



**AMENDED  
PUBLIC NOTICE & AGENDA  
COMMUNITY DEVELOPMENT AUTHORITY  
City Hall Forum - 100 State Street, Beloit, WI 53511  
4:30 PM  
Wednesday, January 23, 2019**

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS
  - 2.a. Nomination and election of Chairperson
  - 2.b. Nomination and election of Vice-Chairperson
3. PUBLIC COMMENT
4. MINUTES
  - 4.a. Consideration of the Minutes of the Regular Meeting held on December 12, 2018  
[Attachment](#)
5. BELOIT HOUSING AUTHORITY
  - 5.a. Presentation of the November Activity Report (Cole)  
[Attachment](#)
  - 5.b. Presentation of the October Financial Report (Cole)  
[Attachment](#)
  - 5.c. Consideration of Resolution 2019-01 Approving the Beloit Housing Authority's 2018 Fourth Quarter Write-Offs (Cole)  
[Attachment](#)
  - 5.d. Consideration of Resolution 2019-02 Approving the Beloit Housing Authority's 2018 SEMAP Submission (Cole)  
[Attachment](#)
6. COMMUNITY AND HOUSING SERVICES
  - 6.a. Presentation of the Consolidated Planning Process (Downing)
7. ADJOURNMENT

\*\* 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 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  
December 12, 2018  
4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 12, 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, Forbeck and Murray

**Absent:** Commissioner Kenitzer and Leavy

**Staff Present:** Julie Christensen, Clinton Cole and Ann Purifoy

2. **Public Comment**

None

3. **Consideration of the Minutes of the Regular Meeting held on October 24, 2018**

A motion was made by Commissioner DeBrock and seconded by Commissioner Forbeck to approve the minutes of the Regular Meeting held on October 24, 2018.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of October Activity Report**

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

b. **Presentation of September Financial Report**

Clinton Cole gave a brief summary of the report.

Councilor Forbeck asked if the percentage of debts collected to date for 2018 was good. Clint stated that he thought the percentage was good. The majority of debts we collect are through TRIP (Tax Refund Intercept Program). Most debts collected through repayment agreements are from current tenants for utilities, maintenance charges or unreported income.

c. **Public Hearing and Consideration of Resolution 2018-18 Approving the Beloit Housing Authority's 2019 Annual Plan**

Clinton Cole presented the staff report and recommendation.

Commissioner Baker opened the public hearing. There were no comments. The public hearing was closed

Commissioner DeBrock moved and Commissioner Forbeck seconded a motion to approve Resolution 2018-18. Motion carried unanimously.

- d. Public Hearing and Consideration of Resolution 2018-19 Approving the Beloit Housing Authority's Revised Public Housing Residential Lease and Lease Addenda  
Clinton Cole presented the staff report and recommendation.

Commissioner Baker opened the public hearing. There were no comments. The public hearing was closed.

Commissioner Forbeck moved and Commissioner DeBrock seconded a motion to approve Resolution 2018-19. Motion carried unanimously.

- e. Public Hearing and Consideration of Resolution 2018-20 Approving the Beloit Housing Authority's Admissions and Continued Occupancy Policy (ACOP)  
Clinton Cole presented the staff report and recommendation.

A Deconcentration Policy was also added to the ACOP. We have to take action to avoid concentrating extremely low income people in certain areas. By creating income diversity in neighborhoods, the aim is to improve life opportunities for family members in poor households.

Commissioner Ellison moved and Commissioner Murray seconded a motion to approve Resolution 2018-20. Motion carried unanimously.

- f. Consideration of Resolution 2018-21 Approving the Beloit Housing Authority's 2019 Family Self-Sufficiency (FSS) Coordinator Grant Application  
Clinton Cole presented the staff report and recommendation.

Commissioner Forbeck moved and Commissioner DeBrock seconded a motion to approve Resolution 2018-21. Motion carried unanimously.

5. **Adjournment**

Motion by Commissioner DeBrock and seconded by Commissioner Ellison to adjourn at 4:56 p.m. Motion carried.

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	5a		
<b>Topic:</b>	November 2018 Activity Report		
<b>Date:</b>	January 23, 2019		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	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

### Public Housing:

During this reporting period there were six public housing vacancies. 20 applicants were pulled from the public housing waiting list; 10 applicants were briefed. 11 public housing inspections and 11 annual and interim recertifications were completed.

### Section 8:

540 vouchers were housed by November 30, 2018, with 34 voucher holders either searching for units or waiting for passed inspections. 21 portable vouchers were paid by BHA, and five port-in vouchers were administered. 60 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 38 annual and 32 interim recertifications. No applicants were notified; none were briefed.

## Conformance with Strategic Plan

Approval of this action would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, 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. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

November 2018 Activity Report



Section 8 Inspections

60 inspections were completed during this reporting period. 30 were annual inspections, 16 were initial inspections, 11 were reinspections, and there were three special inspections.

Section 8 Activities

New Participants:	8
Annual Recerts:	38
Interim Recerts:	32
Abatements:	4
Unit transfers:	8
Possible Program Violations:	1
End of Program	1

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:	123	Public Housing East
	130	Public Housing West
	305	Parker Bluff
	158	Project-Based
	414	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**

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	5b		
<b>Topic:</b>	October 2018 Financial Report		
<b>Date:</b>	Jan. 23, 2019		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

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

## Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending October 31, 2018.

Through the month of October, the Low Income Public Housing (LIPH) program income was \$602,651.15 and the LIPH expenses were \$559,241.74. There was a \$43,409.41 surplus in LIPH. The Operating Reserve for LIPH at 2018 Period End is \$5,237,434.41.

Through the month of October, the Project Based Voucher (PBV) program income was \$44,920.35 and the expenses were \$24,939.64. The PBV had a surplus of \$19,980.71. The PBV Operating Reserve at this Period End is \$73,553.71.

Through the month of October, Phase 1 and Phase 2 program income was \$631,484.58 and the expenses were \$636,688.90. Phase 1 and Phase 2 had a deficit of \$(5,204.32). The Operating Reserve for these programs at this Period End is \$144,094.68.

Through the month of October, the Housing Choice Voucher (HCV) program income was \$2,677,079.36 and expenses were \$2,627,605.22. The HCV program had a surplus of \$38,874.87. The HCV Operating Reserve at this Period End is \$300,102.87.

Debts owed BHA collected to date in 2018: \$22,617.00 TRIP Program: \$19,552.26 Repayments: \$3,064.74.

## Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community



**Sustainability**

(If applicable, 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. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)

N/A

**Action Required/Recommendation**

No action required. Information only.

**Fiscal Note/Budget Impact**

All fiscal/budget impacts are noted in the report.

**Attachments**

N/A

## Consolidated 2018 Budget Report for Beloit Housing Authority - October 2018

		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	261,799.17			44,474.00	200,882.00		245,356.00	314,159.00		314,159.00
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	1,002.50	62.74			645.45	1,745.69	2,453.88	770.00	433.00	1,203.00
4	Income - Transfer In from Other Funds	-	232,466.61			146,688.08	10.00	379,164.69			-
5	Other Income - Tenants	25,850.00			216.91	30,121.14	319.50	30,657.55	31,020.00		31,020.00
6	HAP Fraud Recovery & FSS Forfeitures	-	28.00			1,540.00	22,227.82	23,795.82			-
7	Other Income - Bad Debt Collections	-	19,156.32			173.30		19,329.62			-
8	Other Income - Laundry/Copy Fees/Misc	39,765.00	14,437.48		229.44	47,006.70	31,369.35	93,042.97	47,718.00		47,718.00
9	Other Income - CFP Operation Money	25,000.00						-	30,000.00		30,000.00
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	258,141.67					260,879.00	260,879.00		309,770.00	309,770.00
12	Incoming Billable Admin Fees/Oper Sub	229,166.67				204,427.91		204,427.91	275,000.00		275,000.00
13	HAP Subsidy	1,758,360.00					2,360,528.00	2,360,528.00		2,110,032.00	2,110,032.00
14	Operating Subsidy	312,703.33	336,500.00					336,500.00	375,244.00		375,244.00
<b>Total Income</b>		<b>2,911,788.33</b>	<b>602,651.15</b>	<b>-</b>	<b>44,920.35</b>	<b>631,484.58</b>	<b>2,677,079.36</b>	<b>3,956,135.44</b>	<b>1,073,911.00</b>	<b>2,420,235.00</b>	<b>3,494,146.00</b>
Expenses		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
<b>Administrative Expenses</b>											
15	Admin Salaries	335,747.50	58,100.30		7,813.87	92,863.74	152,100.93	310,878.84	186,433.00	216,464.00	402,897.00
16	FSS Coordinator Admin Salaries	-	30,572.86					30,572.86			-
17	Admin Employee Benefits	162,013.33	31,393.12		3,109.58		61,862.52	96,365.22	92,416.00	102,000.00	194,416.00
18	FSS Coordinator Admin Benefits	-	10,147.51					10,147.51			-
19	Advertising & Marketing	1,916.67				9.42		9.42	1,300.00	1,000.00	2,300.00
20	Legal	2,916.67				2,691.59		2,691.59	3,250.00	250.00	3,500.00
21	Staff Training	2,083.33	424.97				451.99	876.96	2,500.00	-	2,500.00
22	Travel	416.67	285.00				38.85	323.85	250.00	250.00	500.00
23	Accounting Consultants	28,508.33	4,810.00		810.00	9,076.00	4,770.00	19,466.00	28,710.00	5,500.00	34,210.00
24	Audit Fee	25,345.00	8,180.50			19,575.00	8,180.50	35,936.00	24,957.00	5,457.00	30,414.00
25	Telephone	5,375.83	1,128.83				1,076.68	2,205.51	2,940.00	3,511.00	6,451.00
26	Postage	6,833.33	1,431.19					1,431.19	2,700.00	5,500.00	8,200.00
27	Office Supplies	5,350.00	974.64				1,018.76	1,993.40	3,420.00	3,000.00	6,420.00
28	Memberships & Publications	1,911.67	70.00					70.00	1,147.00	1,147.00	2,294.00
29	Bank Fees	2,258.33	5.00			44.00	2,636.07	2,685.07	10.00	2,700.00	2,710.00
30	Computer Maintenance	-						-			-
31	Copier Expenses	4,166.67	2,275.26					2,302.60	2,500.00	2,500.00	5,000.00
32	Office Equipment Maintenance	-						-	-	-	-
33	Postage Machine	-					3,759.93	3,759.93			-
34	Software Maintenance	416.67	655.98				871.48	1,527.46	250.00	250.00	500.00
35	Outgoing Portable Admin Fees	-	122.48					122.48			-
36	Sundry Administration/Compliance Fees	8,750.00	899.83		1,133.18	8,484.19	3,820.80	14,338.00	9,500.00	1,000.00	10,500.00
37	Management Improvements	-						-			-
38	Management Fees	15,000.00				14,437.48		14,437.48	18,000.00		18,000.00
39	Eviction & Collection Agent Fees	-						-	-	-	-
40	HAP Expense (net fraud recovery to HUD)	-					2,372,166.55	2,372,166.55			-
	HAP Overfunding (Underfunding)	-					10,599.27				-
<b>Maintenance Expenses</b>											
41	Maintenance Salaries	103,323.33	4,981.49		1,767.29	128,046.74		134,795.52	123,988.00		123,988.00
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	42,269.17	1,472.60		1,090.88			2,563.48	50,723.00		50,723.00
44	Maintenance Materials & Supplies	24,166.67	920.05		130.13	14,539.94		15,590.12	29,000.00		29,000.00
45	Plumbing Supplies	-	1,442.18		2.99			1,445.17			-
46	Locks, Locksets & Keys	-						-			-
47	Electrical Supplies	-	2,793.50		6.80			2,800.30			-
48	Painting Supplies	-	199.63					199.63			-
49	Cleaning Supplies	-	1,711.31					1,711.31			-
50	Equipment Repair Parts	-						-			-

51	Maintenance Contracted Services	15,416.67	1,887.10		2,147.18	12,982.11		17,016.39	18,500.00		18,500.00
52	Refuse Removal Services	4,208.33				3,135.08		3,135.08	5,050.00		5,050.00
53	Plumbing Repair Services	1,250.00						-	1,500.00		1,500.00
54	Heating/AC Repair Services	2,666.67	79.00		42.68	1,237.93		1,359.61	3,200.00		3,200.00
55	Electric Repair Service	416.67						-	500.00		500.00
56	Window Repair Service	833.33						-	1,000.00		1,000.00
57	Automotive Repairs/Fuel	416.67	3,057.75			742.36		3,800.11	500.00		500.00
58	Elevator Repair & Maintenance	5,833.33	411.73					411.73	7,000.00		7,000.00
59	Pest Control Services	6,666.67						-	8,000.00		8,000.00
60	Cable TV	-				887.09		887.09			-
61	Answering Service	1,833.33	1,982.03					1,982.03	2,200.00		2,200.00
62	Misc Contracts	5,833.33						-	7,000.00		7,000.00
63	Clean/Paint Units	666.67						-	800.00		800.00
	<b>Utilities Expenses</b>	-									
64	Water/Sewer	18,675.00	1,052.40		1,380.48	6,340.81		8,773.69	22,410.00		22,410.00
65	Electricity	21,000.00	5,347.08		653.02	13,856.15		19,856.25	25,200.00		25,200.00
66	Natural Gas	9,500.00	999.72		996.35	2,979.47		4,975.54	11,400.00		11,400.00
	<b>Other Operating Expenses</b>	-									
67	Protective Services Contract	37,833.33	21,043.34			3,093.10		24,136.44	45,400.00		45,400.00
68	Insurance	37,809.17	7,257.37		2,368.20	22,892.60	3,641.05	36,159.22	40,144.00	5,227.00	45,371.00
69	PILOT	21,966.67			1,487.01	17,770.59		19,257.60	26,360.00		26,360.00
70	Compensated Absences	-						-			-
71	Collection Losses	5,000.00				21,445.52		21,445.52	6,000.00		6,000.00
72	Replacement Reserves & Debt Pmt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	234,125.00	204,427.91			9,278.70	6,719.19	220,425.80	280,950.00		280,950.00
74	Casualty Losses - Non Capitalized	-						-	-		-
75	Capital Expenditures - Operations	-						-	-		-
76	Transfer In / Out	-	146,698.08			230,279.29	2,187.32	379,164.69			-
	<b>Total Expense</b>	<b>1,210,720.00</b>	<b>559,241.74</b>	<b>-</b>	<b>24,939.64</b>	<b>636,688.90</b>	<b>2,627,605.22</b>	<b>3,848,475.50</b>	1,097,108.00	355,756.00	1,452,864.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/17	5,194,025.00	-	53,573.00	149,299.00	261,228.00	5,658,125.00	5,396,897.00		5,396,897.00
Change in Operating Reserve FYE 12/31/17 (reserve/deficit)	43,409.41	-	19,980.71	(5,204.32)	38,874.87	97,060.67	(23,197.00)	2,064,479.00	2,041,282.00
Operating Reserve at end Period for 2018	5,237,434.41	-	73,553.71	144,094.68	300,102.87	5,755,185.67	5,373,700.00	2,064,479.00	7,438,179.00

**\*\*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 2018	(142,639.61)	-	73,553.71	144,094.68	300,102.87	1,670,792.84			
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#### SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	2,360,528.00
Fraud Recovery/FSS Forfeitures	22,227.82
Restricted Net Asset Interest Earned	10.00
HAP Payments made YTD	2,372,166.55
<b>Under (Over) spending YTD</b>	<b>10,599.27</b>
HAP Reserve FYE 12/31/17 *	-
HAP Reserve Balance at end of Period for 2018	10,599.27
<b>ADMIN FEES</b>	
Administrative Funding received from HUD YTD	260,879.00
Income from other funding sources	33,434.54
Administrative Expenses YTD	255,438.67
<b>Under (Over) spending YTD</b>	<b>38,874.87</b>
Admin Fee Reserve FYE 12/31/17	284,886.00
FSS Grant Shortage at end of Period for 2018	-
Admin Fee Reserve Balance at end of Period for 2018	323,760.87

#### Additional Notes:

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

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	5c		
<b>Topic:</b>	Public Housing Tenant Accounts Receivable Fourth Quarter 2018 Debts		
<b>Date:</b>	January 23, 2019		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

**Overview/Background Information**  
 HUD has recommended that the Beloit Housing Authority write off Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of the fiscal year that may damage the agency's overall HUD management rating.

- Key Issues**
1. Four (4) Public Housing Tenants vacated their units; leaving a balance due which staff has not been able to collect.
  2. The total amount that we have been unable to collect for the Fourth Quarter 2018 is \$8,296.67.
  3. This amount will be removed from the BHA's books and reported to Happy Software, HUD's Enterprise Income Verification (EIV) system, and the Wisconsin Tax Refund Intercept Program for collection.

- Conformance with Strategic Plan**
- Approval of this agreement would conform with the stated purpose of the following strategic goal:
- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
  - Goal #2 - Create and Sustain a High Performing Organization
  - Goal #3 - Create and Sustain Economic and Residential Growth
  - Goal #4 - Create and Sustain a High Quality of Life
  - Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
  - Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

**Sustainability**  
 (If applicable, 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. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)  
 N/A

**Action Required/Recommendation**  
 Staff recommends approval of the attached resolution.

**Fiscal Note/Budget Impact**  
 Reduction of debt owed/accounts receivable.

**Attachments**  
 Resolution 2019-01 and Public Housing Write-offs for Fourth Quarter 2018

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-01**

**APPROVING THE WRITE-OFF OF BELOIT HOUSING AUTHORITY PUBLIC HOUSING  
TENANT ACCOUNTS RECEIVABLE FOURTH QUARTER 2018 DEBTS**

**WHEREAS**, the Department of Housing and Urban Development (HUD) recommends that the Beloit Housing Authority (BHA) write-off Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of the year;

**WHEREAS**, four tenants have vacated their Public Housing units and amounts are still owed for rent, utilities, maintenance charges, late fees, move-out charges, and/or damages;

**WHEREAS**, staff efforts to collect the amounts due have not been successful;

**NOW, THEREFORE BE IT RESOLVED**, that \$8,296.67 be written off the Beloit Housing Authority records and reported to Happy Software, HUD's Enterprise Income Verification (EIV) system, and the Wisconsin Tax Refund Intercept Program for collection

Adopted this 23rd day of January 2019

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director

<b>Public Housing Write Offs for 2018 (4th Qtr)</b>						
<b>LLC Phase 1</b>						
<b>Moveout Date</b>	<b>Total</b>	<b>Rent</b>	<b>Legal Fees</b>	<b>Utility</b>	<b>Maint</b>	<b>Fees</b>
4/30/2018	\$ 804.22			\$ 61.58	\$ 742.64	
10/8/2018	\$1,726.04	\$ 208.40		\$ 156.30	\$ 1,336.34	\$ 25.00
10/31/2018	\$3,611.09	\$ 1,532.00		\$ 480.70	\$ 1,498.39	\$ 100.00
9/30/2018	\$2,155.32	\$ 810.00		\$ 317.22	\$ 978.10	
<b>Total for 4th Quarter '18</b>	<b>\$8,296.67</b>	<b>\$2,550.40</b>	<b>\$ -</b>	<b>\$ 1,015.80</b>	<b>\$4,555.47</b>	<b>\$125.00</b>

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	5d		
<b>Topic:</b>	Approval of the FYE 12/31/2018 Section 8 Management Assessment Program (SEMAP) Submission		
<b>Date:</b>	January 23, 2019		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

### Overview/Background Information

Request for approval of HUD-required SEMAP report.

### Key Issues

1. HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program (SEMAP) report.
2. SEMAP measures fourteen (14) key indicators of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, Housing Quality Standards compliance, Family Self-Sufficiency participation, and Deconcentration monitoring.
3. The Beloit Housing Authority has completed the SEMAP certification report to accurately indicate the management of the Section 8 program in FYE 12/31/18.

### Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

### Sustainability

(If applicable, 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. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)

N/A

### Action Required/Recommendation

Staff recommends approval of the attached resolution.

### Fiscal Note/Budget Impact

N/A

### Attachments

Resolution 2019-02 and SEMAP Certification Report

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-02**

**APPROVING THE FYE 12/31/2018 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;

**WHEREAS**, the Section 8 Management Assessment Program report has been reviewed and discussed;

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners does approve the Beloit Housing Authority's FYE 12/31/2018 SEMAP report for submission to HUD via PIC online systems.

Adopted this 23rd day of January, 2019

**Community Development Authority**

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David Baker, Chairman

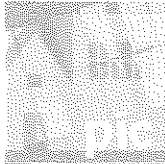
**Attest:**

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Julie Christensen, Executive Director



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Assessment Profile | **Reports** | Submission

List | **Summary** | Certification | Profile | Comments

**Clinton Cole (MNT813)**  
PIC Main

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SEMAP

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Field Office: **5IPH MILWAUKEE PROGRAM CENTER**  
 Housing Agency: **WI064 БЕЛОIT HOUSING AUTHORITY**  
 PHA Fiscal Year End: **12/31/2018**

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**  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**  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 982.301(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.

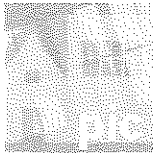
**PHA Response**       Yes    No

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Assessment Profile | **Reports** | Submission

List Summary Certification Profile Comments

**Clinton Cole (MNT813)**  
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Field Office: 51PH MILWAUKEE PROGRAM CENTER  
Housing Agency: WI064 BELOIT HOUSING AUTHORITY  
PHA Fiscal Year End: 12/31/2018

**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="596"/>	1-BR FMR	<input type="text" value="615"/>	2-BR FMR	<input type="text" value="794"/>	3-BR FMR	<input type="text" value="1041"/>	4-BR FMR	<input type="text" value="1081"/>
PS	<input type="text" value="572"/>	PS	<input type="text" value="615"/>	PS	<input type="text" value="794"/>	PS	<input type="text" value="999"/>	PS	<input type="text" value="1038"/>

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.

