



CITY HALL • 100 STATE STREET • БЕLOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Community Development Authority**  
**November 7, 2012 at 4:30 pm**  
**Beloit City Hall**  
**The Forum**  
**100 State Street**

1. Call to Order and Roll Call
2. Approval of the Minutes of the Regular Meeting held on October 3, 2012
3. Citizen Participation
4. Housing Authority
  - a. Presentation of the September Activity Report (Pollard)
  - b. Presentation of the September Financial Report (Pollard)
  - c. Discussion of Letter from the Department of Housing and Urban Development (HUD) (Pollard)
  - d. Review and Consideration of Resolution 2012-51, Accepting the Public Housing Family Self-Sufficiency Grant from the Department of Housing and Urban Development (Melito)
  - e. Review and Consideration of Resolution 2012-52, Accepting the Housing Choice Voucher Family Self-Sufficiency Grant from the Department of Housing and Urban Development (Melito)
  - f. Review and Consideration of Resolution 2012-47, Approving a Family Self-Sufficiency Addendum to the Housing Choice Voucher Administrative Plan (Cole)
  - g. Review and Consideration of Resolution 2012-46, Approving a Family Self-Sufficiency Addendum to the Admissions and Continued Occupancy Plan (ACOP) (Cole)
  - h. Discussion of the Preference Points for Domestic Violence Victims (Pollard)

\*\* 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.

- i. Review and Consideration of Resolution 2012-48, Authorizing the Beloit Housing Authority to Dispose of Non-Operating Appliances and Equipment (Pollard)
  - j. Review and Consideration of Resolution 2012-53, Authorization to Write-off Beloit Housing Authority Public Housing Tenants Accounts Receivable Third Quarter 2012 Vacated Residents (Pollard)
5. Community Development
- a. Review and Consideration of Resolution 2012-49, Approving the Bids for 823 St. Lawrence Avenue (Schneider)
6. Adjournment

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

Notice Mailed: November 2, 2012

Approved: Julie Christensen  
Executive 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**  
**October 3, 2012**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, October 3 in the Forum of Beloit City Hall, 100 State Street.

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

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

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

**Absent:** Commissioners Jacobs and Simpkins

**Staff Present:** Cathy Pollard, Julie Christiansen, Teri Downing, and Ann Purifoy

2. **Approval of Minutes;**

Motion was made by Commissioner Luebke and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on August 28, 2012 and the Special Meeting held on September 12, 2012.

3. **Citizen Participation:**

None

4. **Housing Authority:**

a. **Presentation of the August Activity and Financial Reports**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the reports.

b. **Review and Consideration of Resolution 2012-38, Approval of the 2013 Beloit Housing Authority Public Housing, Section 8, and Administrative Budgets**

Cathy Pollard presented the staff report and recommendation.

We have had significant changes in our operating receipts. Our potential rents are down because we are now housing the majority of our public housing tenants at the 0-30% income range. We still have substantial reserves and are very good financially.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2012-38. Motion carried unanimously.

c. **Review and Consideration of Resolution 2012-39, Approval of the Beloit Housing Authority 2013 Annual Public Housing Authority Plan and the Five Year Plan**

Cathy Pollard presented the staff report and recommendation.

Commissioner Leavy moved and Commissioner Luebke seconded a motion to approve Resolution 2012-39. Motion carried unanimously

- d. Review and Consideration of Resolution 2012-40, Awarding the Painting Contract for the BHA Administrative Building to Peters and Sons  
Cathy Pollard presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2012-40. Motion carried unanimously.

- e. Review and Consideration of Resolution 2012-45, Adopting the Project-Based Housing Choice Voucher Lease  
Cathy Pollard presented the staff report and recommendation.

The vouchers for these units are attached to the property; therefore, tenants who choose to sign this lease will not be able to move with the voucher. Because these units were previously designated to be sold, if the tenant moves or the property is sold, the tenants will be given a Section 8 tenant-based voucher.

Commissioner Leavy moved and Commissioner Luebke seconded a motion to approve Resolution 2012-45. Motion carried unanimously.

**Community Development:**

- a. Review and Consideration of Resolution 2012-41, Recommending Approval of the 2013 Annual Action Plan  
Teri Downing presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Leavy seconded a motion to approve Resolution 2012-41. Motion carried unanimously.

- b. Review and Consideration of Resolution 2012-42, Recommending Approval of the 2013 Community Development Block Grant Budget  
Teri Downing presented the staff report and recommendation.

Teri Downing noted a change in the previous staff recommendation for Family Service Home Companion Registry. They were accidentally funded for more than they requested; adjustments were made to correct this error.

Commissioner Leavy asked if the \$15,000 recommended for Fair Housing Activities would be utilized or if funds could be reallocated to Code Enforcement/Inspection Program. Teri and Julie both agreed that Fair Housing activities have increased, additionally, we are limited in the amount we can fund with block grants for Code Enforcement. It was established that we are not doing the required Fair Housing education and will do less next year unless we fund an intern.

Commissioner Leavy moved and Commissioner Luebke seconded a motion to approve Resolution 2012-42 and that funding for Fair Housing Activities remain at \$15,000 with the expectation that we deal with some educational outreach for next year. Motion carried unanimously.

- c. Review and Consideration of Resolution 2012-43, Recommending Approval of the 2013 HOME Investment Partnerships Program (HOME) Budget

Julie Christiansen presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2012-43. Motion carried unanimously.

- d. Review and Consideration of Resolution 2012-44, Awarding the Demolition Contract for 517 Liberty Avenue

Scott Schneider presented the staff report and recommendation

Commissioner Adama moved and Commissioner Leavy seconded a motion to approve Resolution 2012-44. Motion carried unanimously.

6. **Adjournment:**

Motion by Commissioner Leavy and second by Commissioner Luebke to adjourn at 4:55 p.m. Motion carried.

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

---

**AGENDA ITEM:** 4a

**TOPIC:** September 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 September and one upcoming vacancy in November of 2012. Public housing accounts receivable on occupied units totaled \$1,198.01 and vacated units totaled \$11,937.67 at the end of September, 2012 which brings the totaled outstanding public housing accounts receivable to \$13,135.68. Two applicants were pulled from the public housing waiting list in September; two applicants were briefed. Twenty-two public housing inspections and fourteen annual and interim re-certifications were completed in September.

#### Section 8:

581 vouchers were housed by September 30, 2012 with 15 voucher holders either searching for units or waiting for passed inspections. Twelve portable vouchers were paid by BHA in September with another eight families waiting to Port-Out. 84 Section 8 inspections were completed in September, and the Housing Specialists completed 90 annual or interim re-certifications in September. No applicants were notified; three were briefed.

### **ATTACHMENTS:**

September Activity Report



New Tenants:	16
Transfers:	12
Lease Terminations:	1
Possible Program Violations:	5
Evictions	0

Public Housing Briefings

Number Notified:	2
Number Briefed:	2

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

September 581 under lease - 97% Occupancy  
 12 Portable Vouchers –12 Not Absorbed (0/Port-In)  
 15 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

84 inspections were completed in August. 50 were annual inspections. 24 were initial inspections, 10 were re-inspections and there were no special inspections.

Section 8 Activities

New Participants:	19	
Annual Recerts:	51	
Interim Recerts:	39	
Abatements:	0	
Movers:	12	
Possible Program Violations:	7	program violations
End of Program	6	

Section 8 Briefings

Number Notified:	0
Number Briefed:	3



**APPLICATIONS**

Applications Taken:	48	East	16
		Parker Bluff	16
		West	18
		Sec. 8	42
		Proj. Based	03

Waiting List:	190	Public Housing East
	199	Public Housing West
	70	Parker Bluff
	16	Project-Based
	567	Sec. 8

0 Tenants removed for Repayment Default  
2 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:** 4b

**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 September 30, 2012 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of September, the Low Income Public Housing (LIPH) program income was \$649,871 and the Housing Choice Voucher (HCV) program was \$2,551,990, for a combined income of \$3,161,861, which is \$268,898 less than budgeted year-to-date.

Through the month of September, the Low Income Public Housing (LIPH) program expenses were \$706,727 and the Housing Choice Voucher (HCV) program expenses were \$2,526,738. Combined program expenses are \$3,233,465, which is \$78,486 less than the approved budget year to date.

Through the month of September, the Housing Authority shows an overall deficit of (\$71,605) year-to-date. Public Housing deficit is (\$86,352), Redevelopment Phase 1 & 2 surplus is \$29,495, Section 8 administrative deficit is (\$25,895), and Section 8 HAP surplus is \$11,147.

Through the month of September, the FSS program has 8 of the 25 enrolled tenants holding escrow accounts totaling \$7,403.12. One participant was terminated this month for failure to complete their goals within their contract period of 5 years. Their escrow balance of \$7,500.74 was forfeited back to HUD upon termination. The Homeownership program has 4 tenants receiving homeownership assistance payments in September totaling \$1,783.

### **ATTACHMENTS:**

Monthly Financial Report

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

	LIPH YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	27,946.00	91,123.00	-	134,022.00	(14,953.00)
Interest on Investments	805.86	16.05	352.26	2,325.00	(1,150.83)
Other Income	130,682.01	121,469.62	18,256.76	443,445.75	(173,037.36)
HUD Admin Fees	-	-	243,209.00	254,818.50	(11,609.50)
HUD Grants/Subsidies	277,828.00	-	2,250,172.15	2,596,147.50	(68,147.35)
<b>Total Income</b>	<b>437,261.87</b>	<b>212,608.67</b>	<b>2,511,990.17</b>	<b>3,430,758.75</b>	<b>(268,898.04)</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries/Benefits	179,009.29	-	246,717.06	492,619.14	66,892.79
Office Expenses	39,146.90	28,187.37	37,874.28	140,002.50	34,793.95
Office Contracted Services	2,233.54	-	1,457.22	-	(3,690.76)
Oper Sub Transfer/Mgmt Fee Pd	91,990.30	52,629.44	-	-	(144,619.74)
Housing Assistance Pmts	-	-	2,239,025.07	2,347,060.50	108,035.43
<b>Maintenance</b>					
Salaries/Benefits	150,697.23	-	-	154,549.86	3,852.63
Materials & Supplies	8,072.89	575.62	-	5,775.00	(2,873.51)
Maintenance Contracts	12,590.68	70,631.76	-	124,222.50	41,000.06
Utilities	11,339.95	12,388.76	-	12,525.00	(11,203.71)
<b>Other Operating</b>					
Protective Services	1,350.20	627.18	-	975.00	(1,002.38)
Insurance	6,379.13	8,346.47	1,390.80	21,225.00	5,108.60
PILOT	1,660.61	7,873.43	-	12,996.75	3,462.71
Other Operating Expenses	19,143.27	1,853.27	273.66	-	(21,270.20)
<b>Total Expenses</b>	<b>523,613.99</b>	<b>183,113.30</b>	<b>2,526,738.09</b>	<b>3,311,951.25</b>	<b>78,485.87</b>
Net Admin Income (Loss)	(86,352.12)	29,495.37	(25,895.00)		
Net HAP Income (Loss)			11,147.08		
<b>Total YTD Income (Loss)</b>	<b>(86,352.12)</b>	<b>29,495.37</b>	<b>(14,747.92)</b>		



Beloit Housing Authority  
100 State Street  
Beloit, WI 53511  
(608) 364-8740  
(608)364-8742 - FAX  
[www.ci.beloit.wi.us](http://www.ci.beloit.wi.us)


November 1, 2012

To: Beloit Community Development Authority  
Board of Directors

Re: Letter from the Department of Housing and  
Urban Development

On October 19, 2012, I received a letter from HUD stating the Beloit Housing Authority had been designated as "Substandard Management" due to the number of vacancies in 2011. After inquiring about the designation, I was informed that although all vacancies were approved, sanctioned and financed by HUD for renovation and construction purposes, the designation was "by law" correct.

Please find attached the correspondence related to this action.

  
Cathy J. Pollard MSM, PHM  
Director of Beloit Housing Authority



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

October 15, 2012

Board of Commissioners  
c/o Thomas Johnson, Chair  
Beloit Housing Authority  
1800 N. Lodge Drive  
Beloit, WI 53511

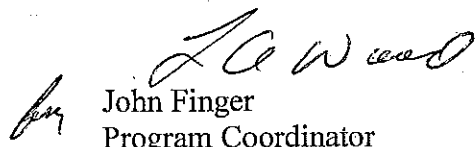
Dear Commissioners:

On September 15, 2012 the Beloit Housing Authority was designated Substandard - Management by HUD's Real Estate Assessment Center ("REAC") based on a failing Public Housing Assessment System management score of 5 (of 25), and an overall score of 75 (of 100) for the fiscal year ending 12/31/2011.

Based on the Beloit Housing Authority's current performance as evidenced by its occupancy rate of 99% HUD has determined that the Beloit Housing Authority has recovered its deficient subindicator to a sustainable level. Therefore, no further actions are necessary at this time.

Please be advised that, if warranted by the Beloit Housing Authority's performance level or circumstances, HUD may initiate future actions to develop and execute a Recovery Agreement or Action Plan as required by statute or regulation. We request that you please share this information with your fellow commissioners as soon as possible. If you have any questions, please contact me at [John.Finger@hud.gov](mailto:John.Finger@hud.gov) or (414) 935-6729.

Sincerely,

  
John Finger  
Program Coordinator  
Wisconsin Public Housing Program Center

cc:

Larry Arft, Beloit Housing Authority, Appointing Official  
100 State Street  
Beloit, WI 53511

Cathy Pollard, Executive Director  
100 State Street  
Beloit, WI 53511-0000

OCT 19 2012

**From:** Finger, John <[john.finger@hud.gov](mailto:john.finger@hud.gov)>  
**To:** 'cjp8659@aol.com' <[cjp8659@aol.com](mailto:cjp8659@aol.com)>  
**Subject:** FW: PHAS Score Explanation  
**Date:** Tue, Oct 23, 2012 1:23 pm

---

Resending.

John Finger  
WI PIH Program Center Coordinator  
(414) 935-6729 (phone)  
(414) 935-6781 (fax)  
<http://www.hud.gov/local/wi/working/localpo/pih.cfm>

---

**From:** Finger, John  
**Sent:** Tuesday, October 23, 2012 8:54 AM  
**To:** 'pollardc@ci.beloit.wi.us'  
**Cc:** Kibbe, Craig C; Wood, Larry A  
**Subject:** PHAS Score Explanation

Hi Cathy,

Per your request, here is the detailed explanation of your PHAS score.

As you are aware, the regulations/criteria used to determine your Public Housing Assessment System (PHAS) score were published in the February 23, 2011 Interim Rule, which is comprised of the four Indicators shown below in the scoring report. The Interim Rule put a higher emphasis on a PHA's occupancy rate as a part of the Management Indicator score; i.e. out of the 100 total possible points, 21 are now based on a PHA's occupancy rate (16 for Management and 5 for Capital fund). Essentially, a PHA must be 90% occupied for the year in order to receive points for that component. In addition, HUD tightened its guidelines on the process for exempting units due to market conditions and modernization work, therefore PHAs such as yours who were undergoing major renovation projects were directly affected by the changes. We have seen a large increase in the number of small PHAs that are Management Substandard due to the fact that the percentages tend to get skewed when there are a smaller number of units.

In your specific case, your low occupancy rate was due to the LIHTC renovation work that was done, as units were obviously not occupied during that time. It is important to note that the score report and designation was for your December 31, 2011 FYE, and as of the September 30, 2012 occupancy report in PIC, you were 99.1% occupied, which is why the letter did not require any action by the CDA at this time. It is also important to note that you scored very well in the three other Indicators.

I hope that helps explain the letter and designation that was sent out last week. Please feel free to contact me with any questions you may have.



**U. S. Department of Housing and Urban Development**  
 OFFICE OF PUBLIC AND INDIAN HOUSING  
 REAL ESTATE ASSESSMENT CENTER

Report Date: 4/30/2012

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

PHA Code:	WI064
PHA Name:	Beloit Housing Authority
Fiscal Year End:	12/31/2011

PHAS Indicators	Score	Maximum Score
Physical	35	40
Financial	25	25
Management	5	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>75</b>	<b>100</b>
<b>PHAS Designation</b>	<b>Substandard Management</b>	

John Finger  
 WI PIH Program Center Coordinator  
 (414) 935-6729 (phone)  
 (414) 935-6781 (fax)  
<http://www.hud.gov/local/wi/working/localpo/pih.cfm>

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

**AGENDA ITEM:** 4d

**TOPIC:** Approval of Beloit Housing Authority (BHA) acceptance of the FY2012 PH FSS Grant in the amount of \$69,000.

**REQUESTED ACTION:** Acceptance of 2012 PH FSS Grant

**PRESENTER:** Rebecca Melito

### **STAFF REPORT:**

The Beloit Housing Authority's Public Housing Program has been approved and notified by the Department of Housing and Urban Development (HUD) to receive a 2012 FY Public Housing Family Self-Sufficiency grant in the amount of \$69,000.

The funds issued through this grant will be utilized assist residents in Public Housing to pursue employment, education, counseling, and financial stability. The acceptance of this grant is in line with the stated mission of the Beloit Housing Authority.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-51 Acceptance of the 2012 FY PH FSS Grant

### **ATTACHMENTS:**

Resolution 2012-51



**RESOLUTION NUMBER 2012 - 51**

**APPROVAL TO ACCEPT HUD FUNDING FOR  
THE 2012 PUBLIC HOUSING FAMILY SELF-SUFFICIENCY GRANT,**

**WHEREAS,** the Beloit Housing Authority's Public Housing Program has been approved and notified by HUD to receive a 2012 Public Housing Family Self-Sufficiency Grant in the amount of \$69,000.;

**WHEREAS,** the Beloit Housing Authority is required by HUD to operate a Self-Sufficiency Program for Housing Choice Vouchers with or without HUD funding;

**WHEREAS,** the Beloit Housing Authority is required by HUD to have the Beloit Community Development Authority Board of Commissioners' review and approve said grant;

**THEREFORE BE IT RESOLVED** that the Beloit Community Development Authority Board of Commissioners approve the acceptance of the 2012 Public Housing Family Self-Sufficiency Grant in the amount of \$69,000.;

Adopted this 7<sup>th</sup> day of November, 2012

---

Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

---

Julie Christensen CDA Ex. Director

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

**AGENDA ITEM:** 4e

**TOPIC:** Approval of Beloit Housing Authority (BHA) acceptance of the FY2012 HCV FSS Grant in the amount of \$34,500.

**REQUESTED ACTION:** Acceptance of 2012 HCV FSS Grant

**PRESENTER:** Rebecca Melito

### **STAFF REPORT:**

The Beloit Housing Authority's Public Housing Program has been approved and notified by the Department of Housing and Urban Development (HUD) to receive a 2012 FY Housing Choice Voucher Family Self-Sufficiency grant in the amount of \$34,500.

The funds issued through this grant will be utilized assist Housing Choice Voucher residents to pursue employment, education, counseling, and financial stability. The acceptance of this grant is in line with the stated mission of the Beloit Housing Authority.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-52 Acceptance of the 2012 FY HCV FSS Grant

### **ATTACHMENTS:**

Resolution 2012-52

**RESOLUTION NUMBER 2012 - 52**

**APPROVAL TO ACCEPT HUD FUNDING FOR  
THE 2012 HOUSING CHOICE VOUCHER FAMILY  
SELF-SUFFICIENCY GRANT,**

**WHEREAS,** the Beloit Housing Authority's Public Housing Program has been approved and notified by HUD to receive a 2012 Housing Choice Voucher Family Self-Sufficiency Grant in the amount of \$34,500.;

**WHEREAS,** the Beloit Housing Authority is required by HUD to operate a Self-Sufficiency Program for Housing Choice Vouchers with or without HUD funding;

**WHEREAS,** the Beloit Housing Authority is required by HUD to have the Beloit Community Development Authority Board of Commissioners' review and approve said grant;

**THEREFORE BE IT RESOLVED** that the Beloit Community Development Authority Board of Commissioners approve the acceptance of the 2012 Housing Choice Voucher Family Self-Sufficiency Grant in the amount of \$34,500.;

Adopted this 7<sup>th</sup> day of November, 2012

---

Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

---

Julie Christensen CDA Ex. Director

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

**AGENDA ITEM:** 4f.

**TOPIC:** Approval of the Family Self-Sufficiency Addendum to the Beloit Housing Authority's Housing Choice Voucher Administrative Plan.

**REQUESTED ACTION:** Approval of the addition of the addendum to the Administrative Plan.

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

The Beloit Housing Authority operates a Family Self Sufficiency (FSS) program with the purpose of increasing the economic self-sufficiency of Housing Choice Voucher (HCV) program participants. This is accomplished by assisting these individuals to increase their educational level, employability, and ultimately their household income. As their income increases, the proportional rent increase is deposited into an escrow account that may be used for a home down payment upon an individual's completion of the FSS program. The FSS Action Plan guides the operation of the FSS program, and should be added as an addendum to the HCV Administrative Plan in order to maintain program consistency and compliance with HUD guidelines

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-46 Approval of the Family Self-Sufficiency Addendum to the Beloit Housing Authority's Housing Choice Voucher Administrative Plan.

### **ATTACHMENTS:**

HCV FSS Action Plan

**RESOLUTION NUMBER 2012-46**

**APPROVAL OF THE FAMILY SELF-SUFFICIENCY ADDENDUM TO THE  
BELOIT HOUSING  
AUTHORITY'S HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

**WHEREAS,** the Beloit Housing Authority currently has an Administrative Plan that guides the operation of HUD's Housing Choice Voucher (HCV) program that was approved by the Community Development Authority Board of Commissioners;

**WHEREAS,** the Beloit Housing Authority operates a HCV Family Self-Sufficiency program with the goal of increasing the economic self-sufficiency of HCV program participants;

**WHEREAS,** the Beloit Housing Authority must add the HCV FSS Action Plan as an addendum to its HCV Administrative Plan;

**NOW THEREFORE BE IT RESOLVED** that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the HCV FSS Action Plan as an addendum to the previously approved HCV Administrative Plan.

Adopted this 7th day of November, 2012

---

Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

---

Julie Christensen, Executive Director  
Beloit Community Development Authority

**BELOIT HOUSING AUTHORITY**

**FAMILY SELF-SUFFICIENCY PROGRAM**  
Referred to as

**GAINING OPPORTUNITIES, ACHIEVING, AND LEARNING FOR SUCCESS**  
**(GOALS)**

**SECTION 8 (HCV)**  
**ACTION PLAN**

Revised November 2012

**Table of Contents**

Family Self-Sufficiency Program Overview.....3

Family Demographics.....4

Estimated Number of Participating Households.....4

Outreach Efforts.....4

Eligible Families from Other HUD Self-Sufficiency Programs.....4

Certification that Services and Activities under the Family Self-Sufficiency  
Program Have Been Coordinated With Similar Programs.....4

GOALS Family Selection Procedure.....5

Method for Identifying Family Support Needs.....6

GOALS Activities and Supportive Services to Encourage Participation.....8

Escrow Release Policy.....9

Description of Public and Private Resources That Are Expected to be Made  
Available to Provide Services.....10

Portability.....10

Policy for Termination or Withholding Housing Choice Voucher  
Assistance and Supportive Services.....10

## **Family Self Sufficiency Program Overview**

The Beloit Housing Authority (BHA) Family Self-Sufficiency Program (FSS) Action Plan covers FSS Programs under Housing Choice Voucher Program.

The BHA operates the Growing Opportunities, Achieving, and Learning for Success (GOALS) program, a FSS program throughout its jurisdiction. The purpose of GOALS is to create an opportunity for families receiving Housing Choice Voucher rental assistance to improve and develop abilities needed to increase employment opportunities and enhance life skills needed to become self-reliant.

This is accomplished by combining rental assistance, case management, and the coordination of services to help participating households achieve economic self-sufficiency and maintain a lifestyle independent of public assistance. GOALS families are offered a variety of ways to learn new skills, enhance existing talents and meet people who share similar GOALS for themselves and their families. The case management model used is comparable to a coaching model focusing on employment related skills and GOALS.

Families receiving rental assistance who are interested in participating in GOALS meet with a FSS Coordinator to review the program participation requirements, the Contract of Participation and discuss how the escrow account works. Individual Training and Service Plans (ITSPs) are developed to identify and establish GOALS. Participating families are required to be actively involved in ongoing case management, as outlined in the Rights and Responsibilities, to assist them in identifying and addressing obstacles, identifying resources and ultimately achieving their self-identified GOALS.

BHA offers various program options including low interest loans, grants, financial education, career development activities, home ownership review and counseling. Families participating in GOALS may accumulate funds in an escrow account. A family's increased employment earnings, earnings that would ordinarily be used to pay higher rent, fund the individual escrow account. While enrolled in GOALS each time there is a change in income, a HUD calculation is completed to determine if the change in income warrants an escrow deposit. The escrow account is paid to the family when at Contract completion no family member receives Federal or State welfare assistance as defined by HUD regulations and the family has completed the GOALS of the ITSP.



## **Family Demographics**

The waiting list is comprised of 56.92% African-American, 41.79 Caucasian, 1.29% other or mixed race families and individuals; 98% are non-Hispanic. This appears to be consistent with the family demographics of BHA's voucher holders.

## **Estimated Number of Participating Households**

Currently BHA operates a maximum program size of 30 slots for Housing Choice Voucher FSS. HUD mandates 25 of these slots.

## **Outreach Efforts**

GOALS outreach materials are distributed to all BHA assisted households when a voucher is issued. A newsletter detailing program information is mailed to all households and local and State social service agencies on a regular basis.

## **Eligible Families from Other HUD Self Sufficiency Programs**

No families enrolled in BHA's GOALS program are former Participants of other HUD self-Sufficiency related programs (i.e. Operation Bootstrap, Project Self Sufficiency). A preference for admission to the GOALS program is given to families with Housing Choice Vouchers who are porting to or being absorbed by BHA that were actively involved and in good standing with a HUD FSS Program at the originating Housing Authority.

## **Certification that Services and Activities Under the Family Self Sufficiency Program Have Been Coordinated With Similar Programs**

To avoid duplication of services and/or activities, BHA coordinates GOALS services and case management plans with other self-sufficiency related programs such as Wisconsin's W2 program, and other local, non-profit self-sufficiency related programs.

## **GOALS Family Selection Procedure**

A tenant becomes a Participant in GOALS by participating in the following process designed to assist the tenant in deciding whether GOALS is a good match for their situation.

Referrals to GOALS can come from a variety of sources including self-referral. Applications are processed or maintained on a waiting list utilizing the following preferences:

1. Households under Housing choice Vouchers who notify BHA that they are interested in participating in GOALS within 10 calendar days of porting to or being absorbed by BHA that were actively involved and in good standing with an FSS program at the originating Housing Authority;
2. Households receiving W2 or TANF;
3. Households receiving other forms of public assistance; then
4. All others who are interested.

GOALS applicants are prescreened for their ability and willingness to participate, and may be given activities to complete before joining the program or to keep their application active if there is a waiting list. These activities may include completing career development and GOALS setting activities, setting up a budget, identifying and committing to reducing stressors in their lives, and locating dependable child care or transportation.

Group and individual orientations may be scheduled to review GOALS policies and procedures. Individual meetings are scheduled with families who have returned the application and completed any and all pre-enrollment activities.

During the initial visit the FSS Coordinator:

- Reviews GOALS participation requirements (Rights and Responsibilities, Contract of Discharge), the Contract of Participation, HUD's definition of self-sufficiency and how the escrow account works.
- Completes an assessment of their skills, abilities, needs and resources.
- Identifies realistic GOALS and develops a list of the tasks and milestones to accomplish these GOALS to use in developing the ITSP.
- Identifies target dates for completing tasks and reaching milestones and GOALS.

Participants are then approved for participation based on their willingness and ability to work and the above preferences and motivational factors. This includes complying with requests for information in a timely manner and scheduling and maintaining appointments with a FSS Coordinator. BHA selects families without regard to race, color, religion, sex, disability, familial status, sexual orientation, age, marital status or national origin.

If an applicant is not selected to participate in GOALS, a letter and information regarding the appeal process is sent. The applicant's name may be maintained on a waiting list for GOALS openings at a later date and/or families may reapply at a later date.

Applicants who have previously participated in a GOALS program may participate if the following conditions are met:

1. They submit a written request explaining what interfered with achieving their GOALS previously and what has changed to make full participation possible.
2. They have not previously graduated from the program and received escrow funds.
3. They were in good standing when they voluntarily left the program.
4. A minimum of six months has passed since they left the program.
5. They are recommended for participation by a FSS Coordinator following an assessment and approved by the Executive Director or their designee.

### **Method for Identification of Family Support Needs**

Both the family and FSS Coordinator identify family support needs during regularly scheduled contacts. All Participants are seen in person at least once every 6 months for a formal assessment of their progress toward self-sufficiency. The FSS Coordinator must complete an updated ITSP, a written summary assessing their progress, current and potential obstacles and resources needed at this time.

Participants are contacted regularly to review their plan and set GOALS. A schedule of face-to-face, phone and email case management contacts and visits is developed for each Participant based on GOALS completion target dates and need.

The FSS Coordinator assists the Participant in identifying current and potential obstacles to self-sufficiency. The FSS Coordinator acts as a catalyst in the development of a plan to remove/overcome obstacles and advocate on behalf of Participants with other agencies when needed.

1. The obstacles each Participant faces are identified during the initial assessment and updated during scheduled contacts and/or contacts initiated by the Participant for assistance with a particular problem.
2. The FSS Coordinator assists each Participant in developing action plans to remove/overcome obstacles, including tasks and target dates. These plans are incorporated into their ITSP.
3. Participants take action on their own behalf whenever possible, however the FSS Coordinator advocates for a Participant when they are not successful or find the task overwhelming.

4. The FSS Coordinator follows up with each Participant outside of the regularly scheduled meetings as needed to ensure that the plans are successfully carried out.

The FSS Coordinator assists the Participant in identifying the resources needed to accomplish their final GOALS and helps Participant access those resources.

- The resources each Participant needs are identified during the initial assessment and with subsequent updates to the ITSP.
- If needed, the FSS Coordinator provides the Participant with the name, contact person, and phone number for each resource identified in their ITSP.
- The FSS Coordinator provides Participants with written handouts, and referrals to courses related to self-sufficiency GOALS and provides information regarding accessing community Supportive Services.
- The FSS Coordinator establishes contacts and liaisons with job training, employment, childcare, transportation, welfare and education programs to assist Participants in getting the assistance they need to become self-sufficient.
- The FSS Coordinator advocates for resources for Participants as needed.

## GOALS Activities and Supportive Services

### Incentives to Encourage Participation

BHA offers a variety of incentives to encourage the participation of eligible families.

1. **Low interest loans** to assist in obtaining and maintaining employment and dealing with critical situations that may affect their economic and family stability, as well as the GOALS of becoming economically self-sufficient. Loans are provided to allow Participants to pay for education, obtain seed money for micro-enterprise endeavors, consolidate debt, credit repair, purchase tools of trade necessary for certain employment, assist with transportation issues and for employment related expenses. Dependent upon funding.
2. **Grants** to provide funds for various activities related to the Participant's GOALS in becoming economically self-sufficient. Grants can contribute to the family's ability to achieve GOALS such as education, a better paying job and respond to emergency situations that prevent Participants from going to work (such as car repairs, dental work and child care) or educational programs. Dependent upon funding.
3. **Homeownership Review** provides Participants with the opportunity to have their financial situation reviewed by a mortgage underwriter. Through a simple application process, which the FSS Coordinator assists with, an evaluation and recommendations are made to help the Participant prepare for mortgage pre-qualification. An underwriter reviews the family's credit report, debt to income ratios, employment history and down payment funding.
4. **Homeownership Counseling** provides Participants who have been approved for BHA's Housing Choice Voucher Home Ownership Program individual and or group pre and post purchase counseling on issues including money management tools, avoiding predatory lending, home safety, conservation/energy saving, tax planning and financial planning, preventing mortgage foreclosures and home maintenance.
5. **Educational Workshops** - Participants are connected to community and Authority sponsored educational workshops and seminars to learn about employment and educational opportunities, parenting, health, career, financial and homeownership
6. **Newsletter** - The FSS Newsletter will be published on a quarterly basis. The newsletter provides excellent information on a wide range of subjects, spotlights residents' successes, local and state service agencies and businesses committed to the community.
7. **Escrow Account** - The establishment of an escrow account in accordance with the requirements set forth in Sec. 984.305.

## **Escrow Release Policy**

Beloit Housing Authority allows interim escrow withdrawals in accordance with HUD reg. 984.305(c)(2)(i) to increase a Participant's ability to achieve their GOALS while maintaining an incentive for program completion. Before requesting an escrow release, the Participant and FSS Coordinator will review the request for loan/grant eligibility.

Allowable Expenses: Participants are able to request an escrow withdrawal for purposes that are consistent with their Contract of Participation such as:

1. to obtain or maintain employment;
2. to deal with critical situations that may affect their economic and family stability;
3. to complete GOALS related to higher education;
4. to meet start-up expenses involved in creation of a small business;
5. to repair credit; and
6. to purchase a home.

Maximum amount to be released: Standard one-third of the total escrow amount although that amount can be waived at the discretion of the Housing Program Coordinator for good cause.

Release Criteria: Participants will:

- be in good standing in the program;
- have consistently achieved a minimum of 50 percent of their ITSP GOALS activities; and
- not be eligible for funds through any other means.

## **Description of the Public and Private Resources That Are Expected to be Made Available to Provide Services**

Activities and services provided to the GOALS participants are varied according to the participant's needs and the service coordination efforts. A variety of sources are used to provide services such as childcare, transportation, remedial education, high school and post-secondary, career exploration and training, job development and placement, parenting skills, money management skills and others as needed.

### **Portability**

Portability only applies to families under the Housing Choice Voucher Program.

A family participating in GOALS must remain leased in BHA's jurisdiction for 12 months after the effective date of the contract. If a family chooses to move after that time:

- BHA may allow the family to continue to participate in GOALS if the family demonstrates they can meet their program responsibilities from the new location.
- The receiving PHA may allow the family to participate in its FSS program. BHA will maintain the escrow account and transfer the family's escrow account balance if and when the receiving PHA absorbs the family. If a family is participating in a receiving PHA's FSS program and the family has violated the FSS contract, program requirements or is terminated from the program for non-compliance, the family will forfeit the escrow.
- BHA may terminate the contract if the family cannot fulfill its obligations in the new location or if the receiving PHA does not have or allow the family to participate in its FSS program. In this circumstance the family would forfeit any and all funds in the escrow account.

## **Policy for Termination or Withholding Housing Choice Voucher Assistance and Supportive Services**

BHA makes every effort to enable a family to remain in GOALS and:

- Will approve reasonable revisions in the ITSP to accommodate changing circumstances.
- Withhold or terminate supportive services BHA, in consultation with the FSS Coordinator and the head of the GOALS family, may withhold or terminate supportive services if a family fails to make a good faith effort to comply with the terms of the Contract of Participation, Rights and Responsibilities, Contract of Discharge or ITSP.
- Services may be reinstated if the ITSP is satisfactorily revised, the family complies with the previous ITSP or through the appeal process the Participant is reinstated.
- Withhold or terminate Housing Choice Voucher Assistance BHA will not terminate or withhold housing assistance on the basis of a family's failure to comply with the requirements of the Contract of Participation, Rights and Responsibilities, Contract of Discharge or ITSP.

### **Appeals Process**

If an applicant is denied acceptance into GOALS, if a Participant is terminated from GOALS based on his/her failure to meet the GOALS contract obligations or if the Participant is denied a Contract extension, he/she can appeal by writing to the Executive Director in accordance with the Grievance Policy set forth in the agency Administrative Plan.

The Hearing will be conducted in accordance with the Grievance Policy. The person conducting the hearing will not be directly involved in the day to day operation of BHA's GOALS Program. The FSS Coordinator will be available for questions during the appeal hearing. At the hearing the Participant will have the opportunity to question the basis of the FSS Coordinator's determination.

### **Funds Forfeiture**

Funds which have been forfeited by participants will be maintained in an account to be used for the low interest rate loans program supporting the GOALS program participants.



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

**AGENDA ITEM:** 4g.

**TOPIC:** Approval of the Family Self-Sufficiency Addendum to the Beloit Housing Authority's Admissions and Continued Occupancy Policy (ACOP).

**REQUESTED ACTION:** Approval of the addition of the addendum to the ACOP).

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

The Beloit Housing Authority operates a Family Self Sufficiency (FSS) program with the purpose of increasing the economic self-sufficiency of Public Housing residents. This is accomplished by assisting these individuals to increase their educational level, employability, and ultimately their household income. As their income increases, the proportional rent increase is deposited into an escrow account that may be used for a home down payment upon an individual's completion of the FSS program. The FSS Action Plan guides the operation of the FSS program, and should be added as an addendum to the HCV ACOP in order to maintain program consistency and compliance with HUD guidelines

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-47 Approval of the Family Self-Sufficiency Addendum to the Beloit Housing Authority's Admissions and Continued Occupancy Policy.

### **ATTACHMENTS:**

Public Housing FSS Action Plan

**RESOLUTION NUMBER 2012-47**

**APPROVAL OF THE FAMILY SELF-SUFFICIENCY ADDENDUM TO THE  
BELOIT HOUSING  
AUTHORITY'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**WHEREAS,** the Beloit Housing Authority currently has an Admissions and Continued Occupancy Policy (ACOP) that guides the operation of HUD's Public Housing program that was approved by the Community Development Authority Board of Commissioners;

**WHEREAS,** the Beloit Housing Authority operates a Public Housing Family Self-Sufficiency (FSS) program with the goal of increasing the economic self-sufficiency of Public Housing program participants;

**WHEREAS,** the Beloit Housing Authority must add the Public Housing FSS Action Plan as an addendum to its Admissions and Continued Occupancy Policy;

**NOW THEREFORE BE IT RESOLVED** that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the Public Housing FSS Action Plan as an addendum to the previously approved Admissions and Continued Occupancy Policy.

Adopted this 7th day of November, 2012

---

Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

---

Julie Christensen, Executive Director  
Beloit Community Development Authority

# **BELOIT HOUSING AUTHORITY**

## **PUBLIC HOUSING FAMILY SELF-SUFFICIENCY PROGRAM**

Referred to as

**GAINING OPPORTUNITIES, ACHIEVING, AND LEARNING FOR SUCCESS  
(GOALS)**

## **PUBLIC HOUSING ACTION PLAN**

November 2012

**Table of Contents**

Introduction.....3

Family Demographics.....4

Estimate of Participating Families.....4

FSS Family Selection Procedures.....4

Incentives to Encourage Participation.....6

Outreach Efforts.....7

FSS Activities and Supportive Services.....8

Method for Identification Family Support Needs.....8

Program Termination; Withholding of Services; and available  
Grievance Procedures.....9

Assurances of Non-Interference with Rights of Non-Participating Families.....10

Timetable for Program Implementation.....11

Certification of Coordination .....11

## **INTRODUCTION**

The Beloit Housing Authority (BHA) will operate the Growing Opportunities, Achieving, and Learning for Success (GOALS) program, a Family Self-Sufficiency Program (FSS) throughout its jurisdiction. The purpose of GOALS is to promote the development of local strategies to coordinate the use of Public Housing Assistance with public and private resources to enable the eligible Public Housing families to achieve economic independence and self-sufficiency.

This Action Plan describes the implementation and administration of the BHA's Public Housing Family FSS Program.

## **FAMILY DEMOGRAPHICS**

Beloit Housing Authority's Public Housing tenant demographics:

Male Head of Household	18%
Female Head of Household	82%

White	41%
Black	57%
American Indian/Native Alaskan	0%
Asian/Pacific Islander	1%
Native Hawaiian/Other Pacific Islander	0%
Other	1%

Age 0-17	57%
Age 18-23	9%
Age 24-29	9%
Age 30-39	11%
Age 40-49	6%
Age 50-61	5%
Age 62-87	4%

Total Hispanic	9%
Total Non-Hispanic	91%

Singles	23%
Families	77%

## **ESTIMATE OF PARTICIPATING FAMILIES**

The BHA will operate a maximum program size of 30 slots for the Public Housing FSS Program.

## **FSS FAMILY SELECTION PROCEDURES**

The BHA will screen Public Housing families for interest and motivation to participate in the GOALS Program as follows:

1. Any Public Housing family may complete a FSS Application. The Housing Manager will provide each Public Housing family a brochure and an application at the implementation of the GOALS Program. GOALS brochures and applications will also be available at the BHA office.
2. All families who have submitted an application will be required to attend a mandatory GOALS briefing session. The briefing session will introduce the program in depth and will answer questions from the families.

3. After the briefing session, those families interested in participating in the GOALS Program must complete and return a FSS Pre-Enrollment Form within 10 business days.

Pre-Enrollment Forms will be date and timed stamped. Families will be processed or maintained on a GOALS waiting list utilizing the following preferences:

1. Households receiving W2 or TANF;
2. Households receiving other forms of public assistance; then
3. All others who are interested.

Families will be selected without regard to race, color, religion, sex, handicap, familial status or national origin.

GOALS applicants may be given activities to complete before joining the program or to keep their application active if there is a waiting list. These activities may include completing career development and GOALS setting activities, setting up a budget, identifying and committing to reducing stressors in their lives, and locating dependable child care or transportation. Any tasks assigned shall be those which may be readily accomplishable by the family, based on the family members' educational level, and disabilities, if any. Reasonable accommodations will be made for individuals with mobility, manual, sensory, speech impairments, mental or developmental disabilities.

Individual meetings will be scheduled with families who have returned the application and completed any and all pre-enrollment activities.

During the initial visit the FSS Coordinator:

- Reviews GOALS participation requirements including Rights and Responsibilities, Contract of Discharge, the Contract of Participation, HUD's definition of self-sufficiency and how the escrow account works.
- Completes an assessment of the individual's skills, abilities, needs and resources.
- Identifies realistic GOALS and develops a list of the tasks and milestones to accomplish these GOALS to use in developing the ITSP (Individual Training and Services Plan).
- Identifies target dates for completing tasks and reaching milestones and GOALS.

Families are then approved for participation based on their willingness and ability to participate, the program preferences, and motivational factors. The family must also comply with requests for information in a timely manner and scheduling and maintaining appointments with a FSS Coordinator. The head of household must seek and maintain suitable employment.

If a family is not selected to participate in FSS, a letter and information regarding the appeal process is sent. The family's name may be maintained on a waiting list for FSS openings at a later date and/or families may reapply at a later date.

Families who have previously participated in a GOALS program may participate if the following conditions are met:

1. They submit a written request explaining what interfered with achieving their GOALS previously and what has changed to make full participation possible.
2. They have not previously graduated from the program and received escrow funds.
3. They were in good standing when they voluntarily left the program.
4. A minimum of six months has passed since they left the program.
5. They are recommended for participation by a FSS Coordinator following an assessment and approved by the Executive Director or their designee.

### **INCENTIVES TO ENCOURAGE PARTICIPATION**

BHA offers a variety of incentives to encourage the participation of eligible families:

1. **Low interest loans** to assist in obtaining and maintaining employment and dealing with critical situations that may affect their economic and family stability, as well as the GOALS of becoming economically self-sufficient. Loans are provided to allow families to pay for education, obtain seed money for micro-enterprise endeavors, consolidate debt, credit repair, purchase tools of trade necessary for certain employment, assist with transportation issues and for employment related expenses. **Dependent upon funding.**
2. **Grants** to provide funds for various activities related to the family's GOALS in becoming economically self-sufficient. Grants can contribute to the family's ability to achieve GOALS such as education, a better paying job and respond to emergency situations that prevent families from going to work (such as car repairs, dental work and child care) or educational programs. **Dependent upon funding.**
3. **Homeownership Review** provides families with the opportunity to have their financial situation reviewed by a mortgage underwriter. Through a simple application process, which the FSS Coordinator assists with, an evaluation and recommendations are made to help the family prepare for mortgage pre-qualification. An underwriter reviews the family's credit report, debt to income ratios, employment history and down payment funding.
4. **Homeownership Counseling** provides families with individual and or group pre- and post-purchase counseling on issues including money management tools, avoiding predatory lending, home safety, conservation/energy saving, tax planning, financial planning, preventing mortgage foreclosures and home maintenance.
5. **Educational Workshops** - Families are connected to community and housing authority sponsored educational workshops and seminars to learn about employment and educational opportunities, parenting, health, career, finances and homeownership.
6. **Newsletter** - The FSS Newsletter will be published on a quarterly basis. The newsletter provides excellent information on a wide range of subjects, spotlights residents' successes, local and state service agencies and businesses committed to the community.



7. **Escrow Account** - Families participating in GOALS may accumulate funds in an escrow account. When the family has an increase in earned income, their rent will increase. When the family pays the new (higher) rent to the housing authority, the portion of the rent resulting from the increase in earned income will be deposited into the escrow account. The escrow account is paid to the family when at Contract completion no family member receives federal or state welfare assistance as defined by HUD regulations and the family has completed the GOALS of the ITSP.

The BHA allows interim escrow withdrawals in accordance with HUD reg. 984.305(c)(2)(i) to increase a family's ability to achieve their GOALS while maintaining an incentive for program completion. Before requesting an escrow release, the family and FSS Coordinator will review the request for loan/grant eligibility.

**Allowable Expenses:** Families are able to request an escrow withdrawal for purposes that are consistent with their Contract of Participation such as:

1. To obtain or maintain employment
2. To deal with critical situations that may affect their economic and family stability
3. To complete GOALS related to higher education
4. To meet start-up expenses involved in creation of a small business
5. To repair credit
6. To purchase a home

**Maximum amount to be released:** Standard one-third of the total escrow amount although that amount can be waived at the discretion of the Housing Programs Manager for good cause.

**Release Criteria:** Families will:

- Be in good standing in the program
- Have consistently achieved a minimum of 50 percent of their ITSP GOALS activities
- Not be eligible for funds through any other means

## **OUTREACH EFFORTS**

To recruit for the GOALS Program, the BHA will market the program to all current Public Housing families. GOALS brochures and interest forms will be given to all BHA Public Housing families and to new admissions of the Public Housing Program.

During the annual recertification process, each family will be asked on the recertification questionnaire if they are interested in learning more about the GOALS Program. The Housing Manager will give the interested families a GOALS brochure and application to complete and return.

A newsletter detailing program information will be distributed to all Public Housing families on a quarterly basis.

### **FSS ACTIVITIES AND SUPPORTIVE SERVICES**

Activities and services provided are varied according to the family's needs and the service coordination efforts. The supportive services provided are those which will lead the family to economic independence and self-sufficiency. A variety of sources are used to provide services such as childcare, transportation, remedial education, high school and post-secondary education, career exploration and training, job development and placement, parenting skills, money management skills and other activities and services as needed. The following is a list of supportive service agencies to which the FSS Coordinator may refer families:

Beloit WIC Office  
Blackhawk Technical College  
Community Action, Inc.  
Consumer Credit Counseling Service of Beloit  
Neighborhood Housing Services of Beloit  
Rock County Human Services Department  
Rock County Job Center  
Rock Valley Community Programs, Inc.  
University of Wisconsin Rock County  
Wisconsin Workforce Development Board

### **METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS**

Both the family and FSS Coordinator identify family support needs during regularly scheduled contacts. All families are seen in person at least once every 6 months for a formal assessment of their progress toward self-sufficiency. The FSS Coordinator must complete an updated ITSP, a written summary assessing their progress, current and potential obstacles, and resources needed.

Families are contacted regularly to review their plan and set GOALS. A schedule of face-to-face, phone and email case management contacts and visits is developed for each family based on GOALS completion target dates and need.

The FSS Coordinator assists the family in identifying current and potential obstacles to self-sufficiency. The FSS Coordinator acts as a catalyst in the development of a plan to remove/overcome obstacles and advocate on behalf of the family with other agencies when needed.

1. The obstacles each family faces are identified during the initial assessment and updated during scheduled contacts and/or contacts initiated by the family for assistance with a particular problem.

2. The FSS Coordinator assists each family in developing action plans to remove/overcome obstacles, including tasks and target dates. These plans are incorporated into their ITSP.
3. Families take action on their own behalf whenever possible, however the FSS Coordinator advocates for a family when they are not successful or find the task overwhelming.
4. The FSS Coordinator follows up with each family outside of the regularly scheduled meetings as needed to ensure that the plans are successfully carried out.

The FSS Coordinator assists the family in identifying the resources needed to accomplish their final GOALS and helps access those resources.

- The resources each family needs are identified during the initial assessment and with subsequent updates to the ITSP.
- If needed, the FSS Coordinator provides the family with the name, contact person, and phone number for each resource identified in their ITSP.
- The FSS Coordinator provides the family with written handouts, and referrals to courses related to self-sufficiency and provide information regarding accessing community supportive services.
- The FSS Coordinator establishes contacts and liaisons with job training, employment, childcare, transportation, welfare and education programs to assist the family in getting the assistance they need to become self-sufficient.
- The FSS Coordinator advocates for resources for each family as needed.

### **PROGRAM TERMINATION; WITHHOLDING OF SERVICES; AND AVAILABLE GRIEVANCE PROCEDURES**

BHA makes every effort to enable a family to remain in GOALS and will approve reasonable revisions in the ITSP to accommodate changing circumstances.

#### **Goals Termination**

- The family will be terminated from the GOALS Program if the family violates the Contract of Participation. The FSS Coordinator will review the circumstances of the non-compliance prior to termination to determine if termination is an appropriate remedy. If necessary, the Contract of Participation may be renegotiated with the family. Support services will not be withheld from the family unless the family is terminated from the GOALS program.

If the BHA determines that the Contract of Participation will continue to be violated, regardless of whether there is a renegotiation of the contract, the family will be terminated from the GOALS Program and will forfeit any escrow the family may have earned.

- The family and the BHA may agree to terminate the contract.

- The family may voluntarily withdraw from the GOALS Program.
- If the family is terminated from the Public Housing Program, the Contract of Participation is also terminated and the family will forfeit any escrow the family may have earned.

If the family is terminated from the GOALS Program, the family will not be allowed to participate in any FSS Program administered by BHA for five years from their termination date. The family may continue to reside in Public Housing as long as the violation did not violate any of the family obligations under the Public Housing lease.

### **Appeals Process**

If a family is denied acceptance into GOALS, if a family is terminated from GOALS based on his/her failure to meet the GOALS contract obligations, or if the family is denied a Contract extension, he/she can appeal by writing to the Executive Director or their designee in accordance with the Grievance Policy set forth in the agency Admissions and Continued Occupancy Policy.

The Hearing will be conducted in accordance with the Grievance Policy. The person conducting the hearing will be the Executive Director or their designee who is not directly involved in the day to day operation of BHA's GOALS Program. The FSS Coordinator will be available for questions during the appeal hearing. At the hearing the family will have the opportunity to question the basis of the FSS Coordinator's determination.

### **Funds Forfeiture**

Funds which have been forfeited by families will be maintained in an account to be used for the low interest rate loans program supporting the GOALS program families.

### **ASSURANCES OF NON-INTERFERENCE WITH RIGHTS OF NON-PARTICIPATING FAMILIES**

A family's participation in the GOALS Program is voluntary. In order for a family to be considered for participation, the family must first willingly submit a GOALS interest form. The family must also willingly attend the mandatory briefing session, submit the FSS Pre-Enrollment Form, complete a family assessment and then write an Individual Training and Services Plan (ITSP).

The decision on whether to participate in the GOALS Program is the family's choice. The BHA assures that a family's decision not to participate in the GOALS Program will not affect the family's right to occupancy in Public Housing in accordance with the lease.

### **TIMETABLE FOR PROGRAM IMPLEMENTATION**

The BHA will implement the FSS Program, called GOALS Program, once BHA has met all the HUD requirements and has received notification of the award of the Public Housing Family Self-Sufficiency grant.

### **CERTIFICATION OF COORDINATION**

To avoid duplication of services and/or activities, BHA coordinates GOALS services and case management plans with other self-sufficiency related programs such as Wisconsin's W2 program, and other local, non-profit self-sufficiency related programs.

# REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

---

## **AGENDA ITEM: 4i**

**TOPIC:** Resolution No. 2012-48  
Beloit Housing Authority (BHA)  
Disposal of Non-Operational Appliances,  
Fixtures, and Excess Equipment

**REQUESTED ACTION:** Approval of Resolution No. 2012-48

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

Periodically the Beloit Housing Authority (BHA) accumulates an inventory of non-operational appliances, fixtures, and excess equipment. At these times, the BHA disposes of this inventory either by having an outside contractor remove them or by having BHA staff take them to an appropriate facility.

The BHA has accumulated an inventory of apartment sized ranges due to the construction and furnishing of the new Parker Bluff Apartment Building. Therefore, it is now necessary to dispose of fifteen ranges.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2012-48

### **ATTACHMENTS:**

List of Appliances  
Resolution 2012-48

**RESOLUTION NUMBER 2012-48**

**AUTHORIZATION FOR THE BELOIT HOUSING AUTHORITY (BHA) TO DISPOSE  
OF NON-OPERATIONAL APPLIANCES AND EQUIPMENT**

**WHEREAS,** the Beloit Housing Authority periodically replaces damaged and/or non-operational appliances and equipment that are beyond economical repair; and

**WHEREAS,** the Beloit Housing Authority keeps a record of all disposed property by manufacturer name, model number, and serial number and maintains this record in its computerized inventory database; and

**WHEREAS,** the Beloit Housing Authority disposes of these items in an ecologically safe manner ; and

**WHEREAS,** the annual audit also monitors the disposal of all appliances and equipment as does the BHA Director and Fee Accountant;

**NOW THEREFORE BE IT RESOLVED,** that the Beloit Community Development Authority Board of Commissioners authorize the BHA Director to approve the timely disposal of the damaged and non-operational appliances and equipment itemized on Attachment A.

Adopted this 7th day of November, 2012.

---

Thomas J. Nee, Chairman  
Beloit Community Development  
Authority

ATTEST:

---

Julie Christensen, Executive Director  
Beloit Community Development Authority



RA524W3WH	RA148688N	RA524W3WH	RA148622N
RA524W2WH	TZ155820N	RA524W3WH	RA148746N
RA524W3WH	RA148670N	RA524W3WH	RA148615N
RA524W3WH	RA148630N	RA524W1WH	HR109587N
RA524W3WH	RA148736N	RA524W2WH	ZZ169383N
RA524W2WH	ZZ16938IN	RA524W3WH	RA148742N
RA524W1WH	AS101440N	RA524W1WH	AS101440N
RA624F1WH	VF134032H	All Hotpoint	Scraped
RB525V4WH	RV106797H	Jess bought	



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

### **AGENDA ITEM: 4j**

**TOPIC:** Resolution No. 2012-53

Authorization To Write-Off Beloit Housing Authority  
Public Housing Tenants Accounts Receivable 2012  
Third Quarter Vacated Residents

**REQUESTED ACTION:** Approval of Resolution No. 2012-53

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

HUD has recommended to the Beloit Housing Authority (BHA) that we write off our Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of year and damage our overall HUD management rating.

Three (3) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the above quarter is \$8,710.16. This will be reported to Happy Software and the Tax Refund Intercept Program for collection action.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2012-53

### **ATTACHMENTS:**

Resolution No. 2012-53 and attached detail

**RESOLUTION NO. 2012-53  
AUTHORIZATION TO WRITE -OFF  
BELOIT HOUSING AUTHORITY  
PUBLIC HOUSING TENANTS ACCOUNTS RECEIVABLE  
THIRD QUARTER 2012 VACATED RESIDENTS**

**WHEREAS**, three tenants have vacated their Public Housing units leaving a balance due for rent, late fees, sewer, water, maintenance charges, move-out charges, and/or damages; and

**WHEREAS**, efforts to collect the amount due have not been successful.

**NOW THEREFORE BE IT RESOLVED** that \$8,710.16 be written off of the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 7th day of November, 2012

\_\_\_\_\_  
Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

\_\_\_\_\_  
Julie Christensen, CDA Executive Director

## Public Housing Write Offs for September 2012 (3rd Qtr)

AMP 101

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

AMP 102

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Larson, Justine	05/11/12	5,796.73		5,600.00	30.86	165.87		
		0.00						
	<i>Subtotal</i>	5,796.73	0.00	5,600.00	30.86	165.87	0.00	0.00

AMP 103

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Calvin, Anna	03/20/12	1,609.00		1,609.00				
		0.00						
	<i>Subtotal</i>	1,609.00	0.00	1,609.00	0.00	0.00	0.00	0.00

LLC Phase 1

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Calvin, Anna	03/20/12	1,304.43				702.00		602.43
		0.00						
	<i>Subtotal</i>	1,304.43	0.00	0.00	0.00	702.00	0.00	602.43

<b>Total for October '12 Write Offs</b>		<b>8,710.16</b>	<b>0.00</b>	<b>7,209.00</b>	<b>30.86</b>	<b>867.87</b>	<b>0.00</b>	<b>602.43</b>
---	--	-----------------	-------------	-----------------	--------------	---------------	-------------	---------------



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

---

**AGENDA ITEM:** 5a

**TOPIC:** Resolution 2012-49 Awarding the Rehabilitation Contract for 823 St Lawrence

**ACTION:** Approve Resolution 2012-49

**PRESENTER:** Scott Schneider

**STAFF REPORT:**

The Rock County Neighborhood Stabilization Program (NSP) Consortium was awarded \$1,293,000 in NSP3 grant funds of which \$655,750 will be utilized in Beloit’s Census Tract 16, one of the areas most affected by foreclosures. These funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

The property at 823 St Lawrence is the second of four houses the City is contractually obligated to rehab under the NSP3 program. The original purchase price for this property was \$20,000. From the beginning, staff was aware that this property would be an expensive rehab due to its current condition and the need to convert it from a duplex to a single family residence. Of the eleven contractors solicited for bids, four returned bids. The low bid total was \$134,165 which included the west sidewalk being constructed of standard concrete. For \$500 more, the west sidewalk would be a restored brick paver sidewalk instead. We expect to be able to sell this house upon completion for \$65,000 - \$70,000. The bid results are summarized below.

	<b>Heartland Restoration</b>	<b>Mark’s Construction</b>	<b>DBR Builders</b>	<b>Ron Cash</b>
Total Cost with Standard Sidewalk	\$134,165	\$135,600	\$138,105	\$148,195
Total Cost with Brick Sidewalk	\$134,665	\$137,400	\$140,205	\$149,095

Attached is Resolution 2012-49, Awarding the Rehabilitation Contract of 823 St. Lawrence. This resolution, if approved, would award the bids to the lowest bidder for the rehab. It would also include the brick pavers, rather than the standard concrete sidewalk.

**STAFF RECOMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2012-49, which awards the contract to Heartland Restoration with brick pavers rather than a standard concrete sidewalk.

**ATTACHMENTS:** Resolution 2012-49

**RESOLUTION 2012-49**

**AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO AWARD THE REHABILITATION CONTRACT FOR 823 ST. LAWRENCE**

**WHEREAS**, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

**WHEREAS**, the City Council approved a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP3; and

**WHEREAS**, requests for bids for the rehabilitation of 823 St. Lawrence, an NSP3 property, resulted in four bids being submitted, and

**WHEREAS**, Heartland Restoration, LLC submitted the low bid of \$134,165.00, and Heartland Restoration LLC is a responsible bidder;

**NOW THEREFORE BE IT RESOLVED THAT** the Community Development Authority does hereby award the contract for rehabilitation with Heartland Restoration LLC per the following:

Main body of contract	\$134,165.00
Alternate #1 restore west sidewalk to brick pavers	\$500.00
+10% contingency	\$13,466.50

**CONTRACT AWARD** **\$ 148,131.50**

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the amount of \$148,131.50 be, and hereby is, funded as follows:

**FUNDING:**

73675200-524023-10471 NSP3 Resale – Beloit	\$ 148,131.50
<b>TOTAL AVAILABLE FUNDING</b>	<b><u>\$ 148,131.50</u></b>

Adopted this 7th day of November, 2012.

**Community Development Authority**

---

Thomas Johnson, Chairperson

**ATTEST:**

---

Julie Christensen  
Executive Director