



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, April 22, 2020

*
Members of the media or the public may participate in the open session portion of this agenda by calling 1-646-749-3131, access code 358-829-989. All participants' phones will be muted. Attendance at the meeting in person will be limited. If you would like to provide comments for the Public Comment portion of the agenda, please submit those to christensenj@beloitwi.gov by 12:00 noon on Wednesday, April 22, 2020.

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the January 22, 2020 meeting
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the December 2019 Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the January and February Activity Reports (Cole)
[Attachment](#)
 - 4.c. Presentation of the November and December 2019 Financial Reports (Cole)
[Attachment](#)
 - 4.d. Presentation of the January Financial Report (Cole)
[Attachment](#)
 - 4.e. Consideration of Resolution 2020-04 Awarding Construction Contract for 745 Highland Avenue (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Resolution 2020-05 Recommending approval of 2020 HOME contract (Christensen)
[Attachment](#)
6. 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
January 22, 2020
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 22, 2020 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, Gorman, Leavy and Roland

Absent: None

Staff Present: Julie Christensen, Clinton Cole and Ann Purifoy

2. Election of Officers

a. Nomination and election of Chairperson

The nomination for Chairperson was opened. Commissioner Ellison was nominated by Councilor Forbeck with a second by Councilor Leavy. Commissioner Ellison accepted the nomination and was elected by unanimous vote.

b. Nomination and election of Vice-Chairperson

The nomination for Vice-Chairperson was opened. Commissioner Leavy was nominated by Councilor Forbeck with a second by Commissioner Roland. Commissioner Leavy accepted the nomination and was elected by unanimous vote.

3. Public Comment

None

4. Consideration of the Minutes of the Regular Meeting held on December 4, 2019 and the Special Meeting held on January 6, 2020

A motion was made by Commissioner Baker and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on December 4, 2019 and the Special Meeting held on January 6, 2020. Motion carried unanimously.

5. Beloit Housing Authority

a. Presentation of November Activity Report

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

Clint explained how the Beloit Housing Authority manages the public housing program and administers Section 8 vouchers for our new Board members, Jason Roland and Philip Gorman.

b. Presentation of October Financial Report

Clinton Cole gave a brief summary of the report.

Clinton indicated that BHA is looking to revamp the financial report for 2021 in order to make it more useful for everyone involved. The objective is to better gauge our financial position based on actual budget line items.

Clinton informed the board that we were recently awarded an FSS Grant for \$72,000 to fund our Family Self-Sufficiency (FSS) Program Coordinator position for 2020.

c. Consideration of Resolution 2020-02 Approving Revisions to the 2016 Capital Fund Budget

Clinton Cole presented the staff report and recommendation.

Clinton explained that the revise is to allow 2016 funds to be used to fund our Phase 1 and Phase 2 replacement reserves. He went on to explain that HUD allows two years to obligate funds and four years to fully expend funds.

Commissioner Baker moved and Commissioner Forbeck seconded a motion to approve Resolution 2020-02. Motion carried unanimously.

d. 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 852 Eighth Street. The Community Development Authority may reconvene and take action on an item discussed in closed session.

Commissioner Forbeck moved and Commissioner Roland seconded a motion to adjourn into closed session at 4:57 p.m.

Commissioner Ellison moved and Commissioner Baker seconded a motion to reconvene into open session at 5:07 p.m.

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2020-03, accepting the offer to purchase. Motion carried unanimously.

6. **Economic Development**

a. **Appointment of a CDA Board Member to the Greater Beloit Economic Development Corporation**

Julie Christensen, Community Development Director, presented the report.

Commissioner Roland volunteered to serve on the Greater Beloit Economic Development Corporation. Commissioner Leavy moved and Commissioner Baker seconded a motion to appoint Commissioner Roland. Motion carried unanimously.

7. **Adjournment**

Motion by Commissioner Baker and seconded by Commissioner Ellison to adjourn at 5:11 p.m. Motion carried.

Respectfully submitted,
Ann Purifoy

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	December 2019 Activity Report		
Date:	April 22, 2020		
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

Public Housing:

At the end of this reporting period there were four public housing vacancies. 11 annual and 9 interim certifications were completed. Three public housing inspections were completed during this period.

Section 8:

514 vouchers were housed on December 31, 2019, with 29 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA, and seven port-in vouchers were administered. 68 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 41 annual and 37 interim recertifications.

Family Self-Sufficiency Program:

In 2019 the BHA had six participants successfully complete their FSS contracts. These six individuals earned a total of \$39,786 in escrow payments that were disbursed to them as a result of their successful completion of the FSS program.

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

December 2019 Activity Report

**Beloit Community Development Authority
Activity Report to Board for December 2019**

Public Housing

Vacancies – 12/31/2019

<u>Total Public Housing Units</u>		131 Units
		97% Occupancy
	0	Elderly - 100% Occupancy
Vacancies	4	Family - 95% Occupancy

Public Housing Inspections

Three inspections were completed during this reporting period. There was one annual inspection and two moveout inspections.

Public Housing Activities

Annual Recerts:	11
Interim Recerts:	9
Notice to Vacate:	0
New Tenants:	3
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	0
Evictions	0

Public Housing Briefings

Number Notified:	10
Number Briefed:	5

Section 8 Program

Total Section 8 Vouchers 598 Vouchers

December 31, 2019 514 under lease - 86% Utilization
 12 Portable Vouchers paid –12 Not Absorbed by other PHAs
 (Port Out)
 7 Portable Vouchers administered (Port In)

Section 8 Inspections

68 inspections were completed during this reporting period. 27 were annual inspections, 9 were initial inspections, and 32 were reinspections.

Section 8 Activities

New Participants:	5
Annual Recerts:	41
Interim Recerts:	37
Abatements:	6
Unit transfers:	8
Possible Program Violations:	5
End of Program	6
Port outs:	3

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List:	109	Public Housing East
	104	Public Housing West
	223	Parker Bluff
	286	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



Agenda Number:	4b		
Topic:	January/February 2020 Activity Report		
Date:	April 22, 2020		
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

Public Housing:
At the end of this reporting period there were five public housing vacancies. Six annual and nine interim certifications were completed. Five public housing inspections were completed in February.

Section 8:
511 vouchers were housed on February 29, 2020, with 24 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA, and six port-in vouchers were administered. 70 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 34 annual and 56 interim recertifications.

HUD Correspondence:
On January 2, 2020 the BHA received notice from HUD that our 2020 Family Self-Sufficiency grant application was approved in the amount of \$72,000. This grant amount was included in the 2020 BHA budget.

On January 28, 2020 the BHA received notice from HUD that the Public and Indian Housing (PIH) on-site monitoring review that took place on April 24, 2018 has been closed out effective January 28, 2020. As a result of the monitoring review, the BHA addressed 19 findings and one concern. This consisted of revising a number of agency policies and procedures to remain in compliance with HUD regulations.

On February 27, 2020 the BHA received notice from HUD that our 2020 Resident Opportunities and Self-Sufficiency-Service Coordinator (ROSS) grant application was approved in the amount of \$195,000 for three years ending in 2023. This would provide BHA additional funds for a part-time position of assist with the Public Housing Self-Sufficiency program.

REAC Inspections:
On January 13, 2020 the BHA received notice that a Real Estate Assessment Center (REAC) physical inspection of Parker Bluff Apartments would take place on January 28, 2020. Prior to the inspection, BHA staff inspected the units, and repaired any observed maintenance deficiencies. Parker Bluff received a score of 99 out of 100 as a result of the physical inspection.

On February 12, 2020 the BHA received notice that a Real Estate Assessment Center (REAC) physical inspection of the Phase 1 units would take place on February 26, 2020. Prior to the inspection, BHA staff inspected the units, and repaired any observed maintenance deficiencies. The Phase 1 units received a score of 81 out of 100 as a result of the physical inspection.

On February 14, 2020 the BHA received notice that a Real Estate Assessment Center (REAC) physical inspection of the Phase 2-Scattered Site units would take place on February 28, 2020. Prior to the inspection, BHA staff inspected the units, and repaired any observed maintenance deficiencies. The Phase 2-Scattered Site units received a score of 85 out of 100 as a result of the physical inspection.

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

January/February Activity Report, FSS Grant Announcement, HUD On Site Monitoring Review Report Closeout Letter, ROSS Grant Announcement, Parker Bluff, Phase 1, and Phase 2-Scattered Site REAC Physical Inspection Reports

**Beloit Community Development Authority
Activity Report to Board for February 2020**

Public Housing

Vacancies – 2/29/2020

<u>Total Public Housing Units</u>		131 Units 96% Occupancy
Vacancies	0	Elderly - 100% Occupancy
	5	Family - 94% Occupancy

Public Housing Inspections

Five inspections were completed during this reporting period. There were three annual inspections and two move-in inspections.

Public Housing Activities

Annual Recerts:	6
Interim Recerts:	9
Notice to Vacate:	3
New Tenants:	2
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	2
Evictions	0

Public Housing Briefings

Number Notified:	20
Number Briefed:	10

Section 8 Program

Total Section 8 Vouchers 598 Vouchers

February 29, 2020 511 under lease - 85% Utilization
12 Portable Vouchers paid –12 Not Absorbed by other PHAs
(Port Out)
6 Portable Vouchers administered (Port In)

Section 8 Inspections

70 inspections were completed during this reporting period. 33 were annual inspections, 12 were initial inspections, and 25 were reinspections.

Section 8 Activities

New Participants:	5
Annual Recerts:	34
Interim Recerts:	56
Abatements:	4
Unit transfers:	3
Possible Program Violations:	5
End of Program	3
Port outs:	2

Section 8 Briefings

Number Notified:	35
Number Briefed:	0

APPLICATIONS:

Waiting List:	118	Public Housing East
	111	Public Housing West
	250	Parker Bluff
	310	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



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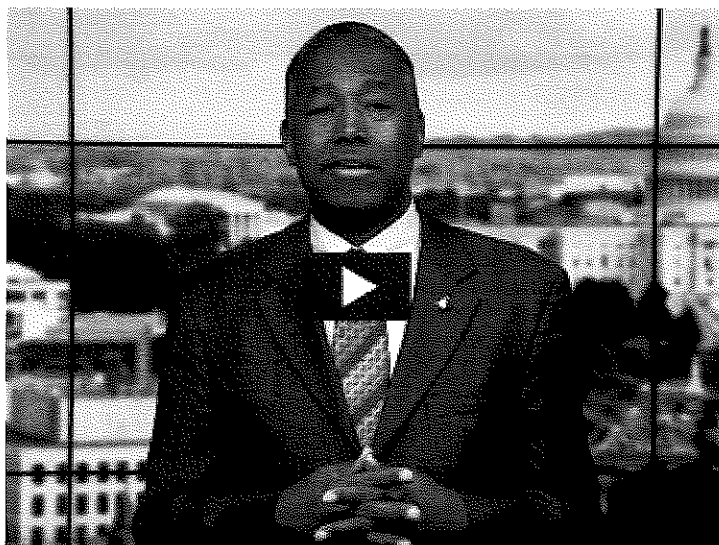
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HUD No. 19-180
 HUD Public Affairs
 (202) 708-0685

FOR RELEASE
 Tuesday
 December 31, 2019

HUD AWARDS NEARLY \$80 MILLION TO HELP FAMILIES REACH SELF-SUFFICIENCY
Federal funding to support education and employment among HUD-assisted families

WASHINGTON - U.S. Housing and Urban Development (HUD) Secretary Ben Carson today awarded more than \$79 million to nearly 700 public housing authorities across the country. These funds will help residents of public housing and voucher-assisted housing increase their earned income and reduce their dependency on public assistance and rental subsidies. Read more about the local impact of the grants announced today.



Funded through HUD's *Family Self-Sufficiency Program (FSS)*, these grants enable public housing agencies (PHAs) to collaborate with social service agencies, community colleges, businesses, and other local partners to help participants further their education, gain marketable skills, and otherwise increase their income potential through new employment or by advancing in their current workplace.

"Helping people find jobs that will put them on the path to self-sufficiency is at the core of

HUD's mission," said HUD Secretary Ben Carson. "HUD is committed to working with our local partners to connect families with the opportunities and support they need to succeed at every level."

HUD's FSS Program funding helps local public housing authorities to hire Service Coordinators who work directly with residents to connect them with existing programs and services in the local community. These Service Coordinators build relationships with networks of local service providers, who provide direct assistance to FSS participants. The broad spectrum of services made possible through FSS enables participating families to find jobs, increase earned income, reduce or eliminate the need for rental and/or welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency.

Participants in the program sign a five-year contract requiring the head of the household to obtain employment. In addition, no member of the FSS family may have received cash welfare assistance for twelve months prior to program graduation. Families in the FSS program have an interest-bearing escrow account established for them. The amount credited to the family's escrow account is based on increases in the family's earned income during the term of the FSS contract. FSS participants who successfully complete the requirements of their FSS contract receive the escrow funds upon completion and are able to apply those funds to advance their personal circumstances, including, for example, paying educational expenses or making a down-payment on a home.

Over ninety percent of FY19 FSS awards are to public housing authorities with units in Opportunity Zones. Created under the 2017 Tax Cuts and Jobs Act, Opportunity Zones aim to stimulate long-term investments in low-income communities.

For more information on the successes of the FSS program, please see *FSS Celebrates 25 Years! 25 Years of the Family Self-Sufficiency Program: Families Working, Families Prospering*.

###

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.

More information about HUD and its programs is available on the Internet

at www.hud.gov and <https://espanol.hud.gov>.

You can also connect with HUD on social media and follow Secretary Carson on Twitter and Facebook or sign up for news alerts on HUD's Email List.

2019 Family Self-Sufficiency (FSS) Grant Awards		
	Brown County Housing Authority	\$ 90,308.00
	City of Kenosha Housing Authority	\$ 72,000.00
	Dunn County Housing Authority	\$ 20,750.00
	Beloit Community Development Authority	\$ 72,000.00
	Housing Authority of the City of Milwaukee	\$ 151,474.00
	Housing Authority of Racine County	\$ 72,000.00
	Appleton Housing Authority	\$ 57,500.00
	Wisconsin Total	\$ 671,702.00
	Grand Total	\$ 79,461,076.00



U.S. Department of Housing
and Urban Development
Milwaukee Field Office
Suite W950
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/>

January 28, 2020

SENT VIA EMAIL

Clinton Cole, Interim Executive Director
Beloit Housing Authority
210 Portland Avenue
Beloit, WI 53511-5259

Re: PIH On-Site Monitoring Review Report Closeout

Dear Executive Director Cole:

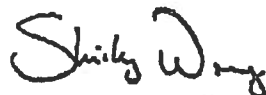
This letter acknowledges the receipt of the Beloit Housing Authority (BHA) responses to the HUD Milwaukee Field Office (HUD MKE FO) On-Site Monitoring review of April 24, 2018. This letter seeks to clarify which of the 19 findings and 1 concern related to non-compliance with Federal Regulations are considered closed out or require additional information:

- **Finding 1:** This finding is considered closed out.
- **Finding 2:** This finding is considered closed out.
- **Finding 3:** This finding is considered closed out.
- **Finding 4:** This finding is considered closed out.
- **Finding 5:** This finding is considered closed out.
- **Finding 6:** This finding is considered closed out.
- **Finding 7:** This finding is considered closed out.
- **Finding 8:** This finding is considered closed out.
- **Finding 9:** This finding is considered closed out.
- **Finding 10:** This finding is considered closed out.
- **Finding 11:** This finding is considered closed out.
- **Finding 12:** This finding is considered closed out.
- **Finding 13:** This finding is considered closed out.
- **Finding 14:** This finding is considered closed out.
- **Finding 15:** This finding is considered closed out.
- **Finding 16:** This finding is considered closed out.
- **Finding 17:** This finding is considered closed out.
- **Finding 18:** This finding is considered closed out.
- **Finding 19:** This finding is considered closed out.
- **Concern 1:** This concern is considered closed out.

While the review is considered closed, Beloit Housing Authority is reminded to continue the best practices that they have implemented. Overall, HUD MKE FO was impressed by the effort of the BHA staff and appreciate their assistance during the review and the close-out of the review.

If you have questions, please contact Diana "Dee" Schultz by email at diana.l.schultz@hud.gov or by phone at 414-935-6727.

Sincerely,



Shirley Wong, PIH Director
Wisconsin Public Housing
Program Center, 5IPH

cc: Julie Christensen, Executive Director, Beloit Community Development Authority
Loretta Evans, Board Chairperson, Beloit Community Development Authority
Eric Hau, Financial Analyst, HUD MKE



HUD NEWS

U.S. Department of Housing and Urban Development – Ben Carson, Secretary
Office of Public Affairs, Washington, DC 20410

HUD No. 20-035
HUD Public Affairs
202-708-0685
<http://www.hud.gov/press>

FOR RELEASE
Thursday
February 27, 2020

HUD AWARDS \$36 MILLION TO PROMOTE EMPLOYMENT AND SELF-SUFFICIENCY FOR PUBLIC HOUSING RESIDENTS

WASHINGTON – The U.S. Department of Housing and Urban Development (HUD) today awarded \$36 million to public housing agencies, non-profit organizations, resident associations, and tribal grantees across the nation to hire or retain service coordinators who help connect all public housing residents with employment training, financial literacy services, educational opportunities, and health and wellness programs. Watch Secretary Carson’s announcement video [here](#).



“Connecting families with the resources they need to invest in themselves gives them the opportunity to become self-sufficient,” said HUD Secretary Ben Carson. “HUD is proud to give our local partners the resources they need to help their residents reach the next level.”

These grants are awarded through HUD’s **Resident Opportunities and Self-Sufficiency - Service Coordinators program (ROSS-SC)**, which supports local, innovative strategies that link housing assistance with public and private resources to enable participating families to increase their earned income; reduce or eliminate the need for welfare assistance; and make progress toward achieving economic independence and housing self-sufficiency. Through needs assessments, case management, and referrals to community and web-based services, Service Coordinators help each participant advance towards these goals in ways that best fit their needs, personal priorities, and interests.

More than \$10 million of the funding announced today is being awarded to grantees located in Opportunity Zones. Created under the 2017 Tax Cuts and Jobs Act, Opportunity Zones aim to stimulate long-term investments in low-income communities. See list of grant funding by state below.

###

	Portsmouth Redevelopment and Housing Authority	Portsmouth	239,250
	Bristol Redevelopment and Housing Authority *	Bristol	178,482
	Richmond Redevelopment and Housing Authority *	Richmond	717,750
		Virginia Total	\$ 1,844,898
Washington	Yakama Nation Housing Authority	Wapato	239,250
	King County Housing Authority	Tukwila,	239,250
		Washington Total	\$ 478,500
West Virginia	Wheeling Housing Authority	Wheeling	215,262
		West Virginia Total	\$ 215,262
Wisconsin	Appleton Housing Authority	Appleton	234,300
	Beloit Community Development Authority	Beloit	195,000
		Wisconsin Total	\$ 429,300
		Total	\$ 36,843,021

*Located in Opportunity Zone.

*HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
More information about HUD and its programs is available on the Internet
at www.hud.gov and <https://espanol.hud.gov>.*

You can also connect with HUD on social media and follow Secretary Carson on Twitter and Facebook or sign up for news alerts on HUD's Email List.

Inspection Summary Report (POA) for Inspection #661678

Inspection Snapshot

Inspection ID:	661678	Inspection Time:	10:30 AM - 12:34 PM
Inspection Start Date:	01/28/2020	Inspection End Date:	01/28/2020
Property ID:	WI064000005	Property Type:	Public Housing
Property Name:	Beloit Apts. - Phase 2 Parker Bluff		
Inspection State:	Successful	Score:	99b

Inspection Summary Report (POA) for Inspection #667412

Inspection Snapshot

Inspection ID:	667412	Inspection Time:	09:00 AM - 02:10 PM
Inspection Start Date:	02/28/2020	Inspection End Date:	02/28/2020
Property ID:	WI064000007	Property Type:	Public Housing
Property Name:	Beloit Apts. II - Scat Sites AMP-7		
Inspection State:	Successful	Score:	85b*

Inspection Summary Report (POA) for Inspection #667402

Inspection Snapshot

Inspection ID:	667402	Inspection Time:	09:07 AM - 06:52 PM
Inspection Start Date:	02/26/2020	Inspection End Date:	02/26/2020
Property ID:	WI064000004	Property Type:	Public Housing
Property Name:	Beloit Apts. Redevelopment Phase 1		
Inspection State:	Successful	Score:	81c*

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	November/December 2019 Financial Report		
Date:	April 22, 2020		
Presenter:	Clinton Cole	Division:	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 period ending December 31, 2019.

Through the month of December, the Low Income Public Housing (LIPH) program income was \$678,607.62 and the LIPH expenses were \$573,017.76. There was a surplus of \$105,589.86 in LIPH. The Operating Reserve for LIPH at 2019 Period End is \$5,375,211.32.

Through the month of December, Inflows of revenue from LIPH Grants total \$239,929.23 and related grant expenses total \$239,929.23.

Through the month of December, the Project Based Voucher (PBV) program income was \$146,266.50 and the expenses were \$262,385.75. The PBV had a deficit of (\$116,119.25). The PBV Operating Reserve at this Period End is (\$42,419.22). These deficits are a result of the transfer of the sales proceeds from the sale of the four Project Based Section 8 units to the LIPH account, as well as the recorded depreciation.

Through the month of December, Phase 1 and Phase 2 program income was \$711,599.87 and the expenses were \$627,784.12. Phase 1 and Phase 2 had a surplus of \$8.38. The Operating Reserve for these programs at this Period End is \$270,068.97.

Through the month of December, the Housing Choice Voucher (HCV) program income was \$3,303,182.43 and expenses were \$3,237,304.13. The HCV program had a deficit of (16,618.55). The HCV Operating Reserve at this Period End is \$231,806.28.

Debts owed BHA collected in 2019: \$22,572.25
TRIP Program: \$19,552.26 Repayments: \$3,019.99

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
No action required. Information only.
Fiscal Note/Budget Impact
All fiscal/budget impacts are noted in the report.
Attachments
November and December 2019 Financial Reports

Consolidated 2019 Budget Report for Beloit Housing Authority - November 2019

	YTD Actual							Annual Board Approved Budget			
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
1	Dwelling Rental	282,675.25			44,669.00	212,347.49		257,016.49	308,373.00		308,373.00
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	1,102.75	66.43			827.12	2,085.33	2,978.88	770.00	433.00	1,203.00
4	Income - Transfer In from Other Funds	-	187,452.50			50,430.00		237,882.50			-
5	Other Income - Tenants	6,807.17			1,306.30	30,598.86	1,350.00	33,255.16	7,426.00		7,426.00
6	HAP Fraud Recovery & FSS Forfeitures	-	29.00				7,825.30	7,854.30			-
7	Other Income - Bad Debt Collections	-	13,698.76					13,698.76			-
8	Other Income - Laundry/Copy Fees/Misc	43,741.50	15,857.76				35,607.54	51,465.30	47,718.00		47,718.00
9	Other Income - CFP Operation Money	55,000.00	55,344.98					55,344.98	60,000.00		60,000.00
10	Other Income - Sale of Asset Gain/Loss	-			97,334.20			97,334.20			-
11	Admin Fees Earned - HUD	289,220.25					279,184.00	279,184.00		315,513.00	315,513.00
12	Incoming Billable Admin Fees/Oper Sub	252,083.33				282,035.43		282,035.43	275,000.00		275,000.00
13	ROSS/CFP Grant	-		228,024.75							
14	HAP Subsidy	2,561,198.75					2,710,452.00	2,710,452.00		2,794,035.00	2,794,035.00
15	Operating Subsidy	369,025.25	390,703.00					390,703.00	402,573.00		402,573.00
	Total Income	3,860,854.25	663,152.43	228,024.75	143,309.50	576,238.90	3,036,504.17	4,419,205.00	1,101,860.00	3,109,981.00	4,211,841.00
	Expenses										
	Administrative Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
16	Admin Salaries	372,368.33	77,381.90	12,573.00	16,291.16	127,774.66	169,030.63	403,051.35	209,528.00	196,692.00	406,220.00
17	FSS Coordinator Admin Salaries	-		10,623.91				10,623.91			-
18	Admin Employee Benefits	160,221.42	36,362.65		6,535.71		67,560.04	110,458.40	96,915.00	77,872.00	174,787.00
19	FSS Coordinator Admin Benefits	-		3,981.98				3,981.98			-
20	Advertising & Marketing	2,108.33	37.82			52.52		90.34	1,300.00	1,000.00	2,300.00
21	Legal	3,208.33				1,695.95		1,695.95	3,250.00	250.00	3,500.00
22	Staff Training	4,583.33		10,498.13				10,498.13	2,500.00	2,500.00	5,000.00
23	Travel	458.33					41.69	41.69	250.00	250.00	500.00
24	Accounting Consultants	30,900.83	6,144.00		928.00	9,936.00	5,960.00	22,968.00	26,460.00	7,250.00	33,710.00
25	Audit Fee	34,833.33	8,552.00			21,765.00	8,552.00	38,869.00	29,000.00	9,000.00	38,000.00
26	Telephone	11,187.00	1,289.38				1,129.49	2,418.87	5,472.00	6,732.00	12,204.00
27	Postage	5,958.33	1,959.13					1,959.13	2,145.00	4,355.00	6,500.00
28	Office Supplies	5,041.67	1,307.35				1,508.56	2,815.91	3,420.00	2,080.00	5,500.00
29	Memberships & Publications	2,401.67	571.17				501.18	1,072.35	685.00	1,935.00	2,620.00
30	Bank Fees	2,933.33				61.91	2,494.55	2,556.46	-	3,200.00	3,200.00
31	Computer Maintenance	-						-			-
32	Copier Expenses	5,500.00	2,531.16				2,531.16	5,062.32	2,815.00	3,185.00	6,000.00
33	Office Equipment Maintenance	-						-	-	-	-
34	Postage Machine	-					3,949.91	3,949.91			-
35	Software Maintenance	11,458.33	4,822.74				7,121.61	11,944.35	6,250.00	6,250.00	12,500.00
36	Outgoing Portable Admin Fees	-						-			-
37	Sundry Administration/Compliance Fees	8,708.33	495.00	1,080.79	4,046.34	13,395.10	1,217.05	20,234.28	9,500.00	-	9,500.00
38	Port-In HAP Expense	-					32,998.00	32,998.00			-
39	Management Fees	16,500.00				15,857.76		15,857.76	18,000.00		18,000.00
40	Eviction & Collection Agent Fees	-					2,447.19	2,447.19	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-					2,646,184.25	2,646,184.25	-	-	-
	HAP Overfunding (Underfunding)	-					72,093.05				-
	Maintenance Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
42	Maintenance Salaries	145,879.25	6,338.12		10,991.23	141,640.19		158,969.54	159,141.00		159,141.00
43	Casual Labor - Maintenance	-						-			-
44	Maintenance Benefits	50,848.42	483.07		3,537.72			4,020.79	55,471.00		55,471.00
45	Maintenance Materials & Supplies	20,395.83	105.45		2,332.11	28,876.78		31,314.34	22,250.00		22,250.00
46	Plumbing Supplies	-	27.48					27.48			-
47	Locks, Locksets & Keys	-						-			-
48	Electrical Supplies	-	74.99		5.00			79.99			-
49	Painting Supplies	-						-			-
50	Cleaning Supplies	-	875.04					875.04			-

51	Equipment Repair Parts	-					-			-	
52	Maintenance Contracted Services	13,907.67	2,366.90		2,493.60	24,595.42	29,455.92	15,172.00		15,172.00	
53	Refuse Removal Services	4,354.17	100.00			4,103.50	690.19	4,893.69		4,750.00	
54	Plumbing Repair Services	1,375.00			1,360.32			1,360.32		1,500.00	
55	Heating/AC Repair Services	2,933.33				4,955.65		4,955.65		3,200.00	
56	Electric Repair Service	458.33	121.24		265.82			387.06		500.00	
57	Window Repair Service	916.67						-		1,000.00	
58	Automotive Repairs/Fuel	4,583.33	3,385.71			1,862.84		5,248.55		5,000.00	
59	Elevator Repair & Maintenance	7,333.33						-		8,000.00	
60	Pest Control Services	5,500.00						-		6,000.00	
61	Cable TV	-			1,789.72			1,789.72		-	
62	Answering Service	2,016.67	2,002.13					2,002.13		2,200.00	
63	Misc Contracts	2,750.00						-		3,000.00	
64	Clean/Paint Units	733.33						-		800.00	
	Utilities Expenses										
65	Water/Sewer	20,579.17	1,174.06		1,663.35	6,641.87		9,479.28		22,450.00	
66	Electricity	22,916.67	5,647.98		1,023.33	18,299.50		24,970.81		25,000.00	
67	Natural Gas	10,541.67	1,237.84		1,492.00	4,752.13		7,481.97		11,500.00	
	Other Operating Expenses										
68	Protective Services Contract	41,616.67	23,285.80			2,042.12		25,327.92		45,400.00	
69	Insurance	38,563.25	6,533.51		2,554.31	24,691.62	3,135.00	36,914.44	3,522.00	42,069.00	
70	PILOT	23,706.83			268.23	18,282.46		18,550.69		25,862.00	
71	Compensated Absences	-						-		-	
72	Collection Losses	10,083.33				8,790.75		8,790.75		11,000.00	
73	Replacement Reserves & Debt Pmt-Princ	-						-		-	
74	Other General Expense/Asset Mgmt Fees	254,146.75	282,035.43		12,653.70	13,456.57	3,697.67	311,843.37		277,251.00	
75	Casualty Losses - Non Capitalized	-						-		-	
76	Capital Expenditures	-		78,376.97				78,376.97		-	
77	Transfer In / Out	-		105,774.98	187,452.50			293,227.48		-	
	Total Expense	1,364,510.58	477,249.05	222,909.76	255,894.43	495,320.02	2,960,750.17	4,412,123.43	1,162,484.00	326,073.00	1,488,557.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/18	5,269,621.46	-	73,700.03	270,144.29	248,424.83	5,861,890.61	5,613,465.78		5,613,465.78
Change in Operating Reserve FYE 12/31/19 (reserve/deficit)	185,903.38	5,114.99	(112,584.93)	8.09	3,660.95	82,102.48	(60,624.00)	2,783,908.00	2,723,284.00
Change in Equity Non Cash Adj				82.67					
Operating Reserve at end Period for 2019	5,455,524.84	5,114.99	(38,884.90)	270,152.38	252,085.78	5,943,993.09	5,552,841.78	2,783,908.00	8,336,749.78
**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 2019	75,450.82	5,114.99	(38,884.90)	270,152.38	252,085.78	563,919.07			

SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	2,710,452.00
Fraud Recovery/FSS Forfeitures	7,825.30
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	2,646,184.25
Under (Over) spending YTD	72,093.05
HAP Reserve FYE 12/31/18 *	25,600.00
HAP Reserve Balance at end of Period for 2019	97,693.05
ADMIN FEES	
Administrative Funding received from HUD YTD	279,184.00
Income from other funding sources	39,042.87
Administrative Expenses YTD	314,565.92
Under (Over) spending YTD	3,660.95
Admin Fee Reserve FYE 12/31/18	248,424.83
FSS Grant Shortage at end of Period for 2019	-
Admin Fee Reserve Balance at end of Period for 2019	252,085.78

Additional Notes:

**Cash Flow Statement
Beloit Housing Authority
11/30/2019**

	BHA YTD Actual	LIPH Grants Actual	LLC Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income						
Dwelling Rent/Utilities	44,669.00		212,347.49		308,373.00	(51,356.51)
Interest on Investments	66.43		827.12	2,085.33	1,203.00	1,775.88
Other Income	315,678.52		363,064.29	36,957.54	115,144.00	600,556.35
HUD Admin Fees				279,184.00	315,513.00	(36,329.00)
HUD Grants/Subsidies	446,047.98	228,024.75		2,718,277.30	3,196,608.00	195,742.03
Total Income	806,461.93	228,024.75	576,238.90	3,036,504.17	3,936,841.00	710,388.75
Expenses						
Administrative						
Salaries/Benefits	136,571.42	27,178.89	127,774.66	236,590.67	581,007.00	52,891.36
Office Expenses	25,330.19	11,578.92	46,906.48	21,404.52	122,534.00	17,313.89
Office Contracted Services	7,353.90			16,740.06	18,500.00	(5,593.96)
Oper Sub Transfer/Mgmt Fee Pd			15,857.76		18,000.00	2,142.24
Housing Assistance Pmts				2,646,184.25	-	(2,646,184.25)
HAP Payments Port In				32,998.00		
Maintenance						
Salaries/Benefits	21,350.14		141,640.19		214,612.00	51,621.67
Materials & Supplies	3,420.07		28,876.78		22,250.00	(10,046.85)
Maintenance Contracts	12,095.72		37,307.13		51,122.00	1,719.15
Utilities	12,238.56		29,693.50		58,950.00	17,017.94
Other Operating						
Protective Services	23,285.80		2,042.12		45,400.00	20,072.08
Insurance	9,087.82		24,691.62	3,135.00	42,069.00	5,154.56
PILOT	268.23		18,282.46		25,862.00	7,311.31
Other Operating Expenses	482,141.63	184,151.95	22,247.32	3,697.67	288,251.00	(403,987.57)
Total Expenses	733,143.48	222,909.76	495,320.02	2,960,750.17	1,488,557.00	(2,923,566.43)
Net Admin Income (Loss)	73,318.45	5,114.99	8.09	3,660.95		
Net HAP Income (Loss)				72,093.05		
Total YTD Income (Loss)	73,318.45	5,114.99	8.09	75,754.00		

Consolidated 2019 Budget Report for Beloit Housing Authority - December 2019

	YTD Actual							Annual Board Approved Budget			
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
1 Dwelling Rental	308,373.00				47,626.00	234,077.49		281,703.49	308,373.00		308,373.00
2 Excess Utilities	-							-			-
3 Interest on Unrestricted Fund Investments	1,203.00	966.44				906.75	2,236.57	4,109.76	770.00	433.00	1,203.00
4 Income - Transfer In from Other Funds	-	187,452.50				41,885.37		229,337.87			-
5 Other Income - Tenants	7,426.00				1,306.30	32,480.85		35,137.15	7,426.00		7,426.00
6 HAP Fraud Recovery & FSS Forfeitures	-	29.00						7,854.30			-
7 Other Income - Bad Debt Collections	-	13,698.76						13,698.76			-
8 Other Income - Laundry/Copy Fees/Misc	47,718.00	18,052.59					38,252.56	56,305.15	47,718.00		47,718.00
9 Other Income - CFP Operation Money	60,000.00	67,705.33						67,705.33	60,000.00		60,000.00
10 Other Income - Sale of Asset Gain/Loss	-				97,334.20			97,334.20			-
11 Admin Fees Earned - HUD	315,513.00						304,451.00	304,451.00		315,513.00	315,513.00
12 Incoming Billable Admin Fees/Oper Sub	275,000.00					402,249.41		402,249.41	275,000.00		275,000.00
13 ROSS/CFP Grant	-		239,929.23								
14 HAP Subsidy	2,794,035.00						2,949,067.00	2,949,067.00		2,794,035.00	2,794,035.00
15 Operating Subsidy	402,573.00	390,703.00						390,703.00	402,573.00		402,573.00
Total Income	4,211,841.00	678,607.62	239,929.23	146,266.50	711,599.87	3,303,182.43	4,839,656.42	1,101,860.00	3,109,981.00	4,211,841.00	
Expenses											
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total	
Administrative Expenses											
16 Admin Salaries	406,220.00	85,502.92	13,716.00	17,636.65	143,073.89	188,353.11	448,282.57	209,528.00	196,692.00	406,220.00	
17 FSS Coordinator Admin Salaries	-		10,623.91				10,623.91			-	
18 Admin Employee Benefits	174,787.00	40,134.98		7,116.87		75,931.42	123,183.27	96,915.00	77,872.00	174,787.00	
19 FSS Coordinator Admin Benefits	-		3,981.98				3,981.98			-	
20 Advertising & Marketing	2,300.00	37.82			52.52		90.34	1,300.00	1,000.00	2,300.00	
21 Legal	3,500.00				1,695.95	70.00	1,765.95	3,250.00	250.00	3,500.00	
22 Staff Training	5,000.00		10,498.13				10,498.13	2,500.00	2,500.00	5,000.00	
23 Travel	500.00	340.02				292.25	632.27	250.00	250.00	500.00	
24 Accounting Consultants	33,710.00	6,631.00		1,181.00	10,734.00	6,605.00	25,151.00	26,460.00	7,250.00	33,710.00	
25 Audit Fee	38,000.00	11,440.00			21,765.00	11,440.00	44,645.00	29,000.00	9,000.00	38,000.00	
26 Telephone	12,204.00	1,482.35				1,332.41	2,814.76	5,472.00	6,732.00	12,204.00	
27 Postage	6,500.00	2,301.58					2,301.58	2,145.00	4,355.00	6,500.00	
28 Office Supplies	5,500.00	1,892.00				1,949.46	3,841.46	3,420.00	2,080.00	5,500.00	
29 Memberships & Publications	2,620.00	617.34				547.35	1,164.69	685.00	1,935.00	2,620.00	
30 Bank Fees	3,200.00				64.66	2,731.32	2,795.98	-	3,200.00	3,200.00	
31 Computer Maintenance	-						-			-	
32 Copier Expenses	6,000.00	2,743.07					2,743.07	2,815.00	3,185.00	6,000.00	
33 Office Equipment Maintenance	-						-			-	
34 Postage Machine	-					4,661.47	4,661.47			-	
35 Software Maintenance	12,500.00	5,199.42				7,686.64	12,886.06	6,250.00	6,250.00	12,500.00	
36 Outgoing Portable Admin Fees	-						-			-	
37 Sundry Administration/Compliance Fees	9,500.00	(435.00)	1,080.79	4,496.34	13,669.08	1,309.05	20,120.26	9,500.00	-	9,500.00	
38 Port-In HAP Expense	-					36,085.00	36,085.00			-	
39 Management Fees	18,000.00				18,052.59		18,052.59	18,000.00		18,000.00	
40 Eviction & Collection Agent Fees	-					2,447.19	2,447.19	-	-	-	
41 HAP Expense (net fraud recovery to HUD)	-					2,874,395.45	2,874,395.45		-	-	
HAP Overfunding (Underfunding)	-					82,496.85				-	
Maintenance Expenses											
42 Maintenance Salaries	159,141.00	7,156.26		12,033.44	159,102.32		178,292.02	159,141.00		159,141.00	
43 Casual Labor - Maintenance	-						-			-	
44 Maintenance Benefits	55,471.00	545.30		3,699.94			4,245.24	55,471.00		55,471.00	
45 Maintenance Materials & Supplies	22,250.00	161.46		2,931.99	32,208.01		35,301.46	22,250.00		22,250.00	
46 Plumbing Supplies	-	27.48					27.48			-	
47 Locks, Locksets & Keys	-						-			-	
48 Electrical Supplies	-	74.99		5.00			79.99			-	
49 Painting Supplies	-						-			-	
50 Cleaning Supplies	-	924.94					924.94			-	

51	Equipment Repair Parts	-					-			-	
52	Maintenance Contracted Services	15,172.00	2,366.90	3,336.13	108,465.78		114,168.81	15,172.00		15,172.00	
53	Refuse Removal Services	4,750.00	100.00		4,193.50	690.19	4,983.69	4,750.00		4,750.00	
54	Plumbing Repair Services	1,500.00		1,547.06			1,547.06	1,500.00		1,500.00	
55	Heating/AC Repair Services	3,200.00	179.50		5,503.99		5,683.49	3,200.00		3,200.00	
56	Electric Repair Service	500.00	121.24	265.82			387.06	500.00		500.00	
57	Window Repair Service	1,000.00					-	1,000.00		1,000.00	
58	Automotive Repairs/Fuel	5,000.00	3,481.05		1,862.84		5,343.89	5,000.00		5,000.00	
59	Elevator Repair & Maintenance	8,000.00					-	8,000.00		8,000.00	
60	Pest Control Services	6,000.00					-	6,000.00		6,000.00	
61	Cable TV	-		1,939.24			1,939.24	-		-	
62	Answering Service	2,200.00	2,269.53				2,269.53	2,200.00		2,200.00	
63	Misc Contracts	3,000.00					-	3,000.00		3,000.00	
64	Clean/Paint Units	800.00					-	800.00		800.00	
	Utilities Expenses										
65	Water/Sewer	22,450.00	1,448.39	2,090.55	7,843.14		11,382.08	22,450.00		22,450.00	
66	Electricity	25,000.00	6,796.03	1,161.53	21,646.93		29,604.49	25,000.00		25,000.00	
67	Natural Gas	11,500.00	1,699.22	1,742.06	6,891.74		10,333.02	11,500.00		11,500.00	
	Other Operating Expenses										
68	Protective Services Contract	45,400.00	43,482.12		2,105.20		45,587.32	45,400.00		45,400.00	
69	Insurance	42,069.00	7,127.47	2,786.52	26,936.32	3,420.00	40,270.31	38,547.00	3,522.00	42,069.00	
70	PILOT	25,862.00		248.65	19,819.50		20,068.15	25,862.00		25,862.00	
71	Compensated Absences	-	25,356.69			10,700.20	36,056.89	-		-	
72	Collection Losses	11,000.00			8,790.75		8,790.75	11,000.00		11,000.00	
73	Replacement Reserves & Debt Pmt-Princ	-					-	-		-	
74	Other General Expense/Asset Mgmt Fees	277,251.00	311,811.69	12,653.70	11,367.17	3,913.55	339,746.11	277,251.00		277,251.00	
75	Casualty Losses - Non Capitalized	-					-	-		-	
76	Capital Expenditures	-	81,893.09				81,893.09	-		-	
77	Transfer In / Out	-	118,135.33	187,452.50			305,587.83	-		-	
	Total Expense	1,488,557.00	573,017.76	239,929.23	262,385.75	627,784.12	3,237,304.13	4,940,420.99	1,162,484.00	326,073.00	1,488,557.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/18	5,269,621.46	-	73,700.03	270,144.29	248,424.83	5,861,890.61	5,613,465.78		5,613,465.78
Change in Operating Reserve FYE 12/31/19 (reserve/deficit)	105,589.86	-	(116,119.25)	8.38	(16,618.55)	(27,139.56)	(60,624.00)	2,783,908.00	2,723,284.00
Change in Equity Non Cash Adj				(83.70)					
Operating Reserve at end Period for 2019	5,375,211.32	-	(42,419.22)	270,068.97	231,806.28	5,834,751.05	5,552,841.78	2,783,908.00	8,336,749.78
**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 2019	(4,862.70)	-	(42,419.22)	270,068.97	231,806.28	454,677.03			

SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	2,949,067.00
Fraud Recovery/FSS Forfeitures	7,825.30
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	2,874,395.45
Under (Over) spending YTD	82,496.85
HAP Reserve FYE 12/31/18 *	25,600.00
HAP Reserve Balance at end of Period for 2019	108,096.85
ADMIN FEES	
Administrative Funding received from HUD YTD	304,451.00
Income from other funding sources	41,839.13
Administrative Expenses YTD	362,908.68
Under (Over) spending YTD	(16,618.55)
Admin Fee Reserve FYE 12/31/18	248,424.83
FSS Grant Shortage at end of Period for 2019	-
Admin Fee Reserve Balance at end of Period for 2019	231,806.28

Additional Notes:

**Cash Flow Statement
Beloit Housing Authority
12/31/2019**

	BHA YTD Actual	LIPH Grants Actual	LLC Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income						
Dwelling Rent/Utilities	47,626.00		234,077.49		308,373.00	(26,669.51)
Interest on Investments	966.44		906.75	2,236.57	1,203.00	2,906.76
Other Income	317,873.35		476,615.63	39,602.56	115,144.00	718,947.54
HUD Admin Fees				304,451.00	315,513.00	(11,062.00)
HUD Grants/Subsidies	458,408.33	239,929.23		2,956,892.30	3,196,608.00	458,621.86
Total Income	824,874.12	239,929.23	711,599.87	3,303,182.43	3,936,841.00	1,142,744.65
Expenses						
Administrative						
Salaries/Benefits	150,391.42	28,321.89	143,073.89	264,284.53	581,007.00	(5,064.73)
Office Expenses	29,984.45	11,578.92	47,981.21	26,276.84	122,534.00	6,712.58
Office Contracted Services	7,942.49			18,228.56	18,500.00	(7,671.05)
Oper Sub Transfer/Mgmt Fee Pd			18,052.59		18,000.00	(52.59)
Housing Assistance Pmts				2,874,395.45	-	(2,874,395.45)
HAP Payments Port In				36,085.00		
Maintenance						
Salaries/Benefits	23,434.94		159,102.32		214,612.00	32,074.74
Materials & Supplies	4,125.86		32,208.01		22,250.00	(14,083.87)
Maintenance Contracts	13,667.23		121,965.35		51,122.00	(84,510.58)
Utilities	14,937.78		36,381.81		58,950.00	7,630.41
Other Operating						
Protective Services	43,482.12		2,105.20		45,400.00	(187.32)
Insurance	9,913.99		26,936.32	3,420.00	42,069.00	1,798.69
PILOT	248.65		19,819.50		25,862.00	5,793.85
Other Operating Expenses	537,274.58	200,028.42	20,157.92	14,613.75	288,251.00	(483,823.67)
Total Expenses	835,403.51	239,929.23	627,784.12	3,237,304.13	1,488,557.00	(3,451,863.99)
Net Admin Income (Loss)	(10,529.39)	-	8.38	(16,618.55)		
Net HAP Income (Loss)				82,496.85		
Total YTD Income (Loss)	(10,529.39)	-	8.38	65,878.30		

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	January 2020 Financial Report		
Date:	April 22, 2020		
Presenter:	Clinton Cole	Division:	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 January 31, 2020.

Through the month of January, the Low Income Public Housing (LIPH) program income was \$29,459.26 and the LIPH expenses were \$13,831.82. There was a surplus of \$15,627.44 in LIPH.

Through the month of January, Inflows of revenue from LIPH Grants total \$4,396.06 and related grant expenses total \$4,396.06.

Through the month of January, the Project Based Voucher (PBV) program income was \$2,957.00 and the expenses were \$1,693.79. The PBV had a surplus of \$1,263.21.

Through the month of January, Phase 1 program income was \$15,291.04 and the expenses were \$12,918.62. Phase 1 had a surplus of \$2,372.42. Of this surplus, \$0.24 is the Housing Authority's portion per the Phase 1 Management Agreement for the Tax Credit development.

Through the month of January, Phase 2 program income was \$11,966.95 and the expenses were \$13,298.73. Phase 2 had a deficit of \$(1,331.78). Of this deficit, \$(0.13) is the Housing Authority's portion per the Phase 2 Management Agreement for the Tax Credit development.

Through the month of January, the Housing Choice Voucher (HCV) program income was \$265,705.56 and expenses were \$260,178.40. The HCV program had a surplus of \$5,527.16.

Debts owed BHA collected through January 2020: \$233
TRIP Program: \$0 Repayments: \$233

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

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

January Financial Report

Consolidated 2020 Budget Report for LIPH/PBV - January 2020

	Income	YTD Actual				Annual Board Approved Budget		
		Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1	Dwelling Rental	3,540.42			2,957.00	2,957.00	42,485.00	42,485.00
2	Excess Utilities	-				-		-
3	Interest on Unrestricted Fund Investments	-	6.15			6.15		-
4	Income - Transfer In from Other Funds	-				-		-
5	Other Income - Tenants	125.00				-	1,500.00	1,500.00
6	HAP Fraud Recovery & FSS Forfeitures	-				-		-
7	Other Income - Bad Debt Collections	-				-		-
8	Other Income - Laundry/Copy Fees/Misc	9,575.50	1,065.11			1,065.11	114,906.00	114,906.00
9	Other Income - CFP Operation Money	5,833.33				-	70,000.00	70,000.00
10	Other Income - Sale of Asset Gain/Loss	10,000.00				-	120,000.00	120,000.00
11	Admin Fees Earned - HUD	-				-		-
12	Incoming Billable Admin Fees/Oper Sub	-				-		-
13	ROSS/CFP Grant	12,166.67		4,396.06		4,396.06	146,000.00	146,000.00
14	HAP Subsidy	-				-		-
15	Operating Subsidy	32,288.33	28,388.00			28,388.00	387,460.00	387,460.00
	Total Income	73,529.25	29,459.26	4,396.06	2,957.00	36,812.32	882,351.00	882,351.00
	<hr/>							
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total
	Administrative Expenses							
16	Admin Salaries	13,293.75	3,182.16	1,143.00	656.50	4,981.66	159,525.00	159,525.00
17	FSS Coordinator Admin Salaries	-		2,475.52		2,475.52		-
18	Admin Employee Benefits	5,336.42	1,901.85		284.56	2,186.41	64,037.00	64,037.00
19	FSS Coordinator Admin Benefits	-		777.54		777.54		-
20	Advertising & Marketing	-				-		-
21	Legal	20.83				-	250.00	250.00
22	Staff Training	1,041.67				-	12,500.00	12,500.00
23	Travel	20.83				-	250.00	250.00
24	Accounting Consultants	705.00	344.00		116.00	460.00	8,460.00	8,460.00
25	Audit Fee	750.00				-	9,000.00	9,000.00
26	Telephone	456.00	41.15			41.15	5,472.00	5,472.00
27	Postage	178.75				-	2,145.00	2,145.00
28	Office Supplies	260.00	18.00			18.00	3,120.00	3,120.00
29	Memberships & Publications	66.50	83.67			83.67	798.00	798.00
30	Bank Fees	-				-		-
31	Computer Maintenance	-				-		-
32	Copier Expenses	234.58				-	2,815.00	2,815.00
33	Office Equipment Maintenance	-				-		-
34	Postage Machine	-				-		-
35	Software Maintenance	520.83	680.52			680.52	6,250.00	6,250.00
36	Outgoing Portable Admin Fees	-				-		-
37	Sundry Administration/Compliance Fees	41.67			15.00	15.00	500.00	500.00
38	Port-In HAP Expense	-				-		-
39	Management Fees	-				-		-
40	Eviction & Collection Agent Fees	233.33				-	2,800.00	2,800.00
41	HAP Expense (net fraud recovery to HUD)	-				-		-
	HAP Overfunding (Underfunding)	-				-		-

	Maintenance Expenses								
42	Maintenance Salaries	1,151.42	399.72		67.16	466.88	13,817.00	13,817.00	
43	Casual Labor - Maintenance	-				-		-	
44	Maintenance Benefits	269.42	30.52		22.11	52.63	3,233.00	3,233.00	
45	Maintenance Materials & Supplies	395.83	133.90			133.90	4,750.00	4,750.00	
46	Plumbing Supplies	-				-		-	
47	Locks, Locksets & Keys	-				-		-	
48	Electrical Supplies	-				-		-	
49	Painting Supplies	-				-		-	
50	Cleaning Supplies	-				-		-	
51	Equipment Repair Parts	-				-		-	
52	Maintenance Contracted Services	641.67				-	7,700.00	7,700.00	
53	Refuse Removal Services	-				-		-	
54	Plumbing Repair Services	62.50				-	750.00	750.00	
55	Heating/AC Repair Services	41.67				-	500.00	500.00	
56	Electric Repair Service	20.83				-	250.00	250.00	
57	Window Repair Service	-				-		-	
58	Automotive Repairs/Fuel	-				-		-	
59	Elevator Repair & Maintenance	166.67				-	2,000.00	2,000.00	
60	Pest Control Services	-				-		-	
61	Cable TV	-				-		-	
62	Answering Service	-	105.67			105.67		-	
63	Misc Contracts	-				-		-	
64	Clean/Paint Units	33.33				-	400.00	400.00	
	Utilities Expenses								
65	Water/Sewer	179.17			274.84	274.84	2,150.00	2,150.00	
66	Electricity	541.67	38.65			38.65	6,500.00	6,500.00	
67	Natural Gas	250.00	16.37			16.37	3,000.00	3,000.00	
	Other Operating Expenses								
68	Protective Services Contract	3,450.00	118.92			118.92	41,400.00	41,400.00	
69	Insurance	749.75	1,348.93		235.94	1,584.87	8,997.00	8,997.00	
70	PILOT	-			21.68	21.68		-	
71	Compensated Absences	-				-		-	
72	Collection Losses	-				-		-	
73	Replacement Reserves & Debt Pmt-Princ	-				-		-	
74	Other General Expense/Asset Mgmt Fees	31,498.25	5,387.79			5,387.79	377,979.00	377,979.00	
75	Casualty Losses - Non Capitalized	-				-		-	
76	Capital Expenditures	6,166.67				-	74,000.00	74,000.00	
77	Transfer In / Out	-				-		-	
	Total Expense	68,779.00	13,831.82	4,396.06	1,693.79	19,921.67	825,348.00	-	825,348.00
	Net Income/(Loss):		15,627.44	-	1,263.21	16,890.65			

Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
1/31/2020

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Variance Over (Under)
Income				
Dwelling Rent/Utilities	2,957.00		42,485.00	(39,528.00)
Interest on Investments	6.15		-	6.15
Other Income	1,065.11		306,406.00	(305,340.89)
HUD Admin Fees			-	-
HUD Grants/Subsidies	28,388.00	4,396.06	533,460.00	(500,675.94)
Total Income	32,416.26	4,396.06	882,351.00	(845,538.68)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	6,025.07	4,396.06	223,562.00	213,140.87
Office Expenses	617.82	-	42,495.00	41,877.18
Office Contracted Services	680.52		11,865.00	11,184.48
Oper Sub Transfer/Mgmt Fee Pd			-	-
Housing Assistance Pmts			-	-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	519.51		17,050.00	16,530.49
Materials & Supplies	133.90		4,750.00	4,616.10
Maintenance Contracts	105.67		11,600.00	11,494.33
Utilities	329.86		11,650.00	11,320.14
Other Operating				
Protective Services	118.92		41,400.00	41,281.08
Insurance	1,584.87		8,997.00	7,412.13
PILOT	21.68		-	(21.68)
Other Operating Expenses	5,387.79	-	451,979.00	446,591.21
Total Expenses	15,525.61	4,396.06	825,348.00	805,426.33
Net Admin Income (Loss)	16,890.65	-		
Net HAP Income (Loss)				
Total YTD Income (Loss)	16,890.65	-		

Consolidated 2020 Budget Report for Phase 1 - January 2020

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total	
1 Dwelling Rental	9,583.58	9,134.42	9,134.42	115,003.00		115,003.00	
2 Excess Utilities	-		-			-	
3 Interest on Unrestricted Fund Investments	1.67	24.75	24.75	20.00		20.00	
4 Income - Transfer In from Other Funds	-		-			-	
5 Other Income - Tenants	-	744.08	744.08			-	
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-	
7 Other Income - Bad Debt Collections	-		-			-	
8 Other Income - Laundry/Copy Fees/Misc	-		-			-	
9 Other Income - CFP Operation Money	-		-			-	
10 Other Income - Sale of Asset Gain/Loss	-		-			-	
11 Admin Fees Earned - HUD	-		-			-	
12 Incoming Billable Admin Fees/Oper Sub	11,666.67	5,387.79	5,387.79	140,000.00		140,000.00	
13 ROSS/CFP Grant	-		-			-	
14 HAP Subsidy	-		-			-	
15 Operating Subsidy	-		-			-	
Total Income	21,251.92	15,291.04	15,291.04	255,023.00		255,023.00	
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Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total	
Administrative Expenses							
16 Admin Salaries	3,689.92	3,488.58	3,488.58	44,279.00		44,279.00	
17 FSS Coordinator Admin Salaries	-		-			-	
18 Admin Employee Benefits	1,957.67		-	23,492.00		23,492.00	
19 FSS Coordinator Admin Benefits	-		-			-	
20 Advertising & Marketing	4.17		-	50.00		50.00	
21 Legal	83.33		-	1,000.00		1,000.00	
22 Staff Training	-		-			-	
23 Travel	-		-			-	
24 Accounting Consultants	666.67	736.00	736.00	8,000.00		8,000.00	
25 Audit Fee	1,000.00		-	12,000.00		12,000.00	
26 Telephone	-		-			-	
27 Postage	-		-			-	
28 Office Supplies	12.50		-	150.00		150.00	
29 Memberships & Publications	-		-			-	
30 Bank Fees	-	3.60	3.60			-	
31 Computer Maintenance	-		-			-	
32 Copier Expenses	-		-			-	
33 Office Equipment Maintenance	-		-			-	
34 Postage Machine	-		-			-	
35 Software Maintenance	-		-			-	
36 Outgoing Portable Admin Fees	-		-			-	
37 Sundry Administration/Compliance Fees	333.33	11.20	11.20	4,000.00		4,000.00	
38 Port-In HAP Expense	-		-			-	
39 Management Fees	333.33	470.25	470.25	4,000.00		4,000.00	

40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	Maintenance Expenses	-	-	-	-	-
42	Maintenance Salaries	5,509.17	4,627.40	4,627.40	66,110.00	66,110.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	2,504.67	-	-	30,056.00	30,056.00
45	Maintenance Materials & Supplies	583.33	499.83	499.83	7,000.00	7,000.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	750.00	340.00	340.00	9,000.00	9,000.00
53	Refuse Removal Services	104.17	-	-	1,250.00	1,250.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	83.33	-	-	1,000.00	1,000.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	-	-	-	-	-
60	Pest Control Services	125.00	-	-	1,500.00	1,500.00
61	Cable TV	-	-	-	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	343.75	205.41	205.41	4,125.00	4,125.00
66	Electricity	62.50	4.10	4.10	750.00	750.00
67	Natural Gas	41.67	-	-	500.00	500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	-	-	-	-	-
69	Insurance	1,327.25	1,368.93	1,368.93	15,927.00	15,927.00
70	PILOT	-	892.49	892.49	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	1,684.42	270.83	270.83	20,213.00	20,213.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	Total Expense	21,200.17	12,918.62	12,918.62	254,402.00	- 254,402.00

Net Income/(Loss):

2,372.42 2,372.42

Housing Authority's Portion of Net Income/(Loss):

0.24

**Cash Flow Statement
Beloit Housing Authority
Phase 1
1/31/2020**

	LLC Phase 1 Actual	YTD Budget	Variance Over (Under)
Income			
Dwelling Rent/Utilities	9,134.42	115,003.00	(105,868.58)
Interest on Investments	24.75	20.00	4.75
Other Income	6,131.87	140,000.00	(133,868.13)
HUD Admin Fees		-	-
HUD Grants/Subsidies		-	-
Total Income	15,291.04	255,023.00	(239,731.96)

	LLC Phase 2 Actual	YTD Budget	Variance Under (Over)
Expenses			
Administrative			
Salaries/Benefits	3,488.58	67,771.00	64,282.42
Office Expenses	750.80	25,200.00	24,449.20
Office Contracted Services		-	-
Oper Sub Transfer/Mgmt Fee F	470.25	4,000.00	3,529.75
Housing Assistance Pmts		-	-
HAP Payments Port In			
Maintenance			
Salaries/Benefits	4,627.40	96,166.00	91,538.60
Materials & Supplies	499.83	7,000.00	6,500.17
Maintenance Contracts	340.00	12,750.00	12,410.00
Utilities	209.51	5,375.00	5,165.49
Other Operating			
Protective Services	-	-	-
Insurance	1,368.93	15,927.00	14,558.07
PILOT	892.49	-	(892.49)
Other Operating Expenses	270.83	20,213.00	19,942.17
Total Expenses	12,918.62	254,402.00	241,483.38

Net Admin Income (Loss)	2,372.42
Net HAP Income (Loss)	
Total YTD Income (Loss)	2,372.42
Housing Authority's Portion	<u>0.24</u>

Consolidated 2020 Budget Report for Phase 2 - January 2020

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total	
1 Dwelling Rental	11,666.83	11,884.00	11,884.00	140,002.00		140,002.00	
2 Excess Utilities	-		-			-	
3 Interest on Unrestricted Fund Investments	62.50	54.67	54.67	750.00		750.00	
4 Income - Transfer In from Other Funds	-		-			-	
5 Other Income - Tenants	-	28.28	28.28			-	
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-	
7 Other Income - Bad Debt Collections	-		-			-	
8 Other Income - Laundry/Copy Fees/Misc	-		-			-	
9 Other Income - CFP Operation Money	-		-			-	
10 Other Income - Sale of Asset Gain/Loss	-		-			-	
11 Admin Fees Earned - HUD	-		-			-	
12 Incoming Billable Admin Fees/Oper Sub	11,250.00		-	135,000.00		135,000.00	
13 ROSS/CFP Grant	-		-			-	
14 HAP Subsidy	-		-			-	
15 Operating Subsidy	-		-			-	
Total Income	22,979.33	11,966.95	11,966.95	275,752.00		275,752.00	
Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total	
Administrative Expenses							
16 Admin Salaries	2,671.58	3,190.65	3,190.65	32,059.00		32,059.00	
17 FSS Coordinator Admin Salaries	-		-			-	
18 Admin Employee Benefits	1,515.67		-	18,188.00		18,188.00	
19 FSS Coordinator Admin Benefits	-		-			-	
20 Advertising & Marketing	4.17		-	50.00		50.00	
21 Legal	166.67		-	2,000.00		2,000.00	
22 Staff Training	-		-			-	
23 Travel	-		-			-	
24 Accounting Consultants	833.33	736.00	736.00	10,000.00		10,000.00	
25 Audit Fee	916.67		-	11,000.00		11,000.00	
26 Telephone	-		-			-	
27 Postage	-		-			-	
28 Office Supplies	12.50		-	150.00		150.00	
29 Memberships & Publications	-		-			-	
30 Bank Fees	-		-			-	
31 Computer Maintenance	-		-			-	
32 Copier Expenses	-		-			-	
33 Office Equipment Maintenance	-		-			-	
34 Postage Machine	-		-			-	
35 Software Maintenance	-		-			-	
36 Outgoing Portable Admin Fees	-		-			-	
37 Sundry Administration/Compliance Fees	166.67	11.20	11.20	2,000.00		2,000.00	
38 Port-In HAP Expense	-		-			-	
39 Management Fees	1,166.67	594.86	594.86	14,000.00		14,000.00	

40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	Maintenance Expenses	-	-	-	-	-
42	Maintenance Salaries	4,710.75	4,328.14	4,328.14	56,529.00	56,529.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	1,816.83	-	-	21,802.00	21,802.00
45	Maintenance Materials & Supplies	916.67	1,316.35	1,316.35	11,000.00	11,000.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	1,041.67	35.00	35.00	12,500.00	12,500.00
53	Refuse Removal Services	291.67	-	-	3,500.00	3,500.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	100.00	-	-	1,200.00	1,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	500.00	-	-	6,000.00	6,000.00
60	Pest Control Services	125.00	-	-	1,500.00	1,500.00
61	Cable TV	-	227.48	227.48	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	1,083.33	-	-	13,000.00	13,000.00
66	Electricity	1,458.33	98.61	98.61	17,500.00	17,500.00
67	Natural Gas	708.33	65.22	65.22	8,500.00	8,500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	333.33	63.08	63.08	4,000.00	4,000.00
69	Insurance	739.75	763.40	763.40	8,877.00	8,877.00
70	PILOT	-	1,172.02	1,172.02	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	1,675.00	696.72	696.72	20,100.00	20,100.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	Total Expense	22,954.58	13,298.73	13,298.73	275,455.00	-
						275,455.00

Net Income/(Loss):

(1,331.78) (1,331.78)

Housing Authority's Portion of Net Income/(Loss):

(0.13)

Cash Flow Statement
Beloit Housing Authority
Phase 2
1/31/2020

	LLC Phase 2 Actual	YTD Budget	Variance Over (Under)
Income			
Dwelling Rent/Utilities	11,884.00	140,002.00	(128,118.00)
Interest on Investments	54.67	750.00	(695.33)
Other Income	28.28	135,000.00	(134,971.72)
HUD Admin Fees		-	-
HUD Grants/Subsidies		-	-
Total Income	11,966.95	275,752.00	(263,785.05)

	LLC Phase 2 Actual	YTD Budget	Variance Under (Over)
Expenses			
Administrative			
Salaries/Benefits	3,190.65	50,247.00	47,056.35
Office Expenses	747.20	25,200.00	24,452.80
Office Contracted Services		-	-
Oper Sub Transfer/Mgmt Fee F	594.86	14,000.00	13,405.14
Housing Assistance Pmts		-	-
HAP Payments Port In			
Maintenance			
Salaries/Benefits	4,328.14	78,331.00	74,002.86
Materials & Supplies	1,316.35	11,000.00	9,683.65
Maintenance Contracts	262.48	24,700.00	24,437.52
Utilities	163.83	39,000.00	38,836.17
Other Operating			
Protective Services	63.08	4,000.00	3,936.92
Insurance	763.40	8,877.00	8,113.60
PILOT	1,172.02	-	(1,172.02)
Other Operating Expenses	696.72	20,100.00	19,403.28
Total Expenses	13,298.73	275,455.00	262,156.27

Net Admin Income (Loss)	(1,331.78)
Net HAP Income (Loss)	
Total YTD Income (Loss)	(1,331.78)
Housing Authority's Portion	<u>(0.13)</u>

Consolidated 2020 Budget Report for Housing Choice Voucher - January 2020

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD		HCV	HCV Total		HCV	Total
1	Dwelling Rental	-		-			-
2	Excess Utilities	-		-			-
3	Interest on Unrestricted Fund Investments	191.67	146.70	146.70		2,300.00	2,300.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants	-		-			-
6	HAP Fraud Recovery & FSS Forfeitures	-		-			-
7	Other Income - Bad Debt Collections	-		-			-
8	Other Income - Laundry/Copy Fees/Misc	-	3,338.86	3,338.86			-
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	25,396.42	25,267.00	25,267.00		304,757.00	304,757.00
12	Incoming Billable Admin Fees/Oper Sub	-		-			-
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-	236,953.00	236,953.00			-
15	Operating Subsidy	-		-			-
	Total Income	25,588.08	265,705.56	265,705.56	-	307,057.00	307,057.00
<hr/>							
Expenses	Approved YTD		HCV	HCV Total		HCV	Total
Administrative Expenses							
16	Admin Salaries	15,143.50	6,642.93	6,642.93		181,722.00	181,722.00
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	5,996.75	2,210.46	2,210.46		71,961.00	71,961.00
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	-		-			-
21	Legal	20.83		-		250.00	250.00
22	Staff Training	208.33		-		2,500.00	2,500.00
23	Travel	20.83		-		250.00	250.00
24	Accounting Consultants	604.17	900.00	900.00		7,250.00	7,250.00
25	Audit Fee	750.00		-		9,000.00	9,000.00
26	Telephone	561.00	13.72	13.72		6,732.00	6,732.00
27	Postage	-		-			-
28	Office Supplies	173.33	184.60	184.60		2,080.00	2,080.00
29	Memberships & Publications	170.67	83.67	83.67		2,048.00	2,048.00
30	Bank Fees	-	232.97	232.97			-
31	Computer Maintenance	-		-			-
32	Copier Expenses	265.42		-		3,185.00	3,185.00
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	166.92	2.30	2.30		2,003.00	2,003.00
35	Software Maintenance	520.83	890.80	890.80		6,250.00	6,250.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	-		-			-
38	Port-In HAP Expense	-	3,087.00	3,087.00			-
39	Management Fees	-		-			-

40	Eviction & Collection Agent Fees	100.00		-		1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	-	244,307.00	244,307.00			-
	HAP Overfunding (Underfunding)	-	(7,354.00)				-
	Maintenance Expenses	-					
42	Maintenance Salaries	-		-			-
43	Casual Labor - Maintenance	-		-			-
44	Maintenance Benefits	-		-			-
45	Maintenance Materials & Supplies	-		-			-
46	Plumbing Supplies	-		-			-
47	Locks, Locksets & Keys	-		-			-
48	Electrical Supplies	-		-			-
49	Painting Supplies	-		-			-
50	Cleaning Supplies	-		-			-
51	Equipment Repair Parts	-		-			-
52	Maintenance Contracted Services	-		-			-
53	Refuse Removal Services	-		-			-
54	Plumbing Repair Services	-		-			-
55	Heating/AC Repair Services	-		-			-
56	Electric Repair Service	-		-			-
57	Window Repair Service	-		-			-
58	Automotive Repairs/Fuel	-		-			-
59	Elevator Repair & Maintenance	-		-			-
60	Pest Control Services	-		-			-
61	Cable TV	-		-			-
62	Answering Service	-		-			-
63	Misc Contracts	-		-			-
64	Clean/Paint Units	-		-			-
	Utilities Expenses	-					
65	Water/Sewer	-		-			-
66	Electricity	-		-			-
67	Natural Gas	-		-			-
	Other Operating Expenses	-					
68	Protective Services Contract	-		-			-
69	Insurance	253.00	758.96	758.96		3,036.00	3,036.00
70	PILOT	-		-			-
71	Compensated Absences	-		-			-
72	Collection Losses	-		-			-
73	Replacement Reserves & Debt Pmt-Princ	-		-			-
74	Other General Expense/Asset Mgmt Fees	358.33	863.99	863.99		4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-		-			-
76	Capital Expenditures	-		-			-
77	Transfer In / Out	-		-			-
	Total Expense	25,313.92	260,178.40	260,178.40	-	303,767.00	303,767.00

Net Admin Income (Loss)	12,881.16
Net HAP Income (Loss)	(7,354.00)
Net Income/(Loss):	<u>5,527.16</u>

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
1/31/2020**

	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income			
Dwelling Rent/Utilities		-	-
Interest on Investments	146.70	2,300.00	(2,153.30)
Other Income	3,338.86	-	3,338.86
HUD Admin Fees	25,267.00	304,757.00	(279,490.00)
HUD Grants/Subsidies	236,953.00	-	236,953.00
Total Income	265,705.56	307,057.00	(41,351.44)

	HCV YTD Actual	YTD Budget	Variance Under (Over)
Expenses			
Administrative			
Salaries/Benefits	8,853.39	253,683.00	244,829.61
Office Expenses	1,414.96	30,110.00	28,695.04
Office Contracted Services	893.10	12,638.00	11,744.90
Oper Sub Transfer/Mgmt Fee Pd		-	-
Housing Assistance Pmts	244,307.00	-	(244,307.00)
HAP Payments Port In	3,087.00		
Maintenance			
Salaries/Benefits		-	-
Materials & Supplies		-	-
Maintenance Contracts		-	-
Utilities		-	-
Other Operating			
Protective Services		-	-
Insurance	758.96	3,036.00	2,277.04
PILOT		-	-
Other Operating Expenses	863.99	4,300.00	3,436.01
Total Expenses	260,178.40	303,767.00	43,588.60

Net Admin Income (Loss)	12,881.16
Net HAP Income (Loss)	(7,354.00)
Total YTD Income (Loss)	5,527.16

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4e		
Topic:	Construction Contract for 745 Highland Avenue		
Date:	April 22, 2020		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Beloit Housing Authority currently owns the house known as 745 Highland Ave. This house is one of the vacant project-based units that we are selling. Based on its current condition, and based on trends of BHA selling similar houses, it was decided that certain improvements should be made to the house prior to listing.

Specifications were created to replace the roof, provide new flooring throughout, replace the bathroom lavatories, and miscellaneous other items that will improve its marketability, or otherwise likely to be required to replace in the negotiation of the sale. Bid packages were sent out to twelve contractors. One contractor responded prior to the bid due date.

Key Issues

1. Ron's Painting & Drywall submitted a bid for \$30,555.00.
2. Ron's Painting & Drywall is a qualified bidder, and has completed similar as well as more complex projects for the CDA in the past.
3. The City's estimate for the work is within 10% of the bid price.

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

Funding for the work shall come from the City's CDBG funds.

Attachments

Resolution 2020-04

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2020-04

AWARDING THE CONSTRUCTION CONTRACT FOR 745 HIGHLAND AVENUE

WHEREAS, the Beloit Housing Authority has removed 745 Highland Avenue from its Project-Based Section 8 program; and

WHEREAS, the Beloit Housing Authority intends to sell 745 Highland Avenue and use the proceeds to continue operation and management of its Low-Income Public Housing Program; and

WHEREAS, repairs and upgrades must be made to the unit so that it may be listed for sale;

WHEREAS, the Beloit Community Development Authority solicited bids from contractors to perform the identified repairs and upgrades;

WHEREAS, Ron’s Painting & Drywall submitted a bid for \$30,555 to perform the identified work,

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners awards the construction contract for 745 Highland Ave. to Ron’s Painting and Drywall in the amount of \$30,555, and that the Community Development Director is authorized to execute a contract and any and all documents related to the construction work to be performed at that property.

Adopted this 22nd day of April, 2020

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Julie Christensen, Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda #:	5a		
Topic:	Resolution 2020-05, Recommending a New Construction project with the City's HOME funds		
Date:	April 22, 2020		
Presenter:	Julie Christensen	Division:	Community and Housing Services

Overview/Background Information

The City is a member of the Rock County HOME Consortium. As a result, the City receives an annual allocation of Home Investment Partnership Program (HOME) funds. On November 4, 2019, the City Council approved the allocation of HOME funds for New Construction or Acquisition-Rehab projects in the Neighborhood Revitalization Strategy Area (NRSA) which is defined as the Hackett and Merrill Neighborhoods.

Key Issues

1. City staff prepared a HOME grant application and submitted it to eligible non-profits. The application allowed up to \$200,000 to be allocated to eligible projects in the NRSA neighborhoods.
2. We only received one application (see attached). It was submitted by the Wisconsin Partnership for Housing Development for \$200,000 for 2 New Construction projects. This would involve the sale of two vacant lots at 354 Euclid Avenue and 321 Highland Avenue for \$1.00. Then, the construction of houses on those lots. The housing design and photo of an existing completed project is attached to the application.
3. City staff is supportive of this request, and recommends awarding the entire \$200,000 to WPHD.
4. This leaves enough HOME funds for the City to complete an Acquisition-Rehab project and New Construction and still provide funding for the City's Housing Rehab Revolving Loan Fund.

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

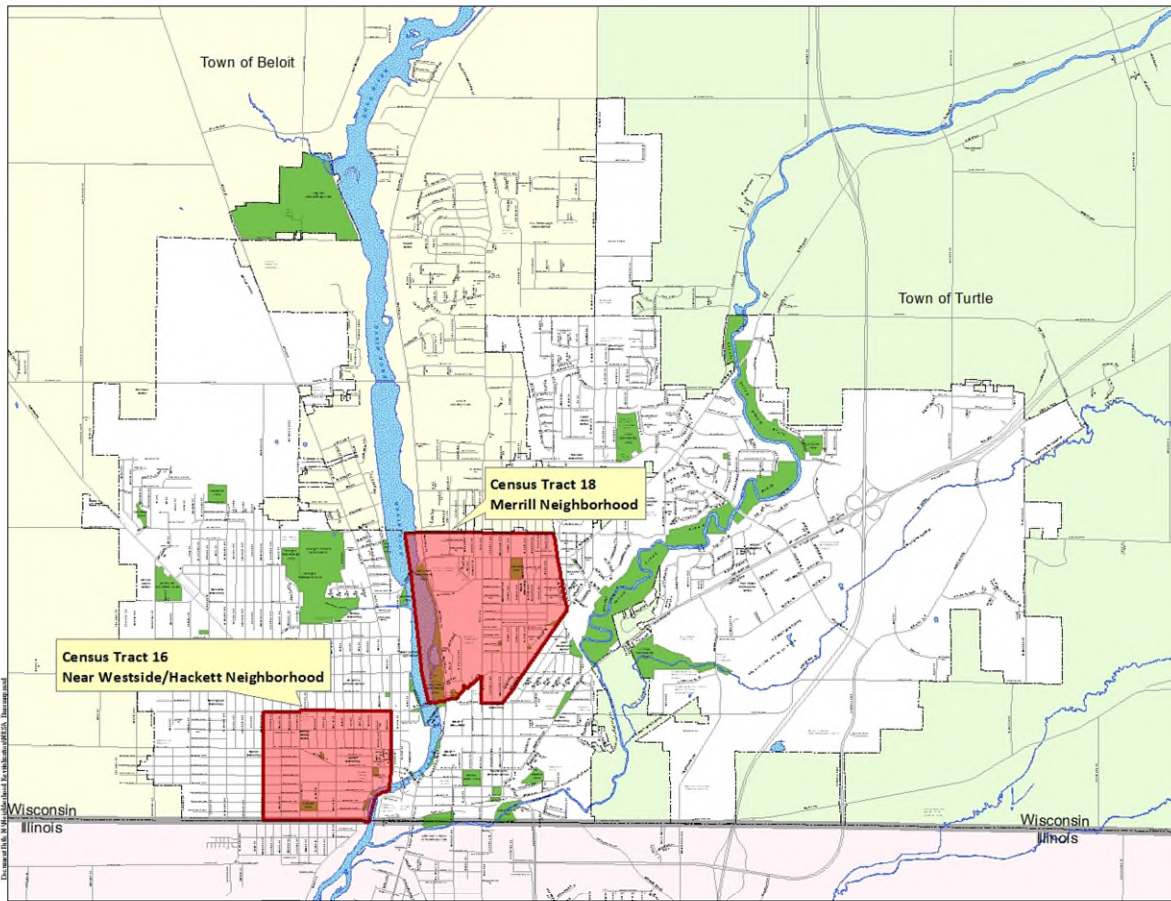
Staff recommends approval of Resolution 2020-05

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

Resolution and HOME Application



Neighborhood Revitalization Strategy Areas (NRSAs)

Map 1 : Location Map

 Neighborhood Strategy Areas



0 0.25 0.5 1 Miles

Map Created: April 2016
Data Source: City of Beloit

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2020-05
RECOMMENDING APPROVAL OF THE
2020 HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) CONTRACT**

WHEREAS, on November 4, 2019, the City Council of Beloit approved the allocation of up to \$160,000 of HOME funds to the City’s Housing Rehab Program for owner-occupied rehabilitation projects citywide, up to \$80,000 to Community Action’s New Construction project in the Merrill Neighborhood Revitalization Strategy Area (NRSA), and the remaining funds for acquisition-rehabilitation and new construction projects in the Hackett and Merrill NRSA, and

WHEREAS, the City of Beloit solicited HOME applications from eligible non-profit entities, and

WHEREAS, the City of Beloit received one application from the Wisconsin Partnership for Housing Development (WPHD) that is attached to this resolution, and

WHEREAS, the application presented complies with HOME requirements and the resolution approved by City Council on November 4, 2019, and

WHEREAS, the recommended project is consistent with the City’s Consolidated Plan.

NOW THEREFORE BE IT RESOLVED, that the Community Development Authority recommends that the City Council enter into a contract with WPHD for the construction of two new houses in the Hackett NRSA, as described in the attached application.

Adopted this 22nd day of April, 2020.

Fransaesca Ellison, CDA Chairperson

ATTEST:

Julie Christensen, Executive Director

CITY OF БЕЛОIT

Application for HOME Project for Fiscal Year 2020

1. APPLICATION COVER SHEET

Project Title: Affordable New Construction Single-Family Homeownership

Project Applicant Contact Information

Legal Name of Applicant/Organization: Wisconsin Partnership for Housing Development, Inc.

Applicant is: Unit of Local Government Municipal Corporation

Religious Organization Educational Institution Economic Development Corporation

X Private, Non-Profit Organization EIN# 39-1508503

Other (explain) _____

DUNS # 157313453

Primary Contact Name: Nicole Solheim

Title: Executive Director

Mailing Address: 2045 Atwood Ave Suite 101A Madison, WI 53704

Phone: (608)258-5560 E-mail: nicolesolheim@wphd.org

Address of Project: City-owned vacant lots; proposed to be 321 Highland Ave & 354 Euclid Ave.

Has your agency previously received HOME funding? Yes/No

Amount of Request \$200,000 for 2 Homes

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to CDBG/HOME funding.

Nicole A. Solheim
Signature of Authorized Applicant Representative

04/03/2020
Date

Nicole Solheim, Executive Director, Wisconsin Partnership for Housing Development, Inc.

Name and Title of Authorized Applicant Representative (Please Print or Type)

2020 HOME APPLICATION

A. THRESHOLD AND ELIGIBILITY

Answer each question fully but concisely.

If applying for HOME funds, what category does your project fit into?

Please describe what process is used to select your program participants. How long has your organization provided this type of service.

Homebuyer Activities

- e. New Construction only
- f. New Construction and Direct Homebuyer Assistance
- g. Acquisition, Rehab, Resale only
- h. Acquisition, Rehab, Resale and Direct Homebuyer Assistance

B. PROJECT DESCRIPTION & SOUNDNESS

1. Project Description: Please describe the project for which you are requesting funding.

2. What are the specific output goals for the proposed project?

Households Served. Indicate the number of unduplicated households and persons to be assisted in total and the number to be assisted with HOME funds requested. Unduplicated means that each household and person served by the project is counted only once during the program year.

	PY2020
Project Outputs	Households
1. Total assisted with HOME funds	1 - 2

3. HUD requires recipients of federal funding to access outcomes for the program. All approved applicants are required to comply with the Performance Measurement System. Please complete the following:

- A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served.
- B. Indicate the anticipated percentage and number out of total families/households served who will achieve the outcome each year.
- C. List the indicators that will be used to show that the persons served achieved the outcome.
- D. State the basis for selecting the outcome and how it demonstrates achievement of the overall goals of the project.
- E. Indicate how you are going to measure the outcome include the data collection tools, the measurement timeline, and who will be responsible for monitoring progress and compiling the information required for reporting.

4. What experience do you have in serving the target population and in providing the type of service in the proposed project?

Describe past experience and performance achieved by this project or similar project; include any barriers encountered and how those barriers were addressed, as well as whether project goals were achieved.

C. ORGANIZATIONAL CAPACITY

1. What is your organization's experience in managing publicly funded projects?

- A. Describe any specific experience your organization has in the administration of federal, state, and local government funds. If your organization does not have experience as an organization, then the relevant experience of board members or staff may be used.
- B. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.
- C. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.
- D. If you have current HOME projects/contracts, are they progressing timely and in accordance with the project accomplishments and schedule? If not, explain why.

2. List funders and describe type and frequency of monitoring, as well as any findings, and the resolution of those findings.

3. What are the qualifications of the staff members involved in the project?

Describe the qualifications (e.g., education, training, experience) of the specific staff members who will manage the project and provide services.

4. How will your organization assure that project services are provided in a culturally competent and linguistically accessible manner?

Explain your agency's commitment to and ability to provide services that are culturally competent and linguistically accessible. Include a description of:

- A. How the project's service design and delivery provide for the cultural and linguistic needs of project clients;
- B. The cultural backgrounds and experiences of board members and staff; and
- C. The training and policy guidance provided to board members and staff regarding cultural competence and language barriers.

5. How does your organization use collaboration with other local community organizations to support the proposed project?

- A. List the committees, groups, or meetings your organization participates in. For recurring meetings, the expectation is that you list organizations where your agency is present at 75% or more of meetings.

- B. Describe how the collaborations listed help to develop support for the proposed project (such as enhanced access to services needed by project clients, a shared scarce resource, or improved public policy).

D. FINANCIAL FEASIBILITY

1. **Provide a copy of the latest Budget Summary for your organization.**
 - A. Detail by line item the applicant’s proposed project budget separating requested HOME funding from additional agency funding dedicated to the project.
 - B. Explain in narrative form how HOME funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. late fees, counseling fees, etc.). For each position for which you are requesting full or partial HOME funding, attach a current job description that includes a list of the duties and minimum qualifications for filling the position.

2. **If funded, will the proposed project leverage additional resources?**

List the source and amount of funds to be leveraged with HOME funding for this project on the Budget Summary for each year of funding requested. Identify which of those funds have been secured, applied for, or are anticipated to be applied for in the future. Match is required for HOME funds. Therefore, please indicate the source and amount for any eligible match that you will contribute to the project. Priority will be given to projects which require match.

3. **If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service?**

Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested. Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made.

4. **Financial Planning for Project Sustainability.**

Describe efforts by the agency to develop:

 - A. alternative future sources of funding to support the proposed project, and
 - B. a financial contingency plan in preparation for possible funding reductions.

5. **Financial Management Capability:**

Provide a narrative of your agency’s financial management capacity and include financial audits; describe type, frequency, findings, and resolution to findings.

E. CONFLICT OF INTEREST

1. Please indicate if any of your agency’s staff and/or board/committee members has served on the Beloit Community Development Authority and/or Beloit City Council. Please also

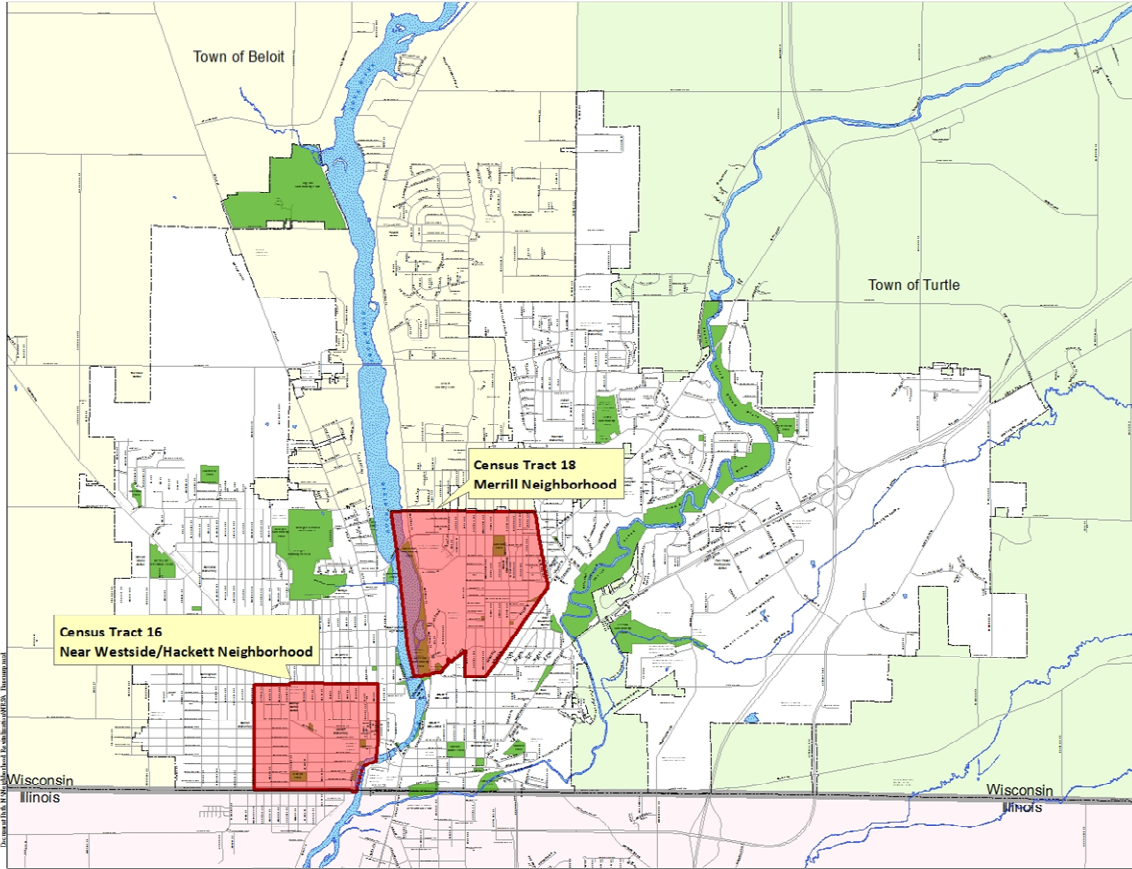
indicate if any of your agency's staff and/or board/committee members has served in the last year on the Beloit Community Development Authority and/or Beloit City Council.

If yes, please list their information below.

Name	Title or Position
NONE	

Appendix A

Map of Neighborhood Revitalization Strategy Areas (NRSAs)



Neighborhood Revitalization Strategy Areas (NRSAs)

Map I : Location Map

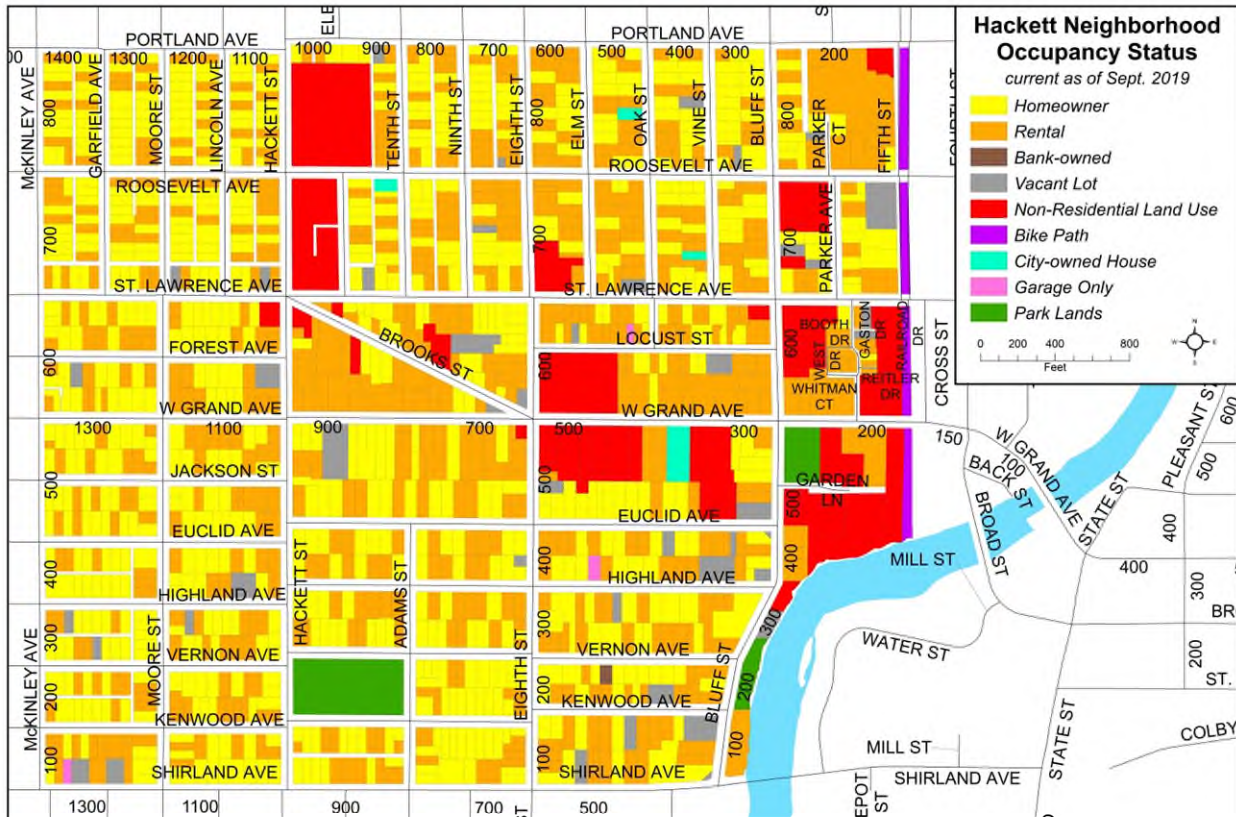
 Neighborhood Strategy Areas



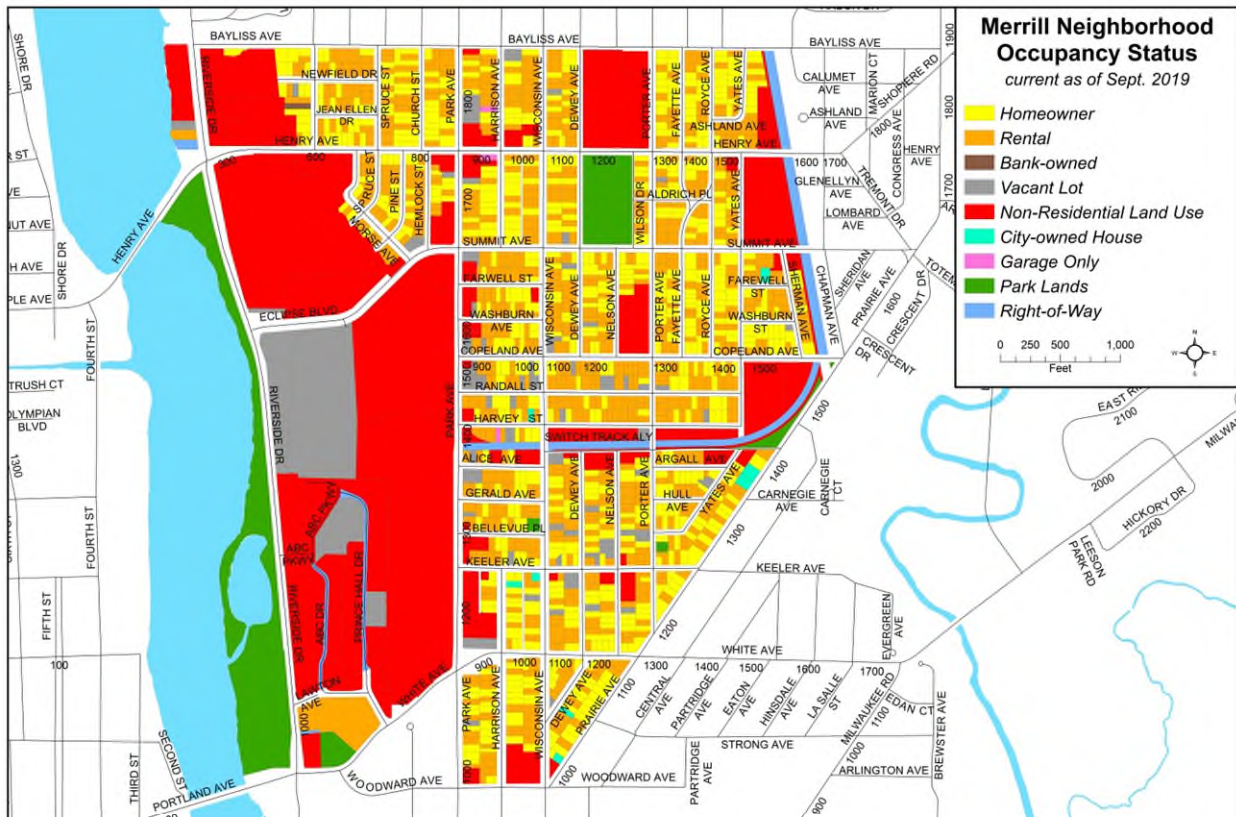
0 0.25 0.5 1 Miles

Map Created: April 2016
Data Source: City of Beloit

NRSA Area Hackett Neighborhood



NRSA Area Merrill Neighborhood



City of Beloit HOME RFP, Fiscal Year 2020
Wisconsin Partnership for Housing Development, Inc.

B. PROJECT DESCRIPTION & SOUNDNESS

1. Project Description:

Affordable New Construction Single-Family Homeownership

This project, to be developed by Wisconsin Partnership for Housing Development (WPHD) will create two affordable single-family homes in the City’s NRSA area, to be sold to low income households. If the \$200,000 funding request is not available for WPHD to develop two homes, we would also be able to develop one home for \$100,000 in HOME funds. We propose to utilize two city-owned lots located at 321 Highland Avenue & 354 Euclid Avenue.

Households served will obtain permanent stable housing which is newly construction and requires little maintenance for a ten-year period. WPHD is responsible for the design and construction of the homes. At completion, the home is listed with a local real estate agent and sold to a low-income household. We work with other agencies in the area to ensure that homebuyer counseling is offered to each person purchasing a home. In addition, our staff provides assistance in property maintenance and training so that they understand how to take care of, and maintain their homes. The contractor offers a one-year warranty, so that if the homeowner experiences problems in their home, we can assist in ensuring they are taken care of.

2. What are the specific output goals for the proposed project?

Two new homes and two families assisted (approximately 4 - 8 persons).

3. HUD requires recipients of federal funding to access outcomes for the program. All approved applicants are required to comply with the Performance Measurement System. Please complete the following:

A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served.

Two families (4-8 individuals) will be provided affordable, decent, safe and stable housing, and the opportunity to be a homeowner and built equity in their home.

In addition, we propose to utilize two city-owned lots located at 321 Highland Avenue & 354 Euclid Avenue. These lots were chosen due their close proximity to two other WPHD home lots at 340 Highland Ave (complete and sold) & 335 Highland Avenue (under construction). We

believe clustered development on these infill lots is an effective investment strategy for the neighborhood.

B. Indicate the anticipated percentage and number out of total families/households served who will achieve the outcome each year.

We expect to serve the two families within 18 months, which is the time needed to secure funding, obtain construction bids and execute a contract, construction the home, and list it for sale.

C. List the indicators that will be used to show that the persons served achieved the outcome.

WPHD's development has achieved success when the household closes on the purchase of their new home, securing affordable and stable housing for their family.

D. State the basis for selecting the outcome and how it demonstrates achievement of the overall goals of the project.

Closing on the home indicates that WPHD has produced an affordable and desirable product and that the family has obtained affordable housing.

E. Indicate how you are going to measure the outcome include the data collection tools, the measurement timeline, and who will be responsible for monitoring progress and compiling the information required for reporting.

WPHD summarizes the transaction when the property is sold and funding is closed out. WPHD also tracks outcomes utilizing data from information collected from the homebuyer from their application to WPHD and the lending institution.

4. What experience do you have in serving the target population and in providing the type of service in the proposed project? Describe past experience and performance achieved by this project or similar project; include any barriers encountered and how those barriers were addressed, as well as whether project goals were achieved.

WPHD has extensive experience in the purchase, rehabilitation, and new construction of single-family properties. WPHD's has been developing homes such as this for the past 10+ years and completed close to 100 homes statewide. We have worked in in five communities and all homes have been sold to income eligible buyers.

C. ORGANIZATIONAL CAPACITY

1. What is your organization's experience in managing publicly funded projects?

A. Describe any specific experience your organization has in the administration of federal, state, and local government funds. If your organization does not have experience as an organization, then the relevant experience of board members or staff may be used.

Experience: WPHD staff has experience in administering and using federal funds with almost 30 years of experience in housing development and program management using HOME, CDBG, LIHTC and other funds. Staff at WPHD serve as technical assistance providers across the country, and as a result have comprehensive knowledge of federal housing programs and their requirements. We understand the HUD rules, and we engage in development activities so we have a practical level of experience with use of the funds, reporting requirements and regulations. Furthermore, WPHD has managed over \$3.5 million in NSP funds since the Fall of 2009. We have also used HOME and CDBG funds for a variety of projects, having received almost \$1 million in various communities over the past three years. WPHD has also administered HOME and CDBG funds over a five county area in Wisconsin, making rehab and homeownership funds available to homeowners using federal funds.

B. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.

Financial Management: WPHD has a budget of over \$2 million dollars including revenue from development and program management. We have financial staff that oversees the day-to-day financial operations of the organization and prepares our monthly and quarterly financial reports. We maintain written financial policies and procedures, and utilize Quickbooks for our accounting.

C. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.

Written Personnel Policies: WPHD has a Personnel Handbook given to all employees with a signature page to indicate they have received and read the information. The manual includes information on financial management, processes for filing grievances and policies related to affirmative action.

D. If you have current HOME projects/contracts, are they progressing timely and in accordance with the project accomplishments and schedule? If not, explain why.

Current Projects: WPHD has a current contract with the HOME Consortium for a new construction home at 335 Highland Avenue in Beloit. The property is currently under construction and scheduled to be completed this summer.

2. List funders and describe type and frequency of monitoring, as well as any findings, and the

resolution of those findings.

Our funders include a wide range of public and private organizations, including municipalities and conventional lenders such as Associated Bank, BMO Harris, and Forward Community Investments. We are routinely monitored by our funding entities, including cities and counties. No significant issues have been identified. WPHD’s financials are audited annually by a third-party CPA firm.

3. What are the qualifications of the staff members involved in the project? Describe the qualifications (e.g., education, training, experience) of the specific staff members who will manage the project and provide services.

Nicole Solheim serves as Executive Director for the Wisconsin Partnership for Housing Development. Nicole has extensive experience in real estate, affordable housing, and community development. Prior to joining the Partnership, she worked as a Director of Development for a national affordable housing firm. Nicole has worked on 20+ closings totaling over \$300 million in development. She also worked for a commercial real estate development firm and for an economic development nonprofit organization in Madison, Wisconsin. Ms. Solheim has a BBA in Real Estate and Urban Land Economics and a Master’s Degree in Urban and Regional Planning from the University of Wisconsin-Madison.

Tyler Goedtke: Tyler has a B.A. in Construction Management from South Dakota University. Tyler joined WPHD in late 2018. He is responsible for oversight of our rehab and development projects. Prior to joining WPHD, he worked at SW Minnesota Housing Partnership overseeing CDBG rehab and lead hazard grant projects across several counties in Minnesota.

Heather Boggs: Heather supports the down payment assistance and rehab programs that are administered by WPHD. She will process home owner applications for purchase of these homes. In addition, Heather provides the day-to-day accounting support for all our development projects.

4. How will your organization assure that project services are provided in a culturally competent and linguistically accessible manner? Explain your agency’s commitment to and ability to provide services that are culturally competent and linguistically accessible. Include a description of:

A. How the project’s service design and delivery provide for the cultural and linguistic needs of project clients;

We seek to assist ALL households so that they have access to affordable housing. If necessary, we will include special features in our housing to reflect household or individual needs. We will identify interpreters if necessary to assist in communicating with those for whom English is not their preferred language.

B. The cultural backgrounds and experiences of board members and staff.

WPHD is a statewide organization, and our board includes members from across the state. Our board and staff is diverse and representative of the communities and areas in which we work.

C. The training and policy guidance provided to board members and staff regarding cultural competence and language barriers.

Our organization seeks to assist a wide range of individuals and households across the state; as a result, we encourage staff and board members alike to welcome those who seek our assistance. We arrange for interpreters if necessary, for example, to ensure that individuals understand the terms and requirements of loans that are offered. We provide assistance in completing applications for funding and down payment assistance. Our staff includes a housing counselor, who is trained to meet national standards (not HUD certified), so we are able to assist homeowners as they navigate the home buying process. WPHD's mission is to expand affordable housing opportunities across the state, for all household types and backgrounds.

5. How does your organization use collaboration with other local community organizations to support the proposed project?

A. List the committees, groups, or meetings your organization participates in. For recurring meetings, the expectation is that you list organizations where your agency is present at 75% or more of meetings.

In Rock County, we attend regular Housing Authority and Planning and Development meetings, but we do not attend 75% or more of regularly held meetings. If required, we attend committee and council meetings related to particular projects. We work closely with City staff to identify properties for rehab.

B. Describe how the collaborations listed help to develop support for the proposed project (such as enhanced access to services needed by project clients, a shared scarce resource, or improved public policy).

Meetings with committees and staff in Rock County ensures that the availability of our programs is better known and expands those who might contact us for assistance in the purchase of homes through this project or for other housing needs they might have.

WPHD works in partnership with Rock County to administer the CDBG/HOME rehab program, as well as Down Payment Assistance program. WPHD is also the administrator of the HOME Start DPA program funded by the Realtors Association of South Central Wisconsin. Our partnerships and participation in the area keeps us tuned into funding opportunities, resources, and community needs.

D. FINANCIAL FEASIBILITY

1. Provide a copy of the latest Budget Summary for your organization.

A. Detail by line item the applicant's proposed project budget separating requested HOME funding from additional agency funding dedicated to the project.

See attached detailed budget

B. Explain in narrative form how HOME funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. late fees, counseling fees, etc.). For each position for which you are requesting full or partial HOME funding, attach a current job description that includes a list of the duties and minimum qualifications for filling the position.

WPHD will use a combination of construction loan funds and HOME funds to complete the project. For each home, we are proposing to use \$110,000 in loan funds and \$100,000 in HOME funds to purchase and rehab the homes. We expect an average sales price of \$145,000. After paying for closing costs and fees, we would expect to have proceeds from the sale that will be returned or used for future projects. All staff costs are covered by the developer's fee included as part of the development budget. These costs are higher than prior years due to rapidly rising construction costs. On the other hand, our expected sales prices have continued to increase as well, speaking to the improving health in the market.

2. If funded, will the proposed project leverage additional resources? List the source and amount of funds to be leveraged with HOME funding for this project on the Budget Summary for each year of funding requested. Identify which of those funds have been secured, applied for, or are anticipated to be applied for in the future. Match is required for HOME funds. Therefore, please indicate the source and amount for any eligible match that you will contribute to the project. Priority will be given to projects which require match.

In addition to the HOME funds requested, we will utilize construction financing from a lender, as well as some WPHD funds. We have an established transactional line of credit for projects such as this with Forward Community Investments. We submit project-specific loan requests for this line when the HOME contract is finalized. WPHD has received funds from FCI each time we have requested them and they will continue to support our work in this area. However, FCI cannot provide a project-specific lending commitment for these properties so far in the future.

3. If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service? Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested.

Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made.

If less funding is available, we will likely complete one home instead of two. If a partial award on the second home is available, we could complete the first home and then use any excess proceeds from the first to complete the additional home. This would extend the time period for construction and completion.

4. Financial Planning for Project Sustainability.

Describe efforts by the agency to develop: A. alternative future sources of funding to support the proposed project, and B. a financial contingency plan in preparation for possible funding reductions.

As described above If funding is reduced, we will likely complete one home instead of two. If a partial award on the second home is available, we could complete the first home and then use any excess proceeds from the first to complete the additional home.

5. Financial Management Capability:

Provide a narrative of your agency's financial management capacity and include financial audits; describe type, frequency, findings, and resolution to findings.

WPHD has written financial policies and procedures that are reviewed by our accountants and approved by the Board of Directors. We have a contract with an outside accounting company (Numbers4Nonprofits) to complete monthly and quarterly financial statements, while WPHD staff handles the day-to-day accounting for the organization. Each year, we have an audit (including a single audit) and there are no significant findings or concerns. During the single audit, outside auditors ensure that we are following program requirements. We also have a personnel handbook that is updated regularly to reflect new requirements.

City of Beloit HOME RFP, Fiscal Year 2020

Wisconsin Partnership for Housing Development, Inc.

WPHD Properties – Hackett Neighborhood



City of Beloit HOME RFP, Fiscal Year 2020
Wisconsin Partnership for Housing Development, Inc.

Example New Construction Homes by WPHD

340 Highland Avenue, Beloit



Linn St, Janesville



SOURCES AND USES OF FUNDS			
Affordable New Construction Single-Family Homeownership			
Sources of Funds			
	One Home		Two Homes
Beloit HOME funds	\$ 100,000.00		\$ 200,000.00
Construction Financing Loan	\$ 110,000.00		\$ 220,000.00
WPHD funds forwarded	\$ 10,445.00		\$ 20,890.00
TOTAL SOURCES	\$ 220,445.00		\$ 440,890.00
Uses of Funds			
Acquisition (Hard Cost)			
Purchase Price	\$ -		\$ -
Closing Costs			\$ -
Property Tax Pro-ration			\$ -
Subtotal	\$ -		\$ -
Rehabilitation (Hard Cost)			
Construction	\$ 200,000.00		\$ 400,000.00
Construction Contingency	\$ 2,000.00		\$ 4,000.00
Subtotal	\$ 202,000.00		\$ 404,000.00
Soft Costs			
Construction Loan Fees/Interest	\$ 2,500.00		\$ 5,000.00
Insurance	\$ 1,000.00		\$ 2,000.00
Maintenance	\$ 1,200.00		\$ 2,400.00
Utilities	\$ 1,000.00		\$ 2,000.00
Real Estate Taxes	\$ 250.00		\$ 500.00
Appraisal pre-rehab*	\$ -		\$ -
Appraisal post-rehab	\$ 400.00		\$ 800.00
Lead and Environmental Assessme	\$ -		\$ -
Lead Clearance Test	\$ -		\$ -
Conditions Inspection pre-purchas	\$ -		\$ -
Conditions Inspection post-purcha	\$ 95.00		\$ 190.00
Developer Fee	\$ 12,000.00		\$ 24,000.00
Subtotal	\$ 18,445.00		\$ 36,890.00
TOTAL USES	\$ 220,445.00		\$ 440,890.00
Sale to Homebuyer			
Sales Price	\$ 145,000.00		\$ 290,000.00
Closing Costs	\$ (4,500.00)		\$ (9,000.00)
Commission	\$ (8,700.00)		\$ (17,400.00)
FCI Loan Repayment	\$ (110,000.00)		\$ (220,000.00)
Proceeds	\$ 21,800.00		\$ 43,600.00
Repayment to WPHD	\$ (10,445.00)		\$ (20,890.00)
Final Proceeds	\$ 11,355.00		\$ 22,710.00



Creating Homes. Building Opportunity.

Wisconsin Partnership for Housing Development, Inc. (WPHD) is a private nonprofit corporation working to expand affordable housing through housing development, consulting, program administration, and advocacy. Since our founding in 1985, we have partnered with the public, nonprofit and private sectors in efforts to build and sustain strong neighborhoods and communities.

Single-Family Homeownership

- Single-family rehab and new construction in Rock County, Dane County, and Milwaukee County, sold to low-to-moderate income families.
- Construction sites are used to provide training opportunities for at-risk youth.

Affordable Rental

- Secured funding and approvals in 2019 for a multi-unit new construction building in Stoughton, WI, with rent-controlled units targeted for homeless families in the local school district.
- WPHD owns and manages 5 duplexes/10 units in Janesville that are rent-controlled and occupied by low-income tenants.
- WPHD developed and owns a 40-unit affordable rental development in Sun Prairie with homes, townhomes, and duplexes scattered within a larger neighborhood.
- Partnered with Commonwealth Development Corporation to develop affordable rental housing throughout the state utilizing low-income housing tax credits, including developments in Green Bay, Muskego, West Bend, and Janesville.

Program Administration

Homeowner Rehab Programs:

- WPHD administers HOME and CDBG programs for Rock County that provide rehab loans to homeowners. This allows the elderly to stay in their homes longer, improves neighborhoods, and results in healthy homes, free from lead paint and code violations that create unsafe conditions.

Down Payment Assistance Programs:

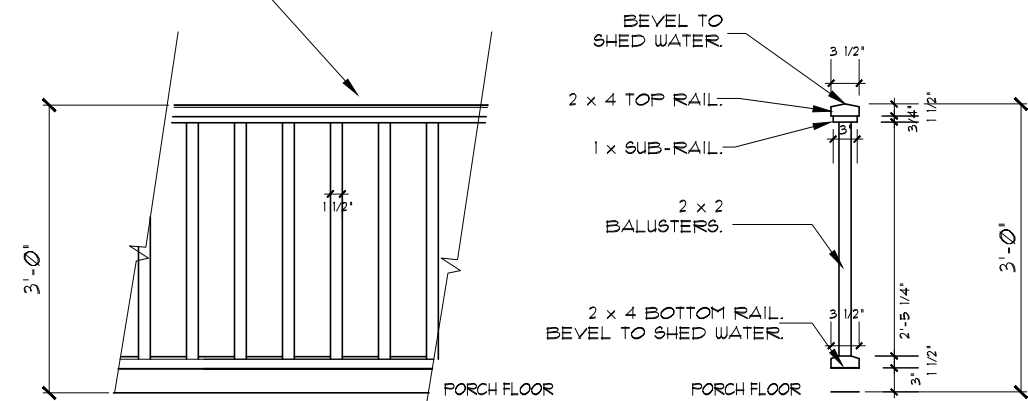
- Rock County Down Payment Assistance, providing zero-interest loans of up to \$8,000.
- Home Start Program, funded by Realtor's Association of South Central Wisconsin Housing Foundation, providing low-interest loans of up to \$4,000.

Advocacy

- Founding member of Wisconsin Collaborative for Affordable housing, involvement in A Home for Everyone Conference for 25+ years, full administration of AHFE Conference since 2016.
- Dane County Homebuyers Round Table / Housing Initiative Conference Committee.
- National Low Income Housing Coalition, State member, representing Wisconsin.

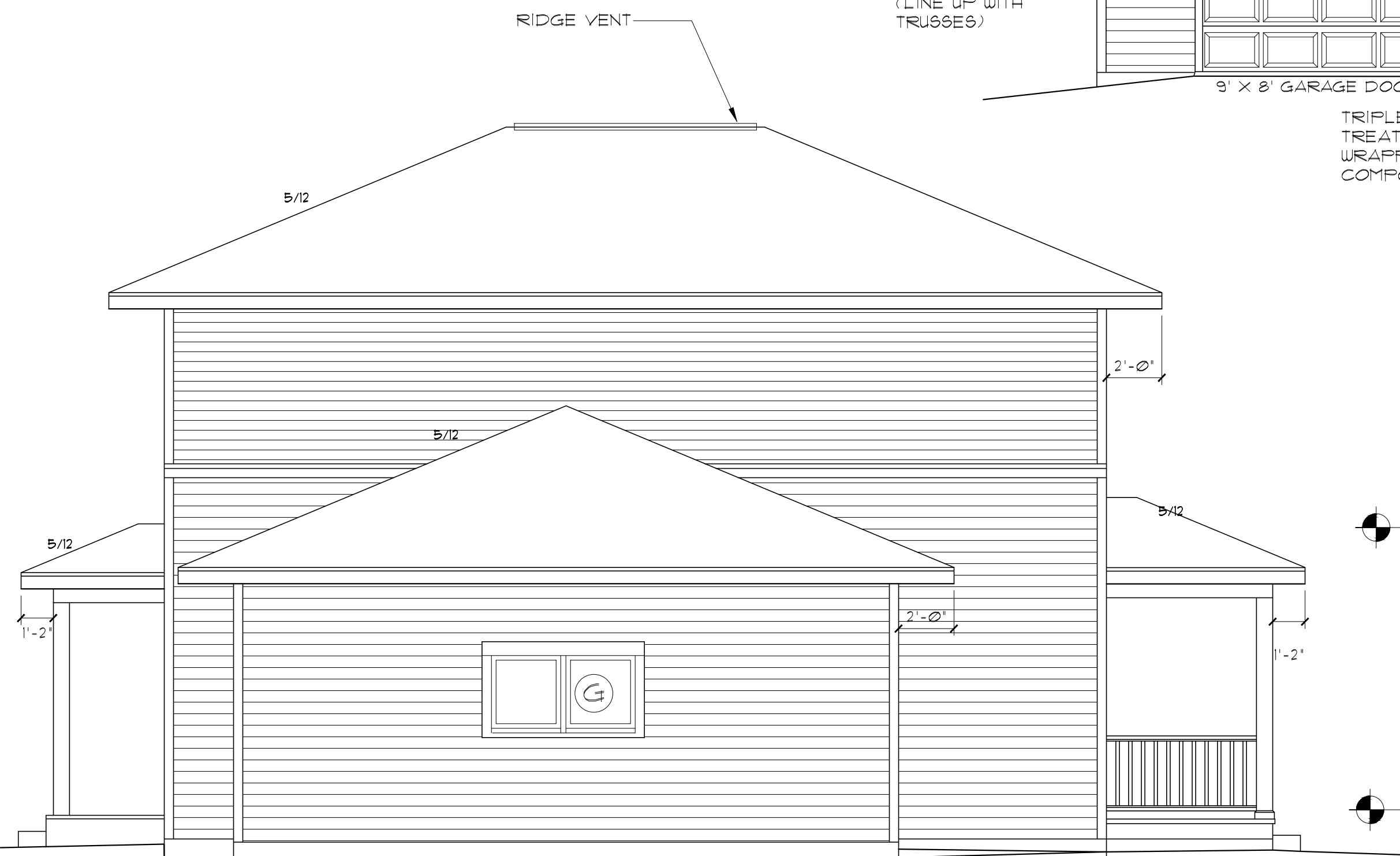
Example House Plans

4" MAXIMUM SPACE BETWEEN BALUSTERS.



RAILING DETAIL

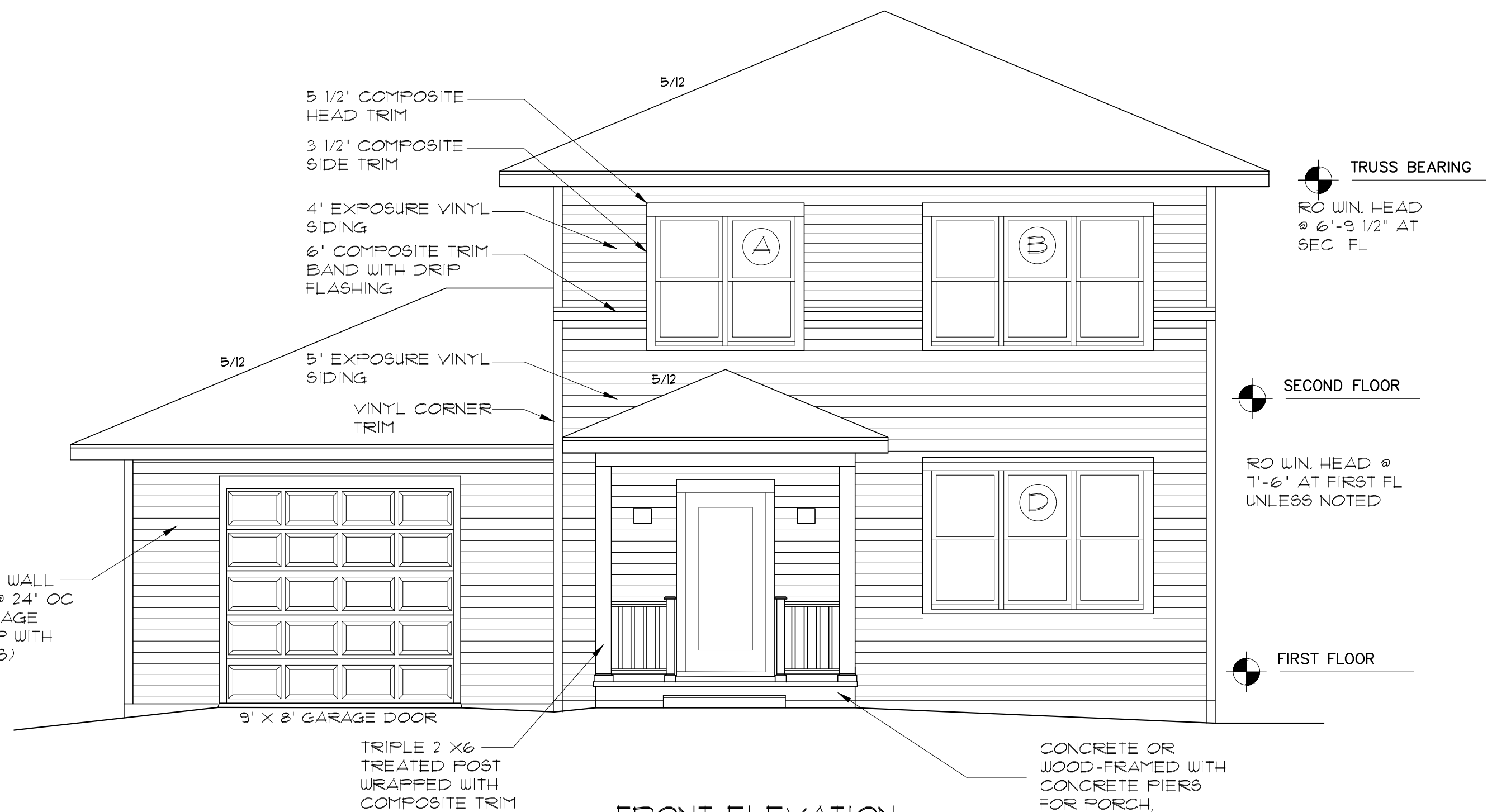
SCALE 1/2"=1'-0"



LEFT SIDE ELEVATION

0 2 4 6 8 feet

9' 2 x 4 WALL STUDS @ 24" OC AT GARAGE (LINE UP WITH TRUSSES)



FRONT ELEVATION

0 2 4 6 8 feet

GUTTERS AND DOWNSPOUTS AT UPPER ROOF, GARAGE ROOF, AND FRONT AND REAR PORCHES (NOT SHOWN)

CONCRETE OR WOOD-FRAMED WITH CONCRETE PIERS FOR PORCH, DEPENDING ON GRADING. FOUNDATION TO 48" MIN. BELOW GRADE

TRUSS BEARING

RO WIN. HEAD @ 6'-9 1/2" AT SEC FL

SECOND FLOOR

RO WIN. HEAD @ 1'-6" AT FIRST FL UNLESS NOTED

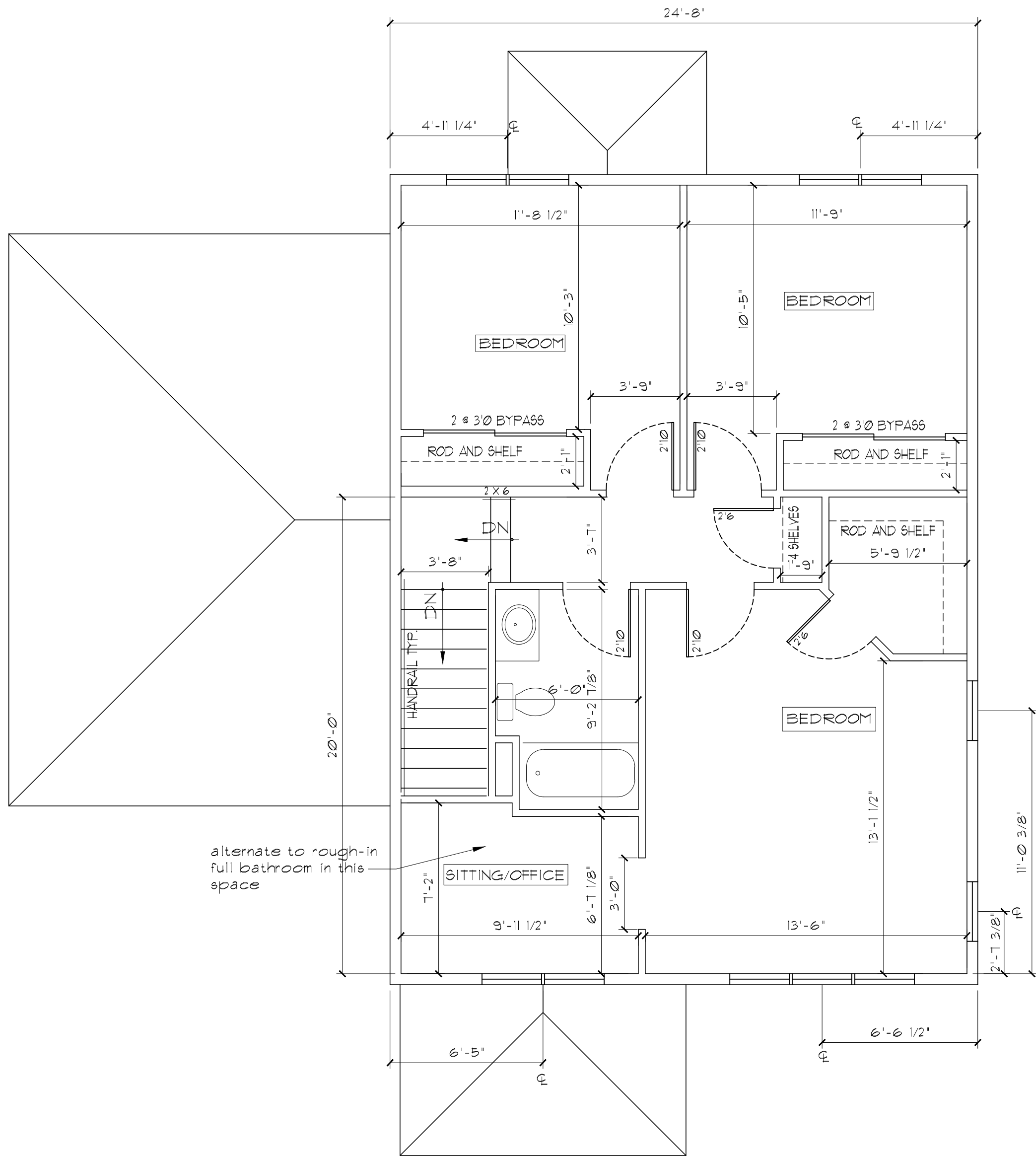
FIRST FLOOR

BASEMENT

7/25/19 WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT
SINGLE-FAMILY NEW HOME
335 HIGHLAND AVENUE
BELOIT, WISCONSIN

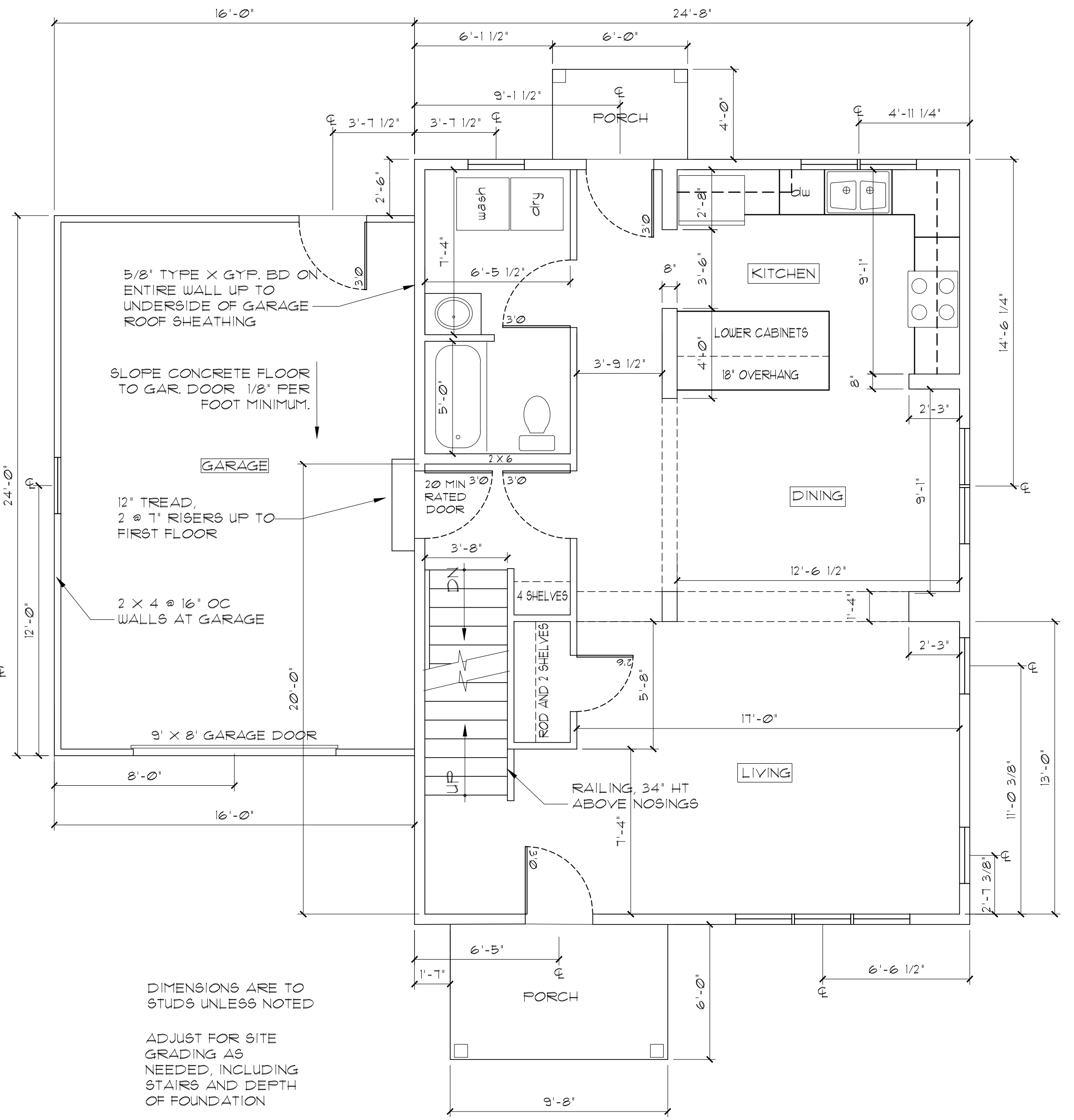
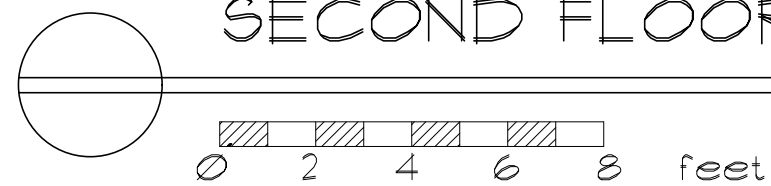
glueck architects
116 North Few Street, Madison, WI 53703 (608)251-2551

1902
#2
OF
6



alternate to rough-in full bathroom in this space

SECOND FLOOR PLAN

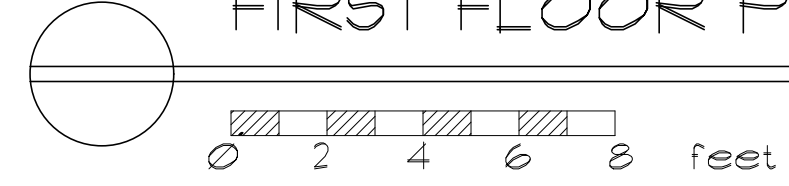


DIMENSIONS ARE TO STUDS UNLESS NOTED

ADJUST FOR SITE GRADING AS NEEDED, INCLUDING STAIRS AND DEPTH OF FOUNDATION

SEE OWNER FOR DETAILED SPECIFICATIONS AND SITE INFORMATION

FIRST FLOOR PLAN



7/25/19

WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT
SINGLE-FAMILY NEW HOME
335 HIGHLAND AVENUE
BELOIT, WISCONSIN

glueck architects
116 North Few Street, Madison, WI 53703 (608)251-2551

1902

#1 OF 6