



**MEETING NOTICE AND AGENDA
Community Development Authority
February 28, 2018 at 4:30 pm
The Forum
Beloit City Hall
100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on January 24, 2018
4. Housing Authority
 - a. Presentation of December Activity Reports (Cole)
 - b. Review and Consideration of Resolution 2018-03, Submission of 2017 Section 8 Assessment Management Assessment Program (SEMAP) (Cole)
5. 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 Posted: February 23, 2018

Approved: Julie Christensen, Exec. Director

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



Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

January 24, 2018

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 24, 2018 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 4:30 p.m.

Present: Commissioners Baker, DeBrock, Ellison, Kenitzer, Leavy and Murray

Absent: Commissioner Forbeck

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

2. Election of Officers

a. Nomination and election of Chairperson

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

b. Nomination and election of Vice-chairperson

The nomination for Vice-Chairperson was opened. Commissioner DeBrock was nominated. Commissioner DeBrock accepted the nomination and was elected by unanimous vote.

3. Public Comments:

None

4. Review and Consideration of the Minutes of the Regular Meeting held on November 21, 2017

A motion was made by Commissioner Baker and seconded by Commissioner DeBrock to approve the minutes of the Regular Meeting held on November 21, 2017. Motion carried unanimously.

5. Housing Authority:

a. Presentation of October and November Activity Report

Clinton Cole, Interim Director, gave a brief summary of the report.

Last week HUD informed us that we were awarded an FSS (Family Self-sufficiency) grant of \$68,000 for 2018. These funds will provide the salary for an FSS case manager who will support Beloit Housing Authority tenants in reaching their goals and reducing their dependence on housing assistance.

- b. Presentation of October and November Financial Report
Clinton Cole gave a brief summary of the report.

Clint explained that the Housing Authority has begun working on selling the eight Project-based units. This will probably be a long process due to required HUD involvement. Once these units are sold, a Section 8 voucher may be issued to our current tenants.

- c. Review and Consideration of Resolution 2018-01, Approval of 2017 Beloit Housing Authority Fourth Quarter Write-offs

Clinton Cole presented the staff report and recommendation.

Councilor Leavy expressed concern about the amount of money owed by tenants when they left public housing. He suggested that if a problem is identified at a unit that the interval between housekeeping special inspections be increased from quarterly to monthly. Clint stated that we could look into making this change and it could be implemented very quickly.

Commissioner DeBrock moved and Commissioner Ellison seconded a motion to approve Resolution 2018-01. Motion carried unanimously.

6. **Community and Housing Services:**

- a. Review and Consideration of Resolution 2018-02, Recommending Approval of an Amendment to the 2017 Annual Action Plan

Teri Downing, Community and Housing Services Director, presented the staff report and recommendation.

Councilor Leavy asked these were program funds, and if so, could they be awarded to the new owners of the Merrill Community Center. Teri explained that these funds are not public service funds, so they cannot be used for public service activities, as we are already at our cap of 15 percent for 2017.

Commissioner Baker moved and Commissioner DeBrock seconded a motion to approve Resolution 2018-02. Motion carried unanimously.

7. **Adjournment:**

The meeting was adjourned by Commissioner Baker at 5:19 p.m.

**REPORT TO THE BELOIT
COMMUNITY DEVELOPMENT AUTHORITY (CDA)**



Agenda Item: 4a

Topic: December Activity Report

Date: February 28, 2017

Presenter: Clinton Cole

Division: Beloit Housing Authority

Overview/Background Information:

Each month, the Housing Authority provides an activity report to the Community Development Authority. This report is for information only.

Key Issues (maximum of 5):

Public Housing:

There were no vacancies in public housing units in December 2017 and no upcoming vacancies for January 2018. No applicants were pulled from the public housing waiting list in December; no applicants were briefed. Seven public housing inspections and four annual re-certifications were completed in December. At FYE 12/31/17, the BHA had two public housing Family-Self Sufficiency (FSS) program graduates. While participating in the FSS program, any increases in the participant family's rent as a result of increased earned income results in a credit to the family's escrow account. Once a family graduates from the program, they may access the escrow and use it for any purpose. The total amount of FSS escrow disbursed to these two successful program graduates totaled \$15,900.05.

Section 8:

541 vouchers were housed by December 31, 2017, with six voucher holders either searching for units or waiting for passed inspections. 19 portable vouchers were paid by BHA in December with one family waiting to Port-Out. 12 port-in vouchers were administered by BHA. 37 Section 8 inspections were completed in December, and the Housing Specialists completed 36 annual and 30 interim re-certifications. No applicants were notified; none were briefed. At FYE 12/31/17, the BHA had four Section 8 Family-Self Sufficiency (FSS) program graduates. The total amount of FSS escrow disbursed to these four successful program graduates totaled \$30,661.93.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): Approval of this project would conform to the strategic goal of creating and sustaining safe and healthy neighborhoods.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** - N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** - N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** - N/A
- If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space

Action required/Recommendation:

No action required. Information only.

Fiscal Note/Budget Impact: All fiscal/budget impacts are noted in the report.

Attachments: December 2017 Activity Report

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

Public Housing

Vacancies – 12/31/2017

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

Public Housing Inspections

7 Inspections completed in December 2017. There were 6 annual inspections; there was 1 move-in inspection.

Public Housing Activities

Annual Recerts:	4
Interim Recerts:	0
Notice to Vacate:	0
New Tenants:	1
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	0
Number Briefed:	0

Section 8 Program

Total Section 8 Vouchers 598 Vouchers

December 2017 541 under lease - 90% Occupancy
19 Portable Vouchers paid –19 Not Absorbed by other PHAs (Port Out)
12 Portable Vouchers administered (Port In)

Section 8 Inspections

37 inspections were completed in December. 21 were annual inspections. 6 were initial inspections, 7 were re-inspections and there were 3 special inspections.

Section 8 Activities

New Participants:	1
Annual Recerts:	36
Interim Recerts:	30
Abatements:	4
Movers:	6
Possible Program Violations:	1
End of Program	2

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List:	109	Public Housing East
	121	Public Housing West
	191	Parker Bluff
	91	Project-Based
	351	Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

**REPORT TO THE BELOIT
COMMUNITY DEVELOPMENT AUTHORITY (CDA)**



Agenda Item: 4b

Topic: Approval of the 2017 Section 8 Management Assessment Program (SEMAP) Submission

Date: February 28, 2018

Presenter: Clinton Cole

Division:

Beloit Housing Authority

Overview/Background Information:

The Department of Housing and Urban Development (HUD) requires all public housing agencies (PHAs) to submit an annual Section 8 Management Assessment Program (SEMAP) report each year.

Key Issues (maximum of 5):

1. The SEMAP measures the performance of the public housing agencies (PHAs) that administer the housing choice voucher program. The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by Federal housing legislation. The 14 key indicators of PHA performance are:
 - a. Proper selection of applicants from the housing choice voucher waiting list
 - b. Sound determination of reasonable rent for each unit leased
 - c. Establishment of payment standards within the required range of the HUD fair market rent
 - d. Accurate verification of family income
 - e. Timely annual reexaminations of family income
 - f. Correct calculation of the tenant share of the rent and the housing assistance payment
 - g. Maintenance of a current schedule of allowances for tenant utility costs
 - h. Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
 - i. Timely annual housing quality inspections
 - j. Performing of quality control inspections to ensure housing quality
 - k. Ensure that landlords and tenants promptly correct housing quality deficiencies
 - l. Ensure that all available housing choice vouchers are used
 - m. Expand housing choice outside areas of poverty or minority concentration
 - n. Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.
 2. SEMAP is used to remotely measure PHA performance and administration of the housing choice voucher program. SEMAP uses HUD's national database of tenant information and information from audits conducted annually by independent auditors. HUD will annually assign each PHA a rating on each of the 14 indicators and an overall performance rating of high, standard, or troubled. Metropolitan PHAs will also be able to earn bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas.
 3. The Beloit Housing Authority has completed the SEMAP certification report to accurately indicate the management of the Section 8 program in 2017. It is attached. The SEMAP is required to be approved by the PHA board prior to submittal.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): Approval of this project would conform to the strategic goal of creating and sustaining safe and healthy neighborhoods.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** - N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** - N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** - N/A
- If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space

Action required/Recommendation:

Staff recommends approval of Resolution 2018-03

Fiscal Note/Budget Impact:

N/A

Attachments:

SEMAP certification report and Resolution 2018-03

RESOLUTION 2018-03

**APPROVING THE 2017 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)
REPORT FOR THE BELOIT HOUSING AUTHORITY**

WHEREAS, the Department of Housing and Urban Development (HUD) requires all public housing agencies to submit an annual management report for the Section 8 program; and

WHEREAS, the Section 8 Management Assessment Program (SEMAP) report has been prepared by Beloit Housing Authority staff and subsequently reviewed by the Community Development Authority board.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does approve the Beloit Housing Authority's 2017 SEMAP report and authorizes the Beloit Housing Authority to submit the report to HUD via the PIH (Public and Indian Housing) Information Center (PIC) on-line systems.

Adopted this 28th day of February, 2018

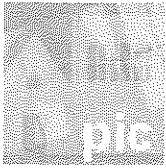
Community Development Authority

David Baker, Chairman

Attest:

Julie Christensen, Executive Director

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Assessment Profile | Reports | Submission

List Summary Certification Profile Comments

Field Office: 51PH MILWAUKEE PROGRAM CENTER

Housing Agency: WI064 БЕЛОIT HOUSING AUTHORITY

PHA Fiscal Year End: 12/31/2017

Clinton Cole (MNT813)

PIC Main

SEMAP

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OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards []

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response [X] Yes [] No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response [X] Yes [] No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into

consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))
 Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

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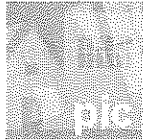
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Assessment Profile | Reports | Submission

List	Summary	Certification	Profile	Comments
Field Office:	51PH MILWAUKEE PROGRAM CENTER			
Housing Agency:	WI064 BELOIT HOUSING AUTHORITY			
PHA Fiscal Year End:	12/31/2017			

Clinton Cole (MNT813)
PIC Main

SEMAP

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SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="525"/>	1-BR FMR	<input type="text" value="592"/>	2-BR FMR	<input type="text" value="767"/>	3-BR FMR	<input type="text" value="1000"/>	4-BR FMR	<input type="text" value="1057"/>
PS	<input type="text" value="504"/>	PS	<input type="text" value="568"/>	PS	<input type="text" value="737"/>	PS	<input type="text" value="960"/>	PS	<input type="text" value="1015"/>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive

awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

188

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

Deconcentration Addendum

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