



CITY HALL • 100 STATE STREET • БЕЛОIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
September 28, 2016 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 July 27, 2016
4. Housing Authority
  - a. Presentation of July Activity Report (Pollard)
  - b. Presentation of July Financial Report (Pollard)
  - c. Presentation of August Activity Report (Pollard)
  - d. Presentation of August Financial Report (Pollard)
  - e. Review and Consideration of Resolution 2016-14, Approval of Security System Upgrade (Cole)
  - f. Review and Consideration of Resolution 2016-15, Approval of BHA 2017 Operating Budgets (Pollard)
5. CDBG, HOME and NSP Programs
  - a. Review and Consideration of Resolution 2016-16, Recommending Approval of the 2017 Community Development Block Grant Budget (Downing)
  - b. Review and Consideration of Resolution 2016-17, Recommending Approval of the 2017 Annual Action Plan (Downing)
  - c. Review and Consideration of Resolution 2016-18, Recommending Approval of the 2017 HOME Investment Partnerships Program (HOME) Budget (Christensen)
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: September 23, 2016

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**  
**July 27, 2016**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, July 27, 2016, in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Casares at 4:35 p.m.

**Present:** Commissioners Baker, Casares, Ellison, Preuschl and Webster

**Absent:** Commissioner Evans and Hendrix

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on June 22, 2016.**

Motion was made by Commissioner Baker and seconded by Commissioner Preuschl to approve the minutes of the Regular Meeting held on June 22, 2016.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of June Activity Report**

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

b. **Presentation of May Financial Report**

Cathy Pollard gave a brief summary of the report.

c. **Presentation of June Financial Report**

Cathy Pollard gave a brief summary of the report

d. **Review and Consideration of Resolution 2016-12, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Receivable Second Quarter 2016 Debts**

Clinton Cole, Programs Manager, presented the staff report and recommendation.

Commissioner Preuschl moved and Commissioner Baker seconded a motion to approve Resolution 2016-12.

Motion carried unanimously.

- e. Review and Consideration of Resolution 2016-13, Recommendation that the Beloit Community Development Authority Award Contract for Parking Lot Resurfacing at the Housing Authority's Administration Building  
Clinton Cole presented the staff report and recommendation.

Commissioner Preuschl moved and Commissioner Baker seconded a motion to approve Resolution 2016-13.

5. **Neighborhood Revitalization Activities**

- a. Review and Consideration of Resolution 2016-11, Authorizing the Sale of 349 Euclid Avenue from the City of Beloit to the Community Development Authority and the Appropriation of Funding for 349 Euclid Avenue Construction Rehabilitation Project  
Julie Christensen, Community Development Director, presented the staff report and recommendation.

The funds approved for the rehab of this property include \$173, 000 HOME, \$96,000 NSP and \$35,000 CIP Acquisition Account funds.

Commissioner Baker moved and Commissioner Webster seconded a motion to approve Resolution 2016-11.

Motion carried unanimously.

6. **Adjournment:**

A motion was made by Commissioner Baker to adjourn at 5:25 p.m. Motion carried.

**REPORT TO THE  
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4a

**TOPIC:** July Activity Report

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

**PRESENTER:** Cathy Pollard

**STAFF REPORT:**

Public Housing:

There were four vacancies in public housing units in July and four upcoming vacancies in August of 2016. Public housing accounts receivable on occupied units totaled \$7,437.21 and vacated units totaled \$724.60 at the end of July, 2016 which brings the totaled outstanding public housing accounts receivable to \$8,161.81. Four applicants were pulled from the public housing waiting list in July; four applicants were briefed. 11 public housing inspections and 33 annual and interim re-certifications were completed in July.

Section 8:

578 vouchers were housed by July 31, 2016 with 19 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in July with 3 families waiting to Port-Out. 73 Section 8 inspections were completed in July, and the Housing Specialists completed 83 annual or interim re-certifications in July. 0 applicants were notified: none were briefed.

**ATTACHMENTS:**

July Activity Report

**Beloit Community Development Authority  
Activity Report to Board for September 2016**

**July (2016) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 07/31/16</b>	<b>\$ 7,437.21</b>
<b>Outstanding Receivables – Vacated Units 07/31/16</b>	<b>\$ 724.60</b>
Outstanding Receivables – Occupied Units 06/30/16	\$ 4,439.75
Outstanding Receivables – Vacated Units 06/30/16	\$ 20,271.30
<b>Total July 31, 2016 Outstanding Receivables:</b>	<b>\$ 8,161.81</b>
<b>Total June 30, 2016 Outstanding Receivables:</b>	<b>\$ 24,711.05</b>
<b>Decrease of:</b>	<b>\$ 16,549.24</b>

**Vacancies – 07/31/2016**

<b><u>Total Public Housing Units</u></b>	131 Units
	97% Occupancy
4 Vacancies:	0 Elderly - 100% Occupancy
	4 Family - 97% Occupancy

**Public Housing Inspections**

11 Inspections completed. There were 6 annual inspections; there were 4 move-out inspections. There was 1 move-in inspection. There were 0 housekeeping inspections 0 exterior inspections and no re-inspections.

**Public Housing Activities**

Annual Recerts:	20
Interim Recerts:	13
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	4
Number Briefed:	4

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

July

578 under lease - 97% Occupancy  
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)  
 19 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

73 inspections were completed in July. 46 were annual inspections. 20 were initial inspections, 7 were re-inspections, 0 project based inspections, and there were no special inspections.

Section 8 Activities

New Participants:	18	
Annual Recerts:	26	
Interim Recerts:	57	
Abatements:	4	
Movers:	5	
Possible Program Violations:	5	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:                    156    Public Housing East  
   156    Public Housing West  
   203    Parker Bluff  
   119    Project-Based  
   475    Sec. 8

1 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed over income  
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:** 4b

**TOPIC:** July Monthly Report

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

**PRESENTER:** Cathy Pollard

## **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending July 31, 2016.

Through the month of July, the Low Income Public Housing (LIPH) program income was \$327,018.09 and the LIPH expenses were \$310,062.72. There was a \$16,955.37 reserve in LIPH. The Operating Reserve for LIPH was \$5,192,149.00 at the 12/31/2015 FYE. At 2016 Period End the Operating Reserve is \$5,209,104.37. The actual physical LIPH Operating Reserve at 2016 Period End is \$999,104.35.

Through the month of July, the Project Based Voucher (PBV) program income was \$39,968.78 and the expenses were \$23,634.46. The PBV surplus was \$16,334.32. The PBV Operating Reserve at this Period End is \$147,054.32.

Through the month of July, Phase 1 and Phase 2 program income was \$355,768.79 and the expenses were \$273,666.81. Phase 1 and Phase 2 had a surplus of \$82,101.98. The Operating Reserve for these programs at this Period End is \$189,989.98.

Through the month of July, the Housing Choice Voucher (HCV) program income was \$1,874,678.52 and expenses were \$1,831,182.69. The HCV program had a surplus of \$19,280.28. The HCV Operating Reserve at this Period End is \$333,575.28.

Attachment;

July 2016 Financial Reports



## Consolidated 2016 Budget Report for Beloit Housing Authority - July 2016

	Income	YTD Actual						Annual Board Approved Budget			
		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1	Dwelling Rental	-			39,171.00	127,070.78		166,241.78			-
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	-	69.42			433.34	100.60	603.36			-
4	Interest on HAP Res Fund Investments	-						-			-
5	Other Income - Tenants (BHA Portion)	-			797.78	18,159.53	7,167.46	26,124.77			-
6	HAP Fraud Recovery & FSS Forfeitures	-	5,858.36				9,111.13	14,969.49			-
7	Other Income - Bad Debt Collections	-	13,213.56					13,213.56			-
8	Other Income - Laundry/Copy Fees/Misc	-	38,357.33			65,542.00	844.33	104,743.66			-
9	Other Income - Grants	-	31,763.92					31,763.92			-
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	-					198,129.00	198,129.00			-
12	Incoming Billable Admin Fees/Oper Sub	-				144,563.14		144,563.14			-
13	HAP Subsidy	-					1,659,326.00	1,659,326.00			-
14	Operating Subsidy	-	237,755.50					237,755.50			-
	<b>Total Income</b>	-	<b>327,018.09</b>	-	<b>39,968.78</b>	<b>355,768.79</b>	<b>1,874,678.52</b>	<b>2,597,434.18</b>	-	-	-
	<b>Expenses</b>	<b>Approved YTD</b>	<b>LIPH</b>	<b>LIPH Grant</b>	<b>PBV</b>	<b>Phase 1 &amp; 2</b>	<b>HCV</b>	<b>Agency Total</b>	<b>LIPH/LLC</b>	<b>HCV</b>	<b>Total</b>
	<b>Administrative Expenses</b>										
15	Admin Salaries	-	57,218.94		10,072.66	62,521.00	114,156.90	243,969.50			-
16	FSS Coordinator Admin Salaries	-	24,178.37					24,178.37			-
17	Admin Employee Benefits	-	20,071.26		2,892.89		46,330.89	69,295.04			-
18	FSS Coordinator Admin Benefits	-	5,735.41					5,735.41			-
19	Advertising & Marketing	-				259.60	26.30	285.90			-
20	Legal	-				1,794.38	55.00	1,849.38			-
21	Staff Training	-	1,139.71					1,139.71			-
22	Travel	-	529.57					529.57			-
23	Accounting Consultants	-	4,858.00		690.00	8,658.00	3,510.00	17,716.00			-
24	Audit Fee	-	6,708.50			18,500.00	6,708.50	31,917.00			-
25	Telephone	-	686.05				653.07	1,339.12			-
26	Postage	-	1,238.15					1,238.15			-
27	Office Supplies	-	1,833.74				1,565.37	3,399.11			-
28	Memberships & Publications	-	70.00					70.00			-
29	Bank Fees	-					1,433.67	1,433.67			-
30	Computer Maintenance	-						-			-
31	Copier Expenses	-	1,990.79				1,990.80	3,981.59			-
32	Office Equipment Maintenance	-						-			-
33	Postage Machine	-					3,600.94	3,600.94			-
34	Software Maintenance	-	245.00				255.00	500.00			-
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/Compliance Fees	-	1,096.95		900.00	6,170.86	1,767.86	9,935.67			-
37	Management Improvements	-						-			-
38	Management Fees	-				10,473.66		10,473.66			-
39	Eviction & Collection Agent Fees	-						-			-
40	HAP Expense (net fraud recovery to HUD)	-					1,644,221.58	1,644,221.58			-
	HAP Overfunding (Underfunding)	-					24,215.55	-			-
	<b>Maintenance Expenses</b>										
41	Maintenance Salaries	-	3,682.94		3,313.41	72,806.95		79,803.30			-
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	-	3,035.10		1,375.73			4,410.83			-
44	Maintenance Materials & Supplies	-	1,539.84		53.45	2,671.47		4,264.76			-
45	Plumbing Supplies	-	656.45					656.45			-
46	Locks, Locksets & Keys	-						-			-
47	Electrical Supplies	-	1,333.57					1,333.57			-
48	Painting Supplies	-	307.30					307.30			-
49	Cleaning Supplies	-	1,662.66					1,662.66			-

50	Equipment Repair Parts	-	11.98				11.98			-
51	Maintenance Contracted Services	-	2,417.20	653.30	12,241.04		15,311.54			-
52	Refuse Removal Services	-	5.00	(5.00)	2,094.06		2,094.06			-
53	Plumbing Repair Services	-		192.99			192.99			-
54	Heating/AC Repair Services	-	321.76		604.00		925.76			-
55	Electric Repair Service	-					-			-
56	Window Repair Service	-					-			-
57	Automotive Repairs/Fuel	-	862.81				862.81			-
58	Elevator Repair & Maintenance	-					-			-
59	Pest Control Services	-					-			-
60	Cable TV	-			(196.99)		(196.99)			-
61	Answering Service	-	589.34				589.34			-
62	Major Appliance Repair	-					-			-
63	Clean/Paint Units	-					-			-
	<b>Utilities Expenses</b>									
64	Water/Sewer	-	792.55	976.78	9,443.24		11,212.57			-
65	Electricity	-	3,369.80	70.68	9,571.77		13,012.25			-
66	Natural Gas	-	864.70	150.28	4,128.75		5,143.73			-
	<b>Other Operating Expenses</b>									
67	Protective Services Contract	-	10,964.68		1,566.04		12,530.72			-
68	Insurance	-	5,481.46	1,431.87	13,841.57	2,866.59	23,621.49			-
69	PILOT	-		865.42	10,392.68		11,258.10			-
70	Compensated Absences	-					-			-
71	Collection Losses	-			19,895.92		19,895.92			-
72	Replacement Reserves & Debt Pmt-Princ	-					-			-
73	Other General Expense/Asset Mgmt Fees	-	144,563.14		6,228.81	2,040.22	152,832.17			-
74	Casualty Losses - Non Capitalized	-					-			-
75	Capital Expenditures - Operations	-					-			-
	<b>Total Expense</b>	-	<b>310,062.72</b>	-	<b>23,634.46</b>	<b>273,666.81</b>	<b>1,831,182.69</b>	<b>2,438,546.68</b>	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	16,955.37	-	16,334.32	82,101.98	19,280.28	134,671.95	-	-	-
Operating Reserve at end Period for 2016	5,209,104.37	-	147,054.32	189,989.98	333,575.28	5,879,723.95	5,430,757.00	-	5,430,757.00

**\*\*LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2016	999,104.35	-	147,054.32	189,989.98	333,575.28	1,795,331.12
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### SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	1,659,326.00
Fraud Recovery/FSS Forfeitures	9,111.13
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,644,221.58
<b>Under (Over) spending YTD</b>	<b>24,215.55</b>
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	74,677.55
ADMIN FEES	
Administrative Funding received from HUD YTD	198,129.00
Income from other funding sources	8,112.39
Administrative Expenses YTD	186,961.11
<b>Under (Over) spending YTD</b>	<b>19,280.28</b>
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	333,575.28

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
<b>Under (Over) spending YTD</b>	<b>-</b>
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

**REPORT TO THE  
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4c

**TOPIC:** August Activity Report

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

**PRESENTER:** Cathy Pollard

**STAFF REPORT:**

Public Housing:

There were four vacancies in public housing units in August and two upcoming vacancies in September of 2016. Public housing accounts receivable on occupied units totaled \$6,857.47 and vacated units totaled \$4,687.32 at the end of August, 2016 which brings the totaled outstanding public housing accounts receivable to \$11,544.79. Four applicants were pulled from the public housing waiting list in August; four applicants were briefed. 19 public housing inspections and 30 annual and interim re-certifications were completed in August.

Section 8:

579 vouchers were housed by August 31, 2016 with 14 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in August with 4 families waiting to Port-Out. 78 Section 8 inspections were completed in August, and the Housing Specialists completed 107 annual or interim re-certifications in August. 0 applicants were notified: none were briefed.

**ATTACHMENTS:**

August Activity Report

**Beloit Community Development Authority  
Activity Report to Board for September 2016**

**August (2016) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 07/31/16</b>	<b>\$ 7,437.21</b>
<b>Outstanding Receivables – Vacated Units 07/31/16</b>	<b>\$ 724.60</b>
Outstanding Receivables – Occupied Units 08/31/16	\$ 6,857.47
Outstanding Receivables – Vacated Units 08/31/16	\$ 4,687.32
<b>Total July 31, 2016 Outstanding Receivables:</b>	<b>\$ 8,161.81</b>
<b>Total August 31, 2016 Outstanding Receivables:</b>	<b>\$ 11544.79</b>
<b>Increase of:</b>	<b>\$ 3,382.98</b>

Vacancies – 08/31/2016

<u>Total Public Housing Units</u>	131 Units
	97% Occupancy
4 Vacancies:	0 Elderly - 100% Occupancy
	4 Family - 97% Occupancy

Public Housing Inspections

19 Inspections completed. There were 8 annual inspections; there were 7 move-out inspections. There were 4 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	7
Interim Recerts:	23
Notice to Vacate:	0

New Tenants:	4
Transfers:	0
Lease Terminations:	2
Possible Program Violations:	7
Evictions	0

Public Housing Briefings

Number Notified:	4
Number Briefed:	4

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

August

579 under lease - 97% Occupancy  
 9 Portable Vouchers –9 Not Absorbed (5/Port-In)  
 14 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

78 inspections were completed in August. 40 were annual inspections. 20 were initial inspections, 16 were re-inspections, 0 project based inspections, and there were 2 special inspections.

Section 8 Activities

New Participants:	17	
Annual Recerts:	55	
Interim Recerts:	52	
Abatements:	5	
Movers:	9	
Possible Program Violations:	6	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	6

**APPLICATIONS:**

Waiting List:                    157    Public Housing East  
   155    Public Housing West  
   221    Parker Bluff  
   123    Project-Based  
   467    Sec. 8

1 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed over income  
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:** 4d

**TOPIC:** August Monthly Report

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

**PRESENTER:** Cathy Pollard

## **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending August 31, 2016.

Through the month of August, the Low Income Public Housing (LIPH) program income was \$364,389.83 and the LIPH expenses were \$369,010.74. There was a \$4,620.91 deficit in LIPH. The Operating Reserve for LIPH was 5,156,539.00 at the 12/31/2015 FYE. At 2016 Period End the Operating Reserve is \$5,151,918.09. The actual physical LIPH Operating Reserve at 2016 Period End is \$941,918.07.

Through the month of August, the Project Based Voucher (PBV) program income was \$44,314.97 and the expenses were \$26,680.95. The PBV surplus was \$17,634.02. The PBV Operating Reserve at this Period End is \$142,970.02.

Through the month of August, Phase 1 and Phase 2 program income was \$398,571.61 and the expenses were \$310,899.67. Phase 1 and Phase 2 had a surplus of \$87,671.94. The Operating Reserve for these programs at this Period End is \$195,559.94.

Through the month of August, the Housing Choice Voucher (HCV) program income was \$2,142,113.55 and expenses were \$2,101,507.97. The HCV program had a surplus of \$19,970.03. The HCV Operating Reserve at this Period End is \$290,713.03.

Attachment;

August 2016 Financial Reports

## Consolidated 2016 Budget Report for Beloit Housing Authority - August 2016

	Income	YTD Actual						Annual Board Approved Budget			
		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1	Dwelling Rental	-			43,371.00	145,290.78		188,661.78			-
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	-	79.09			500.63	117.05	696.77			-
4	Interest on HAP Res Fund Investments	-						-			-
5	Other Income - Tenants (BHA Portion)	-			943.97	23,304.65	8,698.46	32,947.08			-
6	HAP Fraud Recovery & FSS Forfeitures	-	5,858.36				10,642.13	16,500.49			-
7	Other Income - Bad Debt Collections	-	13,213.56					13,213.56			-
8	Other Income - Laundry/Copy Fees/Misc	-	39,876.30			65,542.00	1,581.91	107,000.21			-
9	Other Income - Grants	-	33,606.52					33,606.52			-
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	-					225,932.00	225,932.00			-
12	Incoming Billable Admin Fees/Oper Sub	-				163,933.55		163,933.55			-
13	HAP Subsidy	-					1,895,142.00	1,895,142.00			-
14	Operating Subsidy	-	271,756.00					271,756.00			-
	<b>Total Income</b>	-	<b>364,389.83</b>	-	<b>44,314.97</b>	<b>398,571.61</b>	<b>2,142,113.55</b>	<b>2,949,389.96</b>	-	-	-
	<b>Expenses</b>	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
	<b>Administrative Expenses</b>										
15	Admin Salaries	-	62,366.88		11,409.86	71,008.17	131,616.84	276,401.75			-
16	FSS Coordinator Admin Salaries	-	29,220.97					29,220.97			-
17	Admin Employee Benefits	-	22,809.94		3,291.65		54,123.76	80,225.35			-
18	FSS Coordinator Admin Benefits	-	8,077.13					8,077.13			-
19	Advertising & Marketing	-				259.60	26.30	285.90			-
20	Legal	-				1,794.38	55.00	1,849.38			-
21	Staff Training	-	1,139.71					1,139.71			-
22	Travel	-	529.57					529.57			-
23	Accounting Consultants	-	5,261.00		735.00	9,548.00	4,030.00	19,574.00			-
24	Audit Fee	-	6,708.50			18,500.00	6,708.50	31,917.00			-
25	Telephone	-	772.79				720.89	1,493.68			-
26	Postage	-	1,682.21					1,682.21			-
27	Office Supplies	-	1,833.74				1,585.30	3,419.04			-
28	Memberships & Publications	-	70.00					70.00			-
29	Bank Fees	-					1,607.99	1,607.99			-
30	Computer Maintenance	-						-			-
31	Copier Expenses	-	2,298.62				2,298.65	4,597.27			-
32	Office Equipment Maintenance	-						-			-
33	Postage Machine	-					4,160.02	4,160.02			-
34	Software Maintenance	-	245.00				255.00	500.00			-
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/Compliance Fees	-	1,222.95		900.00	9,027.36	2,110.84	13,261.15			-
37	Management Improvements	-						-			-
38	Management Fees	-				11,992.63		11,992.63			-
39	Eviction & Collection Agent Fees	-					1,467.34	1,467.34			-
40	HAP Expense (net fraud recovery to HUD)	-					1,885,148.58	1,885,148.58			-
	HAP Overfunding (Underfunding)	-					20,635.55	20,635.55			-
	<b>Maintenance Expenses</b>										
41	Maintenance Salaries	-	4,350.14		3,865.45	84,744.24		92,959.83			-
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	-	5,314.86		1,639.59			6,954.45			-
44	Maintenance Materials & Supplies	-	1,754.33		53.45	3,288.75		5,096.53			-
45	Plumbing Supplies	-	1,124.01					1,124.01			-
46	Locks, Locksets & Keys	-						-			-
47	Electrical Supplies	-	1,400.71					1,400.71			-
48	Painting Supplies	-	307.30					307.30			-
49	Cleaning Supplies	-	2,018.64					2,018.64			-



50	Equipment Repair Parts	-	11.98				11.98			-
51	Maintenance Contracted Services	-	9,319.25	653.30	14,051.34		24,023.89			-
52	Refuse Removal Services	-	5.00	180.00	2,094.06		2,279.06			-
53	Plumbing Repair Services	-		192.99			192.99			-
54	Heating/AC Repair Services	-	321.76		604.00		925.76			-
55	Electric Repair Service	-					-			-
56	Window Repair Service	-					-			-
57	Automotive Repairs/Fuel	-	960.71				960.71			-
58	Elevator Repair & Maintenance	-					-			-
59	Pest Control Services	-					-			-
60	Cable TV	-			(241.56)		(241.56)			-
61	Answering Service	-	826.51				826.51			-
62	Major Appliance Repair	-					-			-
63	Clean/Paint Units	-					-			-
	<b>Utilities Expenses</b>									
64	Water/Sewer	-	893.69	988.95	9,763.98		11,646.62			-
65	Electricity	-	4,080.41	114.98	11,195.27		15,390.66			-
66	Natural Gas	-	880.98	174.23	4,264.35		5,319.56			-
	<b>Other Operating Expenses</b>									
67	Protective Services Contract	-	21,003.38		4,164.90		25,168.28			-
68	Insurance	-	6,264.52	1,636.42	15,818.94	3,276.10	26,995.98			-
69	PILOT	-		845.08	12,006.70		12,851.78			-
70	Compensated Absences	-					-			-
71	Collection Losses	-			19,895.92		19,895.92			-
72	Replacement Reserves & Debt Pmt-Princ	-					-			-
73	Other General Expense/Asset Mgmt Fees	-	163,933.55		7,118.64	2,316.86	173,369.05			-
74	Casualty Losses - Non Capitalized	-					-			-
75	Capital Expenditures - Operations	-					-			-
	<b>Total Expense</b>	-	<b>369,010.74</b>	-	<b>26,680.95</b>	<b>310,899.67</b>	<b>2,101,507.97</b>	<b>2,808,099.33</b>	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,156,539.00	-	125,336.00	107,888.00	270,743.00	5,660,506.00	5,389,763.00		5,389,763.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(4,620.91)	-	17,634.02	87,671.94	19,970.03	120,655.08	-	-	-
Operating Reserve at end Period for 2016	5,151,918.09	-	142,970.02	195,559.94	290,713.03	5,781,161.08	5,389,763.00	-	5,389,763.00

**\*\*LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2016	941,918.07	-	142,970.02	195,559.94	290,713.03	1,696,768.25
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### SECTION 8 Funding Analysis

#### HAP

HAP Funding received from HUD YTD	1,895,142.00
Fraud Recovery/FSS Forfeitures	10,642.13
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,885,148.58
<b>Under (Over) spending YTD</b>	<b>20,635.55</b>
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	71,097.55

#### ADMIN FEES

Administrative Funding received from HUD YTD	225,932.00
Income from other funding sources	10,397.42
Administrative Expenses YTD	216,359.39
<b>Under (Over) spending YTD</b>	<b>19,970.03</b>
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	334,265.03

#### FSS Grant Tracking

FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
<b>Under (Over) spending YTD</b>	<b>-</b>
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

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

**AGENDA ITEM:** 4e.

**TOPIC:** Resolution No. 2016-14: CDA Award of security system repair/upgrade at BHA's Administration Building and Parker Bluff Apartments

**REQUESTED ACTION:** Approval of Resolution No. 2016-14

**PRESENTER:** Clinton Cole

### **STAFF REPORT:**

Beloit Housing Authority (BHA) staff has determined that the current security system in place at the BHA Administration Building and Parker Bluff Apartments is in need of repair and upgrade in order for it to be useful. The BHA contacted a number of firms to provide the necessary services, and received the following quotes:

AMI Telecom - \$8,219.00

Low Voltage Installations, Inc. - \$6,148.38

J&K Security Solutions - \$14,170.00

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2016-14

### **ATTACHMENTS:**

Resolution No. 2016-14

**RESOLUTION NO. 2016-14**

**BELOIT HOUSING AUTHORITY**

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT  
AUTHORITY AWARD CONTRACT FOR REPAIR/UPGRADE OF THE  
SECURITY SYSTEM AT BHA ADMINISTRATION BUILDING AND PARKER  
BLUFF APARTMENTS**

**WHEREAS,** Beloit Housing Authority (BHA) staff has determined that the current security system in place at the BHA Administration Building and Parker Bluff Apartments is in need of repair and upgrade in order for it to be useful;

**WHEREAS,** the Beloit Housing Authority (BHA) contacted a number of firms and received three quotes for the requested services, with AMI Telecom submitting the lowest qualified bid in the amount of \$8,219.00;

**THEREFORE BE IT RESOLVED** that the Community Development Authority Board of Commissioners award contract for repair/upgrade of the security system at the BHA Administration Building and Parker Bluff Apartments to AMI Telecom in the amount of \$8,219.00.

Adopted this 28th day of September, 2016

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Loretta Evans, Chairperson  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority

## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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AGENDA ITEM: 4f

TOPIC: Resolution No.2016-15  
Approval of the Beloit Housing Authority (BHA)  
2017 Annual Public Housing, Section 8,  
and Administrative Budgets

REQUESTED ACTION: Approval of Resolution No. 2016-15

PRESENTER: Cathy Pollard

### STAFF REPORT:

The 2017 Beloit Housing Authority budgets were completed by the fee accountant in their standard template, using the 2017 actual program costs and revenues to date as a guideline for making any additions/subtractions. This is an estimation of costs, as always.

The BHA budget, once submitted, can be amended by Board approval at any time necessary to reflect changes in unanticipated expenses, revenues, or staff.

### STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2016-15

### ATTACHMENTS:

Resolution No. 2016-15

2017 BHA Budgets

**RESOLUTION NO. 2016-15**

**APPROVAL OF THE 2017 BELOIT HOUSING AUTHORITY (BHA)  
PUBLIC HOUSING, SECTION 8, AND  
ADMINISTRATIVE BUDGETS**

**WHEREAS,** the Beloit Housing Authority is required to be fiscally responsible and provide for efficient use of funds; and

**WHEREAS,** the Beloit Housing Authority has prepared program budgets based upon projected income and expenses;

**THEREFORE BE IT RESOLVED** that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the attached budgets;

**NOW BE IT FURTHER RESOLVED** that the Chairman is hereby authorized to sign the HUD required forms approving the budgets on behalf of the Beloit Housing Authority.

Adopted this 28th day of September, 2016

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Loretta Evans, Chairman  
Community Development Authority

ATTEST:

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Julie Christensen, CDA Executive Director

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017**

**Last updated**

9/6/2016

Maual Input

Formula

Do Not Change/No Info Necessary/Locked

Name of Projects  
Family/Elderly  
Scatter Site  
Age/Year Built  
Recently Rennovated  
Units  
Average Bedroom Size  
Occupancy  
# of Turnovers

NOTE: Due to rounding there might be \$1 differences

REAC	HUD	Public Housing												
Line	Acct.	Units	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	738 Consolidated
<b>Revenues</b>														
<b>Operating Receipts</b>														
	3100	Gross Potential Rents	-	-	-	-	-	-		67,284	-	95,004	130,007	292,295
	3105	Vacancy Loss	-	-	-	-	-	-		-	-	-	-	-
70300	3110/3420	<b>Net Dwelling Rental</b>	-	-	-	-	-	-		67,284	-	95,004	130,007	292,295
70400	3120/442	Excess Utilities	-	-	-	-	-	-		-	-	-	-	-
70400	3190	Nondwelling Rental	-	-	-	-	-	-		-	-	-	-	-
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	-	-	-	-	-	-		67,284	-	95,004	130,007	292,295
70600	3691	Operating Subsidy	233,690	68,754	30,407	63,118	-	395,970						395,970
70600	3691.1	Capital Funds - Soft Cost	-	-	-	-	60,000	60,000						60,000
70600		FSS Grant						-						-
70600		HUD Admin Fees						-	317,134	-				317,134
70710		Voucher/ Mainstream Management Fee												-
70710		Capital Grant Management Fee					14,840	14,840						14,840
70710		Management Fee TC					18,000	18,000						18,000
70720		Asset Management Fee						-						-
70730		Book Keeping Fee AMPs						-						-
70730		Book Keeping Fee Voucher						-						-
70740		Front Line Service Fee						-						-
70750		Other Fees						-						-
70800		Other Govt. Grants - fill in type ex. ROSS, TANF						-						-
70800		Other Govt. Grants - fill in type						-						-
71100	3610	Interest on General Fund Investments	-	-	-	-	-	-	1,500			20	750	2,270
71400		Fraud Recovery												-
71500	3690	Other Income	-	-	-	-	-	-	-	7,426		115,120	133,474	256,020
71600		Gain or Loss on Sale of Capital Assets						-						-
72000		Investment Income Restricted						-						-
<b>Total</b>		<b>Operating Income</b>	<b>233,690</b>	<b>68,754</b>	<b>30,407</b>	<b>63,118</b>	<b>92,840</b>	<b>488,810</b>	<b>318,634</b>	<b>74,710</b>	<b>-</b>	<b>210,144</b>	<b>264,231</b>	<b>1,356,529</b>
<b>Operating Expenditures - Administration:</b>														
91100	4110	Administrative Salaries (Direct)	-	-	-	-	-	-	80,080	-				80,080
91100	4110.1	Administrative Salaries (Front-Line)	-	-	-	-	155,510	155,510	122,876	20,004		33,282	33,282	364,955
91100		Administrative Salaries (CFP)						-						-
91200	4171	Auditing Fees	-	-	-	-	-	-	-	-		10,000	9,500	19,500
91300		Voucher Management Fee						-						-
91300		Capital Grant Management Fee						-						-

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing												
	Fund #													
Line	Acct.	Units						0	598	9	0	65	66	738
No.			AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
<b>Revenues</b>														
91300		Mgmt Fee TC						-				4,000	14,000	18,000
91310		Book Keeping Fee						-						-
91400	4120	Advertising & Marketing	-	-	-	-	1,000	1,000	1,000	-	-	150	150	2,300
91500	4182	Employee Benefit Contributions (Direct)	-	-	-	-	-	-	44,528	-	-	-	-	44,528
91500	4182.1	Employee Benefit Contributions (Front-Line)	-	-	-	-	78,559	78,559	61,129	6,840	-	21,156	21,156	188,839
91600	4160	Office Expenses	-	-	-	-	18,339	18,339	40,112	-	-	150	150	58,750
91700	4130	Legal Expense	-	-	-	-	250	250	250	-	-	1,000	2,000	3,500
91800	4150	Travel	-	-	-	-	250	250	250	-	-	-	-	500
91900	4140	Staff Training	-	-	-	-	2,500	2,500	2,500	-	-	-	-	5,000
91900	4170	Accounting Fees	-	-	-	-	5,000	5,000	5,000	-	-	8,000	11,500	29,500
91900	4180	Office Rent	-	-	-	-	-	-	-	-	-	-	-	-
91900	4190	Other Sundry	-	-	-	-	9,453	9,453	12,058	-	-	3,500	3,500	28,511
<b>Total</b>		<b>Administrative Expense</b>	-	-	-	-	270,861	270,861	369,782	26,844	-	81,238	95,238	843,963
92000		Asset Management Fee						-						-
<b>Tenant Services:</b>														
92100	4210	Salaries	-	-	-	-	-	-	-	-	-	-	-	-
92200	4220	Recreation, Publications and Other Services	-	-	-	-	-	-	-	-	-	-	-	-
92300	4282	Employee Benefit Contributions	-	-	-	-	-	-	-	-	-	-	-	-
92400	4230	Contract Costs, Training and Other	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>Tenant Services Expense</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Utilities:</b>														
93100	4310	Water	-	-	-	-	1,300	1,300	-	-	-	2,750	3,500	7,550
93200	4320	Electricity	-	-	-	-	7,100	7,100	-	-	-	900	17,500	25,500
93300	4330	Gas	-	-	-	-	4,000	4,000	-	-	-	500	8,500	13,000
93400	4340	Fuel	-	-	-	-	-	-	-	-	-	-	-	-
93600	4360	Sewer	-	-	-	-	-	-	-	-	-	5,500	6,500	12,000
93700	4390	Other Utilities Expense	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>Utilities Expense</b>	-	-	-	-	12,400	12,400	-	-	-	9,650	36,000	58,050
<b>Ordinary Maintenance and Operations:</b>														
94100	4410	Labor (Direct)	-	-	-	-	17,347	17,347	-	7,386	-	48,534	49,590	122,857
94200	4420	Materials	-	-	-	-	1,500	1,500	-	2,750	-	5,000	5,000	14,250
94300-010	4431	Garbage & Trash Removal	-	-	-	-	-	-	-	-	-	1,000	3,500	4,500
94300-020	4430.01	Heating & Cooling	-	-	-	-	-	-	-	1,000	-	1,000	1,200	3,200
94300-030	4430.02	Snow Removal	-	-	-	-	-	-	-	-	-	-	-	-
94300-040	4430.03	Elevator Maintenance	-	-	-	-	2,000	2,000	-	-	-	-	1,300	3,300
94300-050	4430.04	Landscaping & Grounds	-	-	-	-	-	-	-	-	-	-	-	-
94300-060	4430.05	Unit Turnaround	-	-	-	-	-	-	-	800	-	-	-	800
94300-070	4430.06	Electrical	-	-	-	-	-	-	-	500	-	-	-	500
94300-080	4430.07	Plumbing	-	-	-	-	-	-	-	1,500	-	-	-	1,500
94300-090	4430.08	Extermination	-	-	-	-	-	-	-	-	-	4,000	4,000	8,000
94300-100	4430.09	Janitorial	-	-	-	-	-	-	-	-	-	-	-	-
94300-110	4430.10	Routine Contract Costs	-	-	-	-	6,800	6,800	-	1,000	-	-	-	7,800
94300-120	4430.11	Miscellaneous Contracts	-	-	-	-	-	-	-	-	-	2,500	16,500	19,000
94500	4433	Employee Benefit Contributions-Maint	-	-	-	-	11,925	11,925	-	3,358	-	22,067	22,547	59,896
<b>94000 Total</b>		<b>Ordinary Maintenance and Operating Expense</b>	-	-	-	-	39,572	39,572	-	18,294	-	84,101	103,636	245,603
<b>Protective Services:</b>														
95100	4460	Labor	-	-	-	-	-	-	-	-	-	-	-	-
95200	4480	Contract Costs	-	-	-	-	41,400	41,400	-	-	-	-	3,500	44,900
95300	4470	Materials	-	-	-	-	-	-	-	-	-	-	-	-

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing												
Line	Acct.	Units						0	598	9	0	65	66	738
No.			AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
<b>Revenues</b>														
95500	4482	Employee Benefits						-						-
<b>95000 Total</b>		<b>Protective Services Expense</b>	-	-	-	-	41,400	41,400	-	-	-	-	3,500	44,900
<b>Insurance Expense:</b>														
96110	4510.02	Property Insurance	-	-	-	-	517	517	-	1,537	-	8,918	4,971	15,942
96120	4510.03	Liability Insurance	-	-	-	-	7,149	7,149	-	-	-	-	-	7,149
96130	4510.01	Workers' Comp Insurance	-	-	-	-	8,060	8,060	4,940	-	-	-	-	13,000
96140	4510.00	Other Insurance	-	-	-	-	2,521	2,521	269	-	-	-	-	2,790
<b>96100 Total</b>		<b>Insurance</b>	-	-	-	-	18,247	18,247	5,209	1,537	-	8,918	4,971	38,881
<b>General Expense</b>														
96200	4590	Other General Expenses	100,000	77,500	17,500	30,000		225,000	-			25	25	225,050
96210	4560	Compensated Absences	-	-				-	-					-
96300	4520	Payments in Lieu of Taxes	-	-						6,728		10,000	9,500	26,228
96400	4570	Collection Losses	-	-								2,000	2,000	4,000
96800	4530	Terminal Leave Payments	-	-										-
<b>9600 Total</b>		<b>General Expense</b>	100,000	77,500	17,500	30,000	-	225,000	-	6,728	-	12,025	11,525	255,278
96710		Interest expense - Mort or Bonds	-	-				-						-
96720		Interest expense - Notes	-	-				-						-
96730		Amortization of Tax Credit Fees	-	-				-						-
		Asset Management Fee TC										3,250	7,000	10,250
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	-	-	-	-	-	-	-	-	-	3,250	7,000	10,250
<b>96900 Total</b>		<b>Operating Expenditures</b>	100,000	77,500	17,500	30,000	382,480	607,480	374,991	53,403	-	199,182	261,870	1,496,926
<b>Nonoperating Expenditures:</b>														
97100	4610	Extraordinary Maintenance	-	-	-	-	1,000	1,000	-	-				1,000
97200	4620	Casualty Losses	-	-			1,000	1,000	-					1,000
		Debt Payments - Principal												-
		Replacement Reserve												-
		Debt Payments - Overage												-
		Debt Service - Capital Funds												-
		Capital Expenditures - Operations	-	-	-	-	1,000	1,000						1,000
<b>Total</b>		<b>Nonoperating Expenditures</b>	-	-	-	-	3,000	3,000	-	-	-	-	-	3,000
<b>Total</b>		<b>Total Expenditures</b>	100,000	77,500	17,500	30,000	385,480	610,480	374,991	53,403	-	199,182	261,870	1,499,926
		<b>Allocated Overhead expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-
		<b>Cash Flow from Operations</b>	133,690	(8,746)	12,907	33,118	(292,640)	(121,670)	(56,357)	21,307	-	10,962	2,361	(143,397)
1104	6010	Prior Period Adjustments						-						-
		<b>Net Income (Loss) after Prior Period Adjustments</b>	133,690	(8,746)	12,907	33,118	(292,640)	(121,670)	(56,357)	21,307	-	10,962	2,361	(143,397)
		<b>Subtract: Depreciation</b>	-	-				-	-			(292,500)	(440,000)	(732,500)
96720		<b>Subtract: Interest</b>										(130,000)	(75,350)	(205,350)
96730		<b>Subtract: Amortization of Tax Credit Fees</b>										(7,980)	(9,000)	(16,980)
		<b>Add: Capital Expenditures - Operations</b>					1,000	1,000	-	-	-	-	-	1,000
		<b>Add: Deferred Revenue TC</b>										34,503		34,503
		<b>Add: Replacement Reserve</b>										85,000	65,000	150,000
		<b>ADD: Principal Payments</b>	-	-	-	-	-	-	-	-	-	-	-	-
		<b>Net Income (Loss) to Balance Sheet</b>	133,690	(8,746)	12,907	33,118	(291,640)	(120,670)	(56,357)	21,307	-	(300,015)	(456,989)	(912,724)

Check

(912,724)

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.



REAC	HUD	Public Housing												
	Fund #													
Line	Acct.	Units						0	598	9	0	65	66	738
No.			AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
<b>Revenues</b>														

**Housing Choice Other Programs - HAP Balance**

Beginning Equity
Estimated for FYE 12/31/2016
Actual for FYE XX/XX/XX
HAP Balance at End of Current Budget Year
HAP Revenue for Budgeted Year
Fraud Recovery
Interest
Total Revenue
HAP Expenses for Budgeted Year
Total Expenses
Ending Equity

HAP	
50,462	
(50,462)	
0	
2,818,666	
2,818,666	
2,818,666	
0	

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017**

**VACANCY LOSS & GROSS POTENTIAL INCOME**

# of Units							9		65	66	TOTAL	
Description	Public Housing										HOUSING	
	AMP 4	AMP 5	AMP 6	AMP 7	Other	Voucher	PB/Other	BA	Phase I	Phase II		
<b>Budgeting</b>												
Average Rental Income per Month							123.00		121.80	164.15	-	
Units	-	-	-	-	-	-	108.00	-	780.00	792.00	-	
Gross Potential Revenue	-	-	-	-	-	-	13,284.00	-	95,004.00	130,006.80	-	
Occupancy Rate							100.00%		100.00%	100.00%		
Projected Average Monthly Dwelling Rental	-	-	-	-	-	-	13,284.00	-	95,004.00	130,006.80	-	
HAP Assistance							54,000.00					
Total							67,284.00					

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017**

**Funding allocation**

Description	Public Housing					TOTAL PUBLIC HOUSING
	AMP 4 PH	AMP 5 PH	AMP 6 PH	AMP 7 PH	Other	
# of Units	0	0	0	0	0	0
<b><u>Budgeting</u></b>						
Operating Subsidy	260,350.00	76,598.00	33,876.00	70,319.00		441,143.00
Prorated Approved Subsidy percentage	89.76%	89.76%	89.76%	89.76%		
Net Subsidy	233,690.16	68,754.36	30,407.10	63,118.33	-	395,969.96

Subsidy is based off of 2016's subsidy calculations

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2017**  
**Excess Utilities**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Tenant Charges	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-

check -

City Of Beloit Community Development Authority  
 12 MONTHS ENDING 12/31/2017  
 Other Income

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Tenant Charges							7,426.00		15,120.00	8,474.00	31,020.00
Laundry Commissions	-	-	-								-
Office Rent											-
Other Income											-
Transfer Subsidy									100,000.00	125,000.00	225,000.00
Amort Deferred Rev											-
Transfer CFP Mgmt Imp											-
Replace Reserve											-
											-
											-
<b>Total</b>	-	-	-	-	-	-	7,426.00	-	115,120.00	133,474.00	256,020.00

check  
256,020.00

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	COCC	Total
Nondwelling rent								-	-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	-	-	-	-	-

check  
-



Front-line Admin Costs - Budget

\*\*Employees who work on the following activities:

- Rent Collections
- Resident Services
- Recertifications
- Waiting Lists
- Occupancy & Admissions

For budgeting, take total costs and allocate based on number of units for occupancy manager and move ins per admissions & resident services managers

Manual Input  
Formula

Positions:	12 Month Expense	Salary	Benefits					Total Benefits	
			Retirement	Health Ins	FICA	Life	Unemploy		Other
1 Spec Programs Coordinator	71,002.40	41,600.00	2,704.00	23,444.00	3,182.40	72.00	-	-	29,402.40
2 Secretary	71,718.13	42,043.04	2,732.80	23,444.00	3,216.29	282.00	-	-	29,675.09
3 Housing Inspector	82,718.72	51,852.58	3,370.42	23,444.00	3,966.72	85.00	-	-	30,866.14
4 PH Coordinator	75,788.46	45,823.44	2,978.52	23,444.00	3,505.49	37.00	-	-	29,965.02
5 Housing Director	103,033.50	81,596.58	5,303.78	9,470.00	6,242.14	421.00	-	-	21,436.92
6 Programs Manager	76,139.89	58,359.08	3,793.34	9,470.00	4,464.47	53.00	-	-	17,780.81
7 Accountant	73,392.72	43,680.00	2,839.20	23,444.00	3,341.52	88.00	-	-	29,712.72
8	-	-	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-	-
	<b>553,793.81</b>	<b>364,954.72</b>							<b>188,839.09</b>

Budget based on units and time

1 Spec Programs Coordinator

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	100%	41,600.00	29,402.40	71,002.40
Voucher	-	-	-	-
PB/Other	-	-	-	-
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>41,600.00</b>	<b>29,402.40</b>	<b>71,002.40</b>

2 Secretary

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	50%	21,021.52	14,837.55	35,859.07
Voucher	50%	21,021.52	14,837.55	35,859.07
PB/Other	-	-	-	-
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>42,043.04</b>	<b>29,675.09</b>	<b>71,718.13</b>

3 Housing Inspector

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	60%	31,111.55	18,519.68	49,631.23
Voucher	-	-	-	-
PB/Other	-	-	-	-
BA	-	-	-	-
Phase I	20%	10,370.52	6,173.23	16,543.74
Phase II	20%	10,370.52	6,173.23	16,543.74
	<b>100%</b>	<b>51,852.58</b>	<b>30,866.14</b>	<b>82,718.72</b>

4 PH Coordinator

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	-	-	-	-
Voucher	-	-	-	-
Project Base	-	-	-	-
BA	-	-	-	-
Phase I	50%	22,911.72	14,982.51	37,894.23
Phase II	50%	22,911.72	14,982.51	37,894.23
	<b>100%</b>	<b>45,823.44</b>	<b>29,965.02</b>	<b>75,788.46</b>

5 Housing Director

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	59%	48,141.98	12,647.78	60,789.76
Voucher	34%	27,742.84	7,288.55	35,031.39
Project Base	7%	5,711.76	1,500.58	7,212.34
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>81,596.58</b>	<b>21,436.92</b>	<b>103,033.50</b>

6 Programs Manager

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	40%	23,343.63	7,112.32	30,455.96
Voucher	40%	23,343.63	7,112.32	30,455.96
Project Base	20%	11,671.82	3,556.16	15,227.98
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>58,359.08</b>	<b>17,780.81</b>	<b>76,139.89</b>

7 Accountant

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP	49%	21,403.20	14,559.23	35,962.43
Voucher	45%	19,656.00	13,370.72	33,026.72
Project Base	6%	2,620.80	1,782.76	4,403.56
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	100%	43,680.00	29,712.72	73,392.72

8 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

9 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

10 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

Total	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	0%	-	-	-
AMP 5	0%	-	-	-
AMP 6	0%	-	-	-
AMP 7	0%	-	-	-
Other AMP	0%	155,510.33	78,559.28	234,069.62
Voucher	0%	122,875.54	61,128.83	184,004.37
Project Base	0%	20,004.38	6,839.51	26,843.89
BA		-	-	-
Phase I		33,282.24	21,155.74	54,437.97
Phase II		33,282.24	21,155.74	54,437.97
	0%	364,954.72	188,839.09	553,793.81



Front-line Tenant Service Costs - Budget

\*\*Employees who work on the following activities:

- Rent Collections
- Resident Services
- Recertifications
- Waiting Lists
- Occupancy & Admissions

For budgeting, take total costs and allocate based on number of units for occupancy manager and move ins per admissions & resident services managers

Manual Input  
Formula

Positions:	12 Month Expense	Salary	Benefits						Total Benefits
			Retirement	Health Ins	FICA	Life	Unemploy	Other	
1 Spec Programs Coordinator	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-	-

Budget based on units and time

1 Spec Programs Coordinator	4	5	6
% of Time	% of Time	% of Time	% of Time
Salary	Salary	Salary	Salary
Benefits	Benefits	Benefits	Benefits
Total Cost for Project	Total Cost for Project	Total Cost for Project	Total Cost for Project
TS AMP 1	0%	0%	0%
TS AMP 2	0%	0%	0%
TS AMP 3	0%	0%	0%
TS AMP 4	0%	0%	0%
Other AMP	49%	0%	0%
TS Voucher	51%	0%	0%
PB/Other	-	0%	0%
<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

Total	% of Time	Salary	Benefits	Total Cost for Project
TS AMP 1	0%	-	-	-
TS AMP 2	0%	-	-	-
TS AMP 3	0%	-	-	-
TS AMP 4	0%	-	-	-
Other AMP	0%	-	-	-
TS Voucher	0%	-	-	-
PB/Other	0%	-	-	-
<b>0%</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017  
Administration Expense Other Than Salary**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Advertising & Marketing					1,000.00	1,000.00			150.00	150.00	2,300.00
Legal					250.00	250.00			1,000.00	2,000.00	3,500.00
Training/Convention**	-	-	-	-	2,500.00	2,500.00	-	-			5,000.00
Travel**	-	-	-	-	250.00	250.00	-	-	-	-	500.00
Accounting					5,000.00	5,000.00			8,000.00	11,500.00	29,500.00
Auditing									10,000.00	9,500.00	19,500.00
Office Rent											-

**Sundry:**

Consulting						-		-			-
Dues and Subscriptions**	-	-	-	-	3,683.00	1,228.00	-	-			4,911.00
Collection Agency					2,800.00	1,200.00					4,000.00
Bank Charges						1,800.00					1,800.00
Other Sundry					2,970.00	7,830.00			3,500.00	3,500.00	17,800.00
											-
											-
<b>Total Sundry</b>	-	-	-	-	9,453.00	12,058.00	-	-	3,500.00	3,500.00	28,511.00

**Office Expenses:**

Admin Service Contracts**	-	-	-	-	8,967.00	20,333.00	-	-	-	-	29,300.00
Printing and Postage					2,700.00	6,300.00					9,000.00
Forms, Stationary, Office Supplies					3,120.00	2,080.00			150.00	150.00	5,500.00
Computer Software											-
Copier						7,300.00					7,300.00
Telephone					2,200.00	2,800.00					5,000.00
Telecommunication Charges					1,351.50	1,298.50					2,650.00
											-
											-
<b>Total Office Expenses</b>	-	-	-	-	18,338.50	40,111.50	-	-	150.00	150.00	58,750.00
<b>Total Administration</b>	-	-	-	-	36,791.50	61,169.50	-	-	22,800.00	26,800.00	147,561.00

check  
147,561.00

Note: \*\* = See detail below

Description	AMP4	AMP5	AMP 6	AMP 7	Other AMP	Voucher	PB	BA	Phase I	Phase II	Total
<b>Training/Convention</b>											
Training					2,500.00	2,500.00					
<b>Total</b>	-	-	-	-	2,500.00	2,500.00	-	-			5,000.00

**Travel/Meetings**

Conventions					125.00	125.00					
Other					125.00	125.00					
<b>Total</b>	-	-	-	-	250.00	250.00	-	-	-	-	500.00

**Admin Service Contracts**

Software Maintenance						11,000.00					
Contracts					8,967.00	9,333.00					
Mgmt Consultants											
Consultants - Accounting											
<b>Total</b>	-	-	-	-	8,967.00	20,333.00	-	-	-	-	29,300.00

**Membership, Dues, & Fees**

Beloit Daily News					160.00						
NAHRO					975.00						
Nan McKay & Assoc					1,250.00						
WAHA					70.00						
Publications					705.00	705.00					
Dues and Fees					523.00	523.00					
<b>Total</b>	-	-	-	-	3,683.00	1,228.00	-	-			4,911.00

City Of Beloit Community Development Authority  
 12 MONTHS ENDING 12/31/2017  
 Utilities

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Water					1,300.00				2,750.00	3,500.00	7,550.00
Electricity	-	-	-		7,100.00				900.00	17,500.00	25,500.00
Gas	-	-	-		4,000.00				500.00	8,500.00	13,000.00
Sewer									5,500.00	6,500.00	12,000.00
Fuel											-
Other Utilities:											
Storm Water Fee											-
											-
											-
Total Other Util	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>12,400.00</b>	-	-	-	<b>9,650.00</b>	<b>36,000.00</b>	<b>58,050.00</b>

check  
**58,050.00**

City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017

Maintenance - Labor & Benefits

Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Property Operations Mechanic							3,644.08		23,946.79	24,467.37	52,058.24
Property Operations Mechanic							3,531.60		23,207.66	23,712.18	50,451.44
Overtime							210.00		1,380.00	1,410.00	3,000.00
Custodian P/T					17,347.20						17,347.20
Name	-	-									-
Name			-								-
Name			-								-
Name	-										-
Name	-										-
Name			-								-
Name			-								-
Name		-									-
Name		-									-
Name	-										-
Name	-										-
Name											-
<b>Total</b>	-	-	-	-	17,347.20	-	7,385.68	-	48,534.45	49,589.55	122,856.88

check  
122,856.88

Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Property Operations Mechanic							2,162.25		14,209.05	14,517.94	30,889.24
Property Operations Mechanic							1,166.05		7,662.62	7,829.20	16,657.88
Overtime							29.72		195.27	199.52	424.50
Custodian P/T					11,924.63						11,924.63
Name		-									-
Name			-								-
Name			-								-
Name	-										-
Name	-										-
Name			-								-
Name			-								-
Name		-									-
Name		-									-
Name											-
Name											-
<b>Total</b>	-	-	-	-	11,924.63	-	3,358.01	-	22,066.95	22,546.66	59,896.25

check  
59,896.25

Employee	Expense	Benefits							SUTA	Total Benefits
		Salary	Retirement	Health Ins	FICA	Life	WC			
Property Operations Mechanic	82,947.48	52,058.24	3,383.79	23,444.00	3,982.46	79.00	-	23,444.00	-	30,889.24
Property Operations Mechanic	67,109.32	50,451.44	3,279.34	9,470.00	3,859.54	49.00	-	-	-	16,657.88
Overtime	3,424.50	3,000.00	195.00	-	229.50	-	-	-	-	424.50
Custodian P/T	29,271.83	17,347.20	1,127.57	9,470.00	1,327.06	-	-	-	-	11,924.63
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
Name	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	182,753.13	122,856.88	7,985.70	42,384.00	9,398.55	128.00	-	-	-	59,896.25

182,753.13 check

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2017  
Maintenance Contract Cost**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Garbage									1,000.00	3,500.00	4,500.00
Heating & Cooling							1,000.00		1,000.00	1,200.00	3,200.00
Snow Removal											-
Elevator Maintenance					2,000.00					1,300.00	3,300.00
Landscape & Grounds											-
Unit Turnaround							800.00				800.00
Electrical							500.00				500.00
Plumbing							1,500.00				1,500.00
Extermination									4,000.00	4,000.00	8,000.00
Janitorial											-
Routine Contract Costs	-	-	-	-	6,800.00	-	1,000.00	-	-	-	7,800.00
Miscellaneous	-	-	-	-	-	-	-	-	2,500.00	16,500.00	19,000.00
											-
											-
											-
											-
											-
											-
											-
											-
<b>Total</b>	-	-	-	-	8,800.00	-	4,800.00	-	8,500.00	26,500.00	48,600.00

check  
48,600.00

Routine Contract Costs:

Window Repair							1,000.00				
Vehicle Repair					5,000.00						
Cable Comm Room											
Answering Service					1,800.00						
Repair Expense											
Appliance Repair Laundry											
<b>Total</b>	-	-	-	-	6,800.00	-	1,000.00	-	-	-	\$ 7,800.00

Miscellaneous

Contractor Expense									2,000.00	10,000.00	
Misc Operating									500.00	6,500.00	
<b>Total</b>	-	-	-	-	-	-	-	-	2,500.00	16,500.00	\$ 19,000.00

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2017**  
**Insurance**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Property Insurance					516.53		1,536.81		8,917.95	4,970.71	<b>15,942.00</b>
Liability Insurance					7,149.00						<b>7,149.00</b>
Workers Comp					8,060.00	4,940.00					<b>13,000.00</b>
Other Insurance	-	-	-	-	2,521.36	268.64	-	-	-	-	<b>2,790.00</b>
<b>Total</b>	-	-	-	-	18,246.89	5,208.64	1,536.81	-	8,917.95	4,970.71	<b>38,881.00</b>

check  
38,881.00

Other Insurance

Auto							-				
Bond					250.00						
Employment Practice					296.36	181.64					
Fleet					175.00	87.00					
Public Officials					300.00						
Unemployment					1,500.00						
<b>Total</b>	-	-	-	-	2,521.36	268.64	-	-	-	-	<b>\$ 2,790.00</b>

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2017**  
**Non-Routine Expenses**

Extraordinary Maintenance

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Extraordinary Maint	-	-			1,000.00	-	-	-	1,000.00
									-
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	1,000.00	-	-	-	1,000.00

1,000.00

Betterments and Additions

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
	-	-				-	-	-	-
									-
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	-	-	-	-	-

-

Replacements

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Equipment	-	-			1,000.00	-	-	-	1,000.00
									-
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	1,000.00	-	-	-	1,000.00

1,000.00

Beloit Apartments Redevelopment, LLC - Phase 1  
2017 Preliminary Budget - June 30, 2016

	2016 Actual YTD	2016 Projected	2017 Proposed	Net Change
<b>Operating Receipts</b>				
Gross Potential Rents	46,091.09	92,182.18	95,000.00	2,817.82
Vacancy Loss	0.00	0.00	0.00	0.00
<b>Net Dwelling Rental</b>	<b>46,091.09</b>	<b>92,182.18</b>	<b>95,000.00</b>	<b>2,817.82</b>
Operating Subsidy	47,985.81	95,971.62	100,000.00	4,028.38
<b>Net Dwelling Rental &amp; Operating Subsidy</b>	<b>94,076.90</b>	<b>188,153.80</b>	<b>195,000.00</b>	<b>6,846.20</b>
Other Income (inc replacement reserves)	51,315.15	81,321.30	85,000.00	3,678.70
Amortized Deferred Revenue - TC	16,813.98	33,627.96	35,000.00	1,372.04
Interest on Project Operations	8.09	16.18	20.00	3.82
<b>Operating Income</b>	<b>68,137.22</b>	<b>114,965.44</b>	<b>120,020.00</b>	<b>5,054.56</b>
<b>Total Operating Receipts</b>	<b>162,214.12</b>	<b>303,119.24</b>	<b>315,020.00</b>	<b>11,900.76</b>

<b>Operating Expenses</b>				
Leasing Labor Expense/Benefits	27,017.03	54,034.06	55,655.08	1,621.02
Management Consultants	0.00	0.00	0.00	0.00
Advertising & Marketing	26.30	52.60	150.00	97.40
Office Expenses	0.00	0.00	150.00	150.00
Management Fees	2,335.02	4,670.04	4,000.00	(670.04)
Asset Management Fees	1,624.98	3,250.00	3,250.00	0.00
Legal Expense	0.00	0.00	1,000.00	1,000.00
Audit Expense	9,500.00	10,000.00	10,000.00	0.00
Bookkeeping Fees/Accounting Services	3,969.00	7,938.00	8,000.00	62.00
Bad Debts Expense	0.00	0.00	2,000.00	2,000.00
Miscellaneous Administrative Expenses	210.07	(2,504.86)	3,500.00	6,004.86
<b>Net Administrative Expenses</b>	<b>44,682.40</b>	<b>77,439.84</b>	<b>87,705.08</b>	<b>10,265.24</b>
Electricity Expense	360.61	721.22	900.00	178.78
Water Expense	1,196.19	2,392.38	2,750.00	357.62
Natural Gas Expense	183.55	367.10	500.00	132.90
Sewer Expense	2,543.08	5,086.16	5,500.00	413.84
Maintenance Supplies	1,631.13	3,262.26	5,000.00	1,737.74
Maintenance Labor Expense/Benefits	27,500.72	55,001.44	56,651.48	1,650.04
Maintenance Contractor Expense	869.23	1,490.11	2,000.00	509.89
Extermination Services	1,350.00	2,700.00	4,000.00	1,300.00
Garbage & Trash Removal	288.50	577.00	1,000.00	423.00
Heating/Cooling Repairs/Maintenance	0.00	0.00	1,000.00	1,000.00
Miscellaneous Operating/Maintenance Expense	79.00	158.00	500.00	342.00
<b>Net Maintenance Expenses</b>	<b>36,002.01</b>	<b>71,755.67</b>	<b>79,801.48</b>	<b>8,045.81</b>
Real Estate Taxes/PILOT	4,180.75	8,361.50	10,000.00	1,638.50
Property & Liability Insurance	7,636.74	15,273.48	17,500.00	2,226.52
Miscellaneous Taxes/Licenses/Permits & Fees	0.00	0.00	25.00	25.00
<b>Net Operating Expenses</b>	<b>11,817.49</b>	<b>23,634.98</b>	<b>27,525.00</b>	<b>3,890.02</b>
Amortization Expenses - Tax Credit Fees	3,989.70	7,979.40	7,980.00	0.60
Interest Expense - First Mortgage	0.00	0.00	0.00	0.00
Interest Expense - Capital Lease	63,071.82	126,143.64	130,000.00	3,856.36
Replacement Reserves	0.00	0.00	0.00	0.00
Depreciation	146,193.66	292,387.32	292,500.00	112.68
<b>Net Organization Expenses</b>	<b>213,255.18</b>	<b>426,510.36</b>	<b>430,480.00</b>	<b>3,969.64</b>
<b>Total Operating Expenses</b>	<b>305,757.08</b>	<b>599,340.85</b>	<b>625,511.57</b>	<b>26,170.72</b>
<b>Net Income (Loss)</b>	<b>(143,542.96)</b>	<b>(296,221.61)</b>	<b>(310,491.57)</b>	<b>(14,269.96)</b>



Beloit Apartments Redevelopment, LLC - Phase 2  
2017 Preliminary Budget - June 30, 2016

	2016 Actual YTD	2016 Projected	2017 Proposed	Net Change
<b>Operating Receipts</b>				
Gross Potential Rents	63,173.69	126,347.38	130,000.00	3,652.62
Vacancy Loss	0.00	0.00	0.00	0.00
<b>Net Dwelling Rental</b>	<b>63,173.69</b>	<b>126,347.38</b>	<b>130,000.00</b>	3,652.62
Operating Subsidy	61,039.80	122,079.60	125,000.00	2,920.40
<b>Net Dwelling Rental &amp; Operating Subsidy</b>	<b>124,213.49</b>	<b>248,426.98</b>	<b>255,000.00</b>	6,573.02
Other Income (inc replacement reserves)	29,786.03	59,572.06	65,000.00	5,427.94
Amortized Deferred Revenue - TC	0.00	0.00	0.00	0.00
Interest on Project Operations & Reserves	279.08	558.16	750.00	191.84
<b>Operating Income</b>	<b>30,065.11</b>	<b>60,130.22</b>	<b>65,750.00</b>	5,619.78
<b>Total Operating Receipts</b>	<b>154,278.60</b>	<b>308,557.20</b>	<b>320,750.00</b>	12,192.80
<b>Operating Expenses</b>				
Leasing Labor Expense/Benefits	27,016.80	54,033.60	55,654.61	1,621.01
Management Consultants	0.00	0.00	0.00	0.00
Advertising & Marketing	26.30	52.60	150.00	97.40
Office Expenses (Admin/Leasing Office)	40.95	81.90	150.00	68.10
Management Fees	6,231.09	12,462.18	14,000.00	1,537.82
Asset Management Fees	3,714.00	6,600.00	7,000.00	400.00
Legal Expense	1,794.38	3,588.76	2,000.00	(1,588.76)
Audit Expense	9,000.00	9,250.00	9,500.00	250.00
Bookkeeping Fees/Accounting Services	5,094.00	10,188.00	11,500.00	1,312.00
Bad Debts Expense	0.00	0.00	2,000.00	2,000.00
Miscellaneous Administrative Expenses	0.00	(2,121.43)	3,500.00	5,621.43
<b>Net Administrative Expenses</b>	<b>52,917.52</b>	<b>94,135.61</b>	<b>105,454.61</b>	11,319.00
Electricity Expense	7,594.13	15,188.26	17,500.00	2,311.74
Water Expense*	1,382.98	2,765.96	3,500.00	734.04
Natural Gas Expense	3,877.64	7,755.28	8,500.00	744.72
Sewer Expense*	3,039.73	6,079.46	6,500.00	420.54
Maintenance Supplies	581.80	1,163.60	5,000.00	3,836.40
Maintenance Labor Expense/Benefits	33,369.41	66,738.82	68,740.98	2,002.16
Maintenance Contractor Expense	6,281.68	12,563.36	10,000.00	(2,563.36)
Extermination Services	0.00	0.00	4,000.00	4,000.00
Elevator Maintenance & Inspections	1,246.53	1,246.53	1,300.00	53.47
Lawn Care & Snow Removal	0.00	0.00	0.00	0.00
Garbage & Trash Removal **	1,582.16	3,164.32	3,500.00	335.68
Heating/Cooling Repairs/Maintenance	96.00	192.00	1,200.00	1,008.00
Miscellaneous Operating/Maintenance Expense	2,864.39	5,728.78	6,500.00	771.22
<b>Net Maintenance Expenses</b>	<b>61,916.45</b>	<b>122,586.37</b>	<b>136,240.98</b>	13,654.61
Real Estate Taxes/PILOT	4,727.92	9,455.84	9,500.00	44.16
Property & Liability Insurance	4,227.46	8,454.92	11,000.00	2,545.08
Security Services Expense***	1,278.81	2,557.62	3,500.00	942.38
Miscellaneous Taxes/Licenses/Permits & Fees	0.00	0.00	25.00	25.00
<b>Net Operating Expenses</b>	<b>10,234.19</b>	<b>20,468.38</b>	<b>24,025.00</b>	3,556.62
Amortization Expenses	4,426.38	8,852.76	9,000.00	147.24
Interest Expense - CDA Loans	2,402.10	4,804.20	4,850.00	45.80
Interest Expense - Capital Lease	35,121.96	70,243.92	70,500.00	256.08
Replacement Reserves	0.00	0.00	0.00	0.00
Depreciation	218,360.46	436,720.92	440,000.00	3,279.08
<b>Net Organization Expenses</b>	<b>260,310.90</b>	<b>520,621.80</b>	<b>524,350.00</b>	3,728.20
<b>Total Operating Expenses</b>	<b>385,379.06</b>	<b>757,812.16</b>	<b>790,070.59</b>	32,258.43

Beloit Apartments Redevelopment, LLC - Phase 2  
2017 Preliminary Budget - June 30, 2016

Net Income (Loss)	(231,100.46)	(449,254.96)	(469,320.59)	(20,065.63)
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Beloit Apartments Redevelopment, LLC - Phase 2  
2017 Preliminary Budget - June 30, 2016

- \* Sewer and Water charges at Parker Bluff will continue to be paid by Owner
- \*\*Solid waste collection for Parker Bluff & Townhomes complex only.
- \*\*\*Security Services includes phone line/monitoring/maint/inspection services for fire.  
as well as video monitoring of 3rd floor Comm/Business Center & Parker Bluff garage & entrance.



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5a

**TOPIC:** Resolution 2016-16

**ACTION:** Consideration of Resolution 2016-16, Recommending Approval of the 2017 Community Development Block Grant budget

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

Attached is a resolution recommending approval of the 2017 CDBG budget and the spreadsheet listing recommended funding amounts. The Department of Housing and Urban Development has not yet provided an estimate for CDBG funding this year. Therefore, we are estimating an award of \$550,000, which is similar to last year's award and 2017 program income earned of \$210,500. Therefore, the total CDBG budget is \$760,500.

The attached spreadsheet provides a recommended funding amount which was determined based on the agency's request and whether the proposed program met the CDBG funding priorities. The CDA recommendation will be listed when it is presented to the City Council during their October 17<sup>th</sup> meeting and public hearing.

### Public Services: Cap = \$114,075

The spreadsheet lists the maximum funding level allowed for public services at \$114,075 which is 15% of the 2017 grant plus 2016 program income. We are recommending funding public service activities at the maximum level allowed.

### Planning and Administration: Cap = \$152,100

Also reflected on this spreadsheet is the maximum amount you may award for planning and administration, which we are recommending funding at \$152,100. There is a 20% cap on entitlement funding for Planning and Admin, with a 20% overall PY CDBG cap. Therefore, we are proposing to fund \$106,400 with entitlement funding, and the remaining \$45,700 with program income.

### Balance for Other Programming = \$329,525

Staff is recommending funding the remaining \$329,525 in grant funds towards Code Enforcement and Housing Rehabilitation as listed on the spreadsheet.

### Program Income:

Also, included on the spreadsheet is the projected 2017 Program Income, which revolves back into the program that created the income.

Please note that the following three activities have a relationship to the City of Beloit's proposed Operating Budget or Capital Improvement Budget, so funding these programs below the requested amount would have an impact on the City's Proposed Budgets.

- The Code Enforcement/Inspection program provides funding for all or a portion of salaries and benefits for the Director of Community and Housing Services, one secretary and four inspectors' salary and benefits.
- The Housing Rehabilitation Revolving Loan Program includes funding for two positions which are required to operate the program.
- The Planning and Administration budget includes funding for several people required to operate the CDBG program.

Once the CDA has made its recommendation, the budget will be incorporated into the City's draft Annual Action Plan, which is required in order to receive CDBG funds. A 30-day public review period is also required, which will begin October 1st.

- **October 3 – November 4: Public Review Period:** A notice announcing the 30-day public review period will be published in the Beloit Daily News, posted on the front page of the City's website, and mailed to agencies and individuals on the CDBG mailing list. During the 30-day public review period the Annual Action Plan and 2017 budget will be available to the public at the Beloit Public Library, 3<sup>rd</sup> floor of City Hall, and on the City's website. Public comments submitted during this time period are incorporated into the Plan.
- **October 17: Public Hearing at City Council:** The City Council will hold a public hearing on the Annual Action Plan and 2016 CDBG budget. Public comments are incorporated into the Plan from this hearing as well.
- **November 7: City Council Approval:** Once the required 30-day public review period is completed, the City Council will act on the plan.
- **November 15: Annual Action Plan submitted to HUD:** The Annual Action Plan and CDBG Budget are reviewed by HUD staff for approval.

A summary of the 2017 applications that were submitted and the monitoring results for the 2017 CDBG Program Year will be provided at the CDA Meeting.

### **STAFF RECOMMENDATION:**

Staff recommends that Resolution 2016-16 be approved.

### **ATTACHMENTS:**

Resolution 2016-16 and 2017 CDBG Budget

**RESOLUTION 2016-16  
RECOMMENDING APPROVAL  
OF THE 2017 COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) BUDGET**

**WHEREAS**, the City of Beloit expects to receive \$550,000 in 2016 Community Development Block Grant (CDBG) funds, and

**WHEREAS**, all recommended projects are consistent with the 2015 - 2019 Consolidated Plan and 2017 Annual Action Plan, and

**WHEREAS**, all recommended projects are eligible CDBG activities.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends the approval of the 2017 CDBG budget as identified on the attached budget spreadsheet, contingent upon receipt of the HUD CDBG Grant award.

Adopted this 28th day of September, 2016.

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Loretta Evans, Chairperson  
Beloit Community Development Authority

**ATTEST:**

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Julie Christensen, Executive Director  
Beloit Community Development Authority

**2017 Community Development Block Grant Budget**

Revenue	2017		2017 Program Income Earned	Totals
	CDBG	Grant		
2017 Economic Development Revolving Loan Fund	\$ -	\$ -	\$ 17,000	\$ 17,000
2017 Code Enforcement	\$ -	\$ -	\$ 91,500	\$ 91,500
2017 Housing Rehabilitation Revolving Loan Fund	\$ -	\$ -	\$ 102,000	\$ 102,000
2017 Neighborhood Housing Services (nka NeighborWorks Blackhawk Region)	\$ -	\$ -	\$ -	\$ -
2017 CDBG Grant (Estimated)	\$ 550,000	\$ -	\$ -	\$ 550,000
<b>Total Revenue</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ 210,500</b>	<b>\$ 760,500</b>

**Allocations**

Public Service: 15% cap =	\$114,075	2017 CDBG Grant	2017 PI Budgeted	Totals
1 Beloit Meals On Wheels - Home Delivered Meals Assistance		\$ 6,000	\$ -	\$ 6,000
2 Community Action - Fatherhood Initiative and Mentoring Programs		\$ 43,975	\$ -	\$ 43,975
3 Family Services - Emergency Housing for Homeless Victims of DV		\$ 8,000	\$ -	\$ 8,000
4 Family Services - Home Companion Senior Personal Coordination		\$ 16,100	\$ -	\$ 16,100
5 Hands of Faith - Emergency Shelter for Homeless Families		\$ 15,000	\$ -	\$ 15,000
6 HealthNet: Expanding Access to Primary Medical & Dental for Beloit		\$ -	\$ -	\$ -
7 House of Mercy - Rental Assistance		\$ 15,000	\$ -	\$ 15,000
8 Latino Service Providers Coalition - Hispanic Community Inclusion		\$ -	\$ -	\$ -
9 Merrill Community Center - Youth and Senior Programs		\$ -	\$ -	\$ -
10 Project 16:49 - Robin House Transitional Living Program		\$ 10,000	\$ -	\$ 10,000
11 Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy		\$ -	\$ -	\$ -
<b>Total Public Services</b>		<b>\$ 114,075</b>	<b>\$ -</b>	<b>\$ 114,075</b>
<b>Planning and Program Administration: 20% cap =</b>	<b>\$152,100</b>			
12 Program Administration (No Application Needed)		\$ 106,400	\$ 45,700	\$ 152,100
<b>Total Planning and Program Administration</b>		<b>\$ 106,400</b>	<b>\$ 45,700</b>	<b>\$ 152,100</b>
<b>Code Enforcement</b>				
13 Community Development Dept. - Code Enforcement / Inspection Program		\$ 150,000	\$ 45,800	\$ 195,800
<b>Total Code Enforcement</b>		<b>\$ 150,000</b>	<b>\$ 45,800</b>	<b>\$ 195,800</b>
<b>Housing Rehabilitation</b>				
14 Community Development Dept. - Housing Rehabilitation Revolving Loan Program		\$ 179,525	\$ 102,000	\$ 281,525
16 Neighborhood Housing Services		\$ -	\$ -	\$ -
<b>Total Housing Rehabilitation</b>		<b>\$ 179,525</b>	<b>\$ 102,000</b>	<b>\$ 281,525</b>
<b>Economic Development</b>				
17 Economic Development Revolving Loan Fund		\$ -	\$ 17,000	\$ 17,000
<b>Total Economic Development</b>		<b>\$ -</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<b>GRAND TOTALS</b>		<b>\$ 550,000</b>	<b>\$ 210,500</b>	<b>\$ 760,500</b>
Difference		\$ -	\$ -	\$ -

**CAP Calculations**

Pub Service Cap = (2017 Grant + 2016 PI) x 15%	\$ 114,075
Planning Cap = (2017 Grant + 2017 PI) x 20%	\$ 152,100
Limit of 20% New Grant Funds Cap towards PA	\$ 110,000
2016 Projected PI	\$ 233,230
2017 Projected PI	\$ 210,500



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

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**AGENDA ITEM:** 5b

**TOPIC:** 2017 Annual Action Plan

**ACTION:** Consideration of Resolution 2016-17, Recommending Approval of the 2017 Annual Action Plan

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

Attached is a resolution recommending approval of the 2017 Annual Action Plan. The Department of Housing and Urban Development (HUD) requires each entitlement community receiving an annual allocation of CDBG funds to submit an Annual Action Plan each year. It is a template created by HUD and includes specific objectives for housing, homelessness, public housing and community development. It also includes information on the CDBG process, affordable housing, and special needs populations.

A 30-day review period is required for the Annual Action Plan, which will begin October 3rd. The City Council will hold a public hearing on the Annual Action Plan and CDBG budget on October 17, 2016. A notice announcing the 30-day public review period will be published in the Beloit Daily News, posted on the front page of the City's website, mailed to agencies and individuals on the CDBG mailing list. During the 30-day public review period the Annual Action Plan and 2017 budget will be available to the public at the Beloit Public Library, 3<sup>rd</sup> floor of City Hall, and on the City's website. Once the required 30-day public review period is completed, the City Council will act on the plan and it will be submitted to HUD for their review and approval.

Attached is the proposed Annual Action Plan.

### **STAFF RECOMMENDATION:**

Staff recommends that Resolution 2016-17 be approved.

### **ATTACHMENTS:**

Annual Action Plan and Resolution 2016-17



**RESOLUTION 2016-17  
RECOMMENDING APPROVAL OF THE  
2017 ANNUAL ACTION PLAN**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires all local units of government that receive Community Development Block Grant (CDBG) funds to submit an annual plan for each year that they receive CDBG funding, and

**WHEREAS**, the plan provides guidance on how CDBG funds will be allocated over the next year and how the City of Beloit intends to address its housing, public housing, homeless and community development needs, and

**WHEREAS**, all CDBG-funded projects must be consistent with the Annual Action Plan and its overall goals and strategies.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends approval of the 2017 Annual Action Plan, contingent upon the HUD award of CDBG funds to the City of Beloit.

Adopted this 28th day of September, 2016.

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Loretta Evans, Chairperson  
Beloit Community Development Authority

**ATTEST:**

---

Julie Christensen, Executive Director  
Beloit Community Development Authority



# 2016 Annual Action Plan

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

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**GRANTEE: City of Beloit**  
**CON PLAN PERIOD: 2015 to 2019**  
**ANNUAL PLAN YEAR: 2**

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## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

The mission of the City of Beloit's CDBG Program is to assist those at risk of becoming homeless, create new jobs, retain existing jobs, assist low to moderate income people, assist special needs populations, such as public housing residents, elderly, homeless, and victims of domestic violence, increase property values, and improve the quality of the housing stock. Activities and programs will also serve to decrease the proportion of rental units and the unemployment rate and help stabilize neighborhoods by keeping people in their homes or helping people secure homes.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

#### Specific Housing Objectives

- Develop a variety of housing alternatives in order to satisfy a wider range of housing needs by using existing programs and resources to improve Beloit's older housing stock, support program that enable homeowners to retain their homes, support the conversion of rental to owner-occupied housing in neighborhoods with unusually high percentages of rental properties, and promote homeownership.

#### Public Housing Strategies

- The Beloit Housing Authority (BHA) will work with Neighborhood Housing Services (NHS (now known as NeighborWorks Blackhawk Region) to provide homeownership opportunities for its resident.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income, and moderate-income households to opportunities to increase their job training skills, people skills, and self-sufficiency.
- The BHA will encourage extremely low-income, low-income, and moderate-income families to utilize the least restrictive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership, and Family Self-Sufficiency.

### **Specific Homeless Strategies**

The City will continue to support and strengthen the limited resources of agencies that provide services and facilities for homeless persons in the City of Beloit.

### **Economic Development Objectives**

- The City will continue to market the Economic Development Revolving Loan Fund to eligible businesses each year and use the Economic Development Revolving Loan Fund to increase the number of living wage jobs to low- and moderate-income persons in the community. The Economic Development Loan Committee is currently reevaluating the ED RLF Program to add a microloan program.

### **Community Objectives**

- The City will continue its Housing Rehabilitation Loan Program to improve the City's low to moderate-income neighborhoods.
- The City will continue to acquire, rehabilitate, and sell foreclosed homes to low-moderate income families through its Neighborhood Stabilization Program (NSP).

### **Anti-Poverty Strategy**

- The City will support programs that provide assistance to persons to increase their job skills and marketability.

- The City will support non-profit organizations that provide assistance and advocacy to low to moderate-income residents by providing CDBG funds throughout the planning period.

### **Non-Homeless Special Needs Strategies and Objectives**

- The City will support programs such as Home Companion Registry to enable elderly and disabled residents to remain healthy and in their homes.
- The City will support public service programs that provide case management, client advocacy, and flexibility in order to tailor assistance to unique needs.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has successfully funded and partnered with local non-profit organizations to address the most pressing needs in neighborhoods, housing assistance programs, property acquisition programs, code enforcement and public infrastructure improvements.

The City of Beloit provided CDBG funding to homeless programs and services that meet critical needs and served on the Homeless Intervention Task Force Displacement Action Response Team.

The City of Beloit provided housing rehabilitation loans to low to moderate income homeowners and landlords renting to low- moderate income tenants and supported Neighborhood Housing Services' Foreclosure Prevention Program, which helps people stay in their homes. The City of Beloit also supported the Senior Chore Service program and the Home Companion Registry which helps the elderly and disabled live independently in their homes.

The City continued to operate the Economic Development Revolving Loan Fund which provides loans to for-profit commercial, industrial or service sector businesses that will locate or expand in the City of Beloit by creating or retaining jobs. The Beloit Housing Authority has partnered with NHS (now known as NeighborWorks Blackhawk Region) over the past several years to provide training and education opportunities for its Family Self-Sufficiency and Homeownership Voucher program participants. The BHA also contracted with Voluntary Action Center to provide volunteer opportunities for its public housing residents.

The City continued its City-wide systematic code enforcement program wherein inspectors perform exterior inspections City-wide and interior inspections of all rental properties on a rotating three-year cycle. The deteriorated and deteriorating areas were the low- and moderate-income areas as defined by HUD. Those areas had the highest proportion of code violations, the greatest number of investor-

owned properties, the greatest percentage of houses older than 50 years old, the lowest property values, and the oldest infrastructure. The City also continued to operate the rental registration program which generates approximately \$75,000 in CDBG program income annually.

The City has funded the Merrill Community Center, Domestic Violence Shelter, Senior Chore Service, Home Companion Registry and others which provide housing services and options to people within our central city neighborhoods. Although many of these programs are available city-wide, the majority of participants are located in our central city neighborhoods.

The City continued to purchase properties from Rock County that were foreclosed for non-payment of taxes. Blighted properties are demolished, and the remaining vacant lots are offered to adjoining property owners for a minimal amount. Houses in better condition are rehabbed using a combination of City and grant dollars and sold to owner-occupants. This program is primarily paid for with City CIP dollars.

The City has a program of evaluating streets to determine which streets should be reconstructed or resurfaced each year. Other public improvements are made annually to upgrade the water system, parks, and other public facilities. The City invests approximately \$1.0 million in public improvements in our low-income areas each year. This investment is made out of the City's CIP budget.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Beloit gave its citizens the opportunity to participate in an advisory role in planning, implementing, and assessing CDBG programs during the consolidated planning process. Information about the goals of the CDBG program and the activities it funds was provided to all interested stakeholders. Public meetings were held to gauge the views of citizens. Public hearings were held to gauge the views of citizens.

For the 2016 Annual Action Plan, the Community Development Authority established local goals at the June 22, 2016 meeting. This meeting notice was open to the public and notice was provided to the media and posted on the City's website on June 19.

The City held a public hearing on July 5, 2016 to give citizens an opportunity to identify issues which needed to be identified in the Annual Plan. A notice was published in the Beloit Daily News on July 2 and the Stateline News on July 3 notifying the public of that a public hearing would take place on July 5, 2016. Additionally, the City put the notice on the City's website on June 30. The notice was also emailed to the CDBG mailing list, which includes the non-profit organizations and other interested agencies which provide services to low income people in Beloit.

The CDBG budget process began when notices were published on July 15 on the City's website, on July 16 in the Beloit Daily News, and July 17 in The Stateline News announcing that applications were available. A notice was also emailed to the CDBG mailing list on July 15, 2016 notifying agencies and interested parties that applications were available. Anyone needing assistance with filling out an application, determining the eligibility of a project or other CDBG assistance was helped.

The CDA reviewed the Annual Plan and budget on September 28, 2016 and recommended approval of both the plan and the budget. This meeting was provided to the media and posted on the City's website on September 23.

A notice was published in the Beloit Daily News on October 1, 2016 and in the Stateline News on October 2, 2016 notifying the public of the 30-day public review period which began on October 3, 2016 and ended on November 4, 2016. This notice also notified the public that the plan and budget were available on the City's website, at City Hall and at the Beloit Public Library. It also informed the public that a public hearing would be held on October 17 and that final City Council action would take place on November 7, 2016. This notice was also mailed to the CDBG mailing list.

On October 17, a public hearing was held to give citizens an opportunity to comment on the proposed Annual Plan and proposed 2016 CDBG budget. On November 7, the Annual Plan, and 2017 CDBG budget were reviewed and approved at a City Council meeting.

## 5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The following public comments were received regarding the 2016 Annual Action Plan:

### Public comments received during the CDBG Public Hearing on Needs on July 5, 2016 at Beloit City Council:

Ian Hedges, Executive Director of HealthNet Rock County, commented that HealthNet is a free and charitable clinic, and emphasized the importance of health and wellness in our community. He indicated that people often do not have enough money for medications. He said that with the \$8,000 in CDBG funding from the prior year the clinic was able to provide more services than in years past. He explained that 40% of all people they serve are from Beloit, that their clinic now accepts BadgerCare. He said that people who receive proper health and dental care are more confident and productive and that he encourages the Council to prioritize health and dental care.

Donna Ambrose, Executive Director of Caritas, and also a Beloit resident commented that she has a serious concern about emergency housing assistance. She said she often deals with clients who have housing maintenance and landlord /tenant issues. She noted the Park Avenue apartments' numerous leaks and garage door issues that were never fixed before people were displaced. She also gave an example of a client she was working with who had property maintenance issues that she complained about to the landlord, then the landlord showed up unannounced and she had to call the police on the landlord. She indicated that her client was then afraid to complain about the property maintenance issues for fear of retaliation from her landlord, so she eventually moved from the property. She gave a third example in which a landlord showed up at a client's house unannounced and the police had to be called. She said the police told the landlord not to do it again. She stated that because of these reasons, there is a great need in the community for tenant rights education.

Ms. Ambrose also stated that there is a need in the community for food and security deposit assistance. She explained that in 2015 her agency served 22,000 people at the food pantry. She said that some people come back more than once so clarified that in May the duplicated number was 1,400 households, but the unduplicated number was 71 households.

Lynn Volbrecht and Will Chapman of Community Action, Inc. (CAI) commented about their mentoring program. Ms. Vollbrecht explained that they are working with 45 young people in the program and they recently took 100 youth to college campuses. CAI placed 10 youth in summer jobs. Mr. Chapman, the CAI Fresh Start Program Manager explained that CAI has a youth advocate program in which the older youth act as mentors for Aldrich Middle School children, stressing the importance of education so they are employable when they get older. He explained that 39 of 47 Fresh Start youth received their high school diplomas in Spring 2016. He also provided an overview of other CAI programs and explained that CAI has a renewed focus on youth programming, explaining that all CAI programs have a wrap around approach towards helping out of poverty.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

## **7. Summary**

The City is in the process of preparing a NRSA with two target areas that is planned for submission in December of 2016.

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	BELOIT	City of Beloit, Community Development Department

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Teri Downing

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Beloit, WI 53511

(608)364-6705

Downingt@beloitwi.gov



## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Beloit's consultation was done during the Consolidated Planning process and achieved through a variety of methods, including three public meetings with attendees from various local service agencies, several public hearings, and comments from stakeholders and citizens alike. The City did not individually consult agencies during the Annual Plan planning process. However, the City of Beloit provides public noticing and holds a public hearing on the Annual Plan and Budget. The Annual Plan and Budget are discussed and approved at the public Community Development Authority (CDA) meeting, there is then a 30-day public comment period, a public hearing is held at City Council during the comment period, and then the City Council publicly discusses and votes on the budget and Annual Plan. There is a public participation item on the agendas for both the CDA and Council in which any person or agency representative can speak. The City has a listing of "CDBG Interests Parties" who receive mailed and/or emailed notices of all public meetings, and comment periods. The listing is of all local community organizations and any other organization or individual who has expressed interest in being on the list.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The City of Beloit's Housing Authority and Division of Community and Housing Services work closely with local non-profit organizations, and County agencies to coordinate assistance in housing, mental health, and other service agencies. For example, the Housing Authority coordinates with Neighborworks to assist public housing and Section 8 residents with budgeting and homeownership education. They also provide referrals to various agencies that provide assistance with security deposits, landlord/tenant issues, home health care, and energy assistance. The Community and Housing Services Division provides referrals from the Housing Rehab Loan Program to local non-profits regarding minor home repair and credit education. In addition, the City is part of the Rock County Consortium which partners with the County Health Department on Lead Hazard Control and Health Homes. The Code Enforcement program provides referrals to the City's Housing Rehab Loan Program for repairs, and to homeless shelters and agencies that provide motel vouchers when units are posted unfit for human habitation. Code Enforcement also work closely with the Fire Department, and non-profit and County mental health providers such as Family Services, the County's Aging and Disabilities Resources Center, Rock County Long Term Support regarding cases of hoarding. The City's Community and Housing Services continues to work with the Fire Department, Family Services, the Rock County Health Department, and Beloit Health Systems, which is the hospital in Beloit, to coordinate a more streamlined referral system to match chronic cases with the services they need.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Beloit works together with the Homeless Intervention Task Force (HITF) of Rock and Walworth County. The HITF evolved from several city and county groups that had been meeting on the issue of homelessness in the area. Members include representatives from public, non-profit, and for-profit agencies. Agencies that participate in HITF include:

**Community Agencies**

- Caritas
- City of Janesville- Neighborhood Services
- Community Action, Inc.
- ECHO
- Edgerton Community Outreach
- GIFTS
- House of Mercy
- The Lazarus Foundation
- Legal Action of Wisconsin
- Project 16:49
- Red Road House
- Rock County Human Services
- Rock Valley Community Programs
- The Salvation Army- Janesville
- United Way Blackhawk Region
- United Way 2-1-1
- YWCA of Rock County

**Beloit Agencies**

- Beloit Housing Authority (BHA)
- Family Services
- Hands of Faith
- The Salvation Army- Beloit

The HITF meets monthly to discuss strategies for addressing shelter and housing needs for homeless and low income persons. The HITF originally met to discuss the implications of the North Rock County Homelessness Survey that was completed in 1993. It was responsible for the subsequent Homelessness surveys completed in 1996 and 1999. It serves as the Continuum of Care for addressing homelessness and works to meet and identify needs.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Beloit does not receive ESG funds. However, there are agencies in the City of Beloit that do receive these funds and are part of the Continuum of Care. Community Action and Family Services also receive ESG funds to assist in supportive services and emergency needs of participants. Hands of Faith also receives ESG funds to assist with emergency housing for homeless individuals and families.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Aging & Disability Resource Center of Rock County
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education County Service
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 2 of the steering committee meetings during the Consolidated Planning process.
2	<b>Agency/Group/Organization</b>	SALVATION ARMY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 2 of the steering committee meetings during the Consolidated Planning process.
3	<b>Agency/Group/Organization</b>	Grinnell Senior Center
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 2 of the steering committee meetings during the Consolidated Planning process.

4	<b>Agency/Group/Organization</b>	Community Action of Rock & Walworth Counties
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Education Services-Employment Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended all 3 of the steering committee meetings during the Consolidated Planning process.
5	<b>Agency/Group/Organization</b>	NEIGHBORHOOD HOUSING SERVICES OF BELOIT
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
6	<b>Agency/Group/Organization</b>	Edgerton Community Outreach
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
7	<b>Agency/Group/Organization</b>	Hands of Faith
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless Neighborhood Organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
8	<b>Agency/Group/Organization</b>	FAMILY SERVICES OF S. WISCONSIN AND N. ILLINOIS
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
9	<b>Agency/Group/Organization</b>	House of Mercy
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
10	<b>Agency/Group/Organization</b>	Beloit Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 2 of the steering committee meetings. A meeting was also conducted with the Director for input into Public Housing specifically during the consolidated planning process.

11	<b>Agency/Group/Organization</b>	STATELINE UNITED WAY
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
12	<b>Agency/Group/Organization</b>	MERRILL COMMUNITY CENTER
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.

13	<b>Agency/Group/Organization</b>	Stateline Literacy Council
	<b>Agency/Group/Organization Type</b>	Services-Education Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
14	<b>Agency/Group/Organization</b>	Downtown Beloit Association
	<b>Agency/Group/Organization Type</b>	Business Leaders Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
15	<b>Agency/Group/Organization</b>	CARITAS
	<b>Agency/Group/Organization Type</b>	Services-homeless Food pantry Neighborhood Organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
16	<b>Agency/Group/Organization</b>	NAACP
	<b>Agency/Group/Organization Type</b>	Services-Children Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
17	<b>Agency/Group/Organization</b>	Voluntary Action Center
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative attended 1 of the steering committee meetings during the consolidated planning process.
18	<b>Agency/Group/Organization</b>	The AIDS Network
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A City employee contacted a spokesperson via phone to discuss persons with HIV/AIDS in the community.
19	<b>Agency/Group/Organization</b>	Housing Assistance Loan Program- Community and Housing Services
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A City employee verbally contacted a spokesperson, set up a meetings, and discussed the topic of lead-based paint hazards during the consolidated planning process.

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City sent an invitation to the AIDS Network to sit on the Consolidated Plan Steering Committee, but we received no response. In addition, all mailed public notices regarding the Annual Plan and Strategic Plan were mailed to the AIDS Network, but no representative from the agency attended any of the Steering Committee Meetings. A City employee was able to contact a spokesperson via phone to discuss persons with HIV/AIDS in the community during the consolidated planning process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

The City of Beloit has a good working relationship with all local agencies and governmental units. Community development personnel regularly attend local and state meetings held by various agencies to keep lines of communication open. Various agencies are contracted to provide CDBG funded public services. The community development department works very closely with these organizations to ensure priorities are recommended based on actual community needs.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

All meetings, application announcements, public comment periods, and public hearings regarding the Annual Action Plan are publicly noticed in the local newspaper, on the City's website, and the Plan and public notice are also sent to the public library. In addition, mailed notices go out to an active CDBG mailing list the City maintains of CDBG interested parties, which is a listing of community organizations and any other organization or individual who may benefit from receiving CDBG funding or has expressed interest in being on the list.

Each year the Annual Planning Process starts with setting local priorities at the June Community Development Authority (CDA) meeting. The CDBG Subrecipient Application is prepared to reflect those goals and is available to the public in mid-July. Applications are due in mid-August. Each Subrecipient Applicant is required to present their application and program proposals before the CDA during the August meeting. Staff prepares a proposed CDBG Budget and Annual Action Plan at the September CDA Meeting, and the CDA members discuss, sometimes make changes, and make a recommendation to the City Council for approval. A 30-day public comment period typically runs from October 1 - 30. A public hearing is held at City Council during the public comment period at the second Council meeting in October. City Council reviews the CDBG Budget and Annual Action Plan at its first meeting in November and approves the final subrecipient allocations.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Non-targeted/broad community  Notice: Meeting to identify local funding goals	None	None	All comments were accepted	
2	Internet Outreach	Non-targeted/broad community	None	None	All comments were accepted	
3	Public Meeting	Non-targeted/broad community  Purpose: Identify local funding goals	No public attendance	None	All comments were accepted	
4	Newspaper Ad	Non-targeted/broad community  Notice: Of public hearing on community needs	None	None	All comments were accepted	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community Notice: Of public hearing on community needs	None	None	All comments were accepted	
6	Mailing and Email	Non-targeted/broad community Notice: Of public hearing on community needs	None	None	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community  Purpose: On community needs	No public in attendance	Executive Director of HealthNet stressed the importance of healthcare.  Executive Director of Caritas and Beloit resident expressed the importance of tenant rights education and food pantries.  Community Action, Inc. staff stressed the importance of youth and mentoring programs.	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Newspaper Ad	Non-targeted/broad community  Notice: Announcing CDBG Applications Available	The City received 11 applications from non-profit agencies for public service activities, and 3 applications from City Departments.	None	All comments were accepted	
10	Internet Outreach	Non-targeted/broad community  Notice: Announcing CDBG Applications Available	The City received 11 applications from non-profit agencies for public service activities, and 3 applications from City Departments.	None	All comments were accepted	
11	Email	Non-targeted/broad community  Notice: Announcing CDBG Applications Available	The City received 11 applications from non-profit agencies for public service activities, and 2 applications from City Departments.	None	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
12	Public Meeting	Non-targeted/broad community  RE: Applicant Presentations at CDA	All 13 Subrecipient applicants presented their applications to CDA.  Presentations were scheduled over two public meetings, 7 of the 11 Public Service applicants and the 2 City applicants presented at the first meeting, and the remaining 4 Public Service applicants presented at the second meeting.	No public comments	All comments were accepted	
13	Newspaper Ad	Non-targeted/broad community  Notice: AP & Budget Review at CDA	None	None	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
14	Internet Outreach	Non-targeted/broad community  Notice: AP & Budget Review at CDA	None	None	All comments were accepted	
15	Newspaper Ad	Non-targeted/broad community  Notice: 30-day Public Review	Three public comments submitted.	TBD	All comments were accepted	
16	Internet Outreach	Non-targeted/broad community  Notice: 30-day Public Review	Three public comments submitted.	TBD	All comments were accepted	
17	Newspaper Ad	Non-targeted/broad community  Notice: Public Hearing on AP and Budget	None	None	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
18	Internet Outreach	Non-targeted/broad community Notice: Public Hearing on AP and Budget	None	None	All comments were accepted	
19	Public Hearing	Non-targeted/broad community RE: AP and Budget	Two people spoke during the public hearing.	TBD	All comments were accepted	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	550,000	210,500	0	760,500	1,371,746	Each year funding will be allocated to existing and new activities that meet the greatest needs, or can assist the most number of eligible individuals and/or households.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

There are no matching requirements for CDBG funds, but the City and local agencies will leverage CDBG with the following resources:

- Neighborhood Housing Services uses HOME, NSP, Federal Home Loan Bank, and NeighborWorks funding to provide down payment assistance to households in the City's targeted neighborhoods.
- Community Action receives funding from a variety of state and federal sources for its Fresh Start program, including US Department of Labor YouthBuild; WI National & Community Service Board; The State of Wisconsin, Department of Commerce, Division of Community Development; American Recovery & Reinvestment Act; Community Service Block Grant; and the Wisconsin Employment & Training Assistance Program..
- Community Action of Rock and Walworth County also received CSBG, SHP, ESG, and private donations to help support their Fresh Start, Fatherhood Initiative, HUB Teen Connection, HUB Transitional Living, and Skills Enhancement programs.
- Community Action of Rock and Walworth Counties receives funding from United Way to continue the Fatherhood Initiative. This is a program which helps participants develop job skills to become gainfully employed while enhancing their parenting skills.
- The Merrill Housing Initiative has received HOME funds from the Rock County HOME Consortium. This program also receives funds through YouthBuild and other private and government sources.
- The business community helps raise money for organizations such as the Merrill Community Center, Community Action, and Stateline Literacy Council.
- The Stateline United Way funds many of the social service agencies that are served by the City's CDBG funds to meet critical needs.
- Local churches provide funding to some organizations which assist homeless individuals such as Hands of Faith and Caritas.
- Community Action receives ETH funding which assists in supportive services and emergency needs of participants.
- The City of Beloit received HOME, Lead Hazard Control Grant in conjunction with CDBG for its City Housing Rehabilitation Loans. This keeps rehabilitation expenses at an affordable level for our LMI households and LMI housing providers.
- The City of Beloit continued to use NSP1 and NSP3 grant and program income funding to purchase and rehabilitate foreclosed properties in LMI Census Tracts. Completed homes are then sold to LMI households.



**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

Each year funding will be allocated to existing and new activities that meet the greatest needs, or can assist the most number of eligible individuals and/or households.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2015	2019	Affordable Housing		Housing & Homelessness - Neighborhood Services Housing - Improve Substandard Housing	CDBG: \$TBD	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Homeless Services	2015	2019	Homeless		Housing & Homelessness - Rental Assistance Housing & Homelessness - Case Management Non-homeless Sp Needs - Utility Assistance Non-Homeless Sp Needs - Case Management Non-Homeless Sp Needs - Prevention Programs Community Development - Job Skills Training Community Development - Consolidated Services	CDBG: \$TBD	Homeless Person Overnight Shelter: 190 Persons Assisted Homelessness Prevention: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Case Management Services	2015	2019	Non-Homeless Special Needs		Housing & Homelessness - Case Management Non-homeless Sp Needs - Utility Assistance Non-Homeless Sp Needs - Case Management Non-Homeless Sp Needs - Systems Navigation Community Development - Consolidated Services Community Development - Transportation Housing - Improve Substandard Housing	CDBG: \$TBD	Public service activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted
4	Job Skills Training	2015	2019	Non-Housing Community Development		Community Development - Youth Programs Community Development - Job Skills Training	CDBG: \$TBD	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Improve Housing Stock	2015	2019	Affordable Housing		Housing - Improve Substandard Housing	CDBG: \$TBD	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 4000 Household Housing Unit

Table 6 - Goals Summary

### Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	
2	Goal Name	Homeless Services
	Goal Description	
3	Goal Name	Case Management Services
	Goal Description	
4	Goal Name	Job Skills Training
	Goal Description	
5	Goal Name	Improve Housing Stock
	Goal Description	

Table 7 – Goal Descriptions



## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City of Beloit's projects are grouped under five projects: Code Enforcement, Economic Development, Housing Rehabilitation, Planning-Program Administration, and Public Services. The Code Enforcement project includes both the City's citywide exterior inspection program and the interior systematic rental inspection program in our deteriorated neighborhoods. The Housing Rehabilitation project includes the City's Housing Rehabilitation Revolving Loan Fund. The Planning-Program Administration project includes program administration activities. The Public Services project includes activities that will be carried out by subrecipients which are individually listed in the table below.

#	Project Name
1	Code Enforcement
2	Planning and Administration
3	Housing Rehabilitation
4	Public Services
5	Economic Development

Table 8 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

On June 22, 2016, the Community Development Authority approved the following local funding priorities in response to community input during the 2015-2019 Consolidated Planning process:

1. Public Service Programs which focus on comprehensive case management strategies, with priority given to neighborhood stabilization activities, education in budgeting and life skills, and employment training that corresponds with local employment opportunities.
2. Code Enforcement
3. Housing Rehabilitation
4. Economic Development Activities, with priority given to Technical Job Training
5. Program Administration
6. Fair Housing

One of the obstacles to meeting the underserved needs in Beloit is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at less than optimal levels. The City does not fund programs which duplicate the work of other programs. Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language barriers.

## AP-38 Project Summary

### Project Summary Information

<b>1</b>	<b>Project Name</b>	Code Enforcement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Improve Housing Stock
	<b>Needs Addressed</b>	Housing - Improve Substandard Housing
	<b>Funding</b>	CDBG: \$195,800
	<b>Description</b>	Enforce state and local codes
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	City-wide exterior Code Enforcement, and interior systematic rental inspection activities enforcing local and State property maintenance codes.
<b>2</b>	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	



<b>Goals Supported</b>	Affordable Housing Homeless Services Case Management Services Job Skills Training Improve Housing Stock
<b>Needs Addressed</b>	Housing & Homelessness - Rental Assistance Housing & Homelessness - Case Management Housing & Homelessness - Neighborhood Services Non-homeless Sp Needs - Utility Assistance Non-Homeless Sp Needs - Payee Services Non-Homeless Sp Needs - Case Management Non-Homeless Sp Needs - Systems Navigation Non-Homeless Sp Needs - Prevention Programs Non-Homeless Sp Needs - Transportation Community Development - Youth Programs Community Development - Job Skills Training Community Development - Local Job Center Community Development - Consolidated Services Community Development - Transportation Housing - Improve Substandard Housing
<b>Funding</b>	CDBG: \$152,100
<b>Description</b>	Provide administrative support to the CDBG Program
<b>Target Date</b>	12/31/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	

	<b>Planned Activities</b>	<p>Activities planned include administering the CDBG program and for the following programs/projects:</p> <ul style="list-style-type: none"> <li>• Fair Housing activities</li> <li>• Public Services</li> <li>• Housing Rehabilitation</li> <li>• Code Enforcement</li> </ul> <p>Economic Development</p>
3	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Improve Housing Stock
	<b>Needs Addressed</b>	Housing & Homelessness - Neighborhood Services Housing - Improve Substandard Housing
	<b>Funding</b>	CDBG: \$281,525
	<b>Description</b>	Provide rehabilitation assistance to eligible property owners
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	To provide loans and grant to low-income households to rehabilitate and improve their housing units.
<b>4</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Homeless Services Case Management Services Job Skills Training
	<b>Needs Addressed</b>	Housing & Homelessness - Case Management Non-homeless Sp Needs - Utility Assistance Non-Homeless Sp Needs - Case Management Non-Homeless Sp Needs - Systems Navigation Non-Homeless Sp Needs - Prevention Programs Non-Homeless Sp Needs - Transportation Community Development - Youth Programs Community Development - Job Skills Training Community Development - Consolidated Services Community Development - Transportation
	<b>Funding</b>	CDBG: \$114,075
	<b>Description</b>	Provide public services to the neediest populations
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	<p>The City of Beloit plans to fund the following agencies and programs to carry out Public Service activities:</p> <p>Beloit Meals on Wheels - Home Delivered Meals Assistance</p> <p>Community Action - Fatherhood Initiative and Skills Enhancement</p> <p>Family Services - Beloit Domestic Violence Center: Emergency Housing</p> <p>Family Services - Home Companion Registry for Senior Personal Care</p> <p>Hands of Faith - Emergency Shelter for Homeless Families</p> <p>HealthNet: Primary Care - Medical, Dental, Vision Clinic</p> <p>Latino Service Providers Coalition - Hispanic Community Inclusion</p> <p>Merrill Community Center - Youth and Senior Programs</p> <p>Project 16:49 - Robin House Transitional Living Program</p> <p>Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy</p>
5	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Job Skills Training
	<b>Needs Addressed</b>	Community Development - Job Skills Training
	<b>Funding</b>	CDBG: \$17,000
	<b>Description</b>	Provide assistance to for-profit entities
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	<p>The Economic Development Loan program which provides</p> <p>Downtown Beloit's Storefront Improvements program encourages Downtown Beloit property owners to make improvements and invest in their properties and businesses.</p> <p>Downtown Beloit's Upper Story Development program will encourage property owners to invest in their properties and create income producing spaces. The impact of creating these spaces will either produce more jobs Downtown or provide residential space for residents.</p>

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

CDBG programming will be provided City-wide, with priority given to areas with minority or low-income concentrations. Areas of minority concentrations are census tracts where the percentage of racial minority population exceeds the overall percentage of racial minority population for the City of Beloit. According to our Analysis of Impediments, drafted in 2012, there are minority concentrations within census tracts 16, 17, 18, and 23. With the exception of census tract 16, the previously mentioned census tracts have been areas of minority concentration since 1990. The Analysis of Impediments also identified areas of Hispanic or Latino concentrations within census tracts 16, 17, 18, 19, and 23. Both minority concentrations and Hispanic or Latino concentrations tend to be in areas close to the center of the City, which is the oldest part of the City.

The 2005-2009 American Community Survey data shows low-income census tracts in the City of Beloit as 15, 16, 17, 18, and 21. All of these census tracts also have high concentrations of very-low income households. Roughly 26% of households in the City of Beloit are living at incomes at or below 30% of the County Median Income. However, the City will not be dedicating a set percentage of funds to any minority or low-income area.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 9 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City has defined Beloit's deteriorated and deteriorating areas as Census Tracts 16 and 18 and Census Tract 17, Block Group 1. Those Block Groups have a greater proportion of investor-owned properties, substandard lots, and code violations than the City as a whole, and they also have the lowest property values and the greatest residential density. They are also low- to moderate-income areas.

### **Discussion**

The City of Beloit has developed a neighborhood strategy that includes partnering with non-profit organizations, using our CDBG funding to address the most pressing needs in neighborhoods, housing

assistance program, property acquisition programs, code enforcement and public infrastructure improvements.

The City is currently in the process of drafting NRSAs for two low-moderate income neighborhoods in the City.





## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The City is currently in the process of drafting NRSAs for two low-moderate income neighborhoods in the City. The NRSA will have strategies that will work towards three main goals: Resident empowerment, neighborhood stabilization and revitalization, and public safety. Resident empowerment strategies will focus on employment and life skills training, increasing educational attainment, youth programming to reduce gang and criminal activity. The neighborhood stabilization strategy will focus on reducing the number of deteriorated and vacant/abandoned properties, encouraging resident involvement in neighborhoods, increasing owner-occupied units, and decreasing highly concentrated areas of rentals. The public safety strategies will include community policing, improving crime analysis, and increasing resident engagement.

### **Actions planned to address obstacles to meeting underserved needs**

One of the key obstacles to meeting the underserved needs in Beloit is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at less than an optimal amount. The City does not fund programs which duplicate the work of other programs. Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language barriers. The City will also partner with the non-profits and others to consolidate resources. The City is part of the Rock County Homeless Intervention Task Force which works to consolidate resources, financial and non-financial, to meet the needs of all of Rock County.

### **Actions planned to foster and maintain affordable housing**

- The City of Beloit will ensure that the affordable rental units are decent, safe and sanitary and meet local codes through its systematic rental inspection program.
- The City of Beloit will support efforts by others to rehabilitate current tax credit projects.
- The City of Beloit will provide financial resources for owner-occupants to maintain their homes.
- The City of Beloit will provide financial resources for landlords to upgrade their rental units.

### **Actions planned to reduce lead-based paint hazards**

The Rock County Health Department will continue to refer families of children with high lead levels to the City of Beloit's program. We work jointly to solve these problems.

The City of Beloit will use its Lead Hazard Control Grant funds in conjunction with its housing rehabilitation funds. The lead funds will be used for the lead elements to make the house lead safe, and

then the housing rehabilitation funds are used for other rehabilitation work needed to bring the home up to minimum property maintenance standards. The Lead funds were originally required to be expended by November of 2016, however the Lead Consortium requested and received an extension to June 2017. The City of Beloit received extra funding from our Rock County partner in order to complete more projects within the Beloit City limits.

The City of Beloit Housing Services Division requires all contractors hired through the Housing Rehabilitation Loan program to be certified lead safe, ensuring all work completed in project homes is performed in a lead safe manner and with lead-free replacement products.

The City will continue to operate the Rental Inspection program. Every rental unit in the City is inspected at least once every three years by inspection officials who look for lead risk in all units, such as peeling and chipping paint. If violations are found, orders are written to correct a lead hazard, information is sent explaining how to fix the problem in a lead safe manner, and the property owner is cited if the lead issues are not corrected.

### **Actions planned to reduce the number of poverty-level families**

Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

- The City will support programs that provide assistance to persons to increase their job skills and marketability.
- The Beloit Housing Authority will continue its Family Self-Sufficiency Program.
- The Beloit Housing Authority will continue to provide homeownership opportunities to Section 8 participants in cooperation with NHS (now known as NeighborWorks Blackhawk Region).
- The City will support non-profit organizations that provide assistance and advocacy to low- and moderate-income residents.
- The City will use the Economic Development Revolving Loan Fund to increase the number of living wage jobs to low- and moderate-income persons in the community. The Housing Authority requires all public housing residents to perform 8 hours of community service per month when the participating adult is unemployed. By doing this, adults are learning new skills, acquiring self confidence and opening doors for new opportunities. The Housing Authority offers case management to families which includes budgeting classes, mentors, educational opportunities, and preferences with local employers. Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

### **Actions planned to develop institutional structure**

The City of Beloit will work with non-profits, public institutions and the private sector to implement the Consolidated Plan and Annual Plan. The City will continue to utilize the Community Development Authority (CDA) for review of the Consolidated Plan, annual action plans, proposed CDBG funding and any CDBG budget amendments.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City is an active participant on several committees and boards including African American Infant Mortality Coalition, Homeless Education Action Team, and the Homeless Intervention Task Force. Additionally, a City Council member is appointed to the Community Action Board. The City also has a good relationship with Rock County's Community Development and Health departments, and the City Manager meets with Rock County officials on a regular basis.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	210,500
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>210,500</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5c

**TOPIC:** Resolution recommending the 2017 HOME budget to City Council

**ACTION:** Consideration of Resolution 2016-18, Recommending Approval of the 2017 HOME Investment Partnerships Program budget

**PRESENTER:** Julie Christensen

### **STAFF REPORT:**

This year, the City Council approved a new intergovernmental agreement with Rock County, Janesville, and the other municipalities in Rock County regarding the Rock County HOME Consortium. The agreement allowed us to form a Consortium in order to obtain an annual allocation of HOME dollars. According to this agreement, the City of Beloit receives 28 percent of the project funds. In addition, the City also receives funds for administrative activities, which includes staff time to operate the program.

For 2017, we are estimating that the Consortium will receive \$475,000. Based on that budget, the City of Beloit's share would be \$133,000, and the administrative share would be \$14,778. Staff is recommending that the City's dollars be used for owner-occupied rehab loans citywide and/or new construction projects in the Westside Target Area.

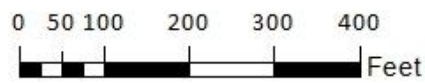
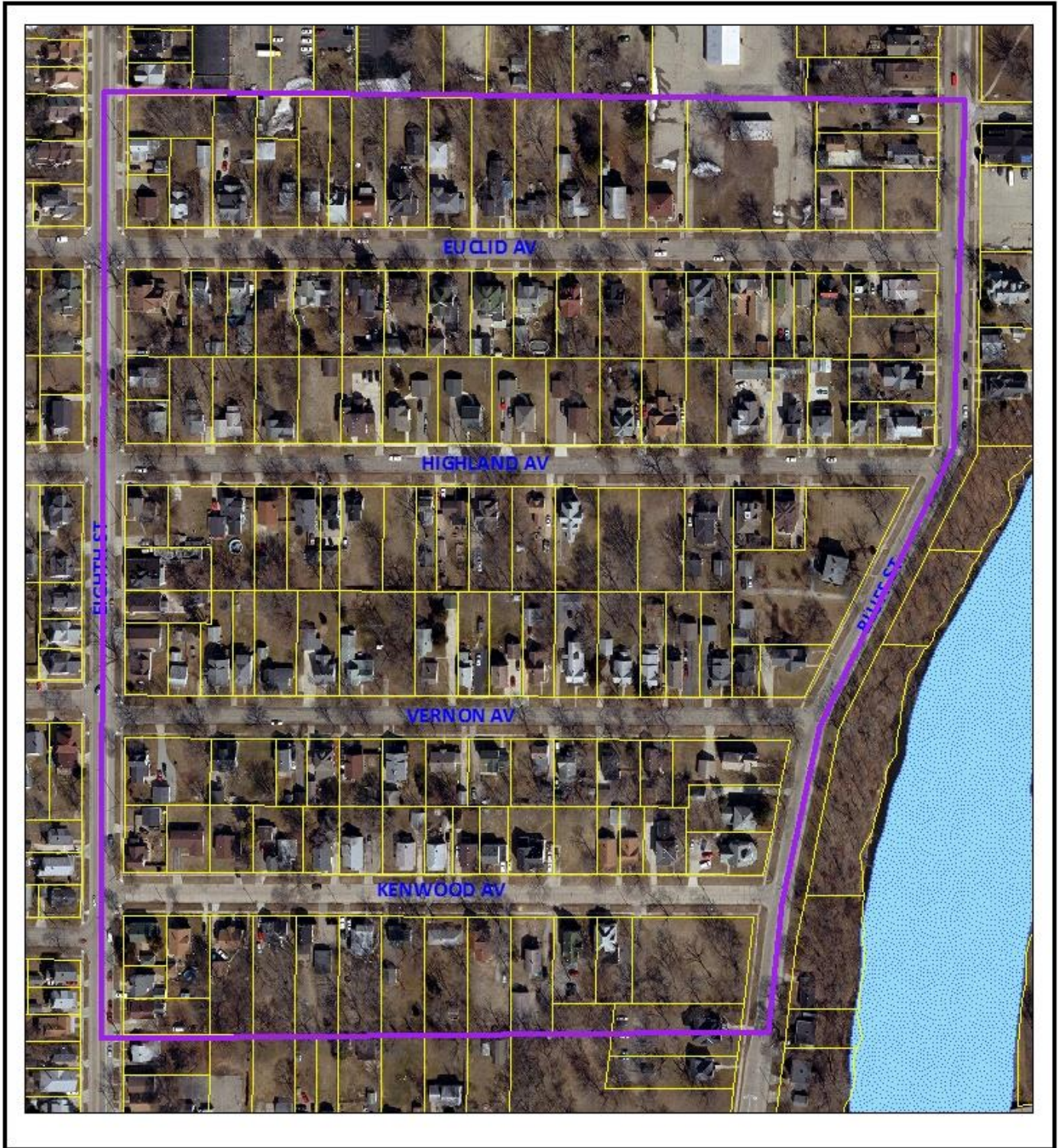
### **STAFF RECOMMENDATION:**

Staff recommends that Resolution 2016-18 be approved.

### **ATTACHMENTS:**

Resolution 2016-18 and map of Westside Target Area

# Westside Target Area



Map prepared by: Julie Christensen  
Date: June 2016  
For: Community Development Dept.  
Date of Aerial Photography: March 2011

**RESOLUTION 2016-18  
RECOMMENDING APPROVAL OF THE  
2017 HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) BUDGET**

**WHEREAS**, the City of Beloit is expected to receive \$133,000 in HOME Investment Partnership (HOME) funds for City projects and \$14,778 for HOME Administrative Activities in 2017, and

**WHEREAS**, the City's owner-occupied housing rehabilitation loan program and new construction projects are eligible HOME projects, and

**WHEREAS**, the two recommended projects are consistent with the City's Consolidated Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends that the City Council allocate the 2017 City HOME funds to the City's housing rehabilitation loan program for owner-occupied rehabilitation projects citywide and/or for new construction projects in the Westside Target Area.

Adopted this 28<sup>th</sup> day of September, 2016.

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Loretta Evans, Chairperson  
Beloit Community Development Authority

**ATTEST:**

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Julie Christensen, Executive Director  
Beloit Community Development Authority