



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
July 23, 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 June 25, 2014
4. Housing Authority
 - a. Presentation of June Activity Report (Pollard)
 - b. Presentation of June Financial Report (Pollard)
 - c. Review and Consideration of Resolution 2014-17, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable 2014 Second Quarter Vacated Residents (Pollard)
5. CDBG, HOME and NSP Programs
 - a. Public Hearing on the Housing, Homeless, Public Housing and Community Development Needs for Inclusion in the 2015-2019 Consolidated Plan (Downing)
 - b. Review and Consideration of Resolution 2014-16, Authorizing the Acquisition of 318 Moore Street with NSP3 Funds (Downing)
6. 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: July 17, 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
June 25, 2014
4 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, June 25, 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 T. Johnson at 4:18 p.m.

Present: Commissioners Evans, Jacobs, G. Johnson (phone), T. Johnson, Kelly

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on May 28, 2014.**

Motion was made by Commissioner Jacobs and seconded by Commissioner Kelly to approve the minutes of the Regular Meeting held May 28, 2014.

Motion carried unanimously.

4. **Housing Authority:**

- a. **Presentation of May Activity Report**
Cathy Pollard,

We picked up the WHEDA Section 8 paperwork and signed the contract on June 16 and are on target to make the July 1 HAP payments.

- b. **Presentation of April Financial Report**
Cathy Pollard gave a brief summary of the report.

5. **CDBG and NSP Programs:**

- a. **Review and Consideration of Resolution 2014-14, Accepting an Offer to Purchase for 827 Garfield Avenue**

Teri Downing presented the staff report and recommendation.

Commissioner Jacobs moved and Commissioner Evans seconded a motion to approve Resolution 2014-14.

Motion carried unanimously.

- b. Review and Consideration of Resolution 2014-15, Recommending 2015 Community Development Block Grant Local Funding Priorities
Teri Downing presented the staff report and recommendation.

After much discussion regarding recommended funding priorities, Tom Johnson recommended that we get rid of priorities and make our funding decisions based on funding requests made before the Board.

Commissioner Evans moved and Commissioner Jacobs seconded a motion to deny Attachment A of Resolution 2014-15.

Motion carried unanimously.

6. **Adjournment:**
Meeting was adjourned by Commissioner T. Johnson at 4:36 p.m.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: June 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 June and one upcoming vacancy in July of 2014. Public housing accounts receivable on occupied units totaled \$2,067.41 and vacated units totaled \$4,778.81 at the end of June, 2014 which brings the totaled outstanding public housing accounts receivable to \$6,846.22. No applicants were pulled from the public housing waiting list in June; 1 applicant was briefed. 84 public housing inspections and 38 annual and interim re-certifications were completed in June.

Section 8:

594 vouchers were housed by June 30, 2014 with 26 voucher holders either searching for units or waiting for passed inspections. 13 portable vouchers were paid by BHA in June with another 2 families waiting to Port-Out. 47 Section 8 inspections were completed in June, and the Housing Specialists completed 97 annual or interim re-certifications in June. No applicants were notified; none were briefed.

ATTACHMENTS:

June Activity Report

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

July Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 05/31/14	\$ 1,342.45
Outstanding Receivables – Vacated Units 05/31/14	\$ 4,524.87
Outstanding Receivables – Occupied Units 06/30/14	\$ 2,067.41
Outstanding Receivables – Vacated Units 06/30/14	\$ 4,778.81
Total May 31, 2014 Outstanding Receivables:	\$ 5,867.32
Total June 30, 2014 Outstanding Receivables:	\$ 6,846.22
Increase of:	\$ 978.90

Vacancies – 06/30/14

<u>Total Public Housing Units</u>	131 Units
	100% Occupancy
0 Vacancy:	1 Elderly - 100% Occupancy
	2 Family - 100% Occupancy

Public Housing Inspections

84 Inspections completed. There were 27 annual inspections; there were no move-out inspections. There was 1 move-in inspection. There were 9 housekeeping inspections, 47 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	17
Interim Recerts:	21
Notice to Vacate:	1

New Tenants:	2
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	6
Evictions	1

Public Housing Briefings

Number Notified:	0
Number Briefed:	1

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

June 594 under lease - 99% Occupancy
 13 Portable Vouchers –13 Not Absorbed (1/Port-In)
 26 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

47 inspections were completed in June. 26 were annual inspections. 5 were initial inspections, 14 were re-inspections, 0 project based inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	4	
Annual Recerts:	36	
Interim Recerts:	61	
Abatements:	2	
Movers:	5	
Possible Program Violations:	11	program violations
End of Program	4	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 234 Public Housing East
 245 Public Housing West
 98 Parker Bluff
 108 Project-Based
 600 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 June 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 June, the Low Income Public Housing (LIPH) program income was \$443,039, Project Based Voucher (PBV) program income was \$35,027 and the Housing Choice Voucher (HCV) program was \$1,592,379, for a combined income of \$2,070,445, which is \$95,516 more than budgeted year-to-date.

Through the month of June, the Low Income Public Housing (LIPH) program expenses were \$488,732, Project Based Voucher (PBV) program expenses were \$30,667 and the Housing Choice Voucher (HCV) program expenses were \$1,640,220. Combined program expenses are \$2,159,619, which is \$65,846 less than the approved budget year to date.

Through the month of June, the Housing Authority shows an overall deficit of (\$89,173) year-to-date. Public Housing deficit is (\$87,674), Redevelopment Phase 1 & 2 surplus is \$41,981, Project Based Voucher surplus is \$4,360, Section 8 administrative deficit is (\$35,975), and Section 8 HAP deficit is (\$11,866).

Through the month of June, the HCV FSS program has 16 of the 27 enrolled tenants holding escrow accounts totaling \$10,381.76. The LIPH FSS program has 11 of the 27 enrolled tenants holding escrow account totaling \$8,411.81. One participant graduated from the program this month and received their escrow balance of \$522.02. The Homeownership program has 3 tenants receiving homeownership assistance payments in June totaling \$541.

ATTACHMENTS:

Monthly Financial Cash Flow Report

Cash Flow Statement
Beloit Housing Authority
June 30, 2014

	LLC			YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual		
Income					
Dwelling Rent/Utilities	30,745.00	80,296.12	-	87,870.50	23,170.62
Interest on Investments	103.85	344.83	92.61	770.00	(228.71)
Other Income	17,565.89	163,114.70	2,894.51	34,744.00	148,831.10
HUD Admin Fees	-	-	139,638.00	156,103.50	(16,465.50)
HUD Grants/Subsidies	185,895.76	-	1,449,754.09	1,692,616.50	(56,966.65)
Total Income	234,310.50	243,755.65	1,592,379.21	1,972,104.50	98,340.86

	LLC			YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual		
Expenses					
Administrative					
Salaries/Benefits	118,191.36	32,220.80	152,946.97	384,826.00	81,466.87
Office Expenses	14,649.42	31,755.67	16,227.12	66,405.00	3,772.79
Office Contracted Services	6,602.06	-	6,871.34	16,700.00	3,226.60
Oper Sub Transfer/Mgmt Fee Pd	-	10,078.58	-	-	(10,078.58)
Housing Assistance Pmts	-	-	1,461,619.60	1,450,944.50	(10,675.10)
Maintenance					
Salaries/Benefits	10,448.29	63,382.54	-	71,562.50	(2,268.33)
Materials & Supplies	1,797.80	10,773.99	-	6,250.00	(6,321.79)
Maintenance Contracts	11,774.47	13,686.08	-	13,800.00	(11,660.55)
Utilities	7,060.83	21,700.14	-	25,950.00	(2,810.97)
Other Operating					
Protective Services	10,976.77	2,462.85	-	2,825.00	(10,614.62)
Insurance	5,056.56	9,854.04	2,554.96	16,712.50	(753.06)
PILOT	3,000.67	5,859.77	-	6,746.50	(2,113.94)
Other Operating Expenses	128,065.83	-	-	162,743.00	34,677.17
Total Expenses	317,624.06	201,774.46	1,640,219.99	2,225,465.00	65,846.49
Net Admin Income (Loss)	(83,313.56)	41,981.19	(35,975.27)		
Net HAP Income (Loss)			(11,865.51)		
Total YTD Income (Loss)	(83,313.56)	41,981.19	(47,840.78)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: Resolution No. 2014-17
Authorization To Write-Off Beloit Housing Authority
Public Housing Tenants Accounts Receivable 2014
Second Quarter Vacated Residents

REQUESTED ACTION: Approval of Resolution No. 2014-17

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 \$4,801.16. This will be reported to Happy Software and the Tax Refund Intercept Program for collection action.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2014-17

ATTACHMENTS:

Resolution No. 2014-17 and attached detail

**RESOLUTION NO. 2014-17
AUTHORIZATION TO WRITE -OFF
BELOIT HOUSING AUTHORITY
PUBLIC HOUSING TENANTS ACCOUNTS RECEIVABLE
SECOND QUARTER 2014 VACATED RESIDENTS**

WHEREAS, four 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 \$4,801.16 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 23rd day of July, 2014

Thomas M. Johnson, Chair
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Public Housing Write Offs for June 2014 (2nd Qtr)

BHA

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Clark, Santia	02/28/14	2,122.56	630.00		187.62	1,254.94	50.00	
		0.00						
	<i>Subtotal</i>	2,122.56	630.00	0.00	187.62	1,254.94	50.00	0.00

LLC Phase I

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Banks, Jemisha	03/17/14	630.02				630.02		
Parks, Tonya	02/07/14	1,354.93				1,354.93		
Shumpert, Cherell	01/31/14	693.65				693.65		
		0.00						
	<i>Subtotal</i>	2,678.60	0.00	0.00	0.00	2,678.60	0.00	0.00

LLC Phase 2

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

Total for July '14 Write Offs	4,801.16	630.00	0.00	187.62	3,933.54	50.00	0.00
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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Public Hearing to Solicit Input on Community Development, Housing, Public Housing and Homeless Needs in the City for Incorporation in the 2015-2019 Consolidated Plan

ACTION: Public Hearing – no action

PRESENTER: Teri Downing

STAFF REPORT:

The City is in the process of preparing the 2015-2019 Consolidated Plan, which is a 5-year strategic plan for the use of CDBG funds. The City is required to hold public hearings to seek input on community development, housing, homeless, and public housing needs for incorporation into the Consolidated Plan. One public hearing was already held at the City Council meeting on July 7, 2014.

Staff has held three Steering Committee meetings with local agencies and community leaders to obtain input about the needs of the community and gaps in services. The following needs were identified in these meetings:

- Meeting 1: Housing and Homelessness
 - Need for rental assistance
 - Need for more case management and education in life skills and financial/budgeting
 - Need for activities that serve that comprehensively serve the neighborhood, not just the houses

- Meeting 2: Non-homeless Special Needs
 - Gap-in-service: Water and sewer bill assistance
 - Gap-in-service: Voluntary payee services
 - Great need for comprehensive/long-term case management for life-skills, budgeting education, and AODA issues

- Great need for programs that concentrate on prevention instead of “fixing” problems after they occur.
- Need for transportation

- Meeting 3: Community and Economic Development Needs
 - Gap in service: Programs for middle school and teenagers
 - Economic Development/Businesses: Lack of locally qualified workforce for very technical positions
 - Gap in service: Lack of training programs for very technical positions (chemicals, engineers, computers, etc.), which would qualify people for positions in newly developed and/or incoming companies/projects such as Kerry, NorthStar, Acculynx, and I-90/39 Expansion.
 - Need for programs that provide skills and education that correspond with employment opportunities in the community.
 - Need for local “job center”
 - Need for consolidating services instead of having numerous different “silo” locations to access assistance and resources
 - Need for transportation

ATTACHMENTS:

None



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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5b

TOPIC: Acquisition of 318 Moore Street with NSP3 Funds

ACTION: Consideration of Resolution 2014-16

PRESENTER: Teri Downing

STAFF REPORT:

The Neighborhood Stabilization Program (NSP) is authorized 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. The Department of Housing and Urban Development awarded \$5,000,000 in NSP 3 funds to the State of Wisconsin Department of Commerce. \$1,293,000 of these NSP3 grant funds were awarded to the Rock County NSP Consortium of which \$655,750 will be utilized in Beloit's census tract 16, one of the areas most affected by foreclosures. The City will administer these funds in cooperation with Family Services and Neighborhood Housing Services. These funds are being used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

- NSP-3 regulations allow the purchase of either mortgage or tax foreclosed properties.
- In September of 2012, the Rock County Treasurer proceeded with a tax foreclosure on the property located at 318 Moore Street.
- The City purchased the property for \$11,842.63 and paid an additional \$1,574.76 in taxes in January 2013 for a total of \$13,416.76.
- Due to the salvageable condition of the property, it was "set aside" for future rehabilitation under the NSP program once the program had enough Program Income accumulated from NSP property sales to proceed with the acquisition and rehabilitation.
- The CDA has sold two NSP1 properties and three NSP3 properties to date in 2014.

- The CDA must purchase the property from the City of Beloit in order to utilize the NSP3 funds for rehabilitation.
- The purchase amount will be \$13,416.76, as listed above.
- Once the property is rehabilitated, it will be sold to a low-moderate income household for owner occupancy.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 2014-16, Authorizing the Acquisition of 318 Moore Street with NSP3 funds.

RESOLUTION 2014-16

**AUTHORIZING THE ACQUISITION OF 318 MOORE STREET
WITH NSP3 FUNDS**

WHEREAS, the City of Beloit has received \$655,7501 for the Neighborhood Stabilization Program 3 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 has established a strategic goal to promote quality housing in all neighborhoods; and

WHEREAS, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's Neighborhood Stabilization Program 3; and

WHEREAS, 318 Moore Street is a property located in a designated program census tract and was purchased from Rock County as a property tax foreclosure.

NOW THEREFORE BE IT RESOLVED THAT, the Community Development Authority does hereby authorize staff to acquire the property for up to \$14,000.

Adopted this 23rd day of July, 2014.

Thomas M. Johnson, Chairman
Community Development Authority

ATTEST:

Julie Christensen, Executive Director