried with a vote of 4-0.

4. Review and Consideration of Resolution 2012-19, Accepting an Offer to Purchase for 1157 Elm Street

Teri Downing presented the staff report and recommendation.

Motion was made by Commissioner Jacobs, seconded by Commissioner Luebke to approve the resolution. Motion carried with a vote of 4-0.

5. Review and Consideration of Resolution 2012-20, Authorizing the Community Development Authority to Purchase 823 Garfield Avenue

Teri Downing presented the staff report and recommendation.

Commissioner Luebke asked how much we could sell the house for. Teri Downing indicated that the real estate agent said we could sell the house for \$60,000.

Motion was made by Commissioner Adama, seconded by Commissioner Luebke. Motion carried with a vote of 4-0.

5. Presentation of the amended Administrative Plan for the Housing Choice Voucher Program  
Cathy Pollard presented the plan. Cathy explained that there are two manuals that guide what the Housing Authority can do: one for Section 8 and one for Public Housing. We are amending the Section 8 Administrative Plan now to address the use of the nine houses we had planned to sell as part of Phase 2 and 240 Portland Avenue as Project Based Section 8. Cathy explained that a 30-day public review is required before the plan can be approved. The Board will vote on the plan at its June 27 meeting.

Commissioner Adama asked if we had additional people to live in these units. Cathy Pollard indicated that we did.

6. Adjournment  
Motion was made by Commissioner Luebke, seconded by Commissioner Adama to adjourn the meeting. Meeting was adjourned at 4:37 p.m.

## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

May 15, 2012

4:00 P.M.

This special meeting of the City of Beloit Community Development Authority was held on Tuesday, May 15, 2012 in the Forum at City Hall, 100 State Street.

#### 1. Call to Order and Roll Call

Meeting was called to order by Commissioner Johnson at 4:03 p.m.

**Present:** Commissioners Luebke, Simpkins, Leavy, and Johnson

**Absent:** Commissioners Adama and Jacobs

**Staff Present:** Cathy Pollard

#### 2. Citizen Participation

None.

#### 3. Review and Consideration of Resolution 2012-21, Authorizing the Community Development Authority to Accept the 2012 Capital Fund Annual Contributions Contract in the Amount of \$160,509

Cathy Pollard spoke about the amount of money offered in the 2012 Fiscal Year Capital Fund (CFP) Annual Contributions Contract (ACC), stating this amount varies from year-to-year. She further stated the monies were designated for the maintenance on 131 units of public housing. Cathy reported that the CFP 5-year plan had been submitted to HUD and approved and that the scope of work to be done with these funds is in that plan.

Commissioner Luebke asked if the funds were an expected source of revenue. Cathy explained the Annual Contributions Contract and further explained the reduction in the contract amount from previous years.

Commissioner Luebke made a motion to approve Resolution 2012-21. Commissioner Simpkins seconded the motion. Chairman Johnson called for a vote. The motion carried unanimously.

#### 4. Review and Consideration of Resolution 2012-22, Authorizing the Community Development Authority to Accept the 2012 Capital Fund Annual Contributions Contract for Replacement Factor Funds in the Amount of \$89,150

Cathy explained how HUD uses a specific period of time each year to look at the number of Public Housing units being subsidized with CFP monies. When HUD took this "look" at the

BHA in 2011, the portfolio was 66 units short due to the demo-dispo application and renovations in Phase 2. Therefore when HUD calculated the CFP for 2013, the CFP ACC will be reduced. However, when HUD takes its 2012 "look", the numbers will once again reflect the 131 unit portfolio. Replacement funds are offered to offset the shortage in the Fiscal Year 2013 CFP. Cathy also explained these funds can only be used for the development of Public Housing units and costs associated with the development. Cathy stated the funds, if accepted now, will be used to repay debt service to the City of Beloit for a Recoverable Grant issued for Phase 2.

Commissioner Simpkins made a motion to approve Resolution 2012-22. Commissioner Luebke seconded the motion. Chairman Johnson called for a vote. The motion carried unanimously.

5. **Review and Consideration of Resolution 2012-23, Authorizing the Community Development Authority to Apply for the 2012 Public Housing Family Self-Sufficiency Coordinator Grant in the Amount of \$69,000**

Cathy explained the purpose of the Public Housing Coordinator position. She stated she has applied annually for these funds but due to a higher need in other areas and other existing Family Self-Sufficiency (FSS) programs, HUD has not awarded BHA this grant. She stated if the funds were secured they would be utilized to have a Caseworker interact with Public Housing residents and assist with issues around employment, education and parenting.

Commissioner Leavy inquired about accessibility to FSS services for those who have not yet been placed in Public Housing. Cathy answered that under ROSS grants and with HUD dollars, the monies were limited to those already residing in Public Housing.

Commissioner Leavy made a motion to approve Resolution 2012-23. Commissioner Luebke seconded the motion. Chairman Johnson called for a vote. The motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Leavy and second by Commissioner Luebke to adjourn at 4:23 p.m. Motion carried.

## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

June 4, 2012

5:30 PM

The special meeting of the City of Beloit Community Development Authority was held on Monday, June 4, 2012 in the Forum at City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Vice-Chairperson Simpkins at 5:30 p.m.

**Present:** Commissioners Adama, Jacobs, Luebke, and Simpkins

**Absent:** Commissioners Johnson and Leavy

**Staff Present:** Teri Downing and Julie Christensen

2. Citizen Participation

None.

3. Public Hearing, Review and Consideration of Resolution No. 2012-26, Authorizing an Amended and Restated Cooperation Agreement; Authorizing the Issuance and Sale of Redevelopment Lease Revenue Bonds, Series 2012A and the Execution of Related Documents; and Authorizing an Amended and Restated Public Property Lease and Contribution Agreement

Vice-Chairperson Simpkins open and closed the public hearing. No one from the public was present for the meeting.

Paul York outlined the resolution and introduced Dawn Gunderson, a representative from Ehlers and Associates. Dawn Gunderson presented the bond sales result and the resolution.

Commissioner Luebke asked if an A-3 rating was higher or lower than an A-1 rating. Dawn Gunderson explained the different bond rating systems and indicated that an A-1 rating is higher than an A-3.

Commissioner Luebke asked if the Community Development Authority and City are saving money by approving this resolution. Dawn Gunderson indicated that we are saving money when compared to what was originally proposed. However, since this is not a refunding issue, there is not a true savings.

Motion was made by Luebke, seconded by Jacobs to approve Resolution 2012-26. Roll call vote was held, and the motion carried with a vote of 4-0.



4. Review and Consideration of Resolution 2012-27, Authorizing the Community Development Authority to Purchase 812 Eighth Street

Teri Downing presented the staff report and recommendation. She explained that if approved, the CDA would be purchasing either 812 Eighth Street or 738 Kenwood Avenue, but not both houses.

Commissioner Luebke asked if the rehab costs were really expected to be \$80,000. Teri indicated that staff was unsure at this time because Scott Schneider had not had the opportunity to prepare specs yet. Overall, we expect to spend around \$100,000 for both acquisition and rehab costs.

The Commissioners had a brief discussion on the sales prices for the NSP houses, and the general consensus was that the staff should try to start as low as possible when negotiating the sales.

Commissioner Adama asked if both properties were bank-owned. Ms. Downing indicated that one was bank owned and the other is a short sale.

Commissioner Adama made a motion to approve, seconded by Commissioner Luebke. Motion carried, with a vote of 4-0.

5. Review and Consideration of Resolution 2012-28, Authorizing the Community Development Authority to Purchase 738 Kenwood Avenue

Teri Downing presented the staff report and recommendation.

Commissioner Adama asked if we are willing to go over \$80,000 on rehab costs. Ms. Downing indicated that we try to stay around \$100,000 for acquisition and rehab costs combined.

Commissioner Luebke made a motion to approve, seconded by Commissioner Jacobs. Motion carried, with a vote of 4-0.

5. Adjournment

Motion was made by Commissioner Luebke, seconded by Commissioner Adama to adjourn. Meeting was adjourned at 5:56 p.m.

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4a

**TOPIC:** Monthly Reports

**REQUESTED ACTION:** Information only – No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement for the month ending April 30, 2012. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of April, the Low Income Public Housing (LIPH) program income was \$263,747 and the Housing Choice Voucher (HCV) program was \$1,118,926, for a combined income of \$1,382,673, which is \$142,109 less than budgeted year-to-date.

Through the month of April, the Low Income Public Housing (LIPH) program expenses were \$253,674 and the Housing Choice Voucher (HCV) program expenses were \$1,128,827. Combined program expenses are \$1,367,682, which is \$105,166 less than the approved budget year to date.

Through the month of April, the Housing Authority shows an overall surplus of \$172 year-to-date. Public Housing deficit is (\$29,151), Redevelopment Phase 1 & 2 surplus is \$39,224, Section 8 administrative deficit is (\$13,353), and Section 8 HAP surplus is \$3,452.

Through the month of April, the FSS program has 8 of the 23 enrolled tenants holding escrow accounts totaling \$12,592.27. The Homeownership program had 5 tenants receiving homeownership assistance payments in April totaling \$1,538.

### **ATTACHMENTS:**

Monthly Financial Report

**Cash Flow Statement**  
**Beloit Housing Authority**  
**April 30, 2012**

	LIPH YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	23,053.00	37,907.00	-	59,565.33	1,394.67
Interest on Investments	334.27	6.70	163.14	1,033.33	(529.22)
Other Income	24,392.41	51,836.80	11,756.16	114,028.67	(26,043.30)
HUD Admin Fees	-	-	98,777.00	23,000.00	75,777.00
HUD Grants/Subsidies	126,217.00	-	1,008,229.17	1,190,563.00	(56,116.83)
<b>Total Income</b>	<b>173,996.68</b>	<b>89,750.50</b>	<b>1,118,925.47</b>	<b>1,388,190.33</b>	<b>(5,517.68)</b>
<b>Expenses</b>					
Administrative					
Salaries/Benefits	77,276.61	-	107,656.74	219,057.33	34,123.98
Office Expenses	11,516.38	15,638.12	15,139.00	82,223.33	39,929.83
Office Contracted Services	1,476.62	-	686.37	-	(2,162.99)
Oper Sub Transfer/Mgmt Fee Pd	26,554.54	6,915.08	-	-	(33,469.62)
Housing Assistance Pmts	-	-	1,004,777.48	1,043,138.00	38,360.52
Maintenance					
Salaries/Benefits	65,484.99	-	-	49,443.00	(16,041.99)
Materials & Supplies	3,387.69	74.34	-	2,566.67	(895.36)
Maintenance Contracts	4,110.97	15,510.07	-	55,210.00	35,588.96
Utilities	7,065.27	6,611.95	-	5,566.67	(8,110.55)
Other Operating					
Protective Services	1,075.70	-	-	433.33	(642.37)
Insurance	3,599.88	2,647.38	566.80	9,433.33	2,619.27
PILOT	1,598.78	3,129.51	-	5,776.33	1,048.04
Other Operating Expenses	-	-	0.02	-	(0.02)
<b>Total Expenses</b>	<b>203,147.43</b>	<b>50,526.45</b>	<b>1,128,826.41</b>	<b>1,472,848.00</b>	<b>90,347.71</b>
Net Admin Income (Loss)	(29,150.75)	39,224.05	(13,352.63)		
Net HAP Income (Loss)			3,451.69		
<b>Total YTD Income (Loss)</b>	<b>(29,150.75)</b>	<b>39,224.05</b>	<b>(9,900.94)</b>		

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4b

**TOPIC:** April Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

#### Public Housing:

There was one vacancy in public housing units in April and no upcoming vacancies in May of 2012. Public housing accounts receivable on occupied units totaled \$3,730.93 and vacated units totaled \$27,576.72 at the end of April, 2012 which brings the totaled outstanding public housing accounts receivable to \$31,307.65. Fifteen applicants were pulled from the public housing waiting list in April; eleven applicants were briefed. Twenty-two public housing inspections and twelve annual and interim re-certifications were completed in April.

#### Section 8:

582 vouchers were housed by April 30, 2012 with 6 voucher holders either searching for units or waiting for passed inspections. Ten portable vouchers were paid by BHA in April with another two families waiting to Port-Out. 89 Section 8 inspections were completed in April, and the Housing Specialists completed 100 annual or interim re-certifications in April. Eighteen applicants were notified; twelve were briefed.

### **ATTACHMENTS:**

April Activity Report



220 Portland 5A  
 220 Portland 5B  
 220 Portland 5C  
 220 Portland 5D  
 220 Portland 6A  
 220 Portland 6B  
 220 Portland 6C  
 220 Portland 6D  
 220 Portland 7A  
 220 Portland 7B  
 220 Portland 7C  
 220 Portland 7D

Public Housing Inspections

22 Inspections completed. There were 2 annual inspections; there were 5 move-in inspections. There were 2 move-out inspections. There was no housekeeping inspections, or preventative maintenance inspections. There were ten 11 month warranty inspections on Phase 1 properties.

Public Housing Activities

Annual Recerts:	7
Interim Recerts:	5
Notice to Vacate:	0
New Tenants:	8
Transfers:	2
Lease Terminations:	1
Possible Program Violations:	2
Evictions	0

Public Housing Briefings

Number Notified:	15
Number Briefed:	11

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

April

581 under lease - 97% Occupancy  
 10 Portable Vouchers – 10 Not Absorbed (0/Port-In)  
 6 Voucher holders searching or waiting for passed inspections

### Section 8 Inspections

89 inspections were completed in April. 52 were annual inspections. 15 were initial inspections, 22 were re-inspections and there were no special inspections.

### Section 8 Activities

New Participants:	5	
Annual Recerts:	52	
Interim Recerts:	48	
Abatements:	0	
Movers:	5	
Possible Program Violations:	10	program violations
End of Program	2	

### Section 8 Briefings

Number Notified:	18
Number Briefed:	12

### APPLICATIONS

Applications Taken:	32 applicants applied in April (2012)
Waiting List:	339 Public Housing, 481 Section 8
	0 Tenants removed for Repayment Default
	1 Tenants removed for unreported income
	0 Tenants removed for unauthorized occupants
	1 Applicants removed for debts owed
	Some applicants are on both lists, some are not
	<b>Section 8 waiting list opened 4/4/11</b>

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4c

**TOPIC:** Monthly Reports

**REQUESTED ACTION:** Information only – No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement for the month ending May 31, 2012. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of May, the Low Income Public Housing (LIPH) program income was \$313,730 and the Housing Choice Voucher (HCV) program was \$1,416,054, for a combined income of \$1,729,784, which is \$176,194 less than budgeted year-to-date.

Through the month of May, the Low Income Public Housing (LIPH) program expenses were \$319,262 and the Housing Choice Voucher (HCV) program expenses were \$1,407,745. Combined program expenses are \$1,705,163, which is \$126,898 less than the approved budget year to date.

Through the month of May, the Housing Authority shows an overall surplus of \$2,777 year-to-date. Public Housing deficit is (\$46,288), Redevelopment Phase 1 & 2 surplus is \$40,756, Section 8 administrative deficit is (\$2,051), and Section 8 HAP surplus is \$10,360.

Through the month of May, the FSS program has 9 of the 25 enrolled tenants holding escrow accounts totaling \$14,112.87. The Homeownership program had 5 tenants receiving homeownership assistance payments in May totaling \$1,793.

### **ATTACHMENTS:**

Monthly Financial Report



**Cash Flow Statement**  
**Beloit Housing Authority**  
**May 31, 2012**

	LIPH YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	22,785.00	47,314.00	-	74,456.67	(4,357.67)
Interest on Investments	520.52	8.48	203.02	1,291.67	(559.65)
Other Income	31,958.91	54,639.07	15,605.76	142,535.83	(40,332.09)
HUD Admin Fees	-	-	139,830.00	28,750.00	111,080.00
HUD Grants/Subsidies	156,504.00	-	1,260,414.76	1,488,203.75	(71,284.99)
<b>Total Income</b>	<b>211,768.43</b>	<b>101,961.55</b>	<b>1,416,053.54</b>	<b>1,735,237.92</b>	<b>(5,454.40)</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries/Benefits	95,629.34	-	133,786.58	273,821.67	44,405.75
Office Expenses	18,226.88	16,419.37	22,413.13	93,779.17	36,719.79
Office Contracted Services	1,545.90	-	758.48	-	(2,304.38)
Oper Sub Transfer/Mgmt Fee Pd	28,693.97	8,386.31	-	-	(37,080.28)
Housing Assistance Pmts	-	-	1,250,054.73	1,303,922.50	53,867.77
<b>Maintenance</b>					
Salaries/Benefits	82,215.15	-	-	61,803.75	(20,411.40)
Materials & Supplies	5,089.10	152.47	-	3,208.33	(2,033.24)
Maintenance Contracts	4,933.68	20,151.83	-	69,012.50	43,926.99
Utilities	7,719.53	7,865.51	-	6,958.33	(8,626.71)
<b>Other Operating</b>					
Protective Services	1,114.40	-	-	541.67	(572.73)
Insurance	4,592.25	3,302.38	731.60	11,791.67	3,165.44
PILOT	1,506.54	3,944.85	-	7,220.42	1,769.03
Other Operating Expenses	6,790.13	982.68	0.02	-	(7,772.83)
<b>Total Expenses</b>	<b>258,056.87</b>	<b>61,205.40</b>	<b>1,407,744.54</b>	<b>1,832,060.00</b>	<b>105,053.19</b>
Net Admin Income (Loss)	(46,288.44)	40,756.15	(2,051.03)		
Net HAP Income (Loss)			10,360.03		
<b>Total YTD Income (Loss)</b>	<b>(46,288.44)</b>	<b>40,756.15</b>	<b>8,309.00</b>		

## **REPORT TO THE БЕLOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4d

**TOPIC:** May Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

#### Public Housing:

There were no vacancies in public housing units in May and one upcoming vacancy in June of 2012. Public housing accounts receivable on occupied units totaled \$1,554.64 and vacated units totaled \$18,925.94 at the end of May, 2012 which brings the totaled outstanding public housing accounts receivable to \$20,480.58. Twenty applicants were pulled from the public housing waiting list in May; eleven applicants were briefed. Twenty-two public housing inspections and fourteen annual and interim re-certifications were completed in May.

#### Section 8:

581 vouchers were housed by May 31, 2012 with 6 voucher holders either searching for units or waiting for passed inspections. Ten portable vouchers were paid by BHA in May with another two families waiting to Port-Out. 88 Section 8 inspections were completed in May, and the Housing Specialists completed 97 annual or interim re-certifications in May. No new applicants were notified; eight were briefed.

### **ATTACHMENTS:**

May Activity Report

**Beloit Community Development Authority  
Activity Report to Board for June 2012**

**May Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

Outstanding Receivables – Occupied Units 5/31/12	\$ 1,554.64
Outstanding Receivables – Vacated Units 5/31/12	\$ 18,925.94
Outstanding Receivables – Occupied Units 4/30/12	\$ 3,730.93
Outstanding Receivables – Vacated Units 4/30/12	\$ 27,576.72
Total March 31, 2012 Outstanding Receivables:	\$ 20,480.58
Total April 30, 2012 Outstanding Receivables:	\$ 31,307.65
Decrease of:	\$ 10,827.07

**Vacancies – 05/31/12**

**Total Public Housing Units**                      131 Units  
100% Occupancy

1 Vacancy:              0 Elderly - 100% Occupancy  
                                        1 Family - 99% Occupancy

                                Vacancies:  
Demo- Dispo Vacancies:  
                                220 Portland 2A  
                                220 Portland 2B  
                                220 Portland 2C  
                                220 Portland 2D  
                                220 Portland 3A  
                                220 Portland 3B  
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220 Portland 5A  
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 220 Portland 6D  
 220 Portland 7A  
 220 Portland 7B  
 220 Portland 7C  
 220 Portland 7D

Public Housing Inspections

22 Inspections completed. There were 2 annual inspections; there were 4 move-in inspections. There were 4 move-out inspections. There were 2 housekeeping inspections, or preventative maintenance inspections. There were ten 11 month warranty inspections on Phase 1 properties.

Public Housing Activities

Annual Recerts:	4
Interim Recerts:	10
Notice to Vacate:	0
New Tenants:	5
Transfers:	0
Lease Terminations:	1
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	20
Number Briefed:	11

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

May

581 under lease - 97% Occupancy  
 10 Portable Vouchers – 10 Not Absorbed (0/Port-In)  
 6 Voucher holders searching or waiting for passed inspections

### Section 8 Inspections

88 inspections were completed in April. 62 were annual inspections. 10 were initial inspections, 16 were re-inspections and there were no special inspections.

### Section 8 Activities

New Participants:	8	
Annual Recerts:	60	
Interim Recerts:	37	
Abatements:	11	
Movers:	11	
Possible Program Violations:	16	program violations
End of Program	10	

### Section 8 Briefings

Number Notified:	0
Number Briefed:	8

### APPLICATIONS

Applications Taken: 61 applicants applied in April (2012)  
Waiting List: 362 Public Housing, 506 Section 8  
0 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed for debts owed  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

**AGENDA ITEM:** 4e

**TOPIC:** Resolution No. 2012-29:

**APPROVAL OF REVISIONS TO THE ADMINISTRATIVE  
PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER  
PROGRAM**

**REQUESTED ACTION:** Approval of Resolution No. 2012-29

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

HUD requires all housing authorities to annually review and revise, if necessary, the Administrative Plan for the Section 8 Housing Choice Voucher Program. Due to the addition of Project –Based units the Administrative Plan approved in 2007 needed revisions. These revisions along with updates needed for HUD compliance have been added to the plan.

The amended plan has been put up for public review at the BHA Office and the Public Library for a period of 45 days per HUD requirements and is subject to public comment.

The newly amended plan will be submitted to HUD for final approval and implemented directly after approval.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-29

### **ATTACHMENTS:**

Resolution No. 2012-29 and attached detail

**RESOLUTION NUMBER 2012-29**

**APPROVAL OF REVISIONS TO THE ADMINISTRATIVE PLAN  
FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS,** the Beloit Housing Authority is required to annually review and revise, if necessary, the Administrative Plan for the Section 8 Housing Choice Voucher Program;

**WHEREAS,** the Beloit Housing Authority is required to submit the revised Administrative Plan for the Section 8 Housing Choice Voucher Program to HUD for approval outlining the program definitions, rules, and regulations that will be used in operating said program and also notify our residents and Community of its availability for their review and comment for 45 days at the library and BHA office;

**THEREFORE BE IT RESOLVED** that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the revisions, per attachment, to the Administrative Plan for the Section 8 Housing Choice Voucher Program as written.

Adopted this 27th day of June, 2012

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Thomas Johnson, Chair  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, CDA Executive Director

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

**AGENDA ITEM:** 4f

**TOPIC:** Resolution No. 2012-30:

**APPROVAL OF BELOIT HOUSING AUTHORITY'S  
PLAN TO SERVE AS THE FISCAL SPONSOR FOR THE  
BELOIT LIFE INITIATIVE FOR HEALTHY FAMILIES**

**REQUESTED ACTION:** Approval of Resolution No. 2012-30

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

The Beloit LIHF in a partnership with the Wisconsin Prevention Partnership (WPP) has formed a service provider coalition in the Stateline area. The focus of this Coalition is Infant Mortality and the relating healthcare disparities. The Beloit LIHF is funded by WPP. This funding, in the amount of 150,000.00 for the FY2012 and 100,000.00 and for the FY 2013, will be administered through an existing not-for-profit in the Beloit area.

BHA has been an integral part in the developmental phase of the Beloit LIHF Collaborative. Through the developmental phase a Community Action Plan has been developed to address community needs and service provider coordination. The next phase, the Implementation Phase, will see this plan put into action.

Beloit LIHF has approached the BHA in regard to fiscal sponsorship. In receiving these funds from WPP, the BHA would be responsible for the documentation and reporting of the expenditures for LIFH during the Implementation Phase.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-30

### **ATTACHMENTS:**

Resolution No. 2012-30 and attached detail



**RESOLUTION NUMBER 2012-30**

**APPROVAL OF BELOIT HOUSING AUTHORITY'S PLAN  
TO SERVE AS THE FISCAL SPONSOR FOR THE BELOIT LIFE INITIATIVE  
FOR HEALTHY FAMILIES (LIHF)**

**WHEREAS,** the Beloit LIHF in a partnership with the Wisconsin Prevention Partnership (WPP) is the umbrella organization which oversees the collaborative efforts of community service providers,

**WHEREAS,** the Beloit LIHF is the leading organization in the Stateline area dealing with the issue of Infant Mortality and relating health disparities,

**WHEREAS,** WPP will fund the efforts of the Beloit LIHF by passing funds through area non-for-profits in the 2012FY in the amount of \$150,000. and in the 2013FY in the amount of 100,000.,

**WHEREAS,** the Beloit LIFH has requested the Beloit Housing Authority become potential sponsor for pass-through funding,

**THEREFORE BE IT RESOLVED** that the Beloit Housing Authority be granted the ability to serve as the fiscal agent for the Beloit LIHF for the 2102 FY and the 2013 Fiscal Year.

Adopted this 27th day of June, 2012

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Thomas Johnson-Chair  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, CDA Executive Director

**FISCAL SPONSORSHIP AGREEMENT**

This is an agreement made on \_\_\_\_\_, by and between  
\_\_\_\_\_  
\_\_\_\_\_ (“Sponsor”) and  
\_\_\_\_\_ (“Project”)

**The Sponsor:** The Sponsor is a nonprofit corporation, exempt from federal tax under section 501(c)(3) of the Internal Revenue Code, as amended (the “Code”). It is formed for purposes, which include

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

**The Project:** The Project is an unincorporated organization formed for the purposes of

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

**The Agreement:** The Sponsor is willing to receive tax-deductible charitable contributions for the benefit and use of implementing the Project. The Project, with the administrative assistance of the Sponsor, desires to use these funds in order to implement the Project’s purposes.

By entering into this Agreement, the parties agree to the following terms and conditions:

**Receipt of funds:** The Sponsor agrees to receive grants, contributions and gifts to be used for the Project, and to make those funds available to the Project.

**Acknowledgment of charitable donations on behalf of the Project:** The Sponsor agrees that all grants, charitable contributions and gifts which it receives for the Project will be reported as contributions to the Sponsor as required by law, and further agrees to acknowledge receipt of any such grant, charitable contribution or gift in writing and to furnish evidence of its status as an exempt organization under Section 501(c)(3) to the donor upon request. The Sponsor agrees to notify the Project of any change in its tax-exempt status.

**Protection of tax-exempt status:** The Project agrees not to use funds received from the Sponsor in any way which would jeopardize the tax-exempt status of the Sponsor. The Project agrees to comply with any written request by the Sponsor that it cease activities which might jeopardize the Sponsor’s tax exempt status, and further agrees that the Sponsor’s obligation to make funds available to it is suspended in the event that it fails to comply with any such request. Any changes in the purpose for which grant funds are spent must be approved in writing by the Sponsor before implementation. The Sponsor retains the right, if the Project breaches this Agreement, or if the Project jeopardizes the Sponsor’s legal or tax status, to withhold, withdraw, or demand immediate return of grant funds.

**Use of funds:** The Sponsor also authorizes the Project to make expenditures according to the approved budget and which do not exceed total contributions for the Project, on its behalf for use in the Project. The Project agrees to use any and all funds received from the Sponsor solely for legitimate expenses of the Project and to account fully to the Sponsor for the disbursement of these funds. On behalf of and with its funds, the Sponsor will pay for the Project's direct expenses such as salary and benefits for Project staff, supplies, travel, meeting expenses and consultants or contracts. The Sponsor will obtain authorization from the Project to pay these expenses using the Project's funds.

**Financial procedures:** The Project must act within the financial policies outlined in the Sponsor's Financial Procedures Manual. Subjects of particular interest to the Project include: Cash Disbursements, Purchasing, Travel and Expenses, Consultants, Grants and Contracts, and Other – Fiscal Agent Status.

**Use of office space and administrative support:** In addition to serving as fiscal sponsor for the Project, the Sponsor will provide limited office space and administrative support including reception, payroll and accounting support, rent, telephone, internet access, access to copy and fax machines, supplies, postage, printing, and long distance telephone according to the approved budget.

**Financial accounting and project reporting:** The Sponsor will maintain books and financial records for the Project in accordance with generally accepted accounting principles. The Project's revenue and expenses shall be separately classed in the books of the Sponsor. The Sponsor will provide reports reflecting revenue and expenses to the Project on a regular basis, within two weeks after the end of each month, and, on an annual basis, within three months after the end of each fiscal year of the Sponsor. The Project shall prepare progress and final reports as needed by the grant funder and submit to the Fiscal Sponsor for review. The Fiscal Sponsor's Executive Director (or authorized representative) must sign the grant proposal, grant agreement, and all required grant reports.

**Reimbursement for use of office space and administrative support:** In addition to serving as fiscal sponsor for the Project, the Sponsor will provide limited office space and administrative support on an "as available" basis to the Project. The Project will reimburse the Sponsor for office and administrative costs including reception, payroll and accounting support, rent, telephone, internet access, access to copy and fax machines, supplies, postage, printing, and long distance telephone. The fee related to the use of office space and administrative support will be \$ \_\_\_\_\_ This amount will be adjusted by the Sponsor on \_\_\_\_\_ (date), and annually thereafter.

**Employment:** Unless otherwise agreed, and subject to their consent, all personnel to be compensated for working on the Project shall be at-will employees of the Sponsor and subject to the same personnel policies and benefits that apply to all employees of the Sponsor.

**Governance:** Authority to manage the programmatic activities of the Project is delegated to its Steering Committee, subject at all times to the ultimate direction and control of the Sponsor's Board of Directors.

**Fundraising:** The Project may solicit gifts, contributions, and grants on behalf of the Sponsor which are earmarked for the activities of the Project. The Project's choice of funding sources to be approached and the text of the Project's letters of inquiry, grant applications, and other fundraising materials are subject

to approval by the Sponsor. The Sponsor's Executive Director must co-sign all original letters of inquiry, grant proposals, and grant agreements. All grant agreements, pledges, or other commitments with funding sources to support the Project shall be executed by the Sponsor. The cost of any reports or other compliance measures required by such funding sources shall be borne by the Project's approved budget. The Sponsor's Executive Director must be copied at least one week in advance on all progress and final report submissions. The Sponsor shall be responsible for the processing and acknowledgment of all monies received for the project, which shall be reported as the income of the Sponsor for both tax purposes and for purposes of the Sponsor's financial statements. Grants involving government or public agency monies have substantial reporting and auditing requirements.

**Renewal of this agreement:** If both the Sponsor and Project desire to do so, this agreement may be renewed on \_\_\_\_\_ (date), and annually thereafter.

**Termination:** Either party may terminate this Agreement by giving 60 days' written notice to the other party. Termination of either party may result in the loss of grant funds unless the Project has a new organization qualified to be a Sponsor and eligible to receive grant funding.

This Agreement will remain in force until the stated end of the project on \_\_\_\_\_ (date) or it is terminated with 60 days written notice by either the Sponsor or the Project, whichever date is sooner.

By signing below, both parties agree to execute this Agreement on the day and year first written above.

**SPONSOR:**

\_\_\_\_\_

Sponsor Name

\_\_\_\_\_

Executive Director Date

\_\_\_\_\_

Chair, Board of Directors Date

**PROJECT:**

\_\_\_\_\_

Project Name

\_\_\_\_\_

Director Date

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Chair, Steering Committee Date



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5a

**TOPIC:** Priorities for 2013 Community Development Block Grant funding

**ACTION:** Take Action on Resolution 2012-31

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

The Community Development Authority (CDA) has the option to recommend funding priorities for Community Development Block Grant (CDBG) funds to ensure allocation to projects which will meet the greatest needs for the dollars spent, which will then be approved by the City Council. For program years 2011 and 2012, the CDA chose not to recommend funding priorities. In program year 2010, the funding priorities were:

1. Public Service Programs which help stabilize neighborhoods by keeping people in their homes, with priority given to rental assistance, utility assistance, foreclosure prevention, credit counseling, and financial counseling
2. Code Enforcement
3. Housing Rehabilitation
4. Economic Development Activities, with priority given to Microenterprise Assistance

The funding priorities approved in 2010 are listed on Attachment A with the addition of two programs that are required by CDBG: program administration and fair housing. I would suggest that you modify Attachment A to include the funding priorities the board would like to recommend to City Council. Attachment B outlines eligible CDBG activities. Attachment C outlines funding priorities from prior years.

After the CDA recommends approval of funding priorities, the formal adoption of funding priorities will be approved by the City Council on July 16. A public hearing will be held by the City Council on July 16 as well. Once approved, they will be incorporated into the 2013 application process which begins in mid- to late-July.

**ATTACHMENTS:**

Resolution 2012-31 with Attachments A, B, and C

**RESOLUTION 2012-31  
SETTING LOCAL PRIORITIES FOR 2013 COMMUNITY DEVELOPMENT BLOCK  
GRANT FUNDING**

**WHEREAS**, the City of Beloit will be allocating Community Development Block Grant (CDBG) funds to eligible projects for 2013, and

**WHEREAS**, CDBG funds awarded to the City of Beloit are limited, and

**WHEREAS**, the Community Development Authority recommends that setting priorities for funding will ensure allocation to projects which will meet the greatest needs for the dollars spent;

**NOW THEREFORE BE IT RESOLVED**, that the 2013 CDBG local funding priorities are recommended to the City Council as shown on Attachment A.

Adopted this 27th day of June, 2012.

**Community Development Authority**

\_\_\_\_\_  
Crystal Simpkins, Vice-Chairman  
Beloit Community Development Authority

ATTEST:

\_\_\_\_\_  
Julie Christensen  
Community Development Director



**Attachment A**  
**2013 Recommended Funding Priorities**

1. Public Service Programs which help stabilize neighborhoods by keeping people in their homes, with priority given to rental assistance, utility assistance, foreclosure prevention, credit counseling, and financial counseling.
2. Code Enforcement
3. Housing Rehabilitation
4. Economic Development Activities, with priority given to Microenterprise Assistance
5. Program Administration
6. Fair Housing

## **Attachment B Eligible CDBG Projects**

**Public Services:** Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, or recreational needs.

**Housing:** This includes labor, materials, and other costs of rehabilitating houses; loans for financing indebtedness secured by a property being rehabilitated with CDBG funds; improvements to houses to increase energy efficiency; improvement to houses to increase water efficiency; connection of residential structures to water or sewer mains; administrative expenses related to a rehabilitation project funded with CDBG; and improvements to houses to improve the accessibility.

**Property Acquisition:** Acquisition of property for any public purpose which meets one of the national objectives.

**Demolition:** Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

**Code Enforcement:** Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation or services to be provided may be expected to arrest the decline of the area.

**Commercial or Industrial Rehabilitation:** The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

**Micro-enterprise Assistance:** The provision of assistance to businesses having five or fewer employees.

**Planning:** Activities that consist of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

**Public Facilities and Improvements:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

**Special Economic Development Activities:** Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

**Fair Housing:** Provision of fair housing service and fair housing enforcement, education and outreach

**Interim Assistance:** In areas where there are signs of physical deterioration and immediate action is needed, the repair of public infrastructure and special garbage, trash, and debris removal may be completed. Additionally, in emergency situations where public health and safety is at risk, the repair of streets, sidewalks, publicly owned utilities, and public buildings; the clearance of streets, and the improvement of private properties may be completed. These activities can only be completed to extent necessary to alleviate the emergency conditions.

**Privately-owned Utilities:** Acquire, construct, reconstruct, rehabilitate, or install distribution lines and facilities of privately-owned utilities.

**Technical Assistance:** Provide technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities.

**Attachment C**  
**CDBG Funding Priorities from Previous Years**

<b>Year</b>	<b>Local Goals / Priorities</b>
1999	Code Enforcement Economic Development Housing Rehabilitation Facilities and Infrastructure Improvements Public Services, Emphasis on: Public safety; drug abuse counseling and treatment (Emphasis on youth); job training or W-2 related activities Fair Housing Activities
2000	Facilities and Infrastructure Improvements Housing Rehabilitation Code Enforcement Economic Development Public Service, Emphasis on: Safety; Drug and Alcohol Treatment and Prevention; Job Training or W-2 Related Issues; Youth and Youth Programming
2001	Facilities and Infrastructure Improvements Housing Rehabilitation Code Enforcement Economic Development Public Service – Emphasis on: Safety; Drug and Alcohol Treatment and Prevention; Job Training or W-2 Related Issues; Youth and Youth Programming
2002	Facilities and Infrastructure Improvements Density Reduction Code Enforcement Economic Development Public Service – Emphasis on: Safety; Drug and Alcohol Treatment and Prevention; Job Training; Senior and Youth Programming
2003	Facilities and Infrastructure Improvements Density Reduction Code Enforcement Economic Development Public Service – Emphasis on: Safety; Drug and Alcohol Enforcement; Senior and Youth Programming
2004	Code Enforcement Density Reduction Economic Development Facilities and Infrastructure Improvements Housing Rehabilitation

	Public Service – Emphasis on: Citizen Programs; Drug and Alcohol Enforcement, Treatment, and Prevention; Safety
2005 – 2009	No local priorities or goals were set by the City Council
2010	Public Service Programs which help stabilize neighborhoods by keeping people in their homes, with priority given to rental assistance, utility assistance, foreclosure prevention, credit counseling, and financial counseling. Code Enforcement Housing Rehabilitation Economic Development Activities, with priority given to Microenterprise Assistance Program Administration Fair Housing
2011-2012	No local priorities or goals were set by the City Council