



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
May 28, 2014 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 April 23, 2014
4. Housing Authority
 - a. Presentation of April Activity Report (Pollard)
 - b. Presentation of April Financial Report (Pollard)
 - c. Review and Consideration of Resolution 2014-12, Authorizing the Community Development Authority to Submit a Proposal to Administer WHEDA Housing Choice Vouchers in Rock County (Cole)
 - d. Review and Consideration of Resolution 2014-13, Authorizing the Community Development Authority to Apply for FY2014 Public Housing / Housing Choice Voucher Family Self-Sufficiency Coordinator Grant (Melito)
5. Adjournment

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

Notice Mailed: May 22, 2014

Approved: Julie Christensen, Exec. 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
April 23, 2014
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 23, 2014 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 at 4:34 p.m.

Present: Commissioners Evans, Jacobs, T. Johnson, Kelly, Leavy

Absent: Commissioner G. Johnson

Staff Present: Julie Christensen, Cathy Pollard, Clinton Cole, Scott Schneider,
Teri Downing and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on April 2, 2014.**

Motion was made by Commissioner Jacobs and seconded by Commissioner Evans to approve the minutes of the Regular Meeting held April 2, 2014.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of March Activity Report**

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

We are currently fully occupied in public housing. Our goal is to lease up to 610 vouchers in the Section 8 program; we are currently at 594 vouchers.

b. **Presentation of March Financial Report**

Cathy Pollard gave a brief summary of the report.

There were zero write-offs for March; this was a first.

5. **Community Development:**
 - a. Review and Consideration of Resolution 2014-11, Authorizing the CDA to Award the Siding Contract for 1310 W Grand Avenue
Scott Schneider presented the staff report and recommendation.

Commissioner Leavy moved and Commissioner Jacobs seconded a motion to approve Resolution 2014-11.

Motion carried unanimously.

6. **Adjournment:**
Meeting was adjourned by Commissioner Johnson at 4:50 p.m.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: April Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There was 1 vacancy in public housing units in April and two upcoming vacancies in May of 2014. Public housing accounts receivable on occupied units totaled \$3,328.84 and vacated units totaled \$4,374.02 at the end of April, 2014 which brings the totaled outstanding public housing accounts receivable to \$7,702.86. Seven applicants were pulled from the public housing waiting list in April; 5 applicants were briefed. 14 public housing inspections and 27 annual and interim re-certifications were completed in April.

Section 8:

590 vouchers were housed by April 30, 2014 with 56 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA in April with another 6 families waiting to Port-Out. 82 Section 8 inspections were completed in April, and the Housing Specialists completed 86 annual or interim re-certifications in April. No applicants were notified; none were briefed.

ATTACHMENTS:

April Activity Report

**Beloit Community Development Authority
Activity Report to Board for May 2014**

April Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 03/31/14	\$ 2,318.14
Outstanding Receivables – Vacated Units 03/31/14	\$ 2,842.26
Outstanding Receivables – Occupied Units 04/30/14	\$ 3,328.84
Outstanding Receivables – Vacated Units 04/30/14	\$ 4,374.02
Total March 31, 2014 Outstanding Receivables:	\$ 5,160.40
Total April 30, 2014 Outstanding Receivables:	\$ 7,702.86
Increase of:	\$ 2,542.46

Vacancies – 04/30/14

Total Public Housing Units

131 Units
99% Occupancy

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

Public Housing Inspections

14 Inspections completed. There were 7 annual inspections; there was 1 move-out inspection. There were 3 move-in inspections. There were 0 housekeeping inspections and 2 preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	16
Interim Recerts:	11

Notice to Vacate:	0
New Tenants:	3
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	7
Number Briefed:	5

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

April

590 under lease - 99% Occupancy
 14 Portable Vouchers – 14 Not Absorbed (1/Port-In)
 56 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

82 inspections were completed in April. 39 were annual inspections. 27 were initial inspections, 14 were re-inspections, 0 project based inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	19	
Annual Recerts:	54	
Interim Recerts:	32	
Abatements:	1	
Movers:	20	
Possible Program Violations:	10	program violations
End of Program	2	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 216 Public Housing East
 230 Public Housing West
 88 Parker Bluff
 108 Project-Based
 539 Sec. 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: 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 April 30, 2014 prepared by the BHA Accountant. 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 \$289,852, Project Based Voucher (PBV) program income was \$23,096 and the Housing Choice Voucher (HCV) program was \$1,070,082, for a combined income of \$1,383,030, which is \$66,412 more than budgeted year-to-date.

Through the month of April, the Low Income Public Housing (LIPH) program expenses were \$330,019, Project Based Voucher (PBV) program expenses were \$23,117 and the Housing Choice Voucher (HCV) program expenses were \$1,086,142. Combined program expenses are \$1,439,278, which is \$77,603 less than the approved budget year to date.

Through the month of April, the Housing Authority shows an overall deficit of (\$56,247) year-to-date. Public Housing deficit is (\$56,108), Redevelopment Phase 1 & 2 surplus is \$15,942, Project Based Voucher deficit is (\$21), Section 8 administrative deficit is (\$31,608), and Section 8 HAP surplus is \$15,548.

Through the month of April, the HCV FSS program has 16 of the 28 enrolled tenants holding escrow accounts totaling \$12,185.82. One participant exited the program this month and forfeited their escrow balance of \$2,555.12; this money will be returned to HUD. The LIPH FSS program has 11 of the 28 enrolled tenants holding escrow account totaling \$5,639.37. One participant exited the program this month and forfeited their escrow balance of \$1,052.02. The Homeownership program has 2 tenants receiving homeownership assistance payments in April totaling \$428.

ATTACHMENTS:

Monthly Financial Cash Flow Report

Cash Flow Statement
Beloit Housing Authority
April 30, 2014

	LLC		HCV YTD Actual	YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual			
Income					
Dwelling Rent/Utilities	20,186.00	52,289.01	-	58,580.33	13,894.68
Interest on Investments	74.97	228.40	59.69	513.33	(150.27)
Other Income	13,501.49	103,324.86	2,826.59	23,162.67	96,490.27
HUD Admin Fees	-	-	90,704.00	104,069.00	(13,365.00)
HUD Grants/Subsidies	123,343.93	-	976,491.67	1,128,411.00	(28,575.40)
Total Income	157,106.39	155,842.27	1,070,081.95	1,314,736.33	68,294.28

	LLC		HCV YTD Actual	YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual			
Expenses					
Administrative					
Salaries/Benefits	75,688.72	19,300.00	103,630.11	256,550.67	57,931.84
Office Expenses	11,827.83	31,425.07	12,748.44	68,270.00	12,268.66
Office Contracted Services	6,019.24	-	6,264.76	14,800.00	2,516.00
Oper Sub Transfer/Mgmt Fee Pd	-	4,372.39	-	-	(4,372.39)
Housing Assistance Pmts	-	-	960,943.76	967,296.33	6,352.57
Maintenance					
Salaries/Benefits	4,561.32	42,821.60	-	47,708.33	325.41
Materials & Supplies	1,198.13	6,312.03	-	4,166.67	(3,343.49)
Maintenance Contracts	9,971.66	7,027.53	-	9,200.00	(7,799.19)
Utilities	5,577.80	16,563.12	-	17,300.00	(4,840.92)
Other Operating					
Protective Services	899.37	1,936.74	-	1,883.33	(952.78)
Insurance	4,690.72	6,569.36	2,554.96	16,712.50	2,897.46
PILOT	1,949.90	3,572.62	-	4,497.67	(1,024.85)
Other Operating Expenses	90,850.83	-	-	108,495.33	17,644.50
Total Expenses	213,235.52	139,900.46	1,086,142.03	1,516,880.83	77,602.82

Net Admin Income (Loss)	(56,129.13)	15,941.81	(31,607.99)		
Net HAP Income (Loss)			15,547.91		
Total YTD Income (Loss)	(56,129.13)	15,941.81	(16,060.08)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: Beloit Community Development Authority's Proposal to administer Wisconsin Housing and Economic Development Authority's (WHEDA) Housing Choice Vouchers in Rock County, Wisconsin.

REQUESTED ACTION: Recommendation that the Community Development Authority Board of Commissioners authorize submission of a Proposal to allow the Beloit Housing Authority to administer WHEDA's Housing Choice Vouchers in Rock County, Wisconsin.

PRESENTER: Clinton Cole

STAFF REPORT:

The Wisconsin Housing and Economic Development Authority (WHEDA) is soliciting Proposals from interested parties to perform day to day administration of a portion of their HUD Housing Choice Vouchers. WHEDA currently administers 100 Housing Choice Vouchers throughout Rock County, Wisconsin. The Beloit Housing Authority currently administers 598 HUD Housing Choice Vouchers in the City of Beloit, and has the experience and capacity to administer these additional vouchers while earning an administrative fee from WHEDA.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2014-12: Recommendation that the Community Development Authority Board of Commissioners authorize submission of a Proposal to allow the Beloit Housing Authority to administer WHEDA's Housing Choice Vouchers in Rock County, Wisconsin.

RESOLUTION NO. 2014-12

**BELOIT HOUSING AUTHORITY
RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY SUBMIT A PROPOSAL TO ADMINISTER WHEDA HOUSING
CHOICE VOUCHERS IN ROCK COUNTY, WISCONSIN**

WHEREAS, the Wisconsin Housing and Economic Development Authority (WHEDA) has released a Request For Proposals for interested parties to perform day to day administration of their HUD Housing Choice Vouchers in Rock County, Wisconsin;

WHEREAS, the Beloit Housing Authority has the capacity and knowledge to administer HUD Housing Choice Vouchers and wishes to submit a Proposal to administer WHEDA's Housing Choice Vouchers in Rock County, Wisconsin;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize submission of a Proposal to allow the Beloit Housing Authority to administer WHEDA's Housing Choice Vouchers in Rock County, Wisconsin.

Adopted this 28th day of May, 2014

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d

TOPIC: Beloit Community Development Authority's application for HUD's FY 2014 Public Housing/Housing Choice Voucher Family Self-Sufficiency (FSS) Coordinator Grant.

REQUESTED ACTION: Recommendation that the Community Development Authority apply for HUD's FY 2014 Public Housing/HCV Family Self-Sufficiency (FSS) Grant on behalf of the Beloit Housing Authority.

PRESENTER: Rebecca Melito

STAFF REPORT:

The United States Department of Housing and Urban Development (HUD) has allocated funding for the Public Housing/Housing Choice Voucher Family Self-Sufficiency (FSS) Coordinators Grant. This grant allows public housing agencies to provide a FSS Coordinator to coordinate supportive services and other activities designed to help public housing residents attain economic and housing self-sufficiency. The FSS Coordinator links residents with local social services to ensure that these individuals have the tools necessary to achieve self-sufficiency or remain independent. These services enable residents to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2014-13: Recommendation that the Community Development Authority apply for FY 2014 Public Housing/Housing Choice Voucher Family Self-Sufficiency Coordinator Grant.

RESOLUTION NO. 2014-13

**BELOIT HOUSING AUTHORITY
RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY APPLY FOR FY2014 PUBLIC HOUSING/HOUSING CHOICE
VOUCHER FAMILY SELF SUFFICIENCY COORDINATOR GRANT**

WHEREAS, the United States Department of Housing and Urban Development (HUD) has funds available this year to fund the Public Housing/Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Coordinator position;

WHEREAS, the Beloit Housing Authority (BHA) has identified the FSS program as a needed service to enhance the lives of its Public Housing and HCV residents, and the BHA wishes to implement the program per the City of Beloit's Consolidated Plan;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize submission an application for the FY2014 Public Housing/Housing Choice Voucher Family Self-Sufficiency Grant in the amount of \$69,000.

Adopted this 28th day of May, 2014

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority