



**AMENDED  
PUBLIC NOTICE & AGENDA  
COMMUNITY DEVELOPMENT AUTHORITY  
City Hall Forum - 100 State Street, Beloit, WI 53511  
4:30 PM  
Wednesday, April 24, 2019**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the regular meeting held on March 27, 2019  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the March Activity Report (Cole)  
[Attachment](#)
  - 4.b. Consideration of Resolution 2019-06 Approving First Quarter 2019 Write-Offs (Cole)  
[Attachment](#)
  - 4.c. Consideration of Resolution 2019-07 Approving the Capitalization Policy (Cole)  
[Attachment](#)
  - 4.d. Consideration of Resolution 2019-08 Awarding Contract for Gutter Installation at Public Housing Sites (Cole)  
[Attachment](#)
  - 4.e. Consideration of Resolution 2019-09 Approving the Sale of Eight Project-Based Section 8 Units (Cole)  
[Attachment](#)
  - 4.f. The Community Development Authority will adjourn into closed session pursuant to §19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular to discuss the potential sale of 1238 Elm Street. The Community Development Authority may reconvene and take action on an item discussed in closed session, but will reconvene to discuss the next item on the agenda. (Christensen)
  - 4.g. Consideration of Resolution 2019-10 Establishing Standards for the Sale of Project-Based Section 8 Units (Christensen)  
[Attachment](#)

## 5. 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

March 27, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, March 27, 2019 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, Ellison, Forbeck, Kenitzer, Leavy and Murray

**Absent:** No commissioners were absent.

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

#### 2. Public Comment

None

#### 3. Consideration of the Minutes of the Regular Meeting held on February 27, 2019

A motion was made by Commissioner Baker and seconded by Commissioner Forbeck to approve the minutes of the Regular Meeting held on February 27, 2019. Motion carried unanimously.

#### 4. Housing Authority:

##### a. Presentation of the February Activity Report

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

##### b. Consideration of Resolution 2019-05 Approving the Over-Income Policy

Clinton Cole presented the staff report and recommendation.

Clint stated that no family's tenancy will be terminated. HUD has encouraged BHA to charge fair market rent (FMR) when the family's income exceeds 120 percent of area median income for two consecutive years.

Commissioner Ellison moved and Commissioner Forbeck seconded a motion to approve Resolution 2019-05. Motion carried unanimously.

#### 5. Community and Housing Services

##### a. Public Hearing and Presentation of the 2018 Consolidated Annual Performance Report (CAPER)

Teri Downing, Community and Housing Services Director, presented the 2018 Consolidated Annual Performance Report (CAPER).

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

b. Update on the Analysis of Impediments to Fair Housing (AI)

Julie Christensen, Executive Director of the CDA, explained that the Analysis of Impediments to Fair Housing (AI) is required of all communities that receive Federal housing dollars by the U.S. Department of Housing and Urban Development (HUD). The Metropolitan Milwaukee Fair Housing Council (MMFHC) has been hired to prepare an update on the AI for the City of Beloit, City of Janesville and Rock County. Kori Schneider Peragine, MMFHC, provided an overview of the data collected and progress made to date. .

Ms. Peragine explained that the AI identifies impediments to fair housing choice in the community. The elements of an AI include review of past AIs, community participation, demography and data, fair housing analyses, and goals and strategies. The CDA Board members offered their input and concerns on any trends or indicators they gathered from the data.

The impediments identified and suggested solutions are listed below.

**Impediments**

1. Extremely low vacancy which creates multiple other impediments:
  - Availability of affordable housing
  - High rent, high application fees
  - Strict tenant screening, income must be 3X rent, online-only application and payments
  - Landlords don't accept Section 8, forfeited vouchers
2. Zoning and Land Division restrictions
3. Segregation (real and perceived) barriers that prevent POC from housing searches in nontraditional areas; also based on areas of affordable housing
4. NIMBYism (Acronym for the phrase "not in my back yard")
5. Discrimination, lack of knowledge about fair housing rights and how to file a complaint
6. Lack of consumer education (homeownership, rent readiness and financial education)
7. Predatory Land Contracts
8. Occupancy limits
9. Availability of housing accessible for Persons with Disabilities
10. Poor condition of rental units
11. Evictions
12. Lack of case management
13. Transit limitations
14. At-large city government? Does it fairly represent the population?

**Suggested Solutions**

1. More financial management counseling for tenants

2. CDBG and other committees affecting the PoC, LGBTQ, and PwD communities should have implementation committees that include PoC, LGBTQ, and PwD in positions of power
3. Coordinated conversations between landlords, homeless service providers, City, housing advocates to address housing shortage
4. More resources to help the homeless
5. Enforce the building codes (too many substandard units)
6. More acceptance of Section 8 rent assistance
7. Rent control
8. Encourage/incentivize more multi-family and duplex rentals

Ms. Schneider stated that a draft of the report will be ready by the end of April followed by public comment meetings.

6. **Adjournment**

Motion by Commissioner Forbeck and seconded by Commissioner Murray to adjourn at 5:35 p.m.  
Motion carried.

Respectfully submitted,  
Ann Purifoy

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |                            |                  |                          |
|-----------------------|----------------------------|------------------|--------------------------|
| <b>Agenda Number:</b> | 4a                         |                  |                          |
| <b>Topic:</b>         | March 2019 Activity Report |                  |                          |
| <b>Date:</b>          | April 24, 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 three public housing vacancies. 10 applicants were pulled from the public housing waiting list; eight applicants were briefed. 11 public housing inspections and 24 annual and interim recertifications were completed.

**Section 8:**  
 535 vouchers were housed on March 31, 2019, with 7 voucher holders either searching for units or waiting for passed inspections. 16 portable vouchers were paid by BHA, and five port-in vouchers were administered. 61 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 37 annual and 49 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

March 2019 Activity Report



Section 8 Inspections

61 inspections were completed during this reporting period. 40 were annual inspections, four were initial inspections, 15 were reinspections, and there were two special inspections.

Section 8 Activities

|                              |    |
|------------------------------|----|
| New Participants:            | 0  |
| Annual Recerts:              | 37 |
| Interim Recerts:             | 49 |
| Abatements:                  | 4  |
| Unit transfers:              | 3  |
| Possible Program Violations: | 1  |
| End of Program               | 7  |
| Port outs:                   | 4  |

Section 8 Briefings

|                  |   |
|------------------|---|
| Number Notified: | 0 |
| Number Briefed:  | 0 |

**APPLICATIONS:**

|               |     |                     |
|---------------|-----|---------------------|
| Waiting List: | 71  | Public Housing East |
|               | 68  | Public Housing West |
|               | 144 | Parker Bluff        |
|               | 76  | Project-Based       |
|               | 239 | 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> | 4b   |                  |                          |
| <b>Topic:</b>         | Public Housing Tenant Accounts Receivable First Quarter 2019 Debts |                  |                          |
| <b>Date:</b>          | April 24,2019  |                  |                          |
| <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 for tenants no longer living in Public Housing 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. One (1) Public Housing tenant vacated their unit; 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 First Quarter 2019 is \$494.08.
3. This amount will be removed from the BHA’s books.
4. This tenant is deceased; therefore, we will not be able to collect this amount.

## 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 2019-06 and Public Housing Write-Offs for First Quarter 2019

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-06**

**APPROVING THE WRITE-OFF OF BELOIT HOUSING AUTHORITY PUBLIC HOUSING  
TENANT ACCOUNTS RECEIVABLE FIRST QUARTER 2019 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 for tenants no longer living in Public Housing so that the agency does not carry a large TAR at the end of the year;

**WHEREAS**, one tenant vacated their Public Housing unit 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 \$494.08 be written off the Beloit Housing Authority records.

Adopted this 24th day of April 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 2019 (1st Qtr)</b> |                 |                 |                   |                 |                |             |
|---|-----------------|-----------------|-------------------|-----------------|----------------|-------------|
|   |                 |                 |                   |                 |                |             |
|   |                 |                 |                   |                 |                |             |
| <b>LLC Phase 2</b>                                  |                 |                 |                   |                 |                |             |
| <b>Moveout Date</b>                                 | <b>Total</b>    | <b>Rent</b>     | <b>Legal Fees</b> | <b>Utility</b>  | <b>Maint</b>   | <b>Fees</b> |
| 1/31/2019   | \$ 494.08       | \$444.00        |                   | \$ 29.00        | \$ 21.08       |             |
|   |                 |                 |                   |                 |                |             |
|   |                 |                 |                   |                 |                |             |
|   |                 |                 |                   |                 |                |             |
| <b>Total for 1st Quarter '19</b>                    | <b>\$494.08</b> | <b>\$444.00</b> | <b>\$ -</b>       | <b>\$ 29.00</b> | <b>\$21.08</b> |             |

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |   |                  |                          |
|-----------------------|---|------------------|--------------------------|
| <b>Agenda Number:</b> | 4c  |                  |                          |
| <b>Topic:</b>         | Revisions to Beloit Housing Authority's Capitalization Policy |                  |                          |
| <b>Date:</b>          | April 24, 2019  |                  |                          |
| <b>Presenter:</b>     | Clinton Cole  | <b>Division:</b> | Beloit Housing Authority |

## Overview/Background Information

As a result of the April 24, 2018 Department of Housing and Urban Development (HUD) PIH On-Site Monitoring Review, HUD has recommended specific changes to the Beloit Housing Authority's (BHA) Capitalization Policy.

## Key Issues

1. HUD has mandated that the BHA revise its Capitalization Policy to ensure that it is in accordance with 2 CFR 200, which is related to uniform administrative requirements, cost principles, and audit requirements for Federal awards.
2. The Capitalization Policy adopts a \$2,500 capitalization threshold for equipment with a useful life of more than one year.
3. In accordance with 2 CFR 200, the BHA will request disposition instructions from HUD when seeking to dispose of equipment items; even in cases where an item is fully depreciated for accounting purposes.

## 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 2019-07 and Revised Capitalization Policy

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-07**

**APPROVING REVISIONS TO THE BELOIT HOUSING AUTHORITY’S (BHA) CAPITALIZATION POLICY**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires that the Beloit Housing Authority (BHA) periodically review and update policies;

**WHEREAS**, the April 24, 2018 HUD PIH On-Site Monitoring review noted specific changes to the Capitalization Policy that must be made to be in compliance with HUD policies;

**WHEREAS**, the BHA’s Capitalization Policy was reviewed and revised per HUD requirements;

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners approve the Capitalization Policy as attached.

Adopted this 24th day of April, 2019

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director



**COMMUNITY DEVELOPMENT AUTHORITY  
POLICIES AND PROCEDURES**

**Capitalization Policy**

|   |  |   |                   |
|---|--|---|-------------------|
| <b>Newest Revision Date</b><br>April 24, 2019 | <b>Original Issue Date</b><br>September 11, 1985 | <b>Prior Revision Date(s)</b><br>May 27, 2009 | <b>Pages</b><br>4 |
| <b>Special Instructions/Attachments</b>       |  |   |                   |

**I. PURPOSE**

The purpose of this policy is to ensure that the Beloit Housing Authority (BHA) is in compliance with the Uniform Administrative Requirements at 2 CFR 200 regarding the capitalization and disposition of fixed assets and non-real property (e.g. equipment).

**II. POLICY**

**Acquired Assets**

Physical assets acquired with unit costs in excess of \$2,500 are capitalized as property and equipment on the BHA’s financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the BHA’s financial statements, these assets will be capitalized and depreciated according to these policies.

**Contributed Assets**

Assets with fair market values in excess of \$2,500 (per unit) that are contributed to BHA shall be capitalized as fixed assets on the financial statements. Contributed items with market values below this threshold shall be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land and certain works of art and historical treasures, are subject to depreciation over their estimated useful lives.

**Equipment, Supplies and Furniture Purchased With Federal Funds (2 CFR 200)**

BHA may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a Federal agency. Equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For purposes of Federal award accounting and administration, "equipment" shall include all assets with a unit cost in excess of \$2,500.

The following policies shall apply regarding equipment purchased and charged to Federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards.
2. The BHA Director shall determine whether a specific award with a Federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
3. A physical inventory of all equipment purchased with Federal funds shall be performed at least once every two years. The results of the physical inventory shall be reconciled to the accounting records.
4. Most maintenance supplies are ordered as needed; however, a physical count of supplies on hand will be done annually and compared to the prior year's inventory for any material fluctuations in the counts.

#### **Establishment and Maintenance of a Fixed Asset Listing (Government Grants)**

All capitalized property and equipment shall be recorded in a database maintained by BHA. This database shall include the following information with respect to each asset: (2 CFR 200)

1. Date of acquisition
2. Cost
3. Depreciation method
4. Estimated useful life

A physical inventory of all assets capitalized under this policy will be taken at least once every two years by BHA. This physical inventory shall be reconciled to the BHA's database and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the BHA Director.

#### **Receipt of Newly-Purchased Equipment and Furniture**

At the time of arrival, all newly-purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

#### **Depreciation and Useful Lives**

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight line method.

In the year of acquisition, depreciation is recorded based on the number of days the asset is in service.

The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

|                       |          |
|-----------------------|----------|
| Buildings             | 40 years |
| Building Improvements | 15 years |
| Equipment             | 10 years |
| Computer Equipment    | 5 years  |
| Dwelling Equipment    | 15 years |

For accounting and interim financial reporting purposes, depreciation expense will be recorded on a monthly basis.

#### **Changes in Estimated Useful Lives**

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the BHA Director.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the BHA's statement of activities.

For example, if in the fourth year of an asset's life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between 4/5 of the asset's basis (accumulated depreciation at the end of year four) and 3/7 of the asset's basis (accumulated depreciation at the beginning of the year).

#### **Dispositions of Property and Equipment**

The first step in the disposition process is to send HUD a list of proposed equipment dispositions (which will also include equipment that is fully depreciated for accounting purposes) and request disposition instructions from HUD. If equipment is sold, scrapped, donated or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

#### **Write-Offs of Property and Equipment**

The BHA Director and Property Operations Coordinator recommend the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the BHA Director. If not located, this property will be written off the books when authorized by the CDA Board of Commissioners. The CDA Board of Commissioners approves the write-off/disposal of the assets from the general ledger.

#### **Impairment Losses**

It is the policy of the organization to recognize an impairment loss in the statement of activities with respect to any property and equipment whose carrying amount (net book value) possesses both of the following characteristics:



1. The amount is not recoverable and
2. The amount exceeds fair value.

If only one of the preceding characteristics is present, an impairment loss will not be recorded. In determining whether a carrying amount is recoverable, all future cash inflows shall be considered, including cash flows from operations attributable to the asset, as well as cash flows from the sale of the asset. In cases in which no cash flows are directly attributable to an asset, the first characteristic is considered to have been met, and the determination of whether an impairment loss has been incurred will be based on the fair market value criterion.

Impairments are distinguishable from changes in estimates resulting from a determination that a depreciable asset will be useful for a shorter period of time than the original estimate (changes in estimated useful lives were explained earlier). When an impairment loss is incurred, the loss is recognized in the statement of activities in the period of the loss and the carrying amount of the long-lived asset is adjusted downward to the revised amount. If the asset is a depreciable asset, this lesser amount shall then be used for purposes of calculating future depreciation or amortization expense.

### III. **APPROVAL**

This policy is hereby approved and intended to supersede any and all prior policies addressing capitalization.

Approved and adopted this 24th day of April, 2019.

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David Baker  
Chairman

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |   |                  |                          |
|-----------------------|---|------------------|--------------------------|
| <b>Agenda Number:</b> | 4e  |                  |                          |
| <b>Topic:</b>         | Beloit Housing Authority Public Housing Gutter Installation |                  |                          |
| <b>Date:</b>          | April 24, 2019  |                  |                          |
| <b>Presenter:</b>     | Clinton Cole  | <b>Division:</b> | Beloit Housing Authority |

### Overview/Background Information

Annually, HUD provides a Capital Fund grant to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and for management improvements. The BHA has allocated \$48,569.17 from its 2016 and 2018 Capital Fund grants for the installation of gutters and gutter guards at Phase 1 public housing sites where these items have not been previously installed.

### Key Issues

1. During Beloit Apartments Redevelopment Phase 1, gutters were not installed on all units.
2. BHA staff has determined that the installation of gutters is necessary at fifteen (15) public housing units to reduce erosion and flooding issues at those sites.
3. BHA staff has also determined that gutter guards are necessary at twenty (20) public housing units as a preventative maintenance measure.
4. An independent cost estimate was prepared by BHA staff in accordance with HUD regulations to determine an acceptable price range for gutter installation.
5. One (1) bid was received, and was found to be below the cost estimate conducted for the installation of gutters.
6. Hillison's Seamless Gutters submitted a bid of \$39,145.00.

### 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

Staff recommends approval of the attached resolution.

### Fiscal Note/Budget Impact

Utilization of HUD Capital Funds for improvements to Public Housing units.

### Attachments

Resolution 2019-08

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-08**

**AWARDING CONTRACT FOR GUTTER INSTALLATION SERVICES FOR BELOIT HOUSING  
AUTHORITY PUBLIC HOUSING UNITS**

**WHEREAS**, the Beloit Housing Authority (BHA) staff has determined that the installation of gutters is necessary at fifteen public housing sites;

**WHEREAS**, the BHA staff has determined that the installation of gutter guards is necessary at twenty public housing sites;

**WHEREAS**, the BHA solicited proposals from gutter contractors to provide the necessary services at its identified Public Housing sites;

**WHEREAS**, the BHA prepared an independent cost estimate to determine an acceptable price range for the completion of gutter installation;

**WHEREAS**, Hillison’s Seamless Gutters provided the lowest responsible bid of \$39,145.00, and is a qualified bidder.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners award the contract for gutter installation services at Beloit Housing Authority’s Public Housing sites to Hillison’s Seamless Gutters in the amount of \$39,145.00, and that the Executive Director is authorized to execute a contract and any and all documents related to the Public Housing gutter installation.

Adopted this 24th day of April, 2019

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |                                       |                  |                          |
|-----------------------|---------------------------------------|------------------|--------------------------|
| <b>Agenda Number:</b> | 4e                                    |                  |                          |
| <b>Topic:</b>         | Sale Of Project-Based Section 8 Units |                  |                          |
| <b>Date:</b>          | April 24, 2019                        |                  |                          |
| <b>Presenter:</b>     | Clinton Cole                          | <b>Division:</b> | Beloit Housing Authority |

## Overview/Background Information

The Beloit Housing Authority (BHA) intends to sell eight (8) of its Project-Based Section 8 single-family units. The sales proceeds will be utilized to continue operation and administration of its Low-Income Public Housing program.

## Key Issues

1. As part of the Beloit Apartments Redevelopment Phase 2, the BHA received HUD approval to remove nine (9) units from its public housing portfolio, which were replaced by the present nine unit townhomes.
2. These nine former public housing units were converted to receive Project-Based Section 8 rental subsidy, with the proceeds from the eventual sale of these proceeds to be used to repay the gap loan from the City of Beloit.
3. The gap loan from the City of Beloit has been fully repaid using other sources of funding.
4. The BHA now intends to utilize the proceeds from the sale of eight of these units to continue operation and administration of its Low-Income Public Housing program.
5. The units to be sold are 745 Highland Ave., 756 Tenth St., 852 Eighth St., 1119 Portland Ave., 1238 Elm St., 1310 Strong Ave., 912 Clary St., and 1206 Central Ave.
6. The BHA estimates that the sale price of each unit will be \$50,000 to \$80,000.

## 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

Proceeds received from the home sales will be used in the Low-Income Public Housing program.

## Attachments

Resolution 2019-09

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-09**

**APPROVING SALE OF PROJECT-BASED SECTION 8 UNITS AND  
UTILIZATION OF SALE PROCEEDS**

**WHEREAS**, the Beloit Housing Authority (BHA) removed eight (8) Low-Income Public Housing units from its public housing portfolio, and these units were placed into the Project-Based Section 8 program as part of the Beloit Apartments Redevelopment, Phase 2;

**WHEREAS**, the BHA's intention was to sell these units and utilize the proceeds to repay the gap loan received from the City of Beloit as part of the Beloit Apartments Redevelopment, Phase 2;

**WHEREAS**, the BHA has fully repaid the gap loan to the City of Beloit using other funding sources;

**WHEREAS**, the BHA estimates that the sale of these units will result in proceeds of \$50,000 to \$80,000 per unit;

**WHEREAS**, the BHA intends to utilize the proceeds from the sale of these units to continue the operation and administration of its Low-Income Public Housing program.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners approve the sale of the Project-Based Section 8 units located at 745 Highland Avenue, 756 Tenth Street, 852 Eighth Street, 1119 Portland Avenue, 1238 Elm Street, 1310 Strong Avenue, 912 Clary Street, and 1206 Central Avenue and the usage of the proceeds as described above.

Adopted this 24th day of April, 2019

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |  |                  |                          |
|-----------------------|--|------------------|--------------------------|
| <b>Agenda Number:</b> | 4g   |                  |                          |
| <b>Topic:</b>         | Establishing Standards for the Sale of Eight (8) Project-Based Section 8 Units |                  |                          |
| <b>Date:</b>          | April 24, 2019   |                  |                          |
| <b>Presenter:</b>     | Julie Christensen  | <b>Division:</b> | Beloit Housing Authority |

## Overview/Background Information

The Community Development Authority (CDA) intends to sell eight (8) of its Project-Based Section 8 single-family units. The sales proceeds will be utilized to continue operation and administration of its Low-Income Public Housing program.

## Key Issues

1. The CDA removed eight (8) Low-Income Public Housing Units from its public housing portfolio, intending to sell them to finance a gap in funding for the Beloit Apartment Redevelopment, Phase 2. At that time, the housing market had declined. Therefore, we decided to put these houses into the Project-Based Section 8 Program, with the intention to sell them in the future when sales prices began to increase.
2. There is a great demand for units in our price range, \$50-80,000. There are very few houses available in this price range, and our realtor team indicates they receive many requests from new homebuyers wishing to buy in this price range..
3. The City approved a Neighborhood Revitalization Strategy Area, that was also recommended by the CDA, that included as one of its action steps to increase and retain owner-occupant residents and reduce the percentage and density of rental units.
4. The CDA staff would like to require a five-year homeowner deed restriction so that these units can only be sold to owner-occupants. We believe this is consistent with the NRSA plan and will help improve our neighborhoods.
5. The CDA staff is also requesting permission to have the CDA Executive Director negotiate on its behalf, with final action coming back to the board for its consideration.

## 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

Proceeds received from the home sales will be used in the Low-Income Public Housing program.

## Attachments

Resolution 2019-10

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-10**

**ESTABLISHING STANDARDS FOR THE SALE OF EIGHT PROJECT-BASED SECTION 8 UNITS**

**WHEREAS**, the Community Development Authority (CDA) removed eight (8) Low-Income Public Housing units from its public housing portfolio, and these units were placed into the Project-Based Section 8 program as part of the Beloit Apartments Redevelopment, Phase 2;

**WHEREAS**, the CDA now wishes to sell the properties located at 745 Highland Avenue, 756 Tenth Street, 852 Eighth Street, 1119 Portland Avenue, 1238 Elm Street, 1310 Strong Avenue, 912 Clary Avenue, and 1206 Central Avenue to interested buyers in order to provide funding for the operation and administration of the Low-Income Public Housing program;

**WHEREAS**, the City of Beloit, following review by the CDA, has adopted a Neighborhood Revitalization Strategy Area (NRSA) which has as one of its action steps to increase and retain owner-occupant residents and reduce the percentage and density of rental units; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Beloit Community Development Authority Board of Commissioners requires a five-year homeownership deed restriction as a condition of sale for eight properties listed above.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Beloit Community Development Authority Board of Commissioners authorizes its Executive Director to negotiate the terms of sale for these eight properties, with final action on the sales being approved by the CDA Board of Commissioners.

Adopted this 24th day of April, 2019

**Community Development Authority**

\_\_\_\_\_  
David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director