



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
February 25, 2015 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 January 28, 2015
4. Housing Authority
  - a. Presentation of October Activity Report (Pollard)
  - b. Presentation of October Financial Report (Pollard)
  - c. Presentation of November Activity Report (Pollard)
  - d. Presentation of November Financial Report (Pollard)
  - e. Review and Consideration of Resolution 2015-04, Approval to Accept HUD Funding for the 2015 Capital Fund Program (CFP) Grant, and Amend the Annual Contributions Contract (ACC) to Include Said 2015 WI39-P064-50115 CFP Grant (Pollard)
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: February 20, 2015

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**  
**January 28, 2015**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 28, 2015, in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Evans at 4:55 p.m.

**Present:** Commissioners Evans, Casares, Kelly and Kincaid

**Absent:** Commissioners Moffitt

**Staff Present:** Julie Christensen, Teri Downing, Scott Schneider and Ann Purifoy

2. **Election of Officers**

a. **Nomination and election of Chairperson**

The nomination for Chairperson was opened. Commissioner Evans was nominated. Commissioner Evans accepted the nomination and was elected by a unanimous vote.

b. **Nomination and election of Vice-Chairperson**

The nomination for Vice-Chairperson was opened. Commissioners Moffitt and Casares were nominated. Commissioner Casares was elected by roll call vote with three (3) votes for Commissioner Casares and one (1) vote for Commissioner Moffitt.

3. **Citizen Participation:**

None

4. **Review and Consideration of the Minutes of the Special Meetings held on November 17 and December 15, 2014 and January 12, 2015**

Motion was made by Commissioner Kelly and seconded by Commissioner Kincaid to approve the minutes of the Special Meetings held November 17 and December 15, 2014 and January 12, 2015.

Motion carried unanimously.

5. **Community and Housing Services:**

a. **Review and Consideration of Resolution 2015-02, Accepting an Offer to Purchase for 1310 West Grand**

Teri Downing presented the staff report and recommendation.

Teri stated that principal reduction/forgivable down payment assistance will be offered in the future so that our below-market sales don't depress neighborhood property values.

Commissioner Kelly moved and Commissioner Kincaid seconded a motion to approve Resolution 2015-02.

Motion carried unanimously.

b. Review and Consideration of Resolution 2015-03, Authorizing the CDA to Award the Demolition Contract for 520 North Street

Scott Schneider presented the staff report and recommendation.

The Gensler Excavating bid was actually \$6,390, not \$6,830 as stated in the staff report. Commissioner Casares inquired as to where the demolition material would go. Scott expects it to go to the Janesville dump; however, the limestone foundation will be used as fill.

Commissioner Casares moved and Commissioner Kelly seconded a motion to approve Resolution 2015-03.

Motion carried unanimously.

6. **Adjournment:**

Meeting was adjourned at 5:15 p.m.

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

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**AGENDA ITEM:** 4a

**TOPIC:** October 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 October and no upcoming vacancies in November of 2014. Public housing accounts receivable on occupied units totaled \$4044.28 and vacated units totaled \$6,883.55 at the end of October, 2014 which brings the totaled outstanding public housing accounts receivable to \$10,927.83. No applicants were pulled from the public housing waiting list in October; 0 applicants were briefed. 34 public housing inspections and 23 annual and interim re-certifications were completed in October.

#### Section 8:

574 vouchers were housed by October 31, 2014 with 7 voucher holders either searching for units or waiting for passed inspections. 13 portable vouchers were paid by BHA in October with 2 families waiting to Port-Out. 113 Section 8 inspections were completed in October, and the Housing Specialists completed 98 annual or interim re-certifications in October. 28 applicants were notified; 0 were briefed.

### **ATTACHMENTS:**

October Activity Report

**Beloit Community Development Authority  
Activity Report to Board for February 2015**

**October (2014) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 09/30/14</b>	<b>\$ 2,574.60</b>
<b>Outstanding Receivables – Vacated Units 09/30/14</b>	<b>\$ 6,472.04</b>
Outstanding Receivables – Occupied Units 10/31/14	\$ 4044.28
Outstanding Receivables – Vacated Units 10/31/14	\$ 6,883.55
<b>Total September 30, 2014 Outstanding Receivables:</b>	<b>\$ 9,046.64</b>
<b>Total October 31, 2014 Outstanding Receivables:</b>	<b>\$ 10,927.83</b>
<b>Increase of:</b>	<b>\$ 1,881.19</b>

Vacancies – 10/31/14

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

Public Housing Inspections

34 Inspections completed. There were 15 annual inspections; there was one move-out inspection. There was one move-in inspection. There were 13 housekeeping inspections, 4 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	2
Interim Recerts:	21
Notice to Vacate:	1

New Tenants:	1
Transfers:	0
Lease Terminations:	1
Possible Program Violations:	3
Evictions	1

Public Housing Briefings

Number Notified:	0
Number Briefed:	0

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

October

574 under lease - 96% Occupancy  
 13 Portable Vouchers –12 Not Absorbed (2/Port-In)  
 (4/Port-Out)  
 7 Voucher holders searching or waiting for passed  
 inspections

Section 8 Inspections

113 inspections were completed in October. 76 were annual inspections. 19 were initial inspections, 17 were re-inspections, 0 project based inspections, none were WHEDA and there was 1 special inspections.

Section 8 Activities

New Participants:	7	
Annual Recerts:	50	
Interim Recerts:	48	
Abatements:	2	
Movers:	9	
Possible Program Violations:	7	program violations
End of Program	3	

Section 8 Briefings

Number Notified:	28
Number Briefed:	0

**APPLICATIONS:**

Waiting List:                    153    Public Housing East  
   153    Public Housing West  
   72     Parker Bluff  
   75     Project-Based  
   428    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**

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**AGENDA ITEM:** 4c

**TOPIC:** November 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 November and no upcoming vacancies in December of 2014. Public housing accounts receivable on occupied units totaled \$885.96 and vacated units totaled \$11,780.26 at the end of November, 2014 which brings the totaled outstanding public housing accounts receivable to \$12,666.22. No applicants were pulled from the public housing waiting list in November; 1 applicant was briefed. 25 public housing inspections and 34 annual and interim re-certifications were completed in November.

#### Section 8:

577 vouchers were housed by November 30, 2014 with 5 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA in November with 1 family waiting to Port-Out. 61 Section 8 inspections were completed in November, and the Housing Specialists completed 79 annual or interim re-certifications in November. 23 applicants were notified; 21 were briefed.

### **ATTACHMENTS:**

November Activity Report



**Beloit Community Development Authority  
Activity Report to Board for February 2015**

**November (2014) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 11/30/14</b>	<b>\$ 885.96</b>
<b>Outstanding Receivables – Vacated Units 11/30/14</b>	<b>\$ 11,780.26</b>
Outstanding Receivables – Occupied Units 10/31/14	\$ 4044.28
Outstanding Receivables – Vacated Units 10/31/14	\$ 6,883.55
<b>Total November 30, 2014 Outstanding Receivables:</b>	<b>\$ 12,666.22</b>
<b>Total October 31, 2014 Outstanding Receivables:</b>	<b>\$ 10,927.83</b>
<b>Increase of:</b>	<b>\$ 1,738.39</b>

**Vacancies – 11/30/14**

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

**Public Housing Inspections**

25 Inspections completed. There were 12 annual inspections; there were no move-out inspections. There were two move-in inspections. There were 0 housekeeping inspections, 1 exterior inspections and no re-inspections.

**Public Housing Activities**

Annual Recerts:	18
Interim Recerts:	16
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	0
Number Briefed:	1

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

November 577 under lease - 96% Occupancy  
 12 Portable Vouchers –12 Not Absorbed (2/Port-In)  
 (4/Port-Out)  
 5 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

61 inspections were completed in November. 33 were annual inspections. 9 were initial inspections, 12 were re-inspections, 0 project based inspections, 6 were WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	4	
Annual Recerts:	30	
Interim Recerts:	49	
Abatements:	5	
Movers:	4	
Possible Program Violations:	7	program violations
End of Program	1	

Section 8 Briefings

Number Notified:	23
Number Briefed:	21

**APPLICATIONS:**

Waiting List:                    150    Public Housing East  
   148    Public Housing West  
   74     Parker Bluff  
   80     Project-Based  
   428    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:** 4e

**TOPIC:** Approval of Beloit Housing Authority (BHA) acceptance of the FY2015 CFP Grant in the amount of \$152,9770.00

**REQUESTED ACTION:** Review of 2015 FY CFP Grant

**PRESENTER:** Cathy Pollard

### **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 2015 FY Capital Fund Program (CFP) grant WI39-P064-50115 in the amount of \$152,977.

The funds issued through this grant will be utilized to maintain the 131 units of public housing in the City of Beloit. A Capital Fund Five-Year Plan has been submitted and approved by the HUD. All improvements and upgrades financed with these funds will be within the scope of that plan.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2015-04 Acceptance of the 2015 FY Capital Fund ACC

### **ATTACHMENTS:**

2015 FY Capital Fund ACC

**RESOLUTION NUMBER 2015 - 04**

**APPROVAL TO ACCEPT HUD FUNDING FOR  
THE 2015 CAPITAL FUND PROGRAM (CFP) GRANT and  
AMEND THE ANNUAL CONTRIBUTIONS CONTRACT (ACC)  
TO INCLUDE SAID 2015 WI39-P064-50115 CFP GRANT**

**WHEREAS,** the Beloit Housing Authority's Public Housing Program has been approved and notified by HUD to receive a 2015 Capital Fund Program (CFP) grant WI39-P064-50115 in the amount of \$152,957.00;

**WHEREAS,** the Beloit Housing Authority is required by HUD to submit an amended Annual Contributions Contract (ACC), an Annual Public Housing Authority (PHA) Plan, and a 2015 Capital Fund Program detailed budget;

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

**THEREFORE BE IT RESOLVED** that the Beloit Community Development Authority Board of Commissioners approves the acceptance of the 2015 Capital Fund Program Grant and the revised Annual Contributions Contract.

Adopted this 25th day of February, 2015

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Loretta Evans, Chairman  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, CDA Executive Director

**2015 Capital Fund**

**Capital Fund Program  
(CFP) Amendment**

To The Consolidated Annual Contributions  
Contract (form HUD-53012)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

Whereas, (Public Housing Authority) <u>Beloit Housing Authority</u>	<u>WI064</u>	(herein called the "PHA")
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and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) C-9176 dated 2/2/1996

**Whereas**, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$152,977.00 for Fiscal Year 2015 to be referred to under Capital Fund Grant Number WI39P06450115  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

**Whereas**, HUD and the PHA are entering into the CFP Amendment Number \_\_\_\_\_

**Now Therefore**, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

- assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
  9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one) :     Yes     No
  10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
  11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
  12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2015. This is the date on which CFP assistance becomes available to the PHA for obligation.

<b>U.S. Department of Housing and Urban Development</b> By _____ Date: _____	<b>PHA (Executive Director or authorized agent)</b> By _____ Date: _____
Title _____	Title _____