



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
May 24, 2017 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on April 26, 2017
4. Housing Authority
 - a. Presentation of March Activity Reports (Pollard)
 - b. Presentation of March Financial Reports (Pollard)
 - c. Review and Consideration of Resolution 2017- 08, Authorization to Hire McIntyre Concrete to Repair or Replace Sidewalks in Phase 1 Properties (Cole)
 - d. Review and Consideration of Resolution 2017-09, Authorization to Hire Watkins Tree Service to Remove Ash Borer Diseased Trees from Public Housing property (Cole)
 - e. Review and Consideration of Resolution 2017-10, Authorization for Update to Beloit Housing Authority Violence Against Women Act (VAWA) Policy (Melito)
5. Community and Housing Services
 - a. Review and Consideration of Resolution 2017-11, Recommending Approval of the 2017 Annual Action Plan and 2017 Community Development Block Grant (CDBG) Budget (Downing)
6. Adjournment

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

Notice Mailed: May 18, 2017

Approved: Julie Christensen, Exec. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
April 26, 2017
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 26, 2017 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Baker at 4:31 p.m.

Present: Commissioners Baker, DeBrock, Ellison, Evans, Kenitzer, Preuschl

Absent:

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on March 22, 2017**

A motion was made by Commissioner Evans and seconded by Commissioner Kenitzer to approve the minutes of the Regular Meeting held on March 22, 2017.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of February Activity Report**

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

Because of pending budget cuts, we will keep out Section 8 numbers between 570 and 580 vouchers through mid-2018. We have been notified that our Section 8 proration for funding will be around 85%; however, our operating fund will be calculated closer to 77% for public housing.

b. **Presentation of February Financial Report**

Cathy Pollard gave a brief summary of the report.

We are down to a balance of around \$72,000 on our \$540,000 GAP loan. Our goal is pay off the loan by September. It appears that the insurance company will repair the damaged project-based property at 1238 Elm Street. This property, along with the other project-based units, will then be put on the market and sold individually.

- c. Overview of the Beloit Housing Authority Grievance Procedure
Cathy Pollard gave a summary of the BHA grievance procedure.

We currently average 9 to 10 hearings per month and are trying to be less punitive concerning our tenants. We are working with tenants by offering free monthly classes and referring them to community agencies/services.

- d. Review and Consideration of Resolution 2017-07, Approval of 2017 First Quarter Write-offs
Clinton Cole, Programs Manager, presented the staff report and recommendation.

Commissioner DeBrock moved and Commissioner Ellison seconded a motion to approve Resolution 2017-07. Motion carried unanimously.

5. **Community and Housing Services:**

- a. Review and Consideration of Resolution 2017-05, Approving an Offer to Purchase 1126 Forest Avenue
Teri Downing, Community and Housing Services Director, presented the staff report and recommendation.

Commissioner Preuschl moved and Commissioner Kenitzer seconded a motion to approve Resolution 2017-05. Motion carried unanimously.

- b. Presentation of the Effects of Substandard Housing on Health
Denys Godwin, a Beloit College student, has worked with us all semester as an intern through the Duffy Program. The presentation was titled “Houses That Harm – Why Substandard Housing Is a Crisis for Children’s Health and How to Prevent it.” The purpose of the presentation was to share the results of the research which focuses on substandard housing as a cause of poor health; inform about the connection between housing and health; and to provide a new way to understand housing rehabilitation and other community development efforts in the context of community health.

The focus was on children ages zero to six who spend most of their time in the home. Three pathways were explored through which substandard housing affects health including asthma and bronchitis, lead paint, and mental and emotional health. Children from low income families that are unable to find suitable housing are the most at-risk.

Housing quality interventions can be an excellent value for money and housing quality can, in fact, be seen as preventative medicine.

- c. Appointment of CDA Member to the Greater Beloit Economic Development Corporation
Commissioner DeBrock volunteered to serve on the Greater Beloit Economic Development Corporation. Commissioner Preuschl moved and Commissioner Kenitzer seconded a motion to appointed Commissioner DeBrock to serve on the Greater Beloit Economic Development Corporation. Motion carried unanimously.

6. **Adjournment:**
Motion by Commissioner Preuschl and seconded by Commissioner Ellison to adjourn at 5:40 p.m. Motion carried.

**REPORT TO THE
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

AGENDA ITEM: 4a

TOPIC: March Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There was one vacancy in public housing units in March and three upcoming vacancies in April of 2017. Public Housing accounts receivable on occupied units totaled \$621.18 and vacated units totaled \$8,174.89 at the end of March, 2017 which brings the totaled outstanding public housing accounts receivable to \$8,796.07. Five applicants were pulled from the Public Housing waiting list in March; four applicants were briefed. Fifteen Public Housing inspections and twenty-four annual and interim re-certifications were completed in March.

Section 8:

576 vouchers were housed by March 31, 2017 with 18 voucher holders either searching for units or waiting for passed inspections. 10 portable vouchers were paid by BHA in March with 2 families waiting to Port-Out. 67 Section 8 inspections were completed in March, and the Housing Specialists completed 84 annual or interim re-certifications in March. No applicants were notified: none were briefed.

ATTACHMENTS:

March Activity Report

**Beloit Community Development Authority
Activity Report to Board for May 2017**

March (2017) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 03/31/17	\$ 621.18
Outstanding Receivables – Vacated Units 03/31/17	\$ 8,174.89
Outstanding Receivables – Occupied Units 02/28/17	\$ 6,627.91
Outstanding Receivables – Vacated Units 02/28/17	\$ 6,248.41
Total March 31, 2017 Outstanding Receivables:	\$ 8,796.07
Total February 28, 2017 Outstanding Receivables:	\$ 12,876.32
Decrease of:	\$ 4,080.25

Vacancies – 03/31/2017

<u>Total Public Housing Units</u>	131 Units
	98% Occupancy
1 Vacancy:	0 Elderly - 98% Occupancy
	1 Family - 100% Occupancy

Public Housing Inspections

15 Inspections completed. There were 12 annual inspections; there was 1 move-out inspection. There were 2 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and 0 special inspections.

Public Housing Activities

Annual Recerts:	9
Interim Recerts:	15
Notice to Vacate:	1

New Tenants:	2
Transfers:	2
Lease Terminations:	0
Possible Program Violations:	5
Evictions	1 (Non-payment of rent)

Public Housing Briefings

Number Notified:	5
Number Briefed:	4

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

March

576 under lease - 97% Occupancy
 10 Portable Vouchers – 10 Not Absorbed (0/Port-In)
 18 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

67 inspections were completed in March. 43 were annual inspections. 10 were initial inspections, 13 were re-inspections, 0 project based inspections, and there was 1 special inspection.

Section 8 Activities

New Participants:	11	
Annual Recerts:	36	
Interim Recerts:	48	
Abatements:	3	
Movers:	4	
Possible Program Violations:	5	program violations
End of Program	2	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 100 Public Housing East
 107 Public Housing West
 195 Parker Bluff
 113 Project-Based
 360 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
1 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

AGENDA ITEM: 4b

TOPIC: March 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 March 31, 2017.

Through the month of March, the Low Income Public Housing (LIPH) program income was \$46,888.02 and the LIPH expenses were \$105,390.64. There was a \$(58,502.62) deficit in LIPH. The Operating Reserve for LIPH was \$5,275,638.00 at the 12/31/2016 FYE. At 2017 Period End the Operating Reserve is \$5,217,135.38. The actual physical LIPH Operating Reserve at 2017 Period End is \$(162,938.64).

Through the month of March, the Project Based Voucher (PBV) program income was \$18,297.28 and the expenses were \$44,939.64. The PBV had a deficit of \$(26,642.36). The PBV Operating Reserve at this Period End is \$71,163.64.

Through the month of March, Phase 1 and Phase 2 program income was \$185,882.69 and the expenses were \$125,811.28. Phase 1 and Phase 2 had a surplus of \$60,071.41. The Operating Reserve for these programs at this Period End is \$182,981.41.

Through the month of March, the Housing Choice Voucher (HCV) program income was \$829,957.33 and expenses were \$832,686.46. The HCV program had a deficit of \$(6,352.63). The HCV Operating Reserve at this Period End is \$275,370.37.

Attachment(s):

March 2017 Financial Reports

Consolidated 2017 Budget Report for Beloit Housing Authority - March 2017

		YTD Actual						Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
1 Dwelling Rental	24,357.92			15,811.00	60,277.00		76,088.00	292,295.00		292,295.00
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investment	189.17	24.50			23,151.38	71.38	23,247.26	770.00	1,500.00	2,270.00
4 Interest on HAP Res Fund Investments	-						-			-
5 Other Income - Tenants	2,585.00			2,486.28	15,503.62	623.50	18,613.40	31,020.00		31,020.00
6 HAP Fraud Recovery & FSS Forfeitures	-					623.50	623.50			-
7 Other Income - Bad Debt Collections	-	6,863.52			338.00		7,201.52			-
8 Other Income - Laundry/Copy Fees/Misc	2,736.67				22,607.00	736.95	23,343.95	32,840.00		32,840.00
9 Other Income - CFP Operation Money	5,000.00	40,000.00					40,000.00	60,000.00		60,000.00
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	26,427.83					78,219.00	78,219.00		317,134.00	317,134.00
12 Incoming Billable Admin Fees/Oper Sub	18,750.00				64,005.69		64,005.69	225,000.00		225,000.00
13 HAP Subsidy	-					749,683.00	749,683.00			-
14 Operating Subsidy	267,886.33						-	395,970.00	2,818,666.00	3,214,636.00
Total Income	347,932.92	46,888.02	-	18,297.28	185,882.69	829,957.33	1,081,025.32	1,037,895.00	3,137,300.00	4,175,195.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
Administrative Expenses										
15 Admin Salaries	37,086.17			3,300.84	25,666.38	49,920.96	78,888.18	242,078.00	202,956.00	445,034.00
16 FSS Coordinator Admin Salaries	-	6,432.00					6,432.00			-
17 Admin Employee Benefits	19,447.33	11,079.28		1,345.61		24,344.07	36,768.96	127,711.00	105,657.00	233,368.00
18 FSS Coordinator Admin Benefits	-	7,039.23					7,039.23			-
19 Advertising & Marketing	441.67						-	4,300.00	1,000.00	5,300.00
20 Legal	41.67				741.50		741.50	250.00	250.00	500.00
21 Staff Training	416.67					2,650.00	2,650.00	2,500.00	2,500.00	5,000.00
22 Travel	41.67					272.45	272.45	250.00	250.00	500.00
23 Accounting Consultants	2,458.33	1,065.00		141.00	2,058.00	1,260.00	4,524.00	24,500.00	5,000.00	29,500.00
24 Audit Fee	1,625.00				9,304.00		9,304.00	19,500.00		19,500.00
25 Telephone	637.50	283.03				195.40	478.43	3,552.00	4,098.00	7,650.00
26 Postage	750.00	565.56					565.56	2,700.00	6,300.00	9,000.00
27 Office Supplies	458.33	1,532.95				1,746.47	3,279.42	3,420.00	2,080.00	5,500.00
28 Memberships & Publications	409.25	608.94					608.94	3,683.00	1,228.00	4,911.00
29 Bank Fees	150.00	5.00			3.50	662.56	671.06		1,800.00	1,800.00
30 Computer Maintenance	-						-			-
31 Copier Expenses	608.33	441.27				441.29	882.56		7,300.00	7,300.00
32 Office Equipment Maintenance	1,525.00						-	8,967.00	9,333.00	18,300.00
33 Postage Machine	-					1,368.12	1,368.12			-
34 Software Maintenance	916.67	245.00				255.00	500.00		11,000.00	11,000.00
35 Outgoing Portable Admin Fees	-						-			-
36 Sundry Administration/Compliance Fees	1,483.33	35.67		700.00	5,966.36	574.62	7,276.65	9,970.00	7,830.00	17,800.00
37 Management Improvements	-						-			-
38 Management Fees	1,500.00				5,195.90		5,195.90	18,000.00		18,000.00
39 Eviction & Collection Agent Fees	333.33						-	2,800.00	1,200.00	4,000.00
40 HAP Expense (net fraud recovery to HU)	234,888.83					746,683.00	746,683.00		2,818,666.00	2,818,666.00
HAP Overfunding (Underfunding)	-					3,623.50				-
Maintenance Expenses										
41 Maintenance Salaries	10,238.08	1,827.43		1,194.35	35,484.50		38,506.28	122,857.00		122,857.00
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	4,991.42			569.88			569.88	59,897.00		59,897.00
44 Maintenance Materials & Supplies	1,187.50	1,030.55		95.40	3,686.02		4,811.97	14,250.00		14,250.00
45 Plumbing Supplies	-	139.12					139.12			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	976.41					976.41			-
48 Painting Supplies	-	94.62					94.62			-
49 Cleaning Supplies	-	969.82					969.82			-

50	Equipment Repair Parts	-					-			-	
51	Maintenance Contracted Services	1,000.00	311.00		191.35	4,336.41	4,838.76	12,000.00		12,000.00	
52	Refuse Removal Services	375.00			(5.00)	282.50	277.50	4,500.00		4,500.00	
53	Plumbing Repair Services	125.00					-	1,500.00		1,500.00	
54	Heating/AC Repair Services	266.67			2,970.91		2,970.91	3,200.00		3,200.00	
55	Electric Repair Service	41.67			190.91		190.91	500.00		500.00	
56	Window Repair Service	83.33					-	1,000.00		1,000.00	
57	Automotive Repairs/Fuel	416.67	892.90				892.90	5,000.00		5,000.00	
58	Elevator Repair & Maintenance	275.00	100.00				100.00	3,300.00		3,300.00	
59	Pest Control Services	666.67					-	8,000.00		8,000.00	
60	Cable TV	-			(1,065.80)		(1,065.80)			-	
61	Answering Service	150.00	685.28				685.28	1,800.00		1,800.00	
62	Misc Contracts	583.33					-	7,000.00		7,000.00	
63	Clean/Paint Units	66.67					-	800.00		800.00	
	Utilities Expenses	-									
64	Water/Sewer	1,629.17	207.61		(1,481.97)	1,701.59	427.23	19,550.00		19,550.00	
65	Electricity	2,125.00	1,158.77		56.79	3,271.11	4,486.67	25,500.00		25,500.00	
66	Natural Gas	1,083.33	520.69		30.04	2,517.59	3,068.32	13,000.00		13,000.00	
	Other Operating Expenses	-									
67	Protective Services Contract	3,741.67	752.16			786.48	1,538.64	44,900.00		44,900.00	
68	Insurance	3,240.17	2,385.66		589.54	5,698.94	1,378.86	10,053.00	5,209.00	38,882.00	
69	PILOT	2,185.67			441.32	5,278.66		5,719.98		26,228.00	
70	Compensated Absences	-					-			-	
71	Collection Losses	333.33			4,608.67	12,171.03		16,779.70	4,000.00	4,000.00	
72	Replacement Reserves & Debt Pmt-Prior	-					-			-	
73	Other General Expense/Asset Mgmt Fee	19,608.33	64,005.69			2,726.61	933.66	67,665.96	235,300.00	235,300.00	
74	Casualty Losses - Non Capitalized	83.33						-	1,000.00	1,000.00	
75	Capital Expenditures - Operations	166.67						-	2,000.00	2,000.00	
76	Transfer In / Out	-			30,000.00			30,000.00		-	
	Total Expense	359,882.75	105,390.64	-	44,939.64	125,811.28	832,686.46	1,108,828.02	1,124,936.00	3,193,657.00	4,318,593.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/16	5,275,638.00	-	97,806.00	122,910.00	281,723.00	5,778,077.00	5,496,354.00		5,496,354.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(58,502.62)	-	(26,642.36)	60,071.41	(6,352.63)	(31,426.20)	(87,041.00)	(56,357.00)	(143,398.00)
Operating Reserve at end Period for 2017	5,217,135.38	-	71,163.64	182,981.41	275,370.37	5,746,650.80	5,409,313.00	(56,357.00)	5,352,956.00

****LIPH Operating Reserve includes \$5,380,074.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2017	(162,938.64)	-	71,163.64	182,981.41	275,370.37	1,662,257.97
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SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	749,683.00
Fraud Recovery/FSS Forfeitures	623.50
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	746,683.00
Under (Over) spending YTD	3,623.50
HAP Reserve FYE 12/31/16 *	-
HAP Reserve Balance at end of Period for 2017	3,623.50
ADMIN FEES	
Administrative Funding received from HUD YTD	78,219.00
Income from other funding sources	1,431.83
Administrative Expenses YTD	86,003.46
Under (Over) spending YTD	(6,352.63)
Admin Fee Reserve FYE 12/31/16	281,723.00
FSS Grant Shortage at end of Period for 2017	-
Admin Fee Reserve Balance at end of Period for 2017	275,370.37

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
Under (Over) spending YTD	-
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: 4c.

TOPIC: Resolution No. 2017-08: CDA Award of Sidewalk/Driveway Replacement for BHA Public Housing Sites

REQUESTED ACTION: Approval of Resolution No. 2017-08

PRESENTER: Clinton Cole

STAFF REPORT:

While inspecting BHA Public Housing sites, staff has determined that many of the sidewalks, driveway approaches, and driveways, must be replaced to comply with HUD REAC standards. Staff prepared a list of specific sites where this work is recommended to remain in compliance, and eleven local firms were contacted to solicit quotes to complete the necessary work. The BHA received the following quotes:

McIntyre Concrete, Inc. - \$49,291.00

Cast Crete Systems - \$58,084.00

Marvin Gleason Contractor, Inc - \$89,400.00

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2017-08

ATTACHMENTS:

Resolution No. 2017-08

RESOLUTION NO. 2017-08

BELOIT HOUSING AUTHORITY

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD CONTRACT FOR SIDEWALK AND DRIVEWAY
REPLACEMENT SERVICES AT BELOIT HOUSING AUTHORITY'S PUBLIC
HOUSING SITES**

WHEREAS, Beloit Housing Authority (BHA) staff has determined that many sidewalks and driveways at its Public Housing sites must be replaced in order to comply with HUD REAC standards;

WHEREAS, the Beloit Housing Authority (BHA) solicited quotes from local paving companies to provide the necessary services at its Public Housing sites, and McIntyre Concrete, Inc. provided the lowest quote at \$49,291.00;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners award contract for sidewalk and driveway replacement services at Beloit Housing Authority's Public Housing sites to McIntyre Concrete, Inc. in the amount of \$49,291.00.

Adopted this 24th day of May, 2017

David Baker, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d.

TOPIC: Resolution No. 2017-09: CDA Award of Ash Tree Removal for BHA Public Housing Sites

REQUESTED ACTION: Approval of Resolution No. 2017-09

PRESENTER: Clinton Cole

STAFF REPORT:

While inspecting BHA Public Housing sites, staff has determined that many Ash trees are infected by Emerald Ash Borer, are beyond treatment, and pose a possible danger at several Public Housing sites. Staff prepared a list of specific sites where tree removal is recommended, and three City of Beloit-licensed firms were contacted to solicit quotes to complete the necessary work. The BHA received the following quotes:

Dillard's Tree Care - \$4,900.00

Affordable Tree Service - \$4,800.00

Watkins Tree Service - \$3,550.00

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2017-09

ATTACHMENTS:

Resolution No. 2017-09

RESOLUTION NO. 2017-09

BELOIT HOUSING AUTHORITY

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD CONTRACT FOR ASH TREE REMOVAL SERVICES
AT BELOIT HOUSING AUTHORITY'S PUBLIC HOUSING SITES**

WHEREAS, Beloit Housing Authority (BHA) staff has determined that many Ash trees are infected with Emerald Ash Borer, and pose a possible danger to its Public Housing sites;

WHEREAS, the Beloit Housing Authority (BHA) solicited quotes from City of Beloit-licensed tree trimming contractors to provide the necessary services at its Public Housing sites, and Watkins Tree Service provided the lowest quote at \$3,550.00;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners award contract for Ash tree removal services at Beloit Housing Authority's Public Housing sites to Watkins Tree Service in the amount of \$3,550.00.

Adopted this 24th day of May, 2017

David Baker, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4e.

TOPIC: Resolution No. 2017-10: CDA Approval of Update to Beloit Housing Authority's Violence Against Women Act (VAWA) Policy

REQUESTED ACTION: Approval of Resolution No. 2017-10

PRESENTER: Rebecca Melito

STAFF REPORT:

The U.S. Department of Housing and Urban Development (HUD) has updated the "Violence Against Women Reauthorization Act of 2013", which has expanded housing protections for tenants and applicants that have been, or are currently a victim of domestic violence, dating violence, sexual assault, and stalking. As part of this update, HUD has mandated that Public Housing Agencies enact a policy ensuring that these protections are in place for tenants and applicants for all BHA housing programs. The BHA has updated their VAWA Policy (CDA Resolution 2009-09) which will maintain compliance with all legal requirements imposed by VAWA, ensure the safety of victims, provide and maintain housing opportunities for these victims, and allow the BHA to take appropriate action in response to incidents.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2017-10

ATTACHMENTS:

Resolution No. 2017-10

RESOLUTION NO. 2017-10

BELOIT HOUSING AUTHORITY

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY APPROVE UPDATE TO BELOIT HOUSING AUTHORITY'S
VIOLENCE AGAINST WOMEN (VAWA) POLICY**

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has updated the "Violence Against Women Reauthorization Act of 2013", which has expanded housing protections for tenants and applicants that have been, or are currently a victim of domestic violence, dating violence, sexual assault, and stalking.

WHEREAS, HUD has mandated that Public Housing Agencies update their VAWA policies ensuring that these protections are in place for tenants and applicants for all BHA housing programs.

WHEREAS, The BHA has updated their VAWA Policy (CDA Resolution 2009-09) which will maintain compliance with all legal requirements imposed by VAWA, ensure the safety of victims, provide and maintain housing opportunities for these victims, and allow the BHA to take appropriate action in response to incidents.

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners approve the update to Beloit Housing Authority's Violence Against Women (VAWA) Policy

Adopted this 24th day of May, 2017

David Baker, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. PURPOSE AND APPLICABILITY

The purpose of this policy is to implement the requirements of the Violence Against Women Act (VAWA) with respect to the responsibilities of the PHA regarding domestic violence, dating violence, sexual assault and stalking. This policy shall be applicable to all of the federally-subsidized housing programs administered by the PHA and shall be part of the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy by reference. Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements.

II. GOALS AND OBJECTIVES

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault and stalking
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault and stalking
- D. Creating and maintaining collaborative arrangements between the PHA, law enforcement authorities, victim service providers and others to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence, sexual assault and stalking
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault and stalking affecting individuals assisted by the PHA

III. DEFINITIONS

- A. Domestic Violence - includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, by a person who is living with or has lived with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- B. Spouse or Intimate Partner - includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
- C. Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
- D. Sexual Assault - is any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including when the individual lacks capacity to consent
- E. Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's individual safety or the safety of others, or suffer substantial emotional distress
- F. Affiliated individual - with respect to an individual, means
 - (1) a spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or
 - (2) any other person living in the household of that individual
- G. Perpetrator - a person who commits acts of domestic violence, dating violence, sexual assault, or stalking against a victim

- H. VAWA Self Petitioner - refers to noncitizens who claim to be victims of "battery or extreme cruelty." Battery or extreme cruelty includes domestic violence, dating violence, sexual assault, and stalking. VAWA allows these noncitizens to self-petition for Lawful Permanent Resident (LPR) status without the cooperation of or knowledge of their abusive relative

IV. NOTIFICATIONS PROVIDED

- A. All applicants and tenants of all PHA Housing Programs will be provided HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating violence, Sexual Assault, or Stalking and Alternate Documents" at the following times:
 - (1) at time of denial of assistance or admission
 - (2) at time of providing of assistance or admission
 - (3) at any eviction or termination
 - (4) at recertification or lease renewal
- B. These forms will be provided in the applicable language, if necessary, in accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

V. ADMISSIONS AND SCREENING

- A. Non-Denial of Assistance - The PHA will not deny assistance or admission to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, provided that such person is otherwise qualified for admission.
- B. Mitigation of Disqualifying Information
 - (1) An applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, may request that the PHA take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling.
 - (2) If requested by an applicant to take such mitigating information into account, the PHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic

violence and its probable relevance to the potentially disqualifying information.

- (3) The PHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

VI. TERMINATION OF TENANCY OR ASSISTANCE

A. VAWA Protections

- (1) A tenant may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if
 - a. the criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant and
 - b. the tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking
- (2) An incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be considered as a serious or repeated violation of the lease by the victim or threatened victim or good cause for terminating the assistance, tenancy or occupancy rights of the victim or threatened victim of such incident.

B. Limitations of VAWA Protections

- (1) Nothing in the above section limits the authority of the PHA to comply with a court order with respect to the rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking, or the distribution or possession of property among members of a household.
- (2) Nothing in the above section limits any available authority of the PHA to evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking. However, the PHA will not hold to a more demanding standard, a tenant or an affiliated

individual who is or has been a victim of or domestic violence, dating violence, sexual assault, or stalking

- (3) Nothing in the above section limits the authority of the PHA to evict or terminate from assistance any tenant or lawful applicant if
 - a. PHA can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from the assistance, and
 - b. no other actions that could be taken to reduce the threat have been successful, including transferring the victim to a different unit, barring the perpetrator from the property, involving law enforcement, or seeking other legal remedies to prevent the perpetrator from acting on a threat.

VII. VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

- A. Requirement for Verification. Subject only to waiver as provided in paragraph D below, the PHA shall require verification in all cases where an individual requests protection against an action involving domestic violence, dating violence, sexual assault, or stalking. Verification may be accomplished in one of three ways:
 - (1) Completing HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking"
 - (2) Other documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the side effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury that the incident or incidents in question are bona fide and meet the requirements of the applicable definition set forth in this policy.
 - (3) Police or court record - provided to the PHA by federal, state, tribal, or local police or court record describing the incident or incidents in question.

- B. Time Allowed. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking, and who is requested by the PHA to provide verification, must provide such verification within 14 business days after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. If the PHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), the PHA has the right to request that the tenant provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. Failure to provide third-party documentation where there is conflicting evidence will result in loss of protection under VAWA and this policy against a proposed adverse action.
- D. Waiver of verification requirement. With respect to any specific case, the PHA may waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director or President/CEO. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. NON-CITIZEN SELF-PETITIONER VERIFICATION

- A. Financial assistance to ineligible noncitizens will not be denied while verifying immigration status.
- B. Self-petitioners can indicate that they are in "satisfactory immigration status" when applying for assistance or continued assistance. "Satisfactory immigration status" means an immigration status which does not make the individual ineligible for financial assistance. After verifying such immigration status in the Department of Homeland Security (DHS) Systematic Alien Verification for Entitlements (SAVE) System, PHAs will make a final determination as to the self-petitioner's eligibility for assistance.

- C. In order to qualify, the noncitizen victim must have been battered or subjected to extreme cruelty by their spouse or parent, who is a U.S. citizen or LPR (Lawfully Permanent Resident).
- D. Once a PHA receives a self-petition (INS Form I-360 or I-130) or INS Form 797, PHA will not request any additional information from the VAWA self-petitioner, other than what is required using the SAVE system to complete the verification.
- E. When a PHA receives a self-petition or INS Form 797 Notice of Action, the PHA will initiate verification in the SAVE System
- F. Final determination from the SAVE System. PHA will receive one of two confirmations:
 - (1) the VAWA self-petition is verified, in which case the applicant is immediately eligible for housing and no evidence of battery or extreme cruelty shall be requested or collected;
 - (2) the I-130 is verified, in which case the petitioner submitting a family-based visa petition must provide to the PHA any evidence of "battery or extreme cruelty."
- G. Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of LPR (Lawful Permanent Resident) status is made. If the final determination is to deny the VAWA self-petition or LPR petition, the PHA must alert the petitioner and take actions to terminate voucher assistance or evict the petitioner from public housing in accordance with the existing public housing requirements.

IX. EMERGENCY TRANSFER PLAN

A. Eligibility for Transfer

In accordance with the Violence Against Women Act (VAWA) the PHA allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit, regardless of sex, gender identity, or sexual orientation. The ability of the PHA to honor such request for tenants currently receiving assistance may depend upon

- (1) a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and

- (2) on whether the PHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

B. Requesting a transfer

- (1) To request an emergency transfer the tenant shall notify the PHA office and submit a written request for a transfer (HUD-5383). The PHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:
 - a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the PHA's program; or
 - b. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
- (2) The PHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the PHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit.
- (3) If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit.
- (4) If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The PHA may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.
- (5) In cases where the PHA determines that the family's decision to move out of the PHA housing was reasonable under the circumstances, the PHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

- (6) Portability - An HCV-assisted tenant will not be denied portability to a unit located in another jurisdiction so long as the tenant has complied with all other requirements of the Housing Choice Voucher program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- (7) If the PHA has no safe and available units for which a tenant who needs an emergency is eligible, the PHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.
- (8) At the tenant's request, the PHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

C. Safety and Security of Tenants

- (1) Confidentiality - The PHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the PHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.
- (2) Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.
- (3) Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

- (4) Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.
- (5) Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

X. OTHER REMEDIES

A. Lease Bifurcation

- (1) the PHA may bifurcate a lease; that is, remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to that member who engages in criminal activity related to of domestic violence, dating violence, sexual assault, or stalking. In such a case, it does not matter that the perpetrator was a signatory to the lease and the victim is allowed to stay in the unit or on the program.
- (2) In removing the perpetrator from the household, the PHA will follow all federal, state and local eviction procedures.
- (3) If the evicted person was the eligible person in the household, the remaining tenants will be given 90 days from the date of bifurcation of the lease to:
 - a. establish eligibility for the program they are currently under
 - b. establish eligibility under another program, or
 - c. find alternative housing

B. Efforts to promote housing stability

The PHA will make every effort that is feasible and permissible to assist victims to remain in their units or other units of the PHA and/or retain assistance. The PHA will bear the cost of any transfer, where permissible.

C. Relationships with service providers

It is the policy of the PHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If the PHA becomes aware that an individual assisted by the PHA is a victim of domestic violence, dating violence, sexual assault or stalking, the PHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the PHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The PHA's annual Public Housing Agency Plan shall describe providers of shelter or services to victims of domestic violence with which the PHA has referral or other cooperative relationships.

ATTACHMENT I

Beloit Housing Authority

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that The Beloit Housing Authority (BHA) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under any Beloit Housing Authority housing assistance program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Protections for Tenants

If you are receiving assistance under any Beloit Housing Authority housing assistance programs, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under The Beloit Housing Authority solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

BHA may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If BHA chooses to remove the abuser or perpetrator, BHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, BHA must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, BHA must follow Federal, State, and local eviction procedures. In order to divide a lease, BHA may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, BHA may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, BHA may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

BHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

BHA's emergency transfer plan provides further information on emergency transfers, and BHA must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

BHA can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from BHA must be in writing, and BHA must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. BHA may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to BHA as documentation. It is your choice which of the following to submit if BHA asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by BHA with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that BHA has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, BHA does not have to provide you with the protections contained in this notice.

If BHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), BHA has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, BHA does not have to provide you with the protections contained in this notice.

Confidentiality

BHA must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

BHA must not allow any individual administering assistance or other services on behalf of BHA (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

BHA must not enter your information into any shared database or disclose your information to any other entity or individual. BHA, however, may disclose the information provided if:

- You give written permission to BHA to release the information on a time limited basis.
- BHA needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires BHA or your landlord to release the information.

VAWA does not limit BHA's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, BHA cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if BHA can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If BHA can demonstrate the above, BHA should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with The Milwaukee HUD Field Office.

For Additional Information

You may view a copy of HUD's final VAWA rule at

<https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs>

Additionally, BHA must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact The Beloit Housing Authority.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact The Beloit Domestic Violence Center at 608-365-1119.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact The Sexual Assault Recovery Program (SARP) at 608-365-1244.

Victims of stalking seeking help may contact The Beloit Domestic Violence Center at 608-365-1119.

Attachment: Certification form HUD-5382

ATTACHMENT II

**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

ATTACHMENT III

**EMERGENCY TRANSFER
REQUEST FOR CERTAIN
VICTIMS OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

(2) You expressly request the emergency transfer. Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's) _____

3. Name(s) of other family member(s) listed on the lease: _____

4. Name(s) of other family member(s) who would transfer with the victim: _____

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. _____

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Resolution 2017-11

ACTION: Consideration of Resolution 2017-11, Recommending Approval of the 2017 Annual Action Plan and 2017 Community Development Block Grant (CDBG) budget

PRESENTER: Teri Downing

STAFF REPORT:

In November, 2016, the City was informed by Councilor DeForest and John Pfleiderer, Executive Director of Family Services, that Councilor DeForest was working part-time for Family Services as a Client Support Specialist for the Domestic Violence Center on weekends. Her employment began with the agency on May 28, 2016. Because Family Services receives Community Development Block Grant (CDBG) funding, this constitutes a violation of the federal Conflict of Interest regulations. In order for Family Services to continue to receive CDBG funding from the City, the City must apply for an exception to the Conflict of Interest regulations. As a condition of that exception, Councilor DeForest cannot vote on anything related to the CDBG program.

In July, 2016, the City Council approved the 2017 Community Development Block Grant (CDBG) funding priorities. Councilor DeForest voted on those funding priorities. Since this violated the federal Conflict of Interest rules, the 2017 funding priorities were taken back to City Council for its consideration on March 20, 2017 with Councilor DeForest abstaining. Councilor Dunkin also abstained, as Merrill Community Center received funding in the past year. The Conflict of Interest regulations stipulate that once a conflict of interest exists, you cannot participate in the decision-making process for one year after the conflict has ceased.

Therefore, the 2017 Annual Action Plan must be considered again by both the Community Development Authority and the City Council, with the recusal of both Councilor DeForest and Councilor Dunkin at the City Council level.

The CDA had already recommended approval of the following local funding priorities:

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 and Fair Housing.

The Annual Plan provides detailed information on how the City plans to use its CDBG funding in the next year to meet the needs of the community. The CDBG Budget identifies how much funding each agency will receive. Following action on this item, City staff will prepare an exception to the Conflict of Interest policy to allow the City to fund Family Services' programs and to allow City staff to consult with Family Services as it finalizes the Neighborhood Revitalization Strategy Area (NRSA) plan.

As part of the NRSA, the City will be requesting funding for a Resources Navigator to work directly with low-moderate income people in the NRSA neighborhoods by connecting them to the various resources in the community that are vital for familial and financial stabilization. Community Action has already hired a person to begin working with people in the NRSA neighborhoods. The City has been able to provide funding for the position for the first two quarters of 2017 with unspent CDBG funds from previous years. However, there will be a shortfall of \$4,374 so the City is proposing to fund this small amount with 2017 CDBG grant funds. The 2017 Annual Action Plan and Budget reflect this addition.

Another minor change in the budget from the previous approval is that the Public Service Cap has been increased from \$114,075 to \$141,496. This increase is due to an unexpected increase in 2016 Program Income received at the end of 2016. The final amount of Program Income is used in the formula for calculating the Public Service Cap of 15%. Staff is proposing to increase each approved public service allocation by 24%. If the amount of each increase reached the level of an applicant's request, the balance was again applied evenly by percentage among the remaining applicants.

Another minor change is a decrease in the amount of Program Administration from \$152,100 to \$141,496. This decrease is due to a reduction in the projected 2017 Program Income from the Rental Registration Program. This decrease will negatively affect the Public Service cap in 2018.

STAFF RECOMMENDATION:

Staff recommends that Resolution 2017-11 be approved.

ATTACHMENTS:

Resolution 2017-11 and 2017 Annual Action Plan and CDBG Budget
2017 CDBG Application Summaries

RESOLUTION 2017-11

**RECOMMENDING APPROVAL OF THE 2017 ANNUAL ACTION PLAN
AND 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET**

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, the City of Beloit expects to receive \$550,000 in 2017 Community Development Block Grant (CDBG) funds and earn \$152,000 in Program Income, 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 approval of the 2017 Annual Action Plan and the proposed 2017 CDBG budget as identified on the attached budget spreadsheet, contingent upon the HUD award of CDBG funds to the City of Beloit

Adopted this 24th day of May, 2017.

David Baker, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority



2017 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.

GRANTEE: City of Beloit
CON PLAN PERIOD: 2015 to 2019
ANNUAL PLAN YEAR: 3

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.
- The City will support a Resources Navigator position through Community Action that will act as an access point for low-moderate income individuals, who will assist people with finding the resources they need to be successful.

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).
- The City will support a Resources Navigator position through Community Action that will act as an access point for low-moderate income individuals, who will assist people with finding the resources they need to be successful.

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.
- The City will support a Resources Navigator position through Community Action that will act as an access point for low-moderate income individuals, who will assist people with finding the resources they need to be financially successful.
-

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 30.

A notice was published in the Beloit Daily News on October 8, 2016 and in the Stateline News on October 9, 2016 notifying the public of the 30-day public review period which began on October 7, 2016 and ended on November 6, 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 2017 CDBG budget. Ian Hedges from HealthNet spoke about the importance of health care for our most vulnerable populations and how one health problem could have devastating effects on all aspects of a person's life including job loss and growing debt that can financially destabilize a family. He explained that HealthNet's program provides free health care for the lowest income, uninsured people in the Beloit community. He also explained that HealthNet has a free prescription drug program and that the need in Beloit is so great that they have increased the number of days they offer this program in Beloit.

On November 7, the Annual Plan, and 2017 CDBG budget were reviewed and approved at a City Council meeting.

In December 2016, the City discovered there was a conflict of interest with one of the City Council members and one of the approved 2017 CDBG subrecipients. A public notice was published in the Beloit Daily News on February 11, 2017 notifying the public of the conflict of interest, and giving the public 7 days to provide comments regarding the conflict of interest. Nobody commented during that time.

On March 6, 2017 the Beloit City Council reconsidered and approved the 2017 funding priorities. The City notified the public via public notices that due to the conflict of interest, the City will be reconsidering the 2017 Annual Action Plan and Budget, and provided the dates of the 30-day public review, the date of CDA review and recommendation, as well as the date of the Public Hearing and City Council action.

The notice was published in the Beloit Daily News on May 12, 2017 and in the Stateline News on May 14, 2017 notifying the public of the 30-day public review period which began on May 15, 2017 and ended on June 15, 2017. 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 the Community Development Authority (CDA) would be reviewing the 2017 Annual Action Plan and 2017 Budget on May 24, 2017 in order to make a recommendation to City Council, that a public hearing would be held on June 19, 2017 and that final City Council action would also take place on June 19, 2017.

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

100 State Street

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. The City is also working closely with Community Action to support a Resources Navigator position which will work directly with low-moderate income people by identifying individual needs and connecting them to the resources in the community that will assist them with those needs.

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

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

4	Agency/Group/Organization	Community Action of Rock & Walworth Counties
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Services-Employment Neighborhood Organization
	What section of the Plan was addressed by Consultation?	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative attended all 3 of the steering committee meetings during the Consolidated Planning process.
5	Agency/Group/Organization	NEIGHBORHOOD HOUSING SERVICES OF BELOIT
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

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

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
9	Agency/Group/Organization	House of Mercy
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative attended 1 of the steering committee meetings during the Consolidated Planning process.
10	Agency/Group/Organization	Beloit Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	STATELINE UNITED WAY
	Agency/Group/Organization Type	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
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative attended 1 of the steering committee meetings during the consolidated planning process.
12	Agency/Group/Organization	MERRILL COMMUNITY CENTER
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative attended 1 of the steering committee meetings during the consolidated planning process.

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

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

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

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)
15	Public Meeting	<p>Non-targeted/broad community</p> <p>Notice: AP & Budget Approval at CDA</p>	Two public comments submitted.	<p>The Executive Director of HealthNet . Ian Hedges, and a Physician who volunteers to treat patients and is on the Board of HealthNet commented on the importance of their health services to the low-income uninsured residents of Beloit.</p> <p>The Executive Director if the Beloit Housing Authority, Cathy Pollard, spoke about the importance of HealthNet services for participants of Housing Authority programs.</p>		

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)
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	30 Day Public Review and Comment Period	Non-targeted/broad community RE: Accepting comments on 2017 AP & Budget				

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	Newspaper Ad	Non-targeted/broad community Notice: Public Hearing on AP and Budget	None	None	All comments were accepted	
19	Internet Outreach	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)
20	Public Hearing	Non-targeted/broad community RE: AP and Budget	One person spoke during the public hearing.	Ian Hedges from HealthNet spoke about the importance of health care for our most vulnerable populations and how one health problem could have devastating effects on all aspects of a person's life including job loss and growing debt that can financially destabilize a family. He explained that HealthNet's program provides free health care for the lowest income, uninsured people in the Beloit community. He also explained that HealthNet has a free prescription drug program and that the need in Beloit is so great that they have increased the number of days they offer this program in Beloit.	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)
21	Newspaper Ad	None – targeted/broad community Notice: Conflict of Interest	None	None	All comments were accepted	
22	Public Meeting	Non-targeted/broad community RE: Reconsideration of 2017 funding priorities	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)
23	Newspaper Ad	Non-targeted/broad community RE: Announcing dates for AP & Budget Review and Recommendation at CDA, 30-Day Public Review Period, Public Hearing at Council, and Council Approval	TBD	TBD	All comments are accepted	
24	Public Meeting	Non-targeted/broad community RE: AP & Budget Review and Recommendation at CDA	TBD	TBD	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)
25	30 Day Public Review and Comment Period	Non-targeted/broad community RE: Accepting comments on 2017 AP & Budget	TBD	TBD	All comments are accepted	
26	Public Hearing	Non-targeted/broad community RE: At City Council for 2017 AP & Budget	TBD	TBD	All comments are accepted	
27	Public Meeting	Non-targeted/broad community RE: City Council Approval of 2017 AP and Budget	TBD	TBD	All comments are 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	152,000	0	702,000	1,313,246	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

1	Project Name	Code Enforcement
	Target Area	
	Goals Supported	Affordable Housing Improve Housing Stock
	Needs Addressed	Housing - Improve Substandard Housing
	Funding	CDBG: \$126,953
	Description	Enforce state and local codes
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	City-wide exterior Code Enforcement, and interior systematic rental inspection activities enforcing local and State property maintenance codes.
2	Project Name	Planning and Administration
	Target Area	

Goals Supported	Affordable Housing Homeless Services Case Management Services Job Skills Training Improve Housing Stock
Needs Addressed	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
Funding	CDBG: \$140,400
Description	Provide administrative support to the CDBG Program
Target Date	12/31/2017
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	

	Planned Activities	<p>Activities planned include administering the CDBG program and for the following programs/projects:</p> <ul style="list-style-type: none"> • Fair Housing activities • Public Services • Housing Rehabilitation • Code Enforcement <p>Economic Development</p>
3	Project Name	Housing Rehabilitation
	Target Area	
	Goals Supported	Affordable Housing Improve Housing Stock
	Needs Addressed	Housing & Homelessness - Neighborhood Services Housing - Improve Substandard Housing
	Funding	CDBG: \$280,525
	Description	Provide rehabilitation assistance to eligible property owners
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	
	Planned Activities	To provide loans and grant to low-income households to rehabilitate and improve their housing units.
4	Project Name	Public Services
	Target Area	
	Goals Supported	Affordable Housing Homeless Services Case Management Services Job Skills Training
	Needs Addressed	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
	Funding	CDBG: \$141,496
	Description	Provide public services to the neediest populations
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	<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>Community Action – Resources Navigator</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	Project Name	Economic Development
	Target Area	
	Goals Supported	Job Skills Training
	Needs Addressed	Community Development - Job Skills Training
	Funding	CDBG: \$12,626
	Description	Provide assistance to for-profit entities
	Target Date	

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	
<p>Location Description</p>	
<p>Planned Activities</p>	<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

Target Area	Percentage of Funds

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 support Community Action to continue its Resources Navigator position who works directly with low-moderate income persons by identifying individual needs and connecting them to the resources in the community that will assist them with those needs.
- 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	152,000
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
Total Program Income:	152,000

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%

2017 Community Development Block Grant Budget

	2017 CDBG Grant	2017 Program Income Projected	Totals
Revenue			
2017 Economic Development Revolving Loan Fund	\$ -	\$ 17,000	\$ 17,000
2017 Rental Registration Program	\$ -	\$ -	\$ -
2017 Housing Rehabilitation Revolving Loan Fund	\$ -	\$ 135,000	\$ 135,000
2017 Neighborhood Housing Services (nka NeighborWorks Blackhawk Region)	\$ -	\$ -	\$ -
2017 CDBG Grant (Estimated)	\$ 550,000	\$ -	\$ 550,000
Total Revenue	\$ 550,000	\$ 152,000	\$ 702,000

Allocations

	2017 CDBG Grant	2017 PI Budgeted	Totals
Public Service: 15% cap = \$141,496			
1 Beloit Meals On Wheels - Home Delivered Meals Assistance	\$ 6,000	\$ -	\$ 6,000
2 Community Action - Fatherhood Initiative and Mentoring Programs	\$ 38,500	\$ -	\$ 38,500
3 Community Action - Resources Navigator	\$ -	\$ 4,374	\$ 4,374
4 Family Services - Emergency Housing for Homeless Victims of DV	\$ 8,000	\$ -	\$ 8,000
5 Family Services - Home Companion Senior Personal Coordination	\$ 16,100	\$ -	\$ 16,100
6 Hands of Faith - Emergency Shelter for Homeless Families	\$ 13,841	\$ -	\$ 13,841
7 HealthNet: Expanding Access to Primary Medical & Dental for Beloit	\$ 13,841	\$ -	\$ 13,841
8 House of Mercy - Rental Assistance	\$ 10,501	\$ -	\$ 10,501
9 Latino Service Providers Coalition - Hispanic Community Inclusion	\$ 6,498	\$ -	\$ 6,498
10 Merrill Community Center - Youth and Senior Programs	\$ -	\$ -	\$ -
11 Project 16:49 - Robin House Transitional Living Program	\$ 10,000	\$ -	\$ 10,000
12 Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$ 13,841	\$ -	\$ 13,841
Total Public Services	\$ 137,122	\$ 4,374	\$ 141,496
Planning and Program Administration: 20% cap = \$140,400			
12 Program Administration (No Application Needed)	\$ 106,400	\$ 34,000	\$ 140,400
Total Planning and Program Administration	\$ 106,400	\$ 34,000	\$ 140,400
Code Enforcement			
13 Community Development Dept. - Code Enforcement / Inspection Program	\$ 126,953	\$ -	\$ 126,953
Total Code Enforcement	\$ 126,953	\$ -	\$ 126,953
Housing Rehabilitation			
14 Community Development Dept. - Housing Rehabilitation Revolving Loan Program	\$ 179,525	\$ 101,000	\$ 280,525
16 Neighborhood Housing Services	\$ -	\$ -	\$ -
Total Housing Rehabilitation	\$ 179,525	\$ 101,000	\$ 280,525
Economic Development			
17 Economic Development Revolving Loan Fund	\$ -	\$ 12,626	\$ 12,626
Total Economic Development	\$ -	\$ 12,626	\$ 12,626
GRAND TOTALS	\$ 550,000	\$ 152,000	\$ 702,000
Difference	\$ -	\$ -	\$ -

CAP Calculations

Pub Service Cap = (2017 Grant + 2016 PI) x 15%	\$ 141,496
Planning Cap = (2017 Grant + 2017 PI) x 20%	\$ 140,400
Limit of 20% New Grant Funds Cap towards PA	\$ 110,000
2016 Projected PI	\$ 393,307
2017 Projected PI	\$ 152,000

2016 Actual Program Income Earned

Economic Development Revolving Loan Fund	\$ 84,316
Rental Registration Program	\$ 93,200
Housing Rehabilitation Revolving Loan Fund	\$ 212,157
Neighborhood Housing Services (nka NeighborWorks Blackhawk Region)	\$ 3,634
TOTAL 2016 PI	\$ 393,307

2017 Public Service Program Requests

	Name of Agency	Name of Project	2017 Grant Dollars Requested	Staff Recommendation	CDA Recommendation	Project Description
1	Beloit Meals on Wheels	Home Delivered Meals Assistance	\$6,000	\$6,000		This program serves residents living in the City of Beloit by providing daily nutritious meals to homebound elderly, ill, and disabled people. The funding will help subsidize meal costs for the program.
2	Community Action, Inc. of Rock and Walworth Counties	Skills Enhancement and Fatherhood Initiative	\$45,000	\$38,500		The proposed project will address the supportive service needs of Community Action program participants involved in the Skills Enhancement and Fatherhood Initiative programs in Beloit. Some of these services include assistance to participants in low wage jobs in gaining education and training, and preparing participants through curriculum to gain and retain employment.
	Community Action, Inc. of Rock and Walworth Counties	Neighborhood Revitalization Strategy Area (NRSA) Resources Navigator	\$18,000	\$4,374		The proposed project will provide a designated staff person to assist individuals in the NRSA designated areas by connecting them to local resources in order meet their needs. Many families do not know how to navigate the various resources available. This program will provide a comprehensive needs analysis and match resources by facilitating and managing the coordination of services. The City was able to fund the remaining amount of their CDBG request with prior-year unspent funding.
3	Family Services	Emergency Housing and Case Management Project for Homeless Victims of Domestic Violence	\$8,000	\$8,000		This program is dedicated to the purpose of facilitating persons toward housing stability through short-term emergency house and related services. The funding would be used to enhance the case management component of the services provided to improve success rates of families that have been displaced due to domestic violence.
4	Family Services	Home Companion- Senior Personal Care Coordination and Case Management	\$16,100	\$16,100		The registry provides supportive care and assistive care to the elderly, ill and disabled to enable them to remain independent. The registry provides cost-effective services to clients and registry-approved caregivers. This program also provides job training for personal care workers.
5	Hands of Faith	Emergency Shelter for Homeless Families	\$15,000	\$13,841		This is a 30-45 day emergency shelter for homeless families. Hands of Faith relies on local houses of worship to provide the meals and overnight accommodations for our homeless families. Case management is provided to assist participants in obtaining permanent housing.
6	HealthNet of Rock County, Inc.	Primary Care (Medical, Dental, and Vision Clinic)	\$25,000	\$13,841		This program provides free medical care to low-income and completely uninsured Rock County residents (~26% reside in the City of Beloit). With patient visit numbers continuing to increase, the funding would be used for clinic services, primarily direct staff wages, as well as direct assistance to clients that reside in the City of Beloit for labs, medical supplies, medication, etc.
7	House of Mercy	Rental Assistance	\$15,000	\$10,501		This program will provide supportive services to families receiving Rapid Rehousing and Prevention rental assistance, such as case management, transportation assistance, utility assistance, and other assistance that will ensure wrap around services are being provided to the families.
8	Latino Service Providers Coalition	Hispanic Community Inclusion	\$9,675	\$6,498		This program will coordinate, maintain and further disseminate social service information to the Latino Community. The overall objective is to provide a means of communication between the Spanish-speaking community, schools, health facilities, banks, and other Stateline organizations.
9	Merrill Community Center	Youth and Senior Programs	\$15,000	\$0		This program provides case management and programming for participants of the After School and Summer Youth programs, as well as the Adult-Senior Programs. These programs are designed to help youth and seniors who live below poverty guidelines to be more self-sufficient by giving them opportunities to acquire tools and resources that they may need in order to be successful.
10	Project 16:49	Robin House Transitional Living Program	\$10,000	\$10,000		This program provides transitional housing, case management, and supportive services to allow participants to complete their high school education and increase their self-sufficiency as they transition to adulthood. The funds will be used subsidize the wages of the case manager and direct program services.
11	Stateline Literacy Council	Hispanic Outreach for Comprehensive Literacy	\$30,000	\$13,841		This project provides literacy services to English and non-English speaking adults with limited basic skills and limited proficiency in English. The students will gain at least the minimum education level to qualify for a job above minimum wage and/or to increase their job skills by increasing their community levels.

\$212,775 \$141,496 \$0 Requested for Public Services

\$137,122

\$141,496 \$141,496 \$141,496 Total Available for Public Services

(\$71,279) \$0 \$141,496 Surplus/Deficit

2017 City Programs

		2017 Program Income Remaining					
Available Balance		2017 Grant Funds Remaining	Rental Registration Program	Housing Rehab RLF	ED Loan RLF		
		\$412,878	\$0	\$135,000	\$12,626		
1	City of Beloit - Community Development	Planning and Administration	\$106,400	\$0	\$34,000	\$0	This amount will fund a portion of salaries for six City personnel in order to administer the overall CDBG program, and some CDBG projects listed here. Salary expenses not covered by CDBG, will directly affect the City's General Fund budget.
2	City of Beloit - Community Development	Code Enforcement / Inspection Program	\$126,953	\$0	\$0	\$0	This program was developed to help maintain and improve safety conditions, property values and quality of life in Beloit's neighborhoods. This funding would allow us to maintain the City-wide Code Enforcement that we currently provide.
3	City of Beloit - Community Development	Housing Rehabilitation Revolving Loan Program	\$179,525	\$0	\$101,000	\$0	This program helps low to moderate income families by offering financial solutions to make necessary repairs or improvements to their property.
4	City of Beloit - Economic Development	Commercial and Industrial Loan Program	\$0	\$0	\$0	\$12,626	This program provides loans on terms tailored to meet the needs of qualified borrowers for projects that promote local economic development through the expansion and retention of employment and business opportunities in the City of Beloit.
TOTAL			\$412,878	\$0	\$135,000	\$12,626	
Surplus/Deficit			\$0	\$0	\$0	\$0	