



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

*
Members of the media or the public may participate in the open session portion of this agenda by calling 1 (872) 240-3412, access code 289-075-677. All participants' phones will be muted. Attendance at the meeting in person will be limited. If you would like to provide comments for the any of the items on the agenda, please submit those to christensenj@beloitwi.gov by 12:00 noon on Wednesday, July 22, 2020.

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the June 24, 2020 Community Development Authority meeting
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the June Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of April Financial Report (Cole)
[Attachment](#)
 - 4.c. Presentation of the May Financial Report (Cole)
[Attachment](#)
 - 4.d. The Community Development Authority will adjourn into closed session pursuant to $\text{Å}\text{§}19.85(1)(e)$, 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 1310 Strong Avenue. The Community Development Authority may reconvene and take action on an item discussed in closed session. (Christensen) Information will be e-mailed separately to Commissioners
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Consideration of Resolution 2020-08 recommending entering into a contract with NeighborWorks Blackhawk Region to provide down payment assistance under the HOME Investment Partnerships Program (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
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, June 24, 2020

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:30 PM by Vice-Chairperson Leavy. Commissioners Douglas and Roland and Councilor Forbeck and Leavy were present. Commissioners Ellison, Gorman and Hyler were absent.

2. PUBLIC COMMENT

Vice-Chairperson Leavy asked Ms. Christensen if there was any public comment. Ms. Christensen indicated that there was not.

3. MINUTES

3.a. Consideration of the minutes of the May 27, 2020 Community Development Authority meeting

Motion was made by Councilor Forbeck, seconded by Commissioner Roland to approve the minutes. Motion carried (4-0), roll call vote.

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the May Activity Report (Cole)

Clinton Cole, Director of the Beloit Housing Authority presented the May Activity Report. Councilor Leavy asked if the Housing Authority has the number of people affected by COVID-19 as it relates to rental payment or waiving their rent. He was wondering if anybody lost their housing. Clint said that he hasn't had anyone evicted for non-payment. However, the moratorium on evictions just ended recently. He went on to explain that two Housing Choice Voucher participants are being evicted for other lease violations, not for nonpayment of rent.

4.b. Consideration of Resolution 2020-06 approving the Beloit Housing Authority's Revised Five-Year Capital Fund Program Budget (Cole)

Clint presented the staff report and recommendation. He explained that this is the detailed budget that is prepared once we have received the actual amount of funding. Preliminary numbers were included in the 2020 budget approved last year.

Motion made by Commissioner Roland, seconded by Councilor Forbeck, to approve the resolution. Motion carried (4-0), roll call vote.

5. **COMMUNITY AND HOUSING SERVICES**

5.a. **Consideration of Resolution 2020-07 recommending approval of the 2021 Community Development Block Grant 2021 Local Funding Priorities (Downing)**

Teri Downing provided an overview of the Community Development Block Grant (CDBG) Program and the calendar for the program. She also provided information on the public process required for the program. Ms. Downing outlined the rules regarding the development of the CDBG budget.

Councilor Leavy asked how we would be handling the CDBG process this year. Julie Christensen, Executive Director of the CDA, explained that we would probably be doing the process virtually. Elizabeth Krueger, City Attorney, explained that we could easily set it up so that CDBG applicants can present virtually. Materials that would normally be handed out can be shared with the board.

Ms. Downing presented the staff report and recommendation for the local funding priorities. She explained that the funding priorities would be incorporated into the CDBG application.

Councilor Forbeck asked how many people participated in the public process. Ms. Downing answered that about 20 people were at the Merrill session. In the Hackett neighborhood, there were 25-30 people.

Motion was made by Councilor Forbeck, seconded by Commissioner Roland, to approve the resolution.

Commissioner Roland asked what the boundaries were of the Hackett Neighborhood. Ms. Downing explained that the boundaries are Shirland, Portland, Bluff, and McKinley. The boundaries are based on census tracts. The Hackett Neighborhood is Census Tract 16, and the Merrill Neighborhood is Census Tract 18. The Merrill Neighborhood boundaries are generally White, Prairie, Henry and Park.

Motion carried (4-0), roll call vote.

6. **ADJOURNMENT**

Motion was made by Councilor Forbeck, seconded by Commissioner Roland, to adjourn the meeting. Motion carried (4-0), roll call vote. Meeting was adjourned at 4:59 PM.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	June Activity Report		
Date:	July 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 two public housing vacancies. Nine annual and 12 interim certifications were completed. Due to HUD guidance in response to the COVID-19 pandemic to limit the spread of the virus and protect the safety of BHA staff and residents no annual inspections were conducted in June.

Section 8:

515 vouchers were housed on June 30, 2020, with nine voucher holders either searching for units or waiting for passed inspections. Nine portable vouchers were paid by BHA, and seven port-in vouchers were administered. No inspections were completed during this reporting period. The Housing Specialists completed 54 annual and 24 interim recertifications during this reporting period.

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

June Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 6/30/2020	129 Units	98% Occupancy
Vacancies on 6/30/2020	2 Units	2% Vacancy
Vacancies by Type		
Elderly	1 Unit	98% Occupancy
Family	1 Unit	99% Occupancy

Public Housing Inspections

There were no inspections completed during this reporting period.

Public Housing Activities

Annual Recertifications	9
Interim Recertifications	10
Tenant notices to Vacate *Not due to eviction	2
New Tenants	4
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	10

SECTION 8 PROGRAM

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 6/30/2020	515 Vouchers	86% Utilization
Total Portable Vouchers Paid	9 Vouchers	
Total Port Out*	9 Vouchers	
Total Port In*	7 Vouchers	

* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority

* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities

Section 8 Inspections

There were no inspections were completed during this reporting period.

Section 8 Activities

New Participants	0
Annual Recertifications	54
Interim Recertifications	24
Abatements	4
Unit Transfers	1
Possible Program Violations	4
End of Program	4
Port outs	4

Section 8 Briefings

Number Notified	0
Number Briefed	0

APPLICATIONS ON WAITING LIST

Public Housing East	39
Public Housing West	29
Parker Bluff	115
Section 8 Program	178

- 0 Applicants removed for Repayment Default
- 0 Applicants removed for unreported income
- 0 Applicants 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:	April 2020 Financial Report		
Date:	July 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 April 30, 2020.

Through the month of April, the Low Income Public Housing (LIPH) program income was \$212,036.58 and the LIPH expenses were \$185,240.72. There was a surplus of \$26,795.86 in LIPH.

Through the month of April, Inflows of revenue from LIPH Grants total \$85,641.07 and related grant expenses total \$85,641.07.

Through the month of April, the Project Based Voucher (PBV) program income was \$57,029.13 and the expenses were \$87,959.89. The PBV had a deficit of \$(30,930.76). The deficit is the result of the proceeds from the sale of Project Based Unit 852 8th Street being transferred to the LIPH Fund.

Through the month of April, Phase 1 program income was \$124,310.22 and the expenses were \$103,184.32. Phase 1 had a surplus of \$21,125.90. Of this surplus, \$2.11 is the Housing Authority's portion.

Through the month of April, Phase 2 program income was \$137,481.64 and the expenses were \$113,781.88. Phase 2 had a surplus of \$23,699.76. Of this surplus, \$2.37 is the Housing Authority's portion.

Through the month of April, the Housing Choice Voucher (HCV) program income was \$1,041,034.83 and expenses were \$1,034,836.44. The HCV program had a surplus of \$6,198.39.

The BHA is working with the Beloit City Clerk/Treasurer to utilize the State of Wisconsin Department of Revenue's State Debt Collection Initiative (SDC). SDC uses a variety of debt collection methods including payment plans, refund intercepts, and wage garnishment.

Debts owed BHA collected through April 2020: Total \$11,101.67
State Debt Collection Initiative (SDC): \$10,244.67 Repayments: \$857

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

N/A

Consolidated 2020 Budget Report for LIPH/PBV - April 2020

		YTD Actual				Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV		Total
1 Dwelling Rental	14,161.67			11,960.00	11,960.00	42,485.00		42,485.00
2 Excess Utilities	-				-			-
3 Interest on Unrestricted Fund Investments	-	24.00			24.00			-
4 Income - Transfer In from Other Funds	-	66,954.25			66,954.25			-
5 Other Income - Tenants	500.00				-	1,500.00		1,500.00
6 HAP Fraud Recovery & FSS Forfeitures	-				-			-
7 Other Income - Bad Debt Collections	-	10,244.67			10,244.67			-
8 Other Income - Laundry/Copy Fees/Misc	38,302.00	6,741.66			6,741.66	114,906.00		114,906.00
9 Other Income - CFP Operation Money	23,333.33				-	70,000.00		70,000.00
10 Other Income - Sale of Asset Gain/Loss	40,000.00			45,069.13	45,069.13	120,000.00		120,000.00
11 Admin Fees Earned - HUD	-				-			-
12 Incoming Billable Admin Fees/Oper Sub	-				-			-
13 ROSS/CFP Grant	48,666.67		85,641.07		85,641.07	146,000.00		146,000.00
14 HAP Subsidy	-				-			-
15 Operating Subsidy	129,153.33	128,072.00			128,072.00	387,460.00		387,460.00
Total Income	294,117.00	212,036.58	85,641.07	57,029.13	354,706.78	882,351.00		882,351.00
Expenses								
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV		Total
Administrative Expenses								
16 Admin Salaries	53,175.00	23,667.85	3,122.32	2,441.77	29,231.94	159,525.00		159,525.00
17 FSS Coordinator Admin Salaries	-		15,899.41		15,899.41			-
18 Admin Employee Benefits	21,345.67	10,343.26		1,027.71	11,370.97	64,037.00		64,037.00
19 FSS Coordinator Admin Benefits	-		5,636.54		5,636.54			-
20 Advertising & Marketing	-				-			-
21 Legal	83.33				-	250.00		250.00
22 Staff Training	4,166.67		1,900.00		1,900.00	12,500.00		12,500.00
23 Travel	83.33	17.25			17.25	250.00		250.00
24 Accounting Consultants	2,820.00	1,639.00		320.00	1,959.00	8,460.00		8,460.00
25 Audit Fee	3,000.00				-	9,000.00		9,000.00
26 Telephone	1,824.00	350.50			350.50	5,472.00		5,472.00
27 Postage	715.00	551.87			551.87	2,145.00		2,145.00
28 Office Supplies	1,040.00	456.01			456.01	3,120.00		3,120.00
29 Memberships & Publications	266.00	292.18			292.18	798.00		798.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	938.33	828.20			828.20	2,815.00		2,815.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	2,083.33	1,872.93			1,872.93	6,250.00		6,250.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	166.67			415.00	415.00	500.00		500.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	933.33				-	2,800.00		2,800.00
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses		-					
42	Maintenance Salaries	4,605.67	1,722.13		351.77	2,073.90	13,817.00	13,817.00
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	1,077.67	391.98		115.94	507.92	3,233.00	3,233.00
45	Maintenance Materials & Supplies	1,583.33	133.90		88.60	222.50	4,750.00	4,750.00
46	Plumbing Supplies	-				-		-
47	Locks, Locksets & Keys	-				-		-
48	Electrical Supplies	-				-		-
49	Painting Supplies	-				-		-
50	Cleaning Supplies	-	109.02			109.02		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	2,566.67	1,534.49		1,364.00	2,898.49	7,700.00	7,700.00
53	Refuse Removal Services	-				-		-
54	Plumbing Repair Services	250.00			653.00	653.00	750.00	750.00
55	Heating/AC Repair Services	166.67			2,400.00	2,400.00	500.00	500.00
56	Electric Repair Service	83.33			200.39	200.39	250.00	250.00
57	Window Repair Service	-				-		-
58	Automotive Repairs/Fuel	-	526.60			526.60		-
59	Elevator Repair & Maintenance	666.67				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	815.09			815.09		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	133.33				-	400.00	400.00
	Utilities Expenses		-					
65	Water/Sewer	716.67	321.92		111.86	433.78	2,150.00	2,150.00
66	Electricity	2,166.67	1,846.70		172.46	2,019.16	6,500.00	6,500.00
67	Natural Gas	1,000.00	747.92		392.40	1,140.32	3,000.00	3,000.00
	Other Operating Expenses		-					
68	Protective Services Contract	13,800.00	10,603.24			10,603.24	41,400.00	41,400.00
69	Insurance	2,999.00	2,919.14		943.79	3,862.93	8,997.00	8,997.00
70	PILOT	-			61.20	61.20		-
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-		50,524.55		50,524.55		-
74	Other General Expense/Asset Mgmt Fees	125,993.00	123,549.54		9,945.75	133,495.29	377,979.00	377,979.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	24,666.67		8,558.25		8,558.25	74,000.00	74,000.00
77	Transfer In / Out	-			66,954.25	66,954.25		-
	Total Expense	275,116.00	185,240.72	85,641.07	87,959.89	358,841.68	825,348.00	-
								825,348.00

Net Income/(Loss):

26,795.86	-	(30,930.76)	(4,134.90)
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
4/30/2020**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	11,960.00		42,485.00	28.15%	(30,525.00)
Interest on Investments	24.00		-	0.00%	24.00
Other Income	129,009.71		306,406.00	42.10%	(177,396.29)
HUD Admin Fees			-		-
HUD Grants/Subsidies	128,072.00	85,641.07	533,460.00	40.06%	(319,746.93)
Total Income	269,065.71	85,641.07	882,351.00		(527,644.22)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	37,480.59	24,658.27	223,562.00	27.79%	161,423.14
Office Expenses	4,041.81	1,900.00	42,495.00	13.98%	36,553.19
Office Contracted Services	2,701.13		11,865.00	22.77%	9,163.87
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	2,581.82		17,050.00	15.14%	14,468.18
Materials & Supplies	331.52		4,750.00	6.98%	4,418.48
Maintenance Contracts	7,493.57		11,600.00	64.60%	4,106.43
Utilities	3,593.26		11,650.00	30.84%	8,056.74
Other Operating					
Protective Services	10,603.24		41,400.00	25.61%	30,796.76
Insurance	3,862.93		8,997.00	42.94%	5,134.07
PILOT	61.20		-	0.00%	(61.20)
Other Operating Expenses	200,449.54	59,082.80	451,979.00	57.42%	192,446.66
Total Expenses	273,200.61	85,641.07	825,348.00		466,506.32

Net Admin Income (Loss)	(4,134.90)	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	(4,134.90)	-			

Consolidated 2020 Budget Report for Phase 1 - April 2020

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	38,334.33	29,205.42	29,205.42	115,003.00	115,003.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	6.67	100.79	100.79	20.00	20.00
4	Income - Transfer In from Other Funds	-	25,442.50	25,442.50	-	-
5	Other Income - Tenants	-	6,053.26	6,053.26	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	37.47	37.47	-	-
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	46,666.67	63,470.78	63,470.78	140,000.00	140,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	85,007.67	124,310.22	124,310.22	255,023.00	255,023.00

	Expenses	Approved YTD	Phase 1	Phase 1 Total	Annual Board Approved Budget	
					Phase 1	Total
	Administrative Expenses					
16	Admin Salaries	14,759.67	26,305.43	26,305.43	44,279.00	44,279.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	Admin Employee Benefits	7,830.67	-	-	23,492.00	23,492.00
19	FSS Coordinator Admin Benefits	-	-	-	-	-
20	Advertising & Marketing	16.67	-	-	50.00	50.00
21	Legal	333.33	-	-	1,000.00	1,000.00
22	Staff Training	-	-	-	-	-
23	Travel	-	-	-	-	-
24	Accounting Consultants	2,666.67	1,204.00	1,204.00	8,000.00	8,000.00
25	Audit Fee	4,000.00	10,600.00	10,600.00	12,000.00	12,000.00
26	Telephone	-	-	-	-	-
27	Postage	-	-	-	-	-
28	Office Supplies	50.00	-	-	150.00	150.00
29	Memberships & Publications	-	-	-	-	-
30	Bank Fees	-	14.80	14.80	-	-
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	1,333.33	12,705.77	12,705.77	4,000.00	4,000.00
38	Port-In HAP Expense	-	-	-	-	-
39	Management Fees	1,333.33	1,478.58	1,478.58	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	22,036.67	28,308.37	28,308.37	66,110.00	66,110.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	10,018.67	-	-	30,056.00	30,056.00
45	Maintenance Materials & Supplies	2,333.33	5,275.41	5,275.41	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	3,000.00	6,387.57	6,387.57	9,000.00	9,000.00
53	Refuse Removal Services	416.67	70.00	70.00	1,250.00	1,250.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	333.33	-	-	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	500.00	-	-	1,500.00	1,500.00
61	Cable TV	-	-	-	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	1,375.00	650.41	650.41	4,125.00	4,125.00
66	Electricity	250.00	461.37	461.37	750.00	750.00
67	Natural Gas	166.67	504.65	504.65	500.00	500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	-	-	-	-	-
69	Insurance	5,309.00	5,375.73	5,375.73	15,927.00	15,927.00
70	PILOT	-	2,758.91	2,758.91	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	6,737.67	1,083.32	1,083.32	20,213.00	20,213.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	Total Expense	84,800.67	103,184.32	103,184.32	254,402.00	- 254,402.00

Net Income/(Loss):

21,125.90 21,125.90

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

2.11

Cash Flow Statement
Beloit Housing Authority
Phase 1
4/30/2020

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	29,205.42	115,003.00	25.40%	(85,797.58)
Interest on Investments	100.79	20.00	503.95%	80.79
Other Income	95,004.01	140,000.00	67.86%	(44,995.99)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	124,310.22	255,023.00		(130,712.78)

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	26,305.43	67,771.00	38.82%	41,465.57
Office Expenses	24,524.57	25,200.00	97.32%	675.43
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	1,478.58	4,000.00	36.96%	2,521.42
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	28,308.37	96,166.00	29.44%	67,857.63
Materials & Supplies	5,275.41	7,000.00	75.36%	1,724.59
Maintenance Contracts	6,457.57	12,750.00	50.65%	6,292.43
Utilities	1,616.43	5,375.00	30.07%	3,758.57
Other Operating				
Protective Services	-	-		-
Insurance	5,375.73	15,927.00	33.75%	10,551.27
PILOT	2,758.91	-	0.00%	(2,758.91)
Other Operating Expenses	1,083.32	20,213.00	5.36%	19,129.68
Total Expenses	103,184.32	254,402.00		151,217.68

Net Admin Income (Loss)	21,125.90
Net HAP Income (Loss)	
Total YTD Income (Loss)	21,125.90
Housing Authority's Portion	<u>2.11</u>

Consolidated 2020 Budget Report for Phase 2 - April 2020

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	46,667.33	45,113.00	45,113.00	140,002.00	140,002.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	250.00	217.50	217.50	750.00	750.00
4	Income - Transfer In from Other Funds	-	25,082.05	25,082.05	-	-
5	Other Income - Tenants	-	6,990.33	6,990.33	-	-
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	45,000.00	60,078.76	60,078.76	135,000.00	135,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	91,917.33	137,481.64	137,481.64	275,752.00	275,752.00

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
	Administrative Expenses					
16	Admin Salaries	10,686.33	20,348.40	20,348.40	32,059.00	32,059.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	Admin Employee Benefits	6,062.67	-	-	18,188.00	18,188.00
19	FSS Coordinator Admin Benefits	-	-	-	-	-
20	Advertising & Marketing	16.67	-	-	50.00	50.00
21	Legal	666.67	70.00	70.00	2,000.00	2,000.00
22	Staff Training	-	-	-	-	-
23	Travel	-	-	-	-	-
24	Accounting Consultants	3,333.33	1,554.00	1,554.00	10,000.00	10,000.00
25	Audit Fee	3,666.67	10,000.00	10,000.00	11,000.00	11,000.00
26	Telephone	-	-	-	-	-
27	Postage	-	-	-	-	-
28	Office Supplies	50.00	-	-	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	666.67	3,221.72	3,221.72	2,000.00	2,000.00
38	Port-In HAP Expense	-	-	-	-	-
39	Management Fees	4,666.67	5,263.08	5,263.08	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	18,843.00	25,991.10	25,991.10	56,529.00	56,529.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	7,267.33	-	-	21,802.00	21,802.00
45	Maintenance Materials & Supplies	3,666.67	4,632.56	4,632.56	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	4,166.67	21,899.61	21,899.61	12,500.00	12,500.00
53	Refuse Removal Services	1,166.67	483.78	483.78	3,500.00	3,500.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	400.00	-	-	1,200.00	1,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	2,000.00	-	-	6,000.00	6,000.00
60	Pest Control Services	500.00	-	-	1,500.00	1,500.00
61	Cable TV	-	988.73	988.73	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	4,333.33	1,983.08	1,983.08	13,000.00	13,000.00
66	Electricity	5,833.33	4,977.68	4,977.68	17,500.00	17,500.00
67	Natural Gas	2,833.33	3,032.25	3,032.25	8,500.00	8,500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	1,333.33	252.32	252.32	4,000.00	4,000.00
69	Insurance	2,959.00	3,053.60	3,053.60	8,877.00	8,877.00
70	PILOT	-	3,243.09	3,243.09	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	6,700.00	2,786.88	2,786.88	20,100.00	20,100.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	Total Expense	91,818.33	113,781.88	113,781.88	275,455.00	- 275,455.00

Net Income/(Loss):

23,699.76 23,699.76

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

2.37

Cash Flow Statement
Beloit Housing Authority
Phase 2
4/30/2020

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	45,113.00	140,002.00	32.22%	(94,889.00)
Interest on Investments	217.50	750.00	29.00%	(532.50)
Other Income	92,151.14	135,000.00	68.26%	(42,848.86)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	137,481.64	275,752.00		(138,270.36)

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	20,348.40	50,247.00	40.50%	29,898.60
Office Expenses	14,845.72	25,200.00	58.91%	10,354.28
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	5,263.08	14,000.00	37.59%	8,736.92
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	25,991.10	78,331.00	33.18%	52,339.90
Materials & Supplies	4,632.56	11,000.00	42.11%	6,367.44
Maintenance Contracts	23,372.12	24,700.00	94.62%	1,327.88
Utilities	9,993.01	39,000.00	25.62%	29,006.99
Other Operating				
Protective Services	252.32	4,000.00	6.31%	3,747.68
Insurance	3,053.60	8,877.00	34.40%	5,823.40
PILOT	3,243.09	-	0.00%	(3,243.09)
Other Operating Expenses	2,786.88	20,100.00	13.87%	17,313.12
Total Expenses	113,781.88	275,455.00		161,673.12

Net Admin Income (Loss)	23,699.76
Net HAP Income (Loss)	
Total YTD Income (Loss)	23,699.76
Housing Authority's Portion	<u>2.37</u>

Consolidated 2020 Budget Report for Housing Choice Voucher - April 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	766.67		392.93	392.93		2,300.00	2,300.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	-		(10,945.57)	(10,945.57)			-
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	-		12,757.47	12,757.47			-
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	101,585.67		100,528.00	100,528.00		304,757.00	304,757.00
12 Incoming Billable Admin Fees/Oper Sub	-			-			-
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	-		938,302.00	938,302.00			-
15 Operating Subsidy	-			-			-
Total Income	102,352.33		1,041,034.83	1,041,034.83	-	307,057.00	307,057.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total		HCV	Total
Administrative Expenses							
16 Admin Salaries	60,574.00		42,904.24	42,904.24		181,722.00	181,722.00
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	23,987.00		13,930.49	13,930.49		71,961.00	71,961.00
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	-			-			-
21 Legal	83.33		140.00	140.00		250.00	250.00
22 Staff Training	833.33			-		2,500.00	2,500.00
23 Travel	83.33		402.51	402.51		250.00	250.00
24 Accounting Consultants	2,416.67		724.00	724.00		7,250.00	7,250.00
25 Audit Fee	3,000.00			-		9,000.00	9,000.00
26 Telephone	2,244.00		269.78	269.78		6,732.00	6,732.00
27 Postage	-			-			-
28 Office Supplies	693.33		370.59	370.59		2,080.00	2,080.00
29 Memberships & Publications	682.67		222.18	222.18		2,048.00	2,048.00
30 Bank Fees	-		938.82	938.82			-
31 Computer Maintenance	-			-			-
32 Copier Expenses	1,061.67		828.22	828.22		3,185.00	3,185.00
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	667.67		1,201.62	1,201.62		2,003.00	2,003.00
35 Software Maintenance	2,083.33		2,679.40	2,679.40		6,250.00	6,250.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	-		160.62	160.62			-
38 Port-In HAP Expense	-		11,786.00	11,786.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	400.00			-	1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	955,349.67		954,853.05	954,853.05	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(27,496.62)			-
	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	-		323.41	323.41		-
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	1,012.00		1,517.92	1,517.92	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	1,433.33		1,583.59	1,583.59	4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	Total Expense	1,056,605.33		1,034,836.44	1,034,836.44	-	3,169,816.00

Net Income/(Loss):

6,198.39

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
4/30/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	392.93	2,300.00	17.08%	(1,907.07)
Other Income	12,757.47	-	0.00%	12,757.47
HUD Admin Fees	100,528.00	304,757.00	32.99%	(204,229.00)
HUD Grants/Subsidies	927,356.43	-	0.00%	927,356.43
Total Income	1,041,034.83	307,057.00		733,977.83

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	56,834.73	253,683.00	22.40%	196,848.27
Office Expenses	3,228.50	30,110.00	10.72%	26,881.50
Office Contracted Services	5,032.65	12,638.00	39.82%	7,605.35
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	954,853.05	2,866,049.00	33.32%	1,911,195.95
HAP Payments Port In	11,786.00		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,517.92	3,036.00	50.00%	1,518.08
PILOT		-		-
Other Operating Expenses	1,583.59	4,300.00	36.83%	2,716.41
Total Expenses	1,034,836.44	3,169,816.00		2,134,979.56
Net Income/(Loss):	6,198.39			

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	May 2020 Financial Report		
Date:	July 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 May 31, 2020.

Through the month of May, the Low Income Public Housing (LIPH) program income was \$318,164.67 and the LIPH expenses were \$240,061.09. There was a surplus of \$78,103.58 in LIPH.

Through the month of May, Inflows of revenue from LIPH Grants total \$95,935.57 and related grant expenses total \$95,935.57.

Through the month of May, the Project Based Voucher (PBV) program income was \$59,241.13 and the expenses were \$89,315.03. The PBV had a deficit of \$(30,073.90). The deficit is the result of the proceeds from the sale of Project Based Unit 852 8th Street being transferred to the LIPH Fund.

Through the month of May, Phase 1 program income was \$138,060.12 and the expenses were \$112,906.53. Phase 1 had a surplus of \$25,153.59. Of this surplus, \$2.52 is the Housing Authority's portion.

Through the month of May, Phase 2 program income was \$152,724.36 and the expenses were \$128,708.97. Phase 2 had a surplus of \$24,015.39. Of this surplus, \$2.40 is the Housing Authority's portion.

Through the month of May, the Housing Choice Voucher (HCV) program income was \$1,368,347.38 and expenses were \$1,308,086.15. The HCV program had a surplus of \$60,261.23.

The BHA is working with the Beloit City Clerk/Treasurer to utilize the State of Wisconsin Department of Revenue's State Debt Collection Initiative (SDC). SDC uses a variety of debt collection methods including payment plans, refund intercepts, and wage garnishment.

Debts owed BHA collected through May 2020: Total \$12,153.03
 State Debt Collection Initiative (SDC): \$11,138.03 Repayments: \$1,015

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

N/A

Consolidated 2020 Budget Report for LIPH/PBV - May 2020

		YTD Actual				Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV		Total
1 Dwelling Rental	17,702.08			14,172.00	14,172.00	42,485.00		42,485.00
2 Excess Utilities	-				-			-
3 Interest on Unrestricted Fund Investments	-	30.15			30.15			-
4 Income - Transfer In from Other Funds	-	66,954.25			66,954.25			-
5 Other Income - Tenants	625.00				-	1,500.00		1,500.00
6 HAP Fraud Recovery & FSS Forfeitures	-				-			-
7 Other Income - Bad Debt Collections	-	11,468.23			11,468.23			-
8 Other Income - Laundry/Copy Fees/Misc	47,877.50	7,785.04			7,785.04	114,906.00		114,906.00
9 Other Income - CFP Operation Money	29,166.67				-	70,000.00		70,000.00
10 Other Income - Sale of Asset Gain/Loss	50,000.00			45,069.13	45,069.13	120,000.00		120,000.00
11 Admin Fees Earned - HUD	-				-			-
12 Incoming Billable Admin Fees/Oper Sub	-				-			-
13 ROSS/CFP Grant	60,833.33		95,935.57		95,935.57	146,000.00		146,000.00
14 HAP Subsidy	-				-			-
15 Operating Subsidy	161,441.67	231,927.00			231,927.00	387,460.00		387,460.00
Total Income	367,646.25	318,164.67	95,935.57	59,241.13	473,341.37	882,351.00		882,351.00
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Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV		Total
Administrative Expenses								
16 Admin Salaries	66,468.75	29,974.18	3,892.11	2,833.39	36,699.68	159,525.00		159,525.00
17 FSS Coordinator Admin Salaries	-		19,709.29		19,709.29			-
18 Admin Employee Benefits	26,682.08	13,009.65		1,174.78	14,184.43	64,037.00		64,037.00
19 FSS Coordinator Admin Benefits	-		7,022.07		7,022.07			-
20 Advertising & Marketing	-				-			-
21 Legal	104.17				-	250.00		250.00
22 Staff Training	5,208.33		1,900.00		1,900.00	12,500.00		12,500.00
23 Travel	104.17	17.25			17.25	250.00		250.00
24 Accounting Consultants	3,525.00	1,818.00		380.00	2,198.00	8,460.00		8,460.00
25 Audit Fee	3,750.00				-	9,000.00		9,000.00
26 Telephone	2,280.00	531.96			531.96	5,472.00		5,472.00
27 Postage	893.75	745.89			745.89	2,145.00		2,145.00
28 Office Supplies	1,300.00	456.01			456.01	3,120.00		3,120.00
29 Memberships & Publications	332.50	338.35			338.35	798.00		798.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	1,172.92	994.34			994.34	2,815.00		2,815.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	2,604.17	2,270.40			2,270.40	6,250.00		6,250.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	208.33			415.00	415.00	500.00		500.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	1,166.67				-	2,800.00		2,800.00
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses	-							
42	Maintenance Salaries	5,757.08	3,620.48		380.23	4,000.71	13,817.00	13,817.00	
43	Casual Labor - Maintenance	-				-		-	
44	Maintenance Benefits	1,347.08	1,028.91		125.21	1,154.12	3,233.00	3,233.00	
45	Maintenance Materials & Supplies	1,979.17	133.90		88.60	222.50	4,750.00	4,750.00	
46	Plumbing Supplies	-				-		-	
47	Locks, Locksets & Keys	-				-		-	
48	Electrical Supplies	-				-		-	
49	Painting Supplies	-				-		-	
50	Cleaning Supplies	-	109.02			109.02		-	
51	Equipment Repair Parts	-				-		-	
52	Maintenance Contracted Services	3,208.33	2,194.05		1,364.00	3,558.05	7,700.00	7,700.00	
53	Refuse Removal Services	-				-		-	
54	Plumbing Repair Services	312.50			653.00	653.00	750.00	750.00	
55	Heating/AC Repair Services	208.33			2,400.00	2,400.00	500.00	500.00	
56	Electric Repair Service	104.17	50.00		200.39	250.39	250.00	250.00	
57	Window Repair Service	-				-		-	
58	Automotive Repairs/Fuel	-	589.23			589.23		-	
59	Elevator Repair & Maintenance	833.33				-	2,000.00	2,000.00	
60	Pest Control Services	-				-		-	
61	Cable TV	-				-		-	
62	Answering Service	-	1,897.12			1,897.12		-	
63	Misc Contracts	-				-		-	
64	Clean/Paint Units	166.67				-	400.00	400.00	
	Utilities Expenses	-							
65	Water/Sewer	895.83	321.92		268.68	590.60	2,150.00	2,150.00	
66	Electricity	2,708.33	2,294.62		281.83	2,576.45	6,500.00	6,500.00	
67	Natural Gas	1,250.00	806.78		524.23	1,331.01	3,000.00	3,000.00	
	Other Operating Expenses	-							
68	Protective Services Contract	17,250.00	40,725.98			40,725.98	41,400.00	41,400.00	
69	Insurance	3,748.75	3,029.77		1,179.74	4,209.51	8,997.00	8,997.00	
70	PILOT	-			145.95	145.95		-	
71	Compensated Absences	-				-		-	
72	Collection Losses	-				-		-	
73	Replacement Reserves & Debt Pmt-Princ	-		50,524.55		50,524.55		-	
74	Other General Expense/Asset Mgmt Fees	157,491.25	133,103.28		9,945.75	143,049.03	377,979.00	377,979.00	
75	Casualty Losses - Non Capitalized	-				-		-	
76	Capital Expenditures	30,833.33		12,887.55		12,887.55	74,000.00	74,000.00	
77	Transfer In / Out	-			66,954.25	66,954.25		-	
	Total Expense	343,895.00	240,061.09	95,935.57	89,315.03	425,311.69	825,348.00	-	825,348.00

Net Income/(Loss):

78,103.58 - (30,073.90) 48,029.68

**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
5/31/2020**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	14,172.00		42,485.00	33.36%	(28,313.00)
Interest on Investments	30.15		-	0.00%	30.15
Other Income	131,276.65		306,406.00	42.84%	(175,129.35)
HUD Admin Fees			-		-
HUD Grants/Subsidies	231,927.00	95,935.57	533,460.00	61.46%	(205,597.43)
Total Income	377,405.80	95,935.57	882,351.00		(409,009.63)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	46,992.00	30,623.47	223,562.00	34.72%	145,946.53
Office Expenses	4,702.46	1,900.00	42,495.00	15.54%	35,892.54
Office Contracted Services	3,264.74		11,865.00	27.52%	8,600.26
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	5,154.83		17,050.00	30.23%	11,895.17
Materials & Supplies	331.52		4,750.00	6.98%	4,418.48
Maintenance Contracts	9,347.79		11,600.00	80.58%	2,252.21
Utilities	4,498.06		11,650.00	38.61%	7,151.94
Other Operating					
Protective Services	40,725.98		41,400.00	98.37%	674.02
Insurance	4,209.51		8,997.00	46.79%	4,787.49
PILOT	145.95		-	0.00%	(145.95)
Other Operating Expenses	210,003.28	63,412.10	451,979.00	60.49%	178,563.62
Total Expenses	329,376.12	95,935.57	825,348.00		400,036.31

Net Admin Income (Loss)	48,029.68	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	48,029.68	-			

Consolidated 2020 Budget Report for Phase 1 - May 2020

		YTD Actual			Annual Board Approved Budget		
Income		Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total
1	Dwelling Rental	47,917.92	34,170.42	34,170.42	115,003.00		115,003.00
2	Excess Utilities	-		-			-
3	Interest on Unrestricted Fund Investments	8.33	127.71	127.71	20.00		20.00
4	Income - Transfer In from Other Funds	-	25,442.50	25,442.50			-
5	Other Income - Tenants	-	9,525.79	9,525.79			-
6	HAP Fraud Recovery & FSS Forfeitures	-		-			-
7	Other Income - Bad Debt Collections	-	37.47	37.47			-
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	58,333.33	68,756.23	68,756.23	140,000.00		140,000.00
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-		-			-
15	Operating Subsidy	-		-			-
Total Income		106,259.58	138,060.12	138,060.12	255,023.00		255,023.00

		Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total
Expenses							
Administrative Expenses							
16	Admin Payroll Expenses	28,237.92	31,904.08	31,904.08	67,771.00		67,771.00
17	FSS Coordinator Admin Salaries	-		-			-
18	FSS Coordinator Admin Benefits	-		-			-
19	Advertising & Marketing	20.83		-	50.00		50.00
20	Legal	416.67		-	1,000.00		1,000.00
21	Staff Training	-		-			-
22	Travel	-		-			-
23	Accounting Consultants	3,333.33	1,587.00	1,587.00	8,000.00		8,000.00
24	Audit Fee	5,000.00	10,600.00	10,600.00	12,000.00		12,000.00
25	Telephone	-		-			-
26	Postage	-		-			-
27	Office Supplies	62.50		-	150.00		150.00
28	Memberships & Publications	-		-			-
29	Bank Fees	-	14.80	14.80			-
30	Computer Maintenance	-		-			-
31	Copier Expenses	-		-			-
32	Office Equipment Maintenance	-		-			-
33	Postage Machine	-		-			-
34	Software Maintenance	-		-			-
35	Outgoing Portable Admin Fees	-		-			-
36	Sundry Administration/Compliance Fees	1,666.67	3,280.97	3,280.97	4,000.00		4,000.00
37	Port-In HAP Expense	-		-			-
38	Management Fees	1,666.67	1,767.67	1,767.67	4,000.00		4,000.00

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	Maintenance Expenses	-				
42	Maintenance Payroll Expenses	40,069.17	33,720.60	33,720.60	96,166.00	96,166.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	2,916.67	6,405.61	6,405.61	7,000.00	7,000.00
45	Plumbing Supplies	-		-		-
46	Locks, Locksets & Keys	-		-		-
47	Electrical Supplies	-		-		-
48	Painting Supplies	-		-		-
49	Cleaning Supplies	-		-		-
50	Equipment Repair Parts	-		-		-
51	Maintenance Contracted Services	3,750.00	6,859.01	6,859.01	9,000.00	9,000.00
52	Refuse Removal Services	520.83	295.71	295.71	1,250.00	1,250.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	416.67		-	1,000.00	1,000.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-		-		-
58	Elevator Repair & Maintenance	-		-		-
59	Pest Control Services	625.00		-	1,500.00	1,500.00
60	Cable TV	-		-		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	Utilities Expenses	-				
64	Water/Sewer	1,718.75	722.55	722.55	4,125.00	4,125.00
65	Electricity	312.50	581.48	581.48	750.00	750.00
66	Natural Gas	208.33	590.66	590.66	500.00	500.00
	Other Operating Expenses	-				
67	Protective Services Contract	-		-		-
68	Insurance	6,636.25	6,744.66	6,744.66	15,927.00	15,927.00
69	PILOT	-	3,227.58	3,227.58		-
70	Compensated Absences	-		-		-
71	Collection Losses	-		-		-
72	Replacement Reserves & Debt Pmt-Princ	-		-		-
73	Other General Expense/Asset Mgmt Fees	8,422.08	4,604.15	4,604.15	20,213.00	20,213.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	Total Expense	106,000.83	112,906.53	112,906.53	254,402.00	- 254,402.00

Net Income/(Loss):

25,153.59 25,153.59

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

2.52

Cash Flow Statement
Beloit Housing Authority
Phase 1
5/31/2020

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	34,170.42	115,003.00	29.71%	(80,832.58)
Interest on Investments	127.71	20.00	638.55%	107.71
Other Income	103,761.99	140,000.00	74.12%	(36,238.01)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	138,060.12	255,023.00		(116,962.88)

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	31,904.08	67,771.00	47.08%	35,866.92
Office Expenses	15,482.77	25,200.00	61.44%	9,717.23
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	1,767.67	4,000.00	44.19%	2,232.33
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	33,720.60	96,166.00	35.06%	62,445.40
Materials & Supplies	6,405.61	7,000.00	91.51%	594.39
Maintenance Contracts	7,154.72	12,750.00	56.12%	5,595.28
Utilities	1,894.69	5,375.00	35.25%	3,480.31
Other Operating				
Protective Services	-	-		-
Insurance	6,744.66	15,927.00	42.35%	9,182.34
PILOT	3,227.58	-	0.00%	(3,227.58)
Other Operating Expenses	4,604.15	20,213.00	22.78%	15,608.85
Total Expenses	112,906.53	254,402.00		141,495.47

Net Admin Income (Loss)	25,153.59
Net HAP Income (Loss)	
Total YTD Income (Loss)	25,153.59
Housing Authority's Portion	2.52

Consolidated 2020 Budget Report for Phase 2 - May 2020

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total	
1 Dwelling Rental	58,334.17	56,034.00	56,034.00	140,002.00		140,002.00	
2 Excess Utilities	-		-			-	
3 Interest on Unrestricted Fund Investments	312.50	274.30	274.30	750.00		750.00	
4 Income - Transfer In from Other Funds	-	25,082.05	25,082.05			-	
5 Other Income - Tenants	-	6,986.96	6,986.96			-	
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	56,250.00	64,347.05	64,347.05	135,000.00		135,000.00	
13 ROSS/CFP Grant	-		-			-	
14 HAP Subsidy	-		-			-	
15 Operating Subsidy	-		-			-	
Total Income	114,896.67	152,724.36	152,724.36	275,752.00		275,752.00	
Expenses							
Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total	
Administrative Expenses							
16 Admin Payroll Expenses	20,936.25	24,877.12	24,877.12	50,247.00		50,247.00	
17 FSS Coordinator Admin Salaries	-		-			-	
18 FSS Coordinator Admin Benefits	-		-			-	
19 Advertising & Marketing	20.83		-	50.00		50.00	
20 Legal	833.33	70.00	70.00	2,000.00		2,000.00	
21 Staff Training	-		-			-	
22 Travel	-		-			-	
23 Accounting Consultants	4,166.67	1,937.00	1,937.00	10,000.00		10,000.00	
24 Audit Fee	4,583.33	10,000.00	10,000.00	11,000.00		11,000.00	
25 Telephone	-		-			-	
26 Postage	-		-			-	
27 Office Supplies	62.50		-	150.00		150.00	
28 Memberships & Publications	-		-			-	
29 Bank Fees	-		-			-	
30 Computer Maintenance	-		-			-	
31 Copier Expenses	-		-			-	
32 Office Equipment Maintenance	-		-			-	
33 Postage Machine	-		-			-	
34 Software Maintenance	-		-			-	
35 Outgoing Portable Admin Fees	-		-			-	
36 Sundry Administration/Compliance Fees	833.33	3,221.72	3,221.72	2,000.00		2,000.00	
37 Port-In HAP Expense	-		-			-	
38 Management Fees	5,833.33	6,017.37	6,017.37	14,000.00		14,000.00	

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	Maintenance Expenses	-				
42	Maintenance Payroll Expenses	32,637.92	29,860.67	29,860.67	78,331.00	78,331.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	4,583.33	4,719.11	4,719.11	11,000.00	11,000.00
45	Plumbing Supplies	-		-		-
46	Locks, Locksets & Keys	-		-		-
47	Electrical Supplies	-		-		-
48	Painting Supplies	-		-		-
49	Cleaning Supplies	-		-		-
50	Equipment Repair Parts	-		-		-
51	Maintenance Contracted Services	5,208.33	21,899.61	21,899.61	12,500.00	12,500.00
52	Refuse Removal Services	1,458.33	483.78	483.78	3,500.00	3,500.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	500.00		-	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-		-		-
58	Elevator Repair & Maintenance	2,500.00		-	6,000.00	6,000.00
59	Pest Control Services	625.00		-	1,500.00	1,500.00
60	Cable TV	-	1,245.21	1,245.21		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	Utilities Expenses	-				
64	Water/Sewer	5,416.67	2,093.59	2,093.59	13,000.00	13,000.00
65	Electricity	7,291.67	6,453.28	6,453.28	17,500.00	17,500.00
66	Natural Gas	3,541.67	3,850.79	3,850.79	8,500.00	8,500.00
	Other Operating Expenses	-				
67	Protective Services Contract	1,666.67	315.40	315.40	4,000.00	4,000.00
68	Insurance	3,698.75	3,817.00	3,817.00	8,877.00	8,877.00
69	PILOT	-	4,363.72	4,363.72		-
70	Compensated Absences	-		-		-
71	Collection Losses	-		-		-
72	Replacement Reserves & Debt Pmt-Princ	-		-		-
73	Other General Expense/Asset Mgmt Fees	8,375.00	3,483.60	3,483.60	20,100.00	20,100.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	Total Expense	114,772.92	128,708.97	128,708.97	275,455.00	- 275,455.00

Net Income/(Loss):

24,015.39 24,015.39

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

2.40

Cash Flow Statement
Beloit Housing Authority
Phase 2
5/31/2020

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	56,034.00	140,002.00	40.02%	(83,968.00)
Interest on Investments	274.30	750.00	36.57%	(475.70)
Other Income	96,416.06	135,000.00	71.42%	(38,583.94)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	152,724.36	275,752.00		(123,027.64)

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	24,877.12	50,247.00	49.51%	25,369.88
Office Expenses	15,228.72	25,200.00	60.43%	9,971.28
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	6,017.37	14,000.00	42.98%	7,982.63
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	29,860.67	78,331.00	38.12%	48,470.33
Materials & Supplies	4,719.11	11,000.00	42.90%	6,280.89
Maintenance Contracts	23,628.60	24,700.00	95.66%	1,071.40
Utilities	12,397.66	39,000.00	31.79%	26,602.34
Other Operating				
Protective Services	315.40	4,000.00	7.89%	3,684.60
Insurance	3,817.00	8,877.00	43.00%	5,060.00
PILOT	4,363.72	-	0.00%	(4,363.72)
Other Operating Expenses	3,483.60	20,100.00	17.33%	16,616.40
Total Expenses	128,708.97	275,455.00		146,746.03

Net Admin Income (Loss)	24,015.39
Net HAP Income (Loss)	
Total YTD Income (Loss)	24,015.39
Housing Authority's Portion	<u>2.40</u>

Consolidated 2020 Budget Report for Housing Choice Voucher - May 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	958.33		425.28	425.28	2,300.00	2,300.00	
4 Income - Transfer In from Other Funds	-			-		-	
5 Other Income - Tenants	-			-		-	
6 HAP Fraud Recovery & FSS Forfeitures	-		(10,945.57)	(10,945.57)		-	
7 Other Income - Bad Debt Collections	-			-		-	
8 Other Income - Laundry/Copy Fees/Misc	-		15,984.67	15,984.67		-	
9 Other Income - CFP Operation Money	-			-		-	
10 Other Income - Sale of Asset Gain/Loss	-			-		-	
11 Admin Fees Earned - HUD	126,982.08		188,707.00	188,707.00	304,757.00	304,757.00	
12 Incoming Billable Admin Fees/Oper Sub	-			-		-	
13 ROSS/CFP Grant	-			-		-	
14 HAP Subsidy	-		1,174,176.00	1,174,176.00		-	
15 Operating Subsidy	-			-		-	
Total Income	127,940.42		1,368,347.38	1,368,347.38	-	307,057.00	

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
Administrative Expenses							
16 Admin Salaries	75,717.50		53,668.73	53,668.73	181,722.00	181,722.00	
17 FSS Coordinator Admin Salaries	-			-		-	
18 Admin Employee Benefits	29,983.75		17,449.02	17,449.02	71,961.00	71,961.00	
19 FSS Coordinator Admin Benefits	-			-		-	
20 Advertising & Marketing	-			-		-	
21 Legal	104.17		140.00	140.00	250.00	250.00	
22 Staff Training	1,041.67			-	2,500.00	2,500.00	
23 Travel	104.17		402.51	402.51	250.00	250.00	
24 Accounting Consultants	3,020.83		1,188.00	1,188.00	7,250.00	7,250.00	
25 Audit Fee	3,750.00			-	9,000.00	9,000.00	
26 Telephone	2,805.00		428.40	428.40	6,732.00	6,732.00	
27 Postage	-			-		-	
28 Office Supplies	866.67		370.59	370.59	2,080.00	2,080.00	
29 Memberships & Publications	853.33		268.35	268.35	2,048.00	2,048.00	
30 Bank Fees	-		1,169.79	1,169.79		-	
31 Computer Maintenance	-			-		-	
32 Copier Expenses	1,327.08		994.38	994.38	3,185.00	3,185.00	
33 Office Equipment Maintenance	-			-		-	
34 Postage Machine	834.58		1,616.99	1,616.99	2,003.00	2,003.00	
35 Software Maintenance	2,604.17		3,275.60	3,275.60	6,250.00	6,250.00	
36 Outgoing Portable Admin Fees	-			-		-	
37 Sundry Administration/Compliance Fees	-		254.60	254.60		-	
38 Port-In HAP Expense	-		14,408.36	14,408.36		-	
39 Management Fees	-			-		-	

40	Eviction & Collection Agent Fees	500.00			-	1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	1,194,187.08		1,208,810.03	1,208,810.03	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(45,579.60)			-
	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	-		323.41	323.41		-
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	1,265.00		1,517.92	1,517.92	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	1,791.67		1,799.47	1,799.47	4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	Total Expense	1,320,756.67		1,308,086.15	1,308,086.15	-	3,169,816.00

Net Income/(Loss):

60,261.23

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
5/31/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	425.28	2,300.00	18.49%	(1,874.72)
Other Income	15,984.67	-	0.00%	15,984.67
HUD Admin Fees	188,707.00	304,757.00	61.92%	(116,050.00)
HUD Grants/Subsidies	1,163,230.43	-	0.00%	1,163,230.43
Total Income	1,368,347.38	307,057.00		1,061,290.38

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	71,117.75	253,683.00	28.03%	182,565.25
Office Expenses	4,222.24	30,110.00	14.02%	25,887.76
Office Contracted Services	6,210.38	12,638.00	49.14%	6,427.62
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,208,810.03	2,866,049.00	42.18%	1,657,238.97
HAP Payments Port In	14,408.36		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,517.92	3,036.00	50.00%	1,518.08
PILOT		-		-
Other Operating Expenses	1,799.47	4,300.00	41.85%	2,500.53
Total Expenses	1,308,086.15	3,169,816.00		1,861,729.85

Net Income/(Loss): 60,261.23

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	Award of Contract to NeighborWorks Blackhawk Region for Down Payment Assistance		
Date:	July 22, 2020		
Presenter:	Julie Christensen	Division:	Community and Housing Services

Overview/Background Information

As part of its 2020 HOME program, the City allocated funds to a variety of acquisition-rehab and purchase-rehab projects, including a new construction house by Community Action and two new construction houses by the Wisconsin Partnership for Housing Development (WPHD). Additionally, the Rock County HOME Consortium allocated funds to the WPHD to construct a house at 335 Highland Avenue which is currently underway.

Key Issues

- 1) The City’s 2020 Budget included up to \$160,000 of the HOME funds for the City’s Housing Rehabilitation Loan Program for owner-occupied rehabilitation projects citywide and the balance of HOME funds for acquisition-rehab and new construction projects in the Neighborhood Revitalization Strategy Areas (NRSAs) including \$80,000 for Community Action, Inc’s (CAI) new construction project in the Merrill NRSA.
- 2) For HOME projects, down payment assistance is expended under each project. Therefore, it is considered a part of acquisition-rehab or new construction projects.
- 3) In 2018, the City Council allocated down payment assistance to NeighborWorks Blackhawk Region for HOME projects in Beloit. That funding agreement expired at the end of 2019.
- 4) The houses being constructed in Beloit in 2020-2022 include 335 Highland Avenue, 321 Highland Avenue and 354 Euclid Avenue by WPHD; 1256 Dewey Avenue by CAI, and 1235 Dewey Avenue by the City of Beloit. In addition, we anticipate rehabbing 737 Bluff Street with HOME funds in that same time frame.
- 5) The City anticipates that buyers will need down payment assistance, and NeighborWorks Blackhawk Region is the only HUD-approved counseling agency in Rock County. By awarding down payment assistance, it also allows the agencies to reduce the affordability period for the houses from 15 years to 5 years. The longer affordability period can sometimes be problematic when a buyer is obtaining financing. We are recommending an amendment to our HOME budget to allocate \$90,000 for down payment assistance plus \$6,000 for HOME administrative expenses.
- 6) NeighborWorks has agreed to provide down payment assistance to eligible homebuyers of HOME projects.

Conformance with Strategic Plan

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

Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation
Staff recommends approval of the attached resolution.
Fiscal Note/Budget Impact
The City has adequate funds in its HOME program budget to fund this program.
Attachments
Resolution 2020-08

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2020-08
RECOMMENDING ENTERING INTO A CONTRACT WITH
NEIGHBORWORKS BLACKHAWK REGION TO PROVIDE DOWN PAYMENT ASSISTANCE
UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

WHEREAS, the City of Beloit currently has prior year and 2020 HOME funds along with HOME program income allocated to housing rehab and new construction projects and administrative expenses; and

WHEREAS, the City of Beloit has identified a need for down payment assistance for HOME projects in the City of Beloit; and

WHEREAS, NeighborWorks Blackhawk Region already operates a down payment assistance program and could easily provide this assistance to potential buyers of HOME houses in the City of Beloit; and

WHEREAS, HOME funds are allowed to be used for down payment assistance and HOME administrative expenses.

NOW, THEREFORE, BE IT RESOLVED that the Community Development Authority of the City of Beloit hereby recommends entering into a contract with NeighborWorks Blackhawk Region to provide down payment assistance for HOME projects in the City of Beloit, and

BE IT FURTHER RESOLVED that the Community Development Authority of the City of Beloit hereby recommends allocating \$90,000 for down payment assistance and \$6,000 for administrative expenses to NeighborWorks Blackhawk Region for this purpose.

Adopted this 22nd day of July, 2020.

Community Development Authority

Fransaesca Ellison, Chairperson

ATTEST:

Julie Christensen, Executive Director