



**PUBLIC NOTICE & AGENDA  
COMMUNITY DEVELOPMENT AUTHORITY  
City Hall Forum - 100 State Street, Beloit, WI 53511  
4:30 PM  
Wednesday, November 18, 2020**

\*

*Members of the media or the public may participate in the open session portion of this agenda by calling 1 (224) 501-3412, access code 260-140-077. 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 noon on Wednesday, November 18, 2020.*

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the September 23, 2020 regular meeting and October 5, 2020 special meeting of the Community Development Authority  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the September Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the October Activity Report (Cole)  
[Attachment](#)
  - 4.c. Presentation of the August Financial Report (Cole)  
[Attachment](#)
  - 4.d. Consideration of Resolution 2020-17 Approving the 2021 Beloit Housing Authority Operating Budget (Cole)  
[Attachment](#)
  - 4.e. 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 745 Highland 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. 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

September 23, 2020

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, September 23, 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 Ellison at 4:32 PM.

**Present:** Commissioners Ellison, Douglas, and Gorman; Councilors Forbeck and Leavy

**Absent:** Commissioner Roland

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

#### 2. Public Comment

Devin Blay-Stahl, Executive Director of Family Promise, gave brief comments on projected Family Promise assistance in the community and thanked the CDA Board for their support.

#### 3. Consideration of the Minutes of the Regular Meeting held on August 26, 2020 and the Special Meeting held on September 15, 2020

A motion was made by Councilor Leavy and seconded by Councilor Forbeck to approve the minutes of the Regular Meeting held on August 26, 2020 and the Special Meeting held on September 15, 2020. Motion carried (6-0), roll call vote.

#### 4. Beloit Housing Authority:

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

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report. Clint also explained that when our inspector schedules upcoming inspections, the addresses are sent to EOC to check against their database of active COVID-19 cases. Thus far, we haven't had any of the active addresses in our inspection schedule.

Councilor Leavy asked if any COVID-19 cases have been reported and if we expect to see a mass exodus of tenants for nonpayment of rent once the HUD eviction moratorium is lifted. Clint explained that HUD extended the moratorium on evictions due to COVID-19 until the end of 2020. We have not had any evictions for nonpayment of rent. Section 8 landlords are encouraged to work with tenants to prevent evictions. When a large number of our tenants were out of work in March and April, we adjusted their rent. The vast majority of those tenants have returned to work. Based on what we currently see, eviction for nonpayment of rent is not a concern yet.

##### b. Presentation of the July Financial Report

Clinton Cole gave a brief summary of the report. We are in the process of issuing Section 8 voucher remotely.

- c. Consideration of Resolution 2020-13, Approving Revision to the 2018 Capital Fund Budget

Clinton Cole presented the staff report and recommendation.

Councilor Leavy moved and Councilor Forbeck seconded a motion to approve Resolution 2020-13. Motion carried (6-0), roll call vote.

## 5. **Community and Housing Services**

- a. Resolution 2020-14 Recommending Approval of the 2021 Community Development Block Grant (CDBG) Budget and 2021 Annual Action

Teri Downing, Deputy Community Development Director, presented the report. She provided a brief overview of the process for the benefit of new CDA Board members.

Councilor Forbeck asked if there were any other public service agencies that work with our Latino community since staff did not recommend allocation of funds for YMCA Rock County-Immigration Outreach Program. Teri stated that this would be a duplication of services in Beloit. Also, this agency would need the full amount requested in order implement the program and we could not justify this amount.

Councilor Leavy asked if the \$5,000 recommended for Fair Housing Activities is ever fully used and if not, what is done with the funds. Teri stated that we generally use \$3,000 to 10,000 yearly for investigative services. The funds are carried over to the next year if not completely used.

Councilor Leavy moved and Commissioner Ellison seconded a motion to approve Resolution 2020-14. Motion carried (6-0), roll call vote.

- b. Consideration of Resolution 2020-15 Recommending Approval of the 2021 HOME Investment Partnership Program (HOME) Budget

Julie Christensen, Community Development Director, presented the report.

She explained that we are still working with Community Action in the Merrill neighborhood; the WHPD on two new constructions on the west side and NeighborWorks will be providing down payment assistance for new buyers.

Commissioner Gorman moved and Councilor Leavy seconded a motion to approve Resolution 2020-15. Motion carried (6-0), roll call vote.

## 6. **Adjournment**

Motion by Commissioner Leavy and seconded by Commissioner Forbeck to adjourn at 5:23 p.m. Motion carried.

Respectfully submitted, Ann Purifoy

## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

October 5, 2020

4:30 P.M.

A special meeting of the City of Beloit Community Development Authority was held on Monday, October 5, 2020 in the Forum of Beloit City Hall, 100 State Street.

#### 1. Call to Order and Roll Call

Meeting was called to order by Councilor Leavy at 4:32 p.m.

**Present:** Commissioners Ellison and Gorman; Councilors Leavy and Forbeck

**Absent:** Commissioners Douglas and Roland

#### 2. Public Comment

None

#### 3. Beloit Housing Authority

- a. 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 1206 Central Avenue. The Community Development Authority may reconvene and take action on an item discussed in closed session.

Councilor Forbeck moved and Councilor Leavy seconded a motion to adjourn into closed session at 4:34 p.m.

Councilor Leavy moved and Commissioner Gorman seconded a motion to reconvene into open session at 4:38 p.m.

Councilor Leavy moved and Councilor Forbeck seconded approval of Resolution 2020-16. Motion carried, roll call vote.

#### 4. Adjournment

Motion made by Councilor Forbeck and seconded by Commissioner Gorman to adjourn at 4:39 p.m. Motion carried, voice vote.

Respectfully submitted, Clinton Cole

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	September Activity Report		
<b>Date:</b>	November 18, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

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

## Key Issues

**Public Housing:**  
At the end of this reporting period, there was one public housing vacancy. 12 annual and nine interim certifications were completed. No annual inspections were conducted in September.

**Section 8:**  
498 vouchers were housed on September 30, 2020, with nine voucher holders either searching for units or waiting for passed inspections. Five portable vouchers were paid by BHA, and seven port-in vouchers were administered. The Housing Specialists completed 54 annual and 23 interim recertifications during this reporting period. 44 Housing Quality Standards (HQS) inspections were completed in September. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure their safety, as well as the safety of the families occupying the units. The HQS inspection appointment letter was revised to encourage residents to contact the Inspector to reschedule their appointment should they display any symptoms of COVID-19. A COVID-19 information sheet from the Center for Disease Control was also included with the appointment letters. In addition, residents are advised to contact the BHA Inspector if they display any symptoms of COVID-19 up to 14 days after their inspection appointment was conducted.

## 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

September Activity Report

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

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 9/30/2020	130 Units	99% Occupancy
Vacancies on 9/30/2020	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	1 Unit	98% Occupancy
Family	0 Units	100% Occupancy

**Public Housing Inspections**

There were no inspections completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	12
Interim Recertifications	9
Tenant notices to Vacate *Not due to eviction	3
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	1
Evictions	0

**Public Housing Briefings**

Number Notified	10
Number Briefed	5

**SECTION 8 PROGRAM**

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 9/30/2020	498 Vouchers	83% Utilization
Total Portable Vouchers Paid	5 Vouchers	
Total Port Out*	5 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**

The BHA Inspector completed 29 annual, seven initial, six special, and 2 reinspections during this reporting period.

### **Section 8 Activities**

New Participants	0
Annual Recertifications	54
Interim Recertifications	23
Abatements	4
Unit Transfers	3
Possible Program Violations	3
End of Program	5
Port outs	0

### **Section 8 Briefings**

Number Notified	13
Number Briefed	4

### **APPLICATIONS ON WAITING LIST**

Public Housing East	48
Public Housing West	39
Parker Bluff	140
Section 8 Program	219

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



<b>Agenda Number:</b>	4b		
<b>Topic:</b>	October Activity Report		
<b>Date:</b>	November 18, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

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

## Key Issues

### Public Housing:

At the end of this reporting period, there were four public housing vacancies. Three annual and 10 interim certifications were completed. No annual inspections were conducted in October.

### Section 8:

498 vouchers were housed on October 31, 2020, with five voucher holders either searching for units or waiting for passed inspections. Four portable vouchers were paid by BHA, and seven port-in vouchers were administered. The Housing Specialists completed 52 annual and 35 interim recertifications during this reporting period. 146 Housing Quality Standards (HQS) inspections were completed in October. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure their safety, as well as the safety of the families occupying the units. The HQS inspection appointment letter was revised to encourage residents to contact the Inspector to reschedule their appointment should they display any symptoms of COVID-19. A COVID-19 information sheet from the Center for Disease Control was also included with the appointment letters. In addition, residents are advised to contact the BHA Inspector if they display any symptoms of COVID-19 up to 14 days after their inspection appointment was conducted.

## 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

October Activity Report

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

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 10/31/2020	127 Units	97% Occupancy
Vacancies on 10/31/2020	4 Units	3% Vacancy
Vacancies by Type		
Elderly	2 Units	95% Occupancy
Family	2 Units	98% Occupancy

**Public Housing Inspections**

There were no inspections completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	3
Interim Recertifications	10
Tenant notices to Vacate *Not due to eviction	0
New Tenants	0
Transfers	0
Lease Terminations	1
Possible Program Violations	0
Evictions	0

**Public Housing Briefings**

Number Notified	15
Number Briefed	10

**SECTION 8 PROGRAM**

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 10/31/2020	498 Vouchers	83% Utilization
Total Portable Vouchers Paid	4 Vouchers	
Total Port Out*	4 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**

The BHA Inspector completed 120 annual, nine initial, three special, and 14 reinspections during this reporting period.

**Section 8 Activities**

New Participants	4
Annual Recertifications	52
Interim Recertifications	35
Abatements	2
Unit Transfers	8
Possible Program Violations	1
End of Program	5
Port outs	4

**Section 8 Briefings**

Number Notified	4
Number Briefed	4

**APPLICATIONS ON WAITING LIST**

Public Housing East	52
Public Housing West	42
Parker Bluff	149
Section 8 Program	226

- 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



<b>Agenda Number:</b>	4c		
<b>Topic:</b>	August 2020 Financial Report		
<b>Date:</b>	November 18, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

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

## Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending August 31, 2020.

Through the month of August, the Low Income Public Housing (LIPH) program income was \$421,989.48 and the LIPH expenses were \$363,913.27. There was a surplus of \$58,076.21 in LIPH.

Through the month of August, Inflows of revenue from LIPH Grants total \$127,221.37 and related grant expenses total \$127,221.37.

Through the month of August, the Project Based Voucher (PBV) program income was \$65,647.18 and the expenses were \$96,220.48. The PBV had a deficit of \$(30,573.30). The deficit is the result of the proceeds from the sale of Project Based Unit 852 8<sup>th</sup> Street being transferred to the LIPH Fund.

Through the month of August, Phase 1 program income was \$207,342.63 and the expenses were \$173,263.63. Phase 1 had a surplus of \$34,079.00. Of this surplus, \$3.41 is the Housing Authority's portion.

Through the month of August, Phase 2 program income was \$237,678.66 and the expenses were \$210,180.00. Phase 2 had a surplus of \$27,498.66. Of this surplus, \$2.75 is the Housing Authority's portion.

Through the month of August, the Housing Choice Voucher (HCV) program income was \$2,187,882.86 and expenses were \$2,113,992.62. The HCV program had a surplus of \$73,890.24.

Debts owed BHA collected through August 2020: Total \$14,016.70  
 TRIP Program: \$12,236.74 Repayments: \$1,779.96

## 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

<b>Action Required/Recommendation</b>
No action required. Information only.
<b>Fiscal Note/Budget Impact</b>
All fiscal/budget impacts are noted in the report.
<b>Attachments</b>
August 2020 Financial Report

## Consolidated 2020 Budget Report for LIPH/PBV - August 2020

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1	Dwelling Rental	28,323.33			20,157.00	20,157.00	42,485.00	42,485.00
2	Excess Utilities	-				-		-
3	Interest on Unrestricted Fund Investments	-	48.41			48.41		-
4	Income - Transfer In from Other Funds	-	66,954.25			66,954.25		-
5	Other Income - Tenants	1,000.00				-	1,500.00	1,500.00
6	HAP Fraud Recovery & FSS Forfeitures	-				-		-
7	Other Income - Bad Debt Collections	-	12,566.94		421.05	12,987.99		-
8	Other Income - Laundry/Copy Fees/Misc	76,604.00	11,206.88			11,206.88	114,906.00	114,906.00
9	Other Income - CFP Operation Money	46,666.67				-	70,000.00	70,000.00
10	Other Income - Sale of Asset Gain/Loss	80,000.00			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	97,333.33		127,221.37		127,221.37	146,000.00	146,000.00
14	HAP Subsidy	-				-		-
15	Operating Subsidy	258,306.67	331,213.00			331,213.00	387,460.00	387,460.00
	<b>Total Income</b>	<b>588,234.00</b>	<b>421,989.48</b>	<b>127,221.37</b>	<b>65,647.18</b>	<b>614,858.03</b>	<b>882,351.00</b>	<b>882,351.00</b>
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total
	<b>Administrative Expenses</b>							
16	Admin Salaries	106,350.00	50,861.16	4,662.12	4,646.74	60,170.02	159,525.00	159,525.00
17	FSS Coordinator Admin Salaries	-		32,754.61		32,754.61		-
18	Admin Employee Benefits	42,691.33	21,750.61		1,925.65	23,676.26	64,037.00	64,037.00
19	FSS Coordinator Admin Benefits	-		11,196.75		11,196.75		-
20	Advertising & Marketing	-				-		-
21	Legal	166.67				-	250.00	250.00
22	Staff Training	8,333.33		1,900.00		1,900.00	12,500.00	12,500.00
23	Travel	166.67	54.62			54.62	250.00	250.00
24	Accounting Consultants	5,640.00	2,355.00		560.00	2,915.00	8,460.00	8,460.00
25	Audit Fee	6,000.00				-	9,000.00	9,000.00
26	Telephone	3,648.00	1,192.25			1,192.25	5,472.00	5,472.00
27	Postage	1,430.00	1,485.14			1,485.14	2,145.00	2,145.00
28	Office Supplies	2,080.00	1,196.52			1,196.52	3,120.00	3,120.00
29	Memberships & Publications	532.00	476.86			476.86	798.00	798.00
30	Bank Fees	-				-		-
31	Computer Maintenance	-				-		-
32	Copier Expenses	1,876.67	1,417.97			1,417.97	2,815.00	2,815.00
33	Office Equipment Maintenance	-				-		-
34	Postage Machine	-				-		-
35	Software Maintenance	4,166.67	3,462.81			3,462.81	6,250.00	6,250.00
36	Outgoing Portable Admin Fees	-				-		-
37	Sundry Administration/Compliance Fees	333.33	620.71		1,454.81	2,075.52	500.00	500.00
38	Port-In HAP Expense	-				-		-
39	Management Fees	-				-		-
40	Eviction & Collection Agent Fees	1,866.67				-	2,800.00	2,800.00
41	HAP Expense (net fraud recovery to HUD)	-				-		-
	HAP Overfunding (Underfunding)	-				-		-

	<b>Maintenance Expenses</b>	-							
42	Maintenance Salaries	9,211.33	5,840.53		1,675.95	7,516.48	13,817.00	13,817.00	
43	Casual Labor - Maintenance	-				-		-	
44	Maintenance Benefits	2,155.33	1,959.86		687.21	2,647.07	3,233.00	3,233.00	
45	Maintenance Materials & Supplies	3,166.67	151.89	895.00	166.03	1,212.92	4,750.00	4,750.00	
46	Plumbing Supplies	-				-		-	
47	Locks, Locksets & Keys	-				-		-	
48	Electrical Supplies	-				-		-	
49	Painting Supplies	-				-		-	
50	Cleaning Supplies	-	139.63			139.63		-	
51	Equipment Repair Parts	-				-		-	
52	Maintenance Contracted Services	5,133.33	125.00		1,690.78	1,815.78	7,700.00	7,700.00	
53	Refuse Removal Services	-				-		-	
54	Plumbing Repair Services	500.00			653.00	653.00	750.00	750.00	
55	Heating/AC Repair Services	333.33			2,400.00	2,400.00	500.00	500.00	
56	Electric Repair Service	166.67	50.00		200.39	250.39	250.00	250.00	
57	Window Repair Service	-				-		-	
58	Automotive Repairs/Fuel	-	816.36			816.36		-	
59	Elevator Repair & Maintenance	1,333.33	1,491.49			1,491.49	2,000.00	2,000.00	
60	Pest Control Services	-				-		-	
61	Cable TV	-				-		-	
62	Answering Service	-	4,615.40			4,615.40		-	
63	Misc Contracts	-				-		-	
64	Clean/Paint Units	266.67				-	400.00	400.00	
	<b>Utilities Expenses</b>	-							
65	Water/Sewer	1,433.33	726.32		151.30	877.62	2,150.00	2,150.00	
66	Electricity	4,333.33	4,582.19		434.47	5,016.66	6,500.00	6,500.00	
67	Natural Gas	2,000.00	878.67		605.61	1,484.28	3,000.00	3,000.00	
	<b>Other Operating Expenses</b>	-							
68	Protective Services Contract	27,600.00	11,249.00			11,249.00	41,400.00	41,400.00	
69	Insurance	5,998.00	4,540.08		1,887.57	6,427.65	8,997.00	8,997.00	
70	PILOT	-			180.97	180.97		-	
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	251,986.00	241,873.20		9,945.75	251,818.95	377,979.00	377,979.00	
75	Casualty Losses - Non Capitalized	-				-		-	
76	Capital Expenditures	49,333.33		25,288.34		25,288.34	74,000.00	74,000.00	
77	Transfer In / Out	-			66,954.25	66,954.25		-	
	<b>Total Expense</b>	<b>550,232.00</b>	<b>363,913.27</b>	<b>127,221.37</b>	<b>96,220.48</b>	<b>587,355.12</b>	825,348.00	-	825,348.00

**Net Income/(Loss):**

58,076.21	-	(30,573.30)	27,502.91
-----------	---	-------------	-----------

**Cash Flow Statement  
Beloit Housing Authority  
LIPH/PBV  
8/31/2020**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	20,157.00		42,485.00	47.44%	(22,328.00)
Interest on Investments	48.41		-	0.00%	48.41
Other Income	136,218.25		306,406.00	44.46%	(170,187.75)
HUD Admin Fees			-		-
HUD Grants/Subsidies	331,213.00	127,221.37	533,460.00	85.94%	(75,025.63)
<b>Total Income</b>	<b>487,636.66</b>	<b>127,221.37</b>	<b>882,351.00</b>		<b>(267,492.97)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	79,184.16	48,613.48	223,562.00	57.16%	95,764.36
Office Expenses	9,395.91	1,900.00	42,495.00	26.58%	31,199.09
Office Contracted Services	4,880.78		11,865.00	41.14%	6,984.22
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	10,163.55		17,050.00	59.61%	6,886.45
Materials & Supplies	457.55	895.00	4,750.00	28.47%	3,397.45
Maintenance Contracts	12,042.42		11,600.00	103.81%	(442.42)
Utilities	7,378.56		11,650.00	63.34%	4,271.44
Other Operating					
Protective Services	11,249.00		41,400.00	27.17%	30,151.00
Insurance	6,427.65		8,997.00	71.44%	2,569.35
PILOT	180.97		-	0.00%	(180.97)
Other Operating Expenses	318,773.20	75,812.89	451,979.00	87.30%	57,392.91
<b>Total Expenses</b>	<b>460,133.75</b>	<b>127,221.37</b>	<b>825,348.00</b>		<b>237,992.88</b>

Net Admin Income (Loss)	27,502.91	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>27,502.91</b>	<b>-</b>			



## Consolidated 2020 Budget Report for Phase 1 - August 2020

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	76,668.67	45,662.42	45,662.42	115,003.00	115,003.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	13.33	207.60	207.60	20.00	20.00
4	Income - Transfer In from Other Funds	-	63,718.50	63,718.50	-	-
5	Other Income - Tenants	-	9,041.71	9,041.71	-	-
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	93,333.33	88,674.93	88,674.93	140,000.00	140,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
<b>Total Income</b>		<b>170,015.33</b>	<b>207,342.63</b>	<b>207,342.63</b>	255,023.00	255,023.00

		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
<b>Expenses</b>						
<b>Administrative Expenses</b>						
16	Admin Payroll Expenses	45,180.67	49,291.10	49,291.10	67,771.00	67,771.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	33.33	-	-	50.00	50.00
20	Legal	666.67	-	-	1,000.00	1,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	5,333.33	2,832.00	2,832.00	8,000.00	8,000.00
24	Audit Fee	8,000.00	10,600.00	10,600.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	100.00	-	-	150.00	150.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	36.25	36.25	-	-
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	2,666.67	4,468.01	4,468.01	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	2,666.67	2,316.58	2,316.58	4,000.00	4,000.00

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Payroll Expenses	64,110.67	48,360.93	48,360.93	96,166.00	96,166.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	4,666.67	7,209.30	7,209.30	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	6,000.00	8,608.69	8,608.69	9,000.00	9,000.00	
52	Refuse Removal Services	833.33	703.58	703.58	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	666.67	319.00	319.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	-	294.53	294.53	-	-	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	1,000.00	-	-	1,500.00	1,500.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
64	Water/Sewer	2,750.00	984.34	984.34	4,125.00	4,125.00	
65	Electricity	500.00	888.62	888.62	750.00	750.00	
66	Natural Gas	333.33	670.72	670.72	500.00	500.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
67	Protective Services Contract	-	15,000.00	15,000.00	-	-	
68	Insurance	10,618.00	10,951.46	10,951.46	15,927.00	15,927.00	
69	PILOT	7,308.67	4,311.88	4,311.88	10,963.00	10,963.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	13,475.33	5,416.64	5,416.64	20,213.00	20,213.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>176,910.00</b>	<b>173,263.63</b>	<b>173,263.63</b>	265,365.00	-	265,365.00

**Net Income/(Loss):**

34,079.00      34,079.00

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

3.41

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 1**  
**8/31/2020**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	45,662.42	115,003.00	39.71%	(69,340.58)
Interest on Investments	207.60	20.00	1038.00%	187.60
Other Income	161,472.61	140,000.00	115.34%	21,472.61
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>207,342.63</b>	<b>255,023.00</b>		<b>(47,680.37)</b>

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	49,291.10	67,771.00	72.73%	18,479.90
Office Expenses	17,936.26	25,200.00	71.18%	7,263.74
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	2,316.58	4,000.00	57.91%	1,683.42
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	48,360.93	96,166.00	50.29%	47,805.07
Materials & Supplies	7,209.30	7,000.00	102.99%	(209.30)
Maintenance Contracts	9,925.80	12,750.00	77.85%	2,824.20
Utilities	2,543.68	5,375.00	47.32%	2,831.32
Other Operating				
Protective Services	15,000.00	-		(15,000.00)
Insurance	10,951.46	15,927.00	68.76%	4,975.54
PILOT	4,311.88	10,963.00	39.33%	6,651.12
Other Operating Expenses	5,416.64	20,213.00	26.80%	14,796.36
<b>Total Expenses</b>	<b>173,263.63</b>	<b>265,365.00</b>		<b>92,101.37</b>

Net Admin Income (Loss)	34,079.00
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>34,079.00</b>
Housing Authority's Portion	<u>3.41</u>

## Consolidated 2020 Budget Report for Phase 2 - August 2020

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	93,334.67	88,447.00	88,447.00	140,002.00	140,002.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	500.00	442.91	442.91	750.00	750.00
4	Income - Transfer In from Other Funds	-	50,984.05	50,984.05	-	-
5	Other Income - Tenants	-	8,784.43	8,784.43	-	-
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	90,000.00	89,020.27	89,020.27	135,000.00	135,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
<b>Total Income</b>		<b>183,834.67</b>	<b>237,678.66</b>	<b>237,678.66</b>	275,752.00	275,752.00

		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
<b>Expenses</b>						
<b>Administrative Expenses</b>						
16	Admin Payroll Expenses	33,498.00	38,656.26	38,656.26	50,247.00	50,247.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	33.33	-	-	50.00	50.00
20	Legal	1,333.33	70.00	70.00	2,000.00	2,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	6,666.67	3,086.00	3,086.00	10,000.00	10,000.00
24	Audit Fee	7,333.33	10,000.00	10,000.00	11,000.00	11,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	100.00	-	-	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	1,333.33	3,882.54	3,882.54	2,000.00	2,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	9,333.33	8,890.30	8,890.30	14,000.00	14,000.00

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	<b>Maintenance Expenses</b>	-				
42	Maintenance Payroll Expenses	52,220.67	49,225.64	49,225.64	78,331.00	78,331.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	7,333.33	6,539.26	6,539.26	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	8,333.33	30,794.07	30,794.07	12,500.00	12,500.00
52	Refuse Removal Services	2,333.33	3,211.78	3,211.78	3,500.00	3,500.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	800.00	603.50	603.50	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-	214.20	214.20		-
58	Elevator Repair & Maintenance	4,000.00		-	6,000.00	6,000.00
59	Pest Control Services	1,000.00		-	1,500.00	1,500.00
60	Cable TV	-	2,014.65	2,014.65		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	<b>Utilities Expenses</b>	-				
64	Water/Sewer	8,666.67	4,544.91	4,544.91	13,000.00	13,000.00
65	Electricity	11,666.67	9,766.21	9,766.21	17,500.00	17,500.00
66	Natural Gas	5,666.67	4,534.99	4,534.99	8,500.00	8,500.00
	<b>Other Operating Expenses</b>	-				
67	Protective Services Contract	2,666.67	15,504.64	15,504.64	4,000.00	4,000.00
68	Insurance	5,918.00	6,107.20	6,107.20	8,877.00	8,877.00
69	PILOT	6,733.33	6,960.09	6,960.09	10,100.00	10,100.00
70	Compensated Absences	-		-		-
71	Collection Losses	-		-		-
72	Replacement Reserves & Debt Pmt-Princ	-		-		-
73	Other General Expense/Asset Mgmt Fees	13,400.00	5,573.76	5,573.76	20,100.00	20,100.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	<b>Total Expense</b>	<b>190,370.00</b>	<b>210,180.00</b>	<b>210,180.00</b>	285,555.00	- 285,555.00

**Net Income/(Loss):**

27,498.66      27,498.66

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

2.75

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 2**  
**8/31/2020**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	88,447.00	140,002.00	63.18%	(51,555.00)
Interest on Investments	442.91	750.00	59.05%	(307.09)
Other Income	148,788.75	135,000.00	110.21%	13,788.75
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>237,678.66</b>	<b>275,752.00</b>		<b>(38,073.34)</b>

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	38,656.26	50,247.00	76.93%	11,590.74
Office Expenses	17,038.54	25,200.00	67.61%	8,161.46
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	8,890.30	14,000.00	63.50%	5,109.70
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	49,225.64	78,331.00	62.84%	29,105.36
Materials & Supplies	6,539.26	11,000.00	59.45%	4,460.74
Maintenance Contracts	36,838.20	24,700.00	149.14%	(12,138.20)
Utilities	18,846.11	39,000.00	48.32%	20,153.89
Other Operating				
Protective Services	15,504.64	4,000.00	387.62%	(11,504.64)
Insurance	6,107.20	8,877.00	68.80%	2,769.80
PILOT	6,960.09	10,100.00	68.91%	3,139.91
Other Operating Expenses	5,573.76	20,100.00	27.73%	14,526.24
<b>Total Expenses</b>	<b>210,180.00</b>	<b>285,555.00</b>		<b>75,375.00</b>

Net Admin Income (Loss)	27,498.66
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>27,498.66</b>
Housing Authority's Portion	<u>2.75</u>

## Consolidated 2020 Budget Report for Housing Choice Voucher - August 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	1,533.33	513.97	513.97	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	-	25,112.46	25,112.46			-
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	203,171.33	341,323.00	341,323.00	304,757.00		304,757.00
12	Incoming Billable Admin Fees/Oper Sub	-		-			-
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-	1,831,879.00	1,831,879.00			-
15	Operating Subsidy	-		-			-
	<b>Total Income</b>	<b>204,704.67</b>	<b>2,187,882.86</b>	<b>2,187,882.86</b>	-	307,057.00	307,057.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
	<b>Administrative Expenses</b>						
16	Admin Salaries	121,148.00	83,364.40	83,364.40	181,722.00		181,722.00
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	47,974.00	27,203.78	27,203.78	71,961.00		71,961.00
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	-		-			-
21	Legal	166.67	140.00	140.00	250.00		250.00
22	Staff Training	1,666.67		-	2,500.00		2,500.00
23	Travel	166.67	439.90	439.90	250.00		250.00
24	Accounting Consultants	4,833.33	2,580.00	2,580.00	7,250.00		7,250.00
25	Audit Fee	6,000.00		-	9,000.00		9,000.00
26	Telephone	4,488.00	1,061.06	1,061.06	6,732.00		6,732.00
27	Postage	-		-			-
28	Office Supplies	1,386.67	1,223.91	1,223.91	2,080.00		2,080.00
29	Memberships & Publications	1,365.33	406.86	406.86	2,048.00		2,048.00
30	Bank Fees	-	1,835.30	1,835.30			-
31	Computer Maintenance	-		-			-
32	Copier Expenses	2,123.33	1,418.02	1,418.02	3,185.00		3,185.00
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	1,335.33	2,503.21	2,503.21	2,003.00		2,003.00
35	Software Maintenance	4,166.67	5,064.20	5,064.20	6,250.00		6,250.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	-	5,813.35	5,813.35			-
38	Port-In HAP Expense	-	22,797.30	22,797.30			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	800.00			-	1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	1,910,699.33		1,953,117.39	1,953,117.39	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(132,183.96)			-
	<b>Maintenance Expenses</b>	-					
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	-			-		-
	<b>Utilities Expenses</b>	-					
65	Water/Sewer	-			-		-
66	Electricity	-			-		-
67	Natural Gas	-			-		-
	<b>Other Operating Expenses</b>	-					
68	Protective Services Contract	-			-		-
69	Insurance	2,024.00		2,196.99	2,196.99	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	2,866.67		2,503.54	2,503.54	4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	<b>Total Expense</b>	<b>2,113,210.67</b>		<b>2,113,992.62</b>	<b>2,113,992.62</b>	-	3,169,816.00

**Net Income/(Loss):**

73,890.24



**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
8/31/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	513.97	2,300.00	22.35%	(1,786.03)
Other Income	25,112.46	-	0.00%	25,112.46
HUD Admin Fees	341,323.00	304,757.00	112.00%	36,566.00
HUD Grants/Subsidies	1,820,933.43	-	0.00%	1,820,933.43
<b>Total Income</b>	<b>2,187,882.86</b>	<b>307,057.00</b>		<b>1,880,825.86</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	110,568.18	253,683.00	43.59%	143,114.82
Office Expenses	13,500.38	30,110.00	44.84%	16,609.62
Office Contracted Services	9,308.84	12,638.00	73.66%	3,329.16
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,953,117.39	2,866,049.00	68.15%	912,931.61
HAP Payments Port In	22,797.30		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,196.99	3,036.00	72.36%	839.01
PILOT		-		-
Other Operating Expenses	2,503.54	4,300.00	58.22%	1,796.46
<b>Total Expenses</b>	<b>2,113,992.62</b>	<b>3,169,816.00</b>		<b>1,055,823.38</b>

**Net Income/(Loss):** 73,890.24

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4d		
<b>Topic:</b>	2021 Beloit Housing Authority Operating Budget		
<b>Date:</b>	November 18, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

The Department of Housing and Urban Development (HUD) requires that all Public Housing Authorities (PHAs) prepare and submit an annual Operating Budget.

## Key Issues

1. The 2021 Beloit Housing Authority (BHA) Operating Budget was prepared using 2020 actual program costs and revenues to date as a guide. This budget is an estimate of anticipated revenue and expenses.
2. The Operating Budget includes the Low-Income Public Housing, Housing Choice Voucher, and Project-Based Section 8 programs, as well as BHA administrative expenses.
3. The Operating Budget, once submitted, may be amended by Board approval at any time to reflect changes in unanticipated revenue, costs, or administrative expenses.
4. Notable modifications include the additional income from the sales proceeds from a Project-Based Section 8 unit, an update to the staff salary percentages allocated to the different funds based on an analysis of 2020 actuals, anticipated funding from FY2020 Family Self-Sufficiency and ROSS Service Coordinator grants; as well as HUD shortfall funding. The majority of Capital Funds will be used for the purchase of two maintenance vehicles.

## 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

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

2021 Beloit Housing Authority Operating Budget; Resolution 2020-17

---

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2020-17**  
**APPROVING THE 2021 BELOIT HOUSING AUTHORITY OPERATING BUDGET**

**WHEREAS**, the Beloit Housing Authority (BHA) is responsible for the preparation and submission of an annual Operating Budget to the U. S. Department of Housing and Urban Development (HUD), and

**WHEREAS**, the BHA has prepared the 2021 Operating Budget based upon projected income and expenses.

**NOW THEREFORE BE IT RESOLVED**, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves the 2021 Beloit Housing Authority Operating Budget as presented and appropriates funds, including those monies received from intergovernmental Aids and Grants upon HUD award and disbursement of the HUD funds to the CDA.

Adopted this 18th day of November, 2020.

**Community Development Authority**

---

Fransaesca Ellison, Chairperson  
Beloit Community Development Authority

ATTEST:

---

Julie Christensen, CDA Executive Director

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021**

**Last updated**

10/20/2020

- Maual Input
- Formula
- Do Not Change/No Info Necessary/Locked

- Name of Projects
- Family/Elderly
- Scatter Site
- Age/Year Built
- Recently Rennovated
- Units
- Average Bedroom Size
- Occupancy
- # of Turnovers

NOTE: Due to rounding there might be \$1 differences

REAC		HUD		Public Housing											
		Fund #													
Line No.	Acct.	Units	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	0	598	7	0	65	66	736
										Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
<b>Revenues</b>															
<b>Operating Receipts</b>															
3100		Gross Potential Rents	-	-	-	-	-	-	-	-	-	-	115,003	140,000	255,003
3105		Vacancy Loss	-	-	-	-	-	-	-	-	-	-	-	-	-
70300	3110/3420	<b>Net Dwelling Rental</b>	-	-	-	-	-	-	-	-	-	-	115,003	140,000	255,003
70400	3120/442	Excess Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
70400	3190	Nondwelling Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>70500</b>		<b>Rental Income</b>	-	-	-	-	-	-	-	-	-	-	115,003	140,000	255,003
70600	3691	Operating Subsidy	247,419	77,693	29,254	6,078	109,449	469,892							469,892
70600	3691.1	Capital Funds - Soft Cost	-	-	-	-	146,577	146,577							146,577
70600		ROSS/FSS Grant					101,000	101,000							101,000
70600		HUD Admin Fees							305,664	-					305,664
70710		Voucher/ Mainstream Management Fee													-
70710		Capital Grant Management Fee													-
70710		Management Fee TC					18,000	18,000							18,000
70720		Asset Management Fee													-
70730		Book Keeping Fee AMPs													-
70730		Book Keeping Fee Voucher													-
70740		Front Line Service Fee													-
70750		Other Fees													-
70600		CFP Grant - Hard Cost													-
70800		Other Govt. Grants - fill in type													-
71100	3610	Interest on General Fund Investments	-	-			50	50	1,000				200	750	2,000
71400		Fraud Recovery													-
71500	3690	Other Income	-	-	-	-	10,000	10,000	2,000	-			150,000	136,500	298,500
71600		Gain or Loss on Sale of Capital Assets					65,000	65,000							65,000
72000		Investment Income Resticted													-
<b>Total</b>		<b>Operating Income</b>	<b>247,419</b>	<b>77,693</b>	<b>29,254</b>	<b>6,078</b>	<b>450,076</b>	<b>810,519</b>	<b>308,664</b>	<b>-</b>	<b>-</b>	<b>265,203</b>	<b>277,250</b>	<b>1,661,636</b>	
<b>Operating Expenditures - Administration:</b>															
91100	4110	Administrative Salaries (Direct)	-	-	-	-	-	-	99,057	-					99,057
91100	4110.1	Administrative Salaries (Front-Line)	-	-	-	-	99,151	99,151	90,221	-			47,186	35,730	272,288
91100		Administrative Salaries (CFP)													-
91200	4171	Auditing Fees	-	-	-	-	11,440	11,440	11,440	-			12,000	11,000	45,880
91300		Voucher Management Fee													-

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing												
	Fund #						0	598	7	0	65	66	736	
Line	Acct.	Units	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
No.														
<b>Revenues</b>														
91300		Capital Grant Management Fee						-						-
91300		Mgmt Fee TC						-				4,000	14,000	18,000
91310		Book Keeping Fee						-						-
91400	4120	Advertising & Marketing	-	-	-	-	50	50	-	-	-	50	50	150
91500	4182	Employee Benefit Contributions (Direct)	-	-	-	-	-	-	26,043	-	-	-	-	26,043
91500	4182.1	Employee Benefit Contributions (Front-Line)	-	-	-	-	41,273	41,273	34,339	-	-	25,251	20,257	121,120
91600	4160	Office Expenses	-	-	-	-	16,530	16,530	19,550	-	-	150	150	36,380
91700	4130	Legal Expense	-	-	-	-	250	250	250	-	-	1,000	2,000	3,500
91800	4150	Travel	-	-	-	-	250	250	400	-	-	-	-	650
91900	4140	Staff Training	-	-	-	-	1,750	1,750	1,750	-	-	-	-	3,500
91900	4170	Accounting Fees	-	-	-	-	7,250	7,250	7,250	-	-	8,000	10,000	32,500
91900	4180	Office Rent	-	-	-	-	-	-	-	-	-	-	-	-
91900	4190	Other Sundry	-	-	-	-	2,048	2,048	3,673	-	-	4,000	2,000	11,721
<b>Total</b>		Administrative Expense	-	-	-	-	179,992	179,992	293,974	-	-	101,636	95,187	670,789
92000		Asset Management Fee						-						-
<b>Tenant Services:</b>														
92100	4210	Salaries	-	-	-	-	42,428	42,428	-	-	-	-	-	42,428
92200	4220	Recreation, Publications and Other Services	-	-	-	-	-	-	-	-	-	-	-	-
92300	4282	Employee Benefit Contributions	-	-	-	-	16,384	16,384	-	-	-	-	-	16,384
92400	4230	Contract Costs, Training and Other	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		Tenant Services Expense	-	-	-	-	58,812	58,812	-	-	-	-	-	58,812
<b>Utilities:</b>														
93100	4310	Water	-	-	-	-	500	500	-	-	-	2,750	6,500	9,750
93200	4320	Electricity	-	-	-	-	7,000	7,000	-	-	-	1,400	17,500	25,900
93300	4330	Gas	-	-	-	-	1,700	1,700	-	-	-	1,000	8,500	11,200
93400	4340	Fuel	-	-	-	-	-	-	-	-	-	-	-	-
93600	4360	Sewer	-	-	-	-	1,500	1,500	-	-	-	2,750	6,500	10,750
93700	4390	Other Utilities Expense	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		Utilities Expense	-	-	-	-	10,700	10,700	-	-	-	7,900	39,000	57,600
<b>Ordinary Maintenance and Operations:</b>														
94100	4410	Labor (Direct)	-	-	-	-	-	-	-	-	-	66,200	50,068	116,267
94200	4420	Materials	-	-	-	-	1,000	1,000	-	-	-	7,000	11,000	19,000
94300-010	4431	Garbage & Trash Removal	-	-	-	-	100	100	500	-	-	1,250	3,500	5,350
94300-020	4430.01	Heating & Cooling	-	-	-	-	-	-	-	-	-	1,000	1,200	2,200
94300-030	4430.02	Snow Removal	-	-	-	-	-	-	-	-	-	-	-	-
94300-040	4430.03	Elevator Maintenance	-	-	-	-	2,000	2,000	-	-	-	-	6,000	8,000
94300-050	4430.04	Landscaping & Grounds	-	-	-	-	-	-	-	-	-	-	-	-
94300-060	4430.05	Unit Turnaround	-	-	-	-	-	-	-	-	-	-	-	-
94300-070	4430.06	Electrical	-	-	-	-	-	-	-	-	-	-	-	-
94300-080	4430.07	Plumbing	-	-	-	-	-	-	-	-	-	-	-	-
94300-090	4430.08	Extermination	-	-	-	-	-	-	-	-	-	1,500	1,500	3,000
94300-100	4430.09	Janitorial	-	-	-	-	-	-	-	-	-	-	-	-
94300-110	4430.10	Routine Contract Costs	-	-	-	-	11,000	11,000	-	-	-	-	-	11,000
94300-120	4430.11	Miscellaneous Contracts	-	-	-	-	3,000	3,000	-	-	-	10,750	15,000	28,750
94500	4433	Employee Benefit Contributions-Maint	-	-	-	-	-	-	-	-	-	30,241	22,297	52,538
<b>94000 Total</b>		<b>Ordinary Maintenance and Operating Expense</b>	-	-	-	-	17,100	17,100	500	-	-	117,941	110,564	246,106
<b>Protective Services:</b>														
95100	4460	Labor	-	-	-	-	-	-	-	-	-	-	-	-
95200	4480	Contract Costs	-	-	-	-	25,000	25,000	-	-	-	-	4,000	29,000

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing												
	Fund #						0	598	7	0	65	66	736	
Line	Acct.	Units	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
No.														
<b>Revenues</b>														
95300	4470	Materials						-						-
95500	4482	Employee Benefits						-						-
<b>95000 Total</b>		<b>Protective Services Expense</b>	-	-	-	-	25,000	25,000	-	-	-	-	4,000	29,000
<b>Insurance Expense:</b>														
96110	4510.02	Property Insurance	-	-	-	-	985	985	-	-	-	17,002	9,477	27,464
96120	4510.03	Liability Insurance	-	-	-	-	7,340	7,340	-	-	-	-	-	7,340
96130	4510.01	Workers' Comp Insurance	-	-	-	-	3,325	3,325	2,040	-	-	-	-	5,365
96140	4510.00	Other Insurance	-	-	-	-	245	245	120	-	-	-	-	365
<b>96100 Total</b>		<b>Insurance</b>	-	-	-	-	11,895	11,895	2,160	-	-	17,002	9,477	40,534
<b>General Expense</b>														
96200	4590	Other General Expenses	245,407	68,005	26,510	4,968		344,890	4,400			25	25	349,340
96210	4560	Compensated Absences	-	-				-	-					-
96300	4520	Payments in Lieu of Taxes	-	-				-		2,000		11,500	11,500	25,000
96400	4570	Collection Losses	-	-	-	-		-						-
96800	4530	Terminal Leave Payments	-	-				-						-
<b>9600 Total</b>		<b>General Expense</b>	245,407	68,005	26,510	4,968	-	344,890	4,400	2,000	-	11,525	11,525	374,340
96710		Interest expense - Mort or Bonds	-	-				-						-
96720		Interest expense - Notes	-	-				-						-
96730		Amortization of Tax Credit Fees	-	-	-	-	-	-	-	-				-
		Asset Management Fee TC										3,250	7,000	10,250
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	-	-	-	-	-	-	-	-	-	3,250	7,000	10,250
<b>96900 Total</b>		<b>Operating Expenditures</b>	245,407	68,005	26,510	4,968	303,499	648,389	301,034	2,000	-	259,255	276,754	1,487,430
<b>Nonoperating Expenditures:</b>														
97100	4610	Extraordinary Maintenance	-	-	-	-	-	-	-	-				-
97200	4620	Casualty Losses	-	-				-	-					-
		Debt Payments - Principal						-						-
		Replacement Reserve						-						-
		Debt Payments - Overage						-						-
11620		Capital Expenditures - Hard Cost						-						-
		Capital Expenditures - Operations	-	-	-	-	146,577	146,577						146,577
<b>Total</b>		<b>Nonoperating Expenditures</b>	-	-	-	-	146,577	146,577	-	-	-	-	-	146,577
<b>Total</b>		<b>Total Expenditures</b>	245,407	68,005	26,510	4,968	450,076	794,966	301,034	2,000	-	259,255	276,754	1,634,007
		<b>Allocated Overhead expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-
		<b>Cash Flow from Operations</b>	2,012	9,688	2,744	1,110	0	15,553	7,630	(2,000)	-	5,949	497	27,629
1104	6010	Prior Period Adjustments						-						-
		<b>Net Income (Loss) after Prior Period Adjustments</b>	2,012	9,688	2,744	1,110	0	15,553	7,630	(2,000)	-	5,949	497	27,629
96720		Subtract: Depreciation	-	-			4,200	4,200	-	-		292,500	400,000	696,700
93730		Subtract: Interest										132,000	87,850	219,850
		Subtract: Amortization of Tax Credit Fees										7,980	9,000	16,980
		Add: Capital Expenditures - Operations	-	-	-	-	146,577	146,577	-	-	-	-	-	146,577
		Add: Deferred Revenue TC										35,000		35,000
		Add: Replacement Reserve										50,000	45,000	95,000
		ADD: Principal Payments	-	-	-	-	-	-	-	-	-	-	-	-
		<b>Net Income (Loss) to Balance Sheet</b>	2,012	9,688	2,744	1,110	142,377	157,930	7,630	(2,000)	-	(341,531)	(451,353)	(629,324)

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing												
Line	Acct.	Units	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	PH Project Totals	Voucher	PB/Other	BA	Phase I	Phase II	Consolidated
								0	598	7	0	65	66	736
<b>Revenues</b>														
Check														(629,324)

**Housing Choice Other Programs - HAP Balance**

Beginning Equity
Estimated for FYE 12/31/2018
Actual for FYE XX/XX/XX
HAP Balance at End of Current Budget Year
HAP Revenue for Budgeted Year
Fraud Recovery
Interest
Total Revenue
HAP Expenses for Budgeted Year
Total Expenses
Ending Equity

HAP	
	0
	0
	0
	0
	0

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021**

**VACANCY LOSS & GROSS POTENTIAL INCOME**

Description	Public Housing										TOTAL HOUSING
	AMP 4	AMP 5	AMP 6	AMP 7	Other	Voucher	PB/Other	BA	Phase I	Phase II	
# of Units							3		65	66	
<b>Budgeting</b>											
Average Rental Income per Month									147.44	176.77	-
Units	-	-	-	-	-	-	36.00	-	780.00	792.00	-
Gross Potential Revenue	-	-	-	-	-	-	-	-	115,003.20	140,000.26	-
Occupancy Rate							94.00%		100.00%	100.00%	
Projected Average Monthly Dwelling Rental	-	-	-	-	-	-	-	-	115,003.20	140,000.26	-
HAP Assistance								0.00			
Total								-			



**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021**

**Funding allocation**

Description	Public Housing					TOTAL PUBLIC HOUSING
	AMP 4 PH	AMP 5 PH	AMP 6 PH	AMP 7 PH	Other	
# of Units	0	0	0	0	0	0
<b><u>Budgeting</u></b>						
Operating Subsidy	256,021.00	80,394.00	30,271.00	6,289.00	109,449.00	482,424.00
Prorated Approved Subsidy percentage	96.64%	96.64%	96.64%	96.64%	100.00%	
Net Subsidy	247,418.69	77,692.76	29,253.89	6,077.69	109,449.00	469,892.04

Subsidy is based off of 2020's subsidy calculations  
Subsidy percentage based on May 2019 obligation letter

City Of Beloit Community Development Authority  
 12 MONTHS ENDING 12/31/2021  
 Excess Utilities

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Tenant Charges	-	-	-	-	-	-	-	-	-
									-
	-	-							-
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	-	-	-	-	-

check

-

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2021**  
**Other Income**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Tenant Charges											-
Laundry Commissions	-	-	-								-
Office Rent											-
Other Income											-
Subsidy Transfer									150,000.00	136,500.00	<b>286,500.00</b>
Port-In Admin						2,000.00					<b>2,000.00</b>
TRIP Intercepts					10,000.00						<b>10,000.00</b>
Replace Reserve											-
											-
											-
											-
<b>Total</b>	-	-	-	-	10,000.00	2,000.00	-	-	150,000.00	136,500.00	<b>298,500.00</b>

check  
298,500.00

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	COCC	Total
Nondwelling rent								-	-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	-	-	-	-	-

check

-

City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021

Administrative Direct - Labor & Benefits

Labor											
Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Housing Specialist	-					49,528.54		-			49,528.54
Housing Specialist		-	-			49,528.54		-			49,528.54
Name								-			-
Name								-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
Name						-		-			-
<b>Total</b>	-	-	-	-	-	99,057.08	-	-	-	-	99,057.08

check  
99,057.08

Benefits											
Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Housing Specialist	-					8,577.11		-			8,577.11
Housing Specialist		-	-			17,466.15		-			17,466.15
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
Name								-			-
<b>Total</b>	-	-	-	-	-	26,043.26	-	-	-	-	26,043.26

check  
26,043.26

	Annual							Benefits		Total
	Expense	Salary	Retirement	Health Ins	FICA	Life	SUTA	Benefits		
Housing Specialist	58,105.65	49,528.54	3,343.18	1,370.00	3,788.93	75.00	-	-	8,577.11	
Housing Specialist	66,994.69	49,528.54	3,343.18	10,174.04	3,788.93	160.00	-	-	17,466.15	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
<b>Total</b>	125,100.34	99,057.08	6,686.35	11,544.04	7,577.87	235.00	-	-	26,043.26	

Front-line Admin Costs - Budget

\*\*Employees who work on the following activities:

- Rent Collections
- Resident Services
- Recertifications
- Waiting Lists
- Occupancy & Admissions

For budgeting, take total costs and allocate based on number of units for occupancy manager and move ins per admissions & resident services managers

Manual Input  
Formula

Positions:	12 Month Expense	Salary	0.0675					Total Benefits
			Retirement	Health Ins	FICA	Benefits Life	Unemploy Other SUTA	
1 Director	112,867.81	76,504.90	5,164.08	25,219.20	5,852.62	127.00	-	36,362.91
2 Accountant I	63,654.21	46,701.20	3,152.33	10,174.04	3,572.64	54.00	-	16,953.01
3 PH Coordinator	77,266.87	45,428.03	3,066.39	25,219.20	3,475.24	78.00	-	31,838.84
4 Secretary	63,641.84	46,414.16	3,132.96	10,174.04	3,550.68	370.00	-	17,227.68
5 Housing Inspector	75,976.81	57,239.31	3,863.65	10,174.04	4,378.81	321.00	-	18,737.50
6	-	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-
	<b>393,407.53</b>	<b>272,287.60</b>						<b>121,119.93</b>

Budget based on units and time

1 Director

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	59%	45,137.89	21,454.11	66,592.01
Voucher	29%	21,926.30	10,421.61	32,347.91
PB/Other	0%	-	-	-
BA	-	-	-	-
Phase I	6%	4,337.83	2,061.78	6,399.60
Phase II	7%	5,102.88	2,425.41	7,528.28
	<b>100%</b>	<b>76,504.90</b>	<b>36,362.91</b>	<b>112,867.81</b>

2 Accountant I

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	60%	28,020.72	10,171.81	38,192.53
Voucher	40%	18,680.48	6,781.21	25,461.69
PB/Other	-	-	-	-
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>46,701.20</b>	<b>16,953.01</b>	<b>63,654.21</b>

3 PH Coordinator

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	-	-	-	-
Voucher	-	-	-	-
PB/Other	-	-	-	-
BA	-	-	-	-
Phase I	54%	24,531.14	17,192.97	41,724.11
Phase II	46%	20,896.89	14,645.86	35,542.76
	<b>100%</b>	<b>45,428.03</b>	<b>31,838.84</b>	<b>77,266.87</b>

4 Secretary

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	56%	25,991.93	9,647.50	35,639.43
Voucher	44%	20,422.23	7,580.18	28,002.41
Project Base	-	-	-	-
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-
	<b>100%</b>	<b>46,414.16</b>	<b>17,227.68</b>	<b>63,641.84</b>

5 Housing Inspector

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	-	-	-	-
Voucher	51%	29,192.05	9,556.13	38,748.17
Project Base	-	-	-	-
BA	-	-	-	-
Phase I	32%	18,316.58	5,996.00	24,312.58
Phase II	17%	9,730.68	3,185.38	12,916.06

6 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	-	-	-	-
AMP 5	-	-	-	-
AMP 6	-	-	-	-
AMP 7	-	-	-	-
Other AMP	-	-	-	-
Voucher	100%	-	-	-
Project Base	-	-	-	-
BA	-	-	-	-
Phase I	-	-	-	-
Phase II	-	-	-	-

100%	57,239.31	18,737.50	75,976.81
------	-----------	-----------	-----------

100%	-	-	-
------	---	---	---

7 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP	0%	-	-	-
Voucher	51%	-	-	-
Project Base	0%	-	-	-
BA		-	-	-
Phase I	32%	-	-	-
Phase II	17%	-	-	-
	100%	-	-	-

8 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

9 0

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

10

	% of Time	Salary	Benefits	Total Cost for Project
Amp 4		-	-	-
AMP 5		-	-	-
AMP 6		-	-	-
AMP 7		-	-	-
Other AMP		-	-	-
Voucher		-	-	-
Project Base		-	-	-
BA		-	-	-
Phase I		-	-	-
Phase II		-	-	-
	0%	-	-	-

Total	% of Time	Salary	Benefits	Total Cost for Project
Amp 4	0%	-	-	-
AMP 5	0%	-	-	-
AMP 6	0%	-	-	-
AMP 7	0%	-	-	-
Other AMP	0%	99,150.54	41,273.42	140,423.96
Voucher	0%	90,221.06	34,339.12	124,560.18
Project Base	0%	-	-	-
BA		-	-	-
Phase I		47,185.54	25,250.75	72,436.29
Phase II		35,730.45	20,256.65	55,987.10
	0%	272,287.60	121,119.93	393,407.53

Front-line Tenant Service Costs - Budget

\*\*Employees who work on the following activities:

- Rent Collections
- Resident Services
- Recertifications
- Waiting Lists
- Occupancy & Admissions

For budgeting, take total costs and allocate based on number of units for occupancy manager and move ins per admissions & resident services managers

Manual Input  
Formula

Positions:	12 Month Expense	Salary	Benefits					Total Benefits	
			Retirement	Health Ins	FICA	Life	Unemploy		Other
1 Spec Programs Coordinator	58,811.67	42,428.00	2,863.89	10,174.04	3,245.74	100.00	-	-	16,383.67
2 Ross Service Coordinator	23,795.20	20,800.00	1,404.00	-	1,591.20	-	-	-	2,995.20
3	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-	-
	<b>82,606.87</b>	<b>63,228.00</b>							<b>19,378.87</b>

Budget based on units and time

1 Spec Programs Coordinator					4				
	% of Time	Salary	Benefits	Total Cost for Project		% of Time	Salary	Benefits	Total Cost for Project
TS AMP 1	0%	-	-	-	TS AMP 1	0%	-	-	-
TS AMP 2	0%	-	-	-	TS AMP 2	0%	-	-	-
TS AMP 3	0%	-	-	-	TS AMP 3	0%	-	-	-
TS AMP 4	0%	-	-	-	TS AMP 4	0%	-	-	-
Other AMP	100%	42,428.00	16,383.67	58,811.67	Other AMP	0%	-	-	-
TS Voucher	0%	-	-	-	TS Voucher	0%	-	-	-
PB/Other	0%	-	-	-	PB/Other	0%	-	-	-
	<b>100%</b>	<b>42,428.00</b>	<b>16,383.67</b>	<b>58,811.67</b>		<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

  

2 Ross Service Coordinator					5				
	% of Time	Salary	Benefits	Total Cost for Project		% of Time	Salary	Benefits	Total Cost for Project
TS AMP 1	0%	-	-	-	TS AMP 1	0%	-	-	-
TS AMP 2	0%	-	-	-	TS AMP 2	0%	-	-	-
TS AMP 3	0%	-	-	-	TS AMP 3	0%	-	-	-
TS AMP 4	0%	-	-	-	TS AMP 4	0%	-	-	-
Other AMP	100%	20,800.00	2,995.20	23,795.20	Other AMP	0%	-	-	-
TS Voucher	0%	-	-	-	TS Voucher	0%	-	-	-
PB/Other	0%	-	-	-	PB/Other	0%	-	-	-
	<b>100%</b>	<b>20,800.00</b>	<b>2,995.20</b>	<b>23,795.20</b>		<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

  

3					6				
	% of Time	Salary	Benefits	Total Cost for Project		% of Time	Salary	Benefits	Total Cost for Project
TS AMP 1	0%	-	-	-	TS AMP 1	0%	-	-	-
TS AMP 2	0%	-	-	-	TS AMP 2	0%	-	-	-
TS AMP 3	0%	-	-	-	TS AMP 3	0%	-	-	-
TS AMP 4	0%	-	-	-	TS AMP 4	0%	-	-	-
Other AMP	0%	-	-	-	Other AMP	0%	-	-	-
TS Voucher	0%	-	-	-	TS Voucher	0%	-	-	-
PB/Other	0%	-	-	-	PB/Other	0%	-	-	-
	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

Total	% of Time	Salary	Benefits	Total Cost for Project
TS AMP 1	0%	-	-	-
TS AMP 2	0%	-	-	-
TS AMP 3	0%	-	-	-
TS AMP 4	0%	-	-	-
Other AMP	0%	63,228.00	19,378.87	82,606.87
TS Voucher	0%	-	-	-
PB/Other	0%	-	-	-
	<b>0%</b>	<b>63,228.00</b>	<b>19,378.87</b>	<b>82,606.87</b>

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2021**  
**Administration Expense Other Than Salary**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Advertising & Marketing					50.00	-			50.00	50.00	150.00
Legal					250.00	250.00			1,000.00	2,000.00	3,500.00
Training/Convention**	-	-	-	-	1,750.00	1,750.00	-	-			3,500.00
Travel**	-	-	-	-	250.00	400.00	-	-			650.00
Accounting					7,250.00	7,250.00			8,000.00	10,000.00	32,500.00
Auditing					11,440.00	11,440.00			12,000.00	11,000.00	45,880.00
Office Rent											-

**Sundry:**

Consulting						-		-			-
Dues and Subscriptions**	-	-	-	-	2,048.00	673.00	-	-			2,721.00
Collection Agency											-
Bank Charges						3,000.00					3,000.00
Other Sundry									4,000.00	2,000.00	6,000.00
											-
											-
<b>Total Sundry</b>	-	-	-	-	2,048.00	3,673.00	-	-	4,000.00	2,000.00	11,721.00

**Office Expenses:**

Admin Service Contracts**	-	-	-	-	-	-	-	-	-	-	-
Printing and Postage					2,400.00	4,000.00					6,400.00
Forms, Stationary, Office Supplies					2,500.00	2,000.00			150.00	150.00	4,800.00
Computer Software					6,000.00	7,750.00					13,750.00
Copier					2,800.00	3,000.00					5,800.00
Telephone					2,000.00	2,000.00					4,000.00
Telecommunications					830.00	800.00					1,630.00
											-
											-
<b>Total Office Expenses</b>	-	-	-	-	16,530.00	19,550.00	-	-	150.00	150.00	36,380.00
<b>Total Administration</b>	-	-	-	-	39,568.00	44,313.00	-	-	25,200.00	25,200.00	134,281.00

check  
134,281.00

**Note: \*\* = See detail below**

Description	AMP4	AMP5	AMP 6	AMP 7	Other AMP	Voucher	PB	BA	Phase I	Phase II	Total
<b>Training/Convention</b>											
Training					1,750.00	1,750.00					
Training - CFP											
<b>Total</b>	-	-	-	-	1,750.00	1,750.00	-	-			3,500.00

<b>Travel/Meetings</b>											
Conventions					125.00	125.00					
Other					125.00	275.00					
<b>Total</b>	-	-	-	-	250.00	400.00	-	-	-	-	650.00

<b>Admin Service Contracts</b>											
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-

<b>Membership, Dues, &amp; Fees</b>											
N.C.R.C. NAHRO					38.00	38.00					
NAHRO					600.00	600.00					
Nan McKay & Assoc					1,250.00	-					
WAHA					35.00	35.00					
Publications					125.00	-					
Dues and Fees											
<b>Total</b>	-	-	-	-	2,048.00	673.00	-	-			2,721.00



City Of Beloit Community Development Authority  
 12 MONTHS ENDING 12/31/2021  
 Utilities

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Water					500.00				2,750.00	6,500.00	9,750.00
Electricity	-	-	-		7,000.00				1,400.00	17,500.00	25,900.00
Gas	-	-	-		1,700.00				1,000.00	8,500.00	11,200.00
Sewer					1,500.00				2,750.00	6,500.00	10,750.00
Fuel											-
Other Utilities:											
Storm Water Fee											-
											-
											-
Total Other Util	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>10,700.00</b>	-	-	-	<b>7,900.00</b>	<b>39,000.00</b>	<b>57,600.00</b>

check  
**57,600.00**

City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021

Maintenance - Labor & Benefits

Labor											
Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Maintenance Specialist							-		31,900.82	22,168.37	54,069.19
Property Operations Coordinator							-		32,559.04	26,639.22	59,198.26
Overtime							-		1,740.00	1,260.00	3,000.00
Custodian P/T					-						-
Name	-	-									-
Name			-								-
Name			-								-
Name	-										-
Name	-										-
Name			-								-
Name		-									-
Name		-									-
Name	-										-
Name	-										-
Name	-										-
Name	-										-
<b>Total</b>	-	-	-	-	-	-	-	-	66,199.87	50,067.58	116,267.45

check  
116,267.45

Benefits											
Employee	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Maintenance Specialist							-		19,655.95	13,659.22	33,315.16
Property Operations Coordinator							-		10,339.22	8,459.37	18,798.59
Overtime							-		246.21	178.29	424.50
Custodian P/T		-			-						-
Name		-									-
Name			-								-
Name			-								-
Name	-										-
Name	-										-
Name			-								-
Name		-									-
Name		-									-
Name	-										-
Name	-										-
Name	-										-
Name	-										-
<b>Total</b>	-	-	-	-	-	-	-	-	30,241.38	22,296.87	52,538.25

check  
52,538.25

	Expense	Salary	Benefits						SUTA	Total Benefits
			Retirement	Health Ins	FICA	Life	WC			
Maintenance Specialist	87,384.35	54,069.19	3,649.67	25,219.20	4,136.29	310.00	-	-	33,315.16	
Property Operations Coordinator	77,996.85	59,198.26	3,995.88	10,174.04	4,528.67	100.00	-	-	18,798.59	
Overtime	3,424.50	3,000.00	195.00		229.50		-	-	424.50	
Custodian P/T	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
Name	-	-	-	-	-	-	-	-	-	
<b>Total</b>	168,805.70	116,267.45	7,840.55	35,393.24	8,894.46	410.00	-	-	52,538.25	

168,805.70 check

**City Of Beloit Community Development Authority  
12 MONTHS ENDING 12/31/2021  
Maintenance Contract Cost**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Garbage					100.00	500.00			1,250.00	3,500.00	<b>5,350.00</b>
Heating & Cooling									1,000.00	1,200.00	<b>2,200.00</b>
Snow Removal											-
Elevator Maintenance					2,000.00					6,000.00	<b>8,000.00</b>
Landscape & Grounds											-
Unit Turnaround											-
Electrical											-
Plumbing											-
Extermination									1,500.00	1,500.00	<b>3,000.00</b>
Janitorial											-
Routine Contract Costs	-	-	-	-	11,000.00	-	-	-	-	-	<b>11,000.00</b>
Miscellaneous	-	-	-	-	3,000.00	-	-	-	10,750.00	15,000.00	<b>28,750.00</b>
											-
											-
											-
											-
											-
											-
											-
											-
<b>Total</b>	-	-	-	-	16,100.00	500.00	-	-	14,500.00	27,200.00	<b>58,300.00</b>

check  
58,300.00

Routine Contract Costs:

Window Repair											
Vehicle Repair					5,000.00						
Cable Comm Room											
Answering Service					6,000.00						
Repair Expense											
Appliance Repair Laundry											
<b>Total</b>	-	-	-	-	11,000.00	-	-	-	-	-	<b>\$ 11,000.00</b>

Miscellaneous

Contractor Expense									10,250.00	12,500.00	
Misc Operating (acct 4430)					3,000.00				500.00	2,500.00	
<b>Total</b>	-	-	-	-	3,000.00	-	-	-	10,750.00	15,000.00	<b>\$ 28,750.00</b>

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2021**  
**Insurance**

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	BA	Phase I	Phase II	Total
Property Insurance					985.00				17,002.00	9,477.00	27,464.00
Liability Insurance					7,340.00						7,340.00
Workers Comp					3,325.00	2,040.00					5,365.00
Other Insurance	-	-	-	-	245.00	120.00	-	-	-	-	365.00
<b>Total</b>	-	-	-	-	11,895.00	2,160.00	-	-	17,002.00	9,477.00	<b>40,534.00</b>

check  
40,534.00

Other Insurance											
Auto					245.00	120.00					
Employment Practice											
Fleet					-						
Public Officials					-						
Unemployment					-						
<b>Total</b>	-	-	-	-	245.00	120.00	-	-	-	-	<b>\$ 365.00</b>

**City Of Beloit Community Development Authority**  
**12 MONTHS ENDING 12/31/2021**  
**Non-Routine Expenses**

Extraordinary Maintenance

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Extraordinary Maint	-	-				-	-	-	-
									-
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	-	-	-	-	-

Betterments and Additions

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
CFP Expenses	-	-			42,367.00	-	-	-	42,367.00
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	42,367.00	-	-	-	42,367.00

42,367.00

Replacements

Description	AMP 4	AMP 5	AMP 6	AMP 7	Other AMP	Voucher	PB/Other	Phase II	Total
Maintenance Vehicles	-	-			104,210.00	-	-	-	104,210.00
									-
									-
									-
									-
									-
									-
									-
<b>Total</b>	-	-	-	-	104,210.00	-	-	-	104,210.00

104,210.00