



**PUBLIC NOTICE & AGENDA  
COMMUNITY DEVELOPMENT AUTHORITY  
City Hall Forum - 100 State Street, Beloit, WI 53511  
4:30 PM  
Wednesday, February 26, 2020**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the January 22, 2020 Community Development Authority meeting  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the December 2019 Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the January Activity Report (Cole)  
[Attachment](#)
  - 4.c. Presentation of the November 2019 Financial Report (Cole)  
[Attachment](#)
  - 4.d. Consideration of Resolution 2020-04 Approving the Beloit Housing Authority's 2019 Section 8 Management Assessment Program (SEMAP) Report for the Beloit Housing Authority (Cole)  
[Attachment](#)
5. ADJOURNMENT

\*\* Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

**Minutes**  
**Beloit Community Development Authority**  
**100 State Street, Beloit WI 53511**  
**January 22, 2020**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 22, 2020 in the Forum of Beloit City Hall, 100 State Street.

**1. Call to Order and Roll Call**

Meeting was called to order by Commissioner Baker at 4:30 p.m.

**Present:** Commissioners Baker, Ellison, Forbeck, Gorman, Leavy and Roland

**Absent:** None

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

**2. Election of Officers**

a. Nomination and election of Chairperson

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

b. Nomination and election of Vice-Chairperson

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

**3. Public Comment**

None

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

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

**5. Beloit Housing Authority**

a. Presentation of November Activity Report

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

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

b. Presentation of October Financial Report

Clinton Cole gave a brief summary of the report.

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

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

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

Clinton Cole presented the staff report and recommendation.

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

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

d. The Community Development Authority will adjourn into closed session pursuant to §19.85(1)(e) Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular to discuss the potential sale of 852 Eighth Street. The Community Development Authority may reconvene and take action on an item discussed in closed session.

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

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

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

6. **Economic Development**

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

Julie Christensen, Community Development Director, presented the report.

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

7. **Adjournment**

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

Respectfully submitted,  
Ann Purifoy

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	December 2019 Activity Report		
<b>Date:</b>	February 26, 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. 11 annual and 9 interim certifications were completed. Three public housing inspections were completed during this period.

### Section 8:

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

### Family Self-Sufficiency Program:

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

## Conformance with Strategic Plan

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

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

## Sustainability

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

N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

December 2019 Activity Report

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

**Public Housing**

Vacancies – 12/31/2019

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

Public Housing Inspections

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

Public Housing Activities

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

Public Housing Briefings

Number Notified:	10
Number Briefed:	5

**Section 8 Program**

**Total Section 8 Vouchers** 598 Vouchers

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

Section 8 Inspections

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

Section 8 Activities

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

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:	109	Public Housing East
	104	Public Housing West
	223	Parker Bluff
	286	Sec. 8

0 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed for debts owed  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4b		
<b>Topic:</b>	January Activity Report		
<b>Date:</b>	February 26, 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 five public housing vacancies. Nine annual and 16 interim certifications were completed. 10 public housing inspections were completed during this period.

**Section 8:**  
514 vouchers were housed on January 31, 2020, with 24 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA, and seven port-in vouchers were administered. 89 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 33 annual and 45 interim recertifications.

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

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

## Conformance with Strategic Plan

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

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

## Sustainability

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

N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

January Activity Report, HUD On Site Monitoring Review Report Closeout Letter, Parker Bluff REAC Physical Inspection Report



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

**Public Housing**

Vacancies – 1/31/2020

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

Public Housing Inspections

10 inspections were completed during this reporting period. There were nine annual inspections and one move-in inspection.

Public Housing Activities

Annual Recerts:	9
Interim Recerts:	16
Notice to Vacate:	0
New Tenants:	0
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	2
Evictions	0

Public Housing Briefings

Number Notified:	20
Number Briefed:	10

**Section 8 Program**

**Total Section 8 Vouchers** 598 Vouchers

January 31, 2020                   514 under lease - 86% Utilization  
   12 Portable Vouchers paid –12 Not Absorbed by other PHAs  
   (Port Out)  
   7 Portable Vouchers administered (Port In)

Section 8 Inspections

89 inspections were completed during this reporting period. 52 were annual inspections, 10 were initial inspections, and 27 were reinspections.

Section 8 Activities

New Participants:	13
Annual Recerts:	33
Interim Recerts:	45
Abatements:	4
Unit transfers:	3
Possible Program Violations:	5
End of Program	5
Port outs:	0

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:	112	Public Housing East
	106	Public Housing West
	235	Parker Bluff
	311	Sec. 8

0 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed for debts owed  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**



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

January 28, 2020

**SENT VIA EMAIL**

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

**Re: PIH On-Site Monitoring Review Report Closeout**

Dear Executive Director Cole:

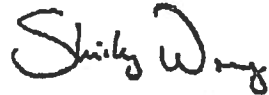
This letter acknowledges the receipt of the Beloit Housing Authority (BHA) responses to the HUD Milwaukee Field Office (HUD MKE FO) On-Site Monitoring review of April 24, 2018. This letter seeks to clarify which of the 19 findings and 1 concern related to non-compliance with Federal Regulations are considered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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Shirley Wong". The signature is written in a cursive, flowing style.

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

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

## Inspection Summary Report (POA) for Inspection #661678

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### Inspection Snapshot

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

## Inspection Summary Report (POA) for Inspection #661678

### Property Profile

**Property Name:** Beloit Apts. - Phase 2 Parker Bluff  
**Scattered Site?** No **Multiple Site?** No  
**Address Line 1:** 220 Portland Ave. #1  
**Address Line 2:**  
**City:** Beloit **State:** WI  
**ZIP:** 53511 **Extension:** 3860  
**Phone:** (608) 364-8753 **Extension:**  
**Fax:** (608) 364-8745 **Email:** colec@beloitwi.gov

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	1	1	1	41	41	17
Common	0			-	-	-
Total	1	1	1	41	41	17

### Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
41	100%	No

**Comments** No bed bugs reported.

## Inspection Summary Report (POA) for Inspection #661678

### Participant Profile

#### Executive Director [Primary Contact / Present During Inspection]

**Name (F, MI, L):** Clinton Cole  
**Organization:** Beloit Housing Authority  
**Address Line 1:** 210 Portland Ave.  
**Address Line 2:**  
**City:** Beloit **State:** WI  
**ZIP:** 53511 **Extension:**  
**Phone:** (608) 364-8753 **Extension:**  
**Fax:** (608) 364-8745 **Email:** colec@beloitwi.gov

#### Management Agent [Not Present During Inspection]

**Name (F, MI, L):** Clinton Cole  
**Organization:** Beloit Housing Authority  
**Address Line 1:** 210 Portland Ave  
**Address Line 2:**  
**City:** Beloit **State:** WI  
**ZIP:** 53511 **Extension:**  
**Phone:** (608) 364-8752 **Extension:**  
**Fax:** (608) 364-8745 **Email:** colec@beloitwi.gov

#### Site Manager [Not Present During Inspection]

**Name (F, MI, L):** Tara Dunn  
**Organization:** Beloit Housing Authority  
**Address Line 1:** 210 Portland Ave  
**Address Line 2:**  
**City:** Beloit **State:** WI  
**ZIP:** 53511 **Extension:**  
**Phone:** (608) 364-8753 **Extension:**  
**Fax:** (608) 364-8745 **Email:** dunnt@beloitwi.gov

## Inspection Summary Report (POA) for Inspection #661678

### Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	14.73	0.00	14.73	0.00	14.73
Building Exterior	16.84	0.00	16.84	0.00	16.84
Building Systems	18.97	0.00	18.97	0.00	18.97
Common Area	11.79	0.00	11.79	0.00	11.79
Unit	37.67	0.43	37.24	0.00	37.24
Total	100.00	0.43	99.57	0.00	99.57

Score Version: 1

Score Date: 01/28/2020

Final Score: 99b



## Inspection Summary Report (POA) for Inspection #661678

### Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	1	1	1	0
Unit	41	41	17	0

### Building 01 - Parker Bluff Apartments [ Sample , Inspected ]

Address Line 1: 220 Portland Ave. #1

Address Line 2:

City: Beloit

State: WI

Zip: 53511

Extension: \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	2012	2	41	41

**Comments:** Roof Access - The roof is pitched and access is not required. COXP  
M=0 W=17 NW=0;

Unit #	# Bedrooms	Occupied?	Uninspected Reason?
112	1 Bedroom	Yes	
115	1 Bedroom	Yes	
117	1 Bedroom	Yes	
124	1 Bedroom	Yes	
126	1 Bedroom	Yes	
129	1 Bedroom	Yes	
131	1 Bedroom	Yes	
208	1 Bedroom	Yes	
213	1 Bedroom	Yes	
215	1 Bedroom	Yes	
220	1 Bedroom	Yes	
224	1 Bedroom	Yes	
226	1 Bedroom	Yes	
229	1 Bedroom	Yes	
231	1 Bedroom	Yes	
219	1 Bedroom	Yes	
119	1 Bedroom	Yes	

## Inspection Summary Report (POA) for Inspection #661678

Certificates	
Certificate Item	Certificate State
Boilers	No - This certificate cannot be provided or is expired
Elevators	Yes - This certificate is provided or is not expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	NA - This certificate is not applicable for this property
Lead-Based Paint Inspection Reports	NA - This certificate is not applicable for this property
Sprinkler Systems	Yes - This certificate is provided or is not expired

## Inspection Summary Report (POA) for Inspection #661678

### Score Details

**Note:** The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "**Site - Spalling (Walkway / Steps) (4)**" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the **Deficiency Details** section of this report.

Item	Deficiency	Severity	Points Deducted	Points Received
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#### Building 01 - Parker Bluff Apartments - Unit 117 [Possible Points : 2.22]

##### Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Hazards	HS - Other (Hazards) (NLT )	Level 3	0.00	
			<b>0.00</b>	<b>2.22</b>

#### Building 01 - Parker Bluff Apartments - Unit 131 [Possible Points : 2.22]

##### Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Hazards	HS - Other (Hazards) (NLT )	Level 3	0.00	
			<b>0.00</b>	<b>2.22</b>

#### Building 01 - Parker Bluff Apartments - Unit 208 [Possible Points : 2.22]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Bathroom Items	Unit - Lavatory Sink - Damaged/Missing (Bathroom)	Level 1	0.20	
			<b>0.20</b>	<b>2.02</b>

#### Building 01 - Parker Bluff Apartments - Unit 215 [Possible Points : 2.22]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 3	0.23	
<b>Health And Safety Deficiencies</b>				
Hazards	HS - Other (Hazards) (NLT )	Level 3	0.00	
			<b>0.23</b>	<b>1.98</b>

#### Building 01 - Parker Bluff Apartments - Unit 220 [Possible Points : 2.22]

##### Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Hazards	HS - Other (Hazards) (NLT )	Level 3	0.00	
			<b>0.00</b>	<b>2.22</b>

## Inspection Summary Report (POA) for Inspection #661678

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
<b>Site - Beloit Apts. - Phase 2 Parker Bluff - Site(0)</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Building Exterior</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Building Systems</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Common Areas</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 112</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 115</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 117</b>			
Non-Health And Safety Deficiencies			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 119</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 124</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 126</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 129</b>			
None			
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 131</b>			
Non-Health And Safety Deficiencies			

## Inspection Summary Report (POA) for Inspection #661678

Item	Location/Comments	Deficiency/Severity	Decisions
<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 208</b>			
<b>Non-Health And Safety Deficiencies</b>			
Bathroom Items	Bathroom broken stopper	Unit - Lavatory Sink - Damaged/Missing (Bathroom) - L1	<ul style="list-style-type: none"> <li>- Bathroom Sink</li> <li>- A stopper is missing (only if there is no stopper in the visible area)</li> </ul>

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 213</b>			
None			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 215</b>			
<b>Non-Health And Safety Deficiencies</b>			
Doors	Hallway deadbolt inop	Unit - Damaged Hardware/ Locks (Doors) - L3	<ul style="list-style-type: none"> <li>- Entry Door to Unit</li> <li>- Hardware is damaged or missing</li> <li>- Door cannot be locked (only if designed to lock).</li> </ul>

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 219</b>			
None			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 220</b>			
<b>Non-Health And Safety Deficiencies</b>			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 224</b>			
None			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 226</b>			
None			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 229</b>			
None			

<b>Building 01 - Parker Bluff Apartments[Sample,Inspected] - Unit 231</b>			
None			

## **Notice: Modifications to the Inspection Summary Report**

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0), PIH-REAC now has the capability to collect more detailed information about observations made during the inspection of properties. Therefore, the report has been modified to provide this detailed information, and also to make the results of the inspection more clear. The following explains the major changes to the report.

**Changes to Score Summary** - The section of the report, which summarizes the score, has been modified to better explain how the final score was derived for the property, and the source of lost points. Additionally, score information from the two most recent inspections of the property is provided to allow comparison to this inspection's score.

**Addition of scored and non-scored deficiency reports** - The section of the report that displays observed deficiencies has been divided into two sections: the Score Report and the Deficiency Report. Non-scored deficiencies refer to multiple deficiencies of the same type observed with the same sub-area, they are reported for informational purposes only and are not scored. Only one deficiency of the same type for the same sub-area is counted for scoring purposes.

**Score Report** - a detailed account of only the scored deficiencies by sub-area.

**Deficiency Report** - A detailed account of all deficiencies, both scored and non-scored, by sub-area. In addition, standardized locations and more descriptive information for each deficiency are provided.

To read more about the above, and for additional assistance in understanding the report, you may access the Inspection Summary Report Guide (version 4.0) at <http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm>

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4c		
<b>Topic:</b>	November 2019 Financial Report		
<b>Date:</b>	February 26, 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 November 30, 2019.

Through the month of November, the Low Income Public Housing (LIPH) program income was \$663,152.43 and the LIPH expenses were \$477,249.05. There was a surplus of \$185,903.38 in LIPH. The Operating Reserve for LIPH at 2019 Period End is \$5,455,524.84.

Through the month of November, Inflows of revenue from LIPH Grants total \$228,024.75 and related grant expenses total \$222,909.76.

Through the month of November, the Project Based Voucher (PBV) program income was \$143,309.50 and the expenses were \$255,894.43. The PBV had a deficit of (\$112,584.93). The PBV Operating Reserve at this Period End is (\$38,884.90).

Through the month of November, Phase 1 and Phase 2 program income was \$576,238.90 and the expenses were \$495,320.02. Phase 1 and Phase 2 had a surplus of \$8.09. The Operating Reserve for these programs at this Period End is \$270,152.38.

Through the month of November, the Housing Choice Voucher (HCV) program income was \$3,036,504.17 and expenses were \$2,960,750.17. The HCV program had a surplus of \$3,660.95. The HCV Operating Reserve at this Period End is \$252,085.78.

## Conformance with Strategic Plan

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

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

**Sustainability**

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

**Action Required/Recommendation**

No action required. Information only.

**Fiscal Note/Budget Impact**

All fiscal/budget impacts are noted in the report.

**Attachments**

November 2019 Financial Report



## Consolidated 2019 Budget Report for Beloit Housing Authority - November 2019

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

51	Equipment Repair Parts	-					-			-	
52	Maintenance Contracted Services	13,907.67	2,366.90	2,493.60	24,595.42		29,455.92	15,172.00		15,172.00	
53	Refuse Removal Services	4,354.17	100.00		4,103.50	690.19	4,893.69	4,750.00		4,750.00	
54	Plumbing Repair Services	1,375.00		1,360.32			1,360.32	1,500.00		1,500.00	
55	Heating/AC Repair Services	2,933.33			4,955.65		4,955.65	3,200.00		3,200.00	
56	Electric Repair Service	458.33	121.24	265.82			387.06	500.00		500.00	
57	Window Repair Service	916.67					-	1,000.00		1,000.00	
58	Automotive Repairs/Fuel	4,583.33	3,385.71		1,862.84		5,248.55	5,000.00		5,000.00	
59	Elevator Repair & Maintenance	7,333.33					-	8,000.00		8,000.00	
60	Pest Control Services	5,500.00					-	6,000.00		6,000.00	
61	Cable TV	-			1,789.72		1,789.72	-		-	
62	Answering Service	2,016.67	2,002.13				2,002.13	2,200.00		2,200.00	
63	Misc Contracts	2,750.00					-	3,000.00		3,000.00	
64	Clean/Paint Units	733.33					-	800.00		800.00	
	<b>Utilities Expenses</b>										
65	Water/Sewer	20,579.17	1,174.06	1,663.35	6,641.87		9,479.28	22,450.00		22,450.00	
66	Electricity	22,916.67	5,647.98	1,023.33	18,299.50		24,970.81	25,000.00		25,000.00	
67	Natural Gas	10,541.67	1,237.84	1,492.00	4,752.13		7,481.97	11,500.00		11,500.00	
	<b>Other Operating Expenses</b>										
68	Protective Services Contract	41,616.67	23,285.80		2,042.12		25,327.92	45,400.00		45,400.00	
69	Insurance	38,563.25	6,533.51	2,554.31	24,691.62	3,135.00	36,914.44	38,547.00	3,522.00	42,069.00	
70	PILOT	23,706.83		268.23	18,282.46		18,550.69	25,862.00		25,862.00	
71	Compensated Absences	-					-	-		-	
72	Collection Losses	10,083.33			8,790.75		8,790.75	11,000.00		11,000.00	
73	Replacement Reserves & Debt Pmt-Princ	-					-	-		-	
74	Other General Expense/Asset Mgmt Fees	254,146.75	282,035.43	12,653.70	13,456.57	3,697.67	311,843.37	277,251.00		277,251.00	
75	Casualty Losses - Non Capitalized	-					-	-		-	
76	Capital Expenditures	-		78,376.97			78,376.97	-		-	
77	Transfer In / Out	-		105,774.98	187,452.50		293,227.48	-		-	
	<b>Total Expense</b>	<b>1,364,510.58</b>	<b>477,249.05</b>	<b>222,909.76</b>	<b>255,894.43</b>	<b>495,320.02</b>	<b>2,960,750.17</b>	<b>4,412,123.43</b>	<b>1,162,484.00</b>	<b>326,073.00</b>	<b>1,488,557.00</b>

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/18	5,269,621.46	-	73,700.03	270,144.29	248,424.83	5,861,890.61	5,613,465.78		5,613,465.78
Change in Operating Reserve FYE 12/31/19 (reserve/deficit)	185,903.38	5,114.99	(112,584.93)	8.09	3,660.95	82,102.48	(60,624.00)	2,783,908.00	2,723,284.00
Change in Equity Non Cash Adj				82.67					
Operating Reserve at end Period for 2019	5,455,524.84	5,114.99	(38,884.90)	270,152.38	252,085.78	5,943,993.09	5,552,841.78	2,783,908.00	8,336,749.78
<b>**LIPH Operating Reserve includes \$5,380,074.02 of money unavailable due to tax credit revenue on paper only</b>									
Physical Operating Reserve at end of Period for 2019	75,450.82	5,114.99	(38,884.90)	270,152.38	252,085.78	563,919.07			

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

**Additional Notes:**

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

	BHA YTD Actual	LIPH Grants Actual	LLC Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
<b>Income</b>						
Dwelling Rent/Utilities	44,669.00		212,347.49		308,373.00	(51,356.51)
Interest on Investments	66.43		827.12	2,085.33	1,203.00	1,775.88
Other Income	315,678.52		363,064.29	36,957.54	115,144.00	600,556.35
HUD Admin Fees				279,184.00	315,513.00	(36,329.00)
HUD Grants/Subsidies	446,047.98	228,024.75		2,718,277.30	3,196,608.00	195,742.03
<b>Total Income</b>	<b>806,461.93</b>	<b>228,024.75</b>	<b>576,238.90</b>	<b>3,036,504.17</b>	<b>3,936,841.00</b>	<b>710,388.75</b>
<b>Expenses</b>						
<b>Administrative</b>						
Salaries/Benefits	136,571.42	27,178.89	127,774.66	236,590.67	581,007.00	52,891.36
Office Expenses	25,330.19	11,578.92	46,906.48	21,404.52	122,534.00	17,313.89
Office Contracted Services	7,353.90			16,740.06	18,500.00	(5,593.96)
Oper Sub Transfer/Mgmt Fee Pd			15,857.76		18,000.00	2,142.24
Housing Assistance Pmts				2,646,184.25	2,646,184.25	-
HAP Payments Port In				32,998.00		
<b>Maintenance</b>						
Salaries/Benefits	21,350.14		141,640.19		214,612.00	51,621.67
Materials & Supplies	3,420.07		28,876.78		22,250.00	(10,046.85)
Maintenance Contracts	12,095.72		37,307.13		51,122.00	1,719.15
Utilities	12,238.56		29,693.50		58,950.00	17,017.94
<b>Other Operating</b>						
Protective Services	23,285.80		2,042.12		45,400.00	20,072.08
Insurance	9,087.82		24,691.62	3,135.00	42,069.00	5,154.56
PILOT	268.23		18,282.46		25,862.00	7,311.31
Other Operating Expenses	482,141.63	184,151.95	22,247.32	3,697.67	288,251.00	(403,987.57)
<b>Total Expenses</b>	<b>733,143.48</b>	<b>222,909.76</b>	<b>495,320.02</b>	<b>2,960,750.17</b>	<b>4,134,741.25</b>	<b>(277,382.18)</b>
Net Admin Income (Loss)	73,318.45	5,114.99	8.09	3,660.95		
Net HAP Income (Loss)				72,093.05		
<b>Total YTD Income (Loss)</b>	<b>73,318.45</b>	<b>5,114.99</b>	<b>8.09</b>	<b>75,754.00</b>		

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4d		
<b>Topic:</b>	Approval of the FYE 12/31/2019 Section 8 Management Assessment Program (SEMAP) Submission		
<b>Date:</b>	February 26, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

### Overview/Background Information

Request for approval of HUD-required SEMAP report.

### Key Issues

1. HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program (SEMAP) report.
2. SEMAP measures fourteen (14) key indicators of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, Housing Quality Standards compliance, Family Self-Sufficiency participation, and Deconcentration monitoring.
3. The Beloit Housing Authority has completed the SEMAP certification report to accurately indicate the management of the Section 8 program in FYE 12/31/19.

### Conformance with Strategic Plan

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

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

### Sustainability

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

N/A

### Action Required/Recommendation

Staff recommends approval of the attached resolution.

### Fiscal Note/Budget Impact

N/A

### Attachments

Resolution 2020-04 and SEMAP Certification Report

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2020-04**

**APPROVING THE FYE 12/31/2019 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
(SEMAP) REPORT FOR THE BELOIT HOUSING AUTHORITY**

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires all public housing agencies to submit an annual management report for the Section 8 program; and

**WHEREAS**, the Section 8 Management Assessment Program report has been reviewed and discussed by the CDA.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners does hereby approve the Beloit Housing Authority's FYE 12/31/2019 SEMAP report and authorizes the BHA Director to submit the report to HUD via PIC online systems.

Adopted this 26th day of February, 2020

**Community Development Authority**

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Fransaesca Ellison, Chairperson

**Attest:**

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Julie Christensen, Executive Director

Get Help

Logoff / Return to Secure Systems



Clinton Cole (MNT813)  
PIC Main

Assessment Profile | Reports | Submission

List | Summary | Certification | Profile | Comments

Field Office: 5IPH MILWAUKEE PROGRAM CENTER  
Housing Agency: WI064 BELOIT HOUSING AUTHORITY  
PHA Fiscal Year End: 12/31/2019

SEMAP

Logoff

OMB Approval No. 2577-0215

### SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Check here if the PHA expends less than \$300,000 a year in federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

#### Performance Indicators

##### 1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response  Yes  No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response  Yes  No

##### 2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and

any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response**       **Yes**    **No**

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**       **At least 98% of units sampled**       **80 to 97% of units sampled**  
 **Less than 80% of units sampled**

### **3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)**

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**       **At least 90% of files sampled**       **80 to 89% of files sampled**  
 **Less than 80% of files sampled**

### **4 Utility Allowance Schedule (24 CFR 982.517)**

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response**       **Yes**    **No**

### **5 HQS Quality Control (24 CFR 982.405(b))**

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

**PHA Response**       **Yes**    **No**

### **6 HQS Enforcement (24 CFR 982.404)**

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**       **At least 98% of cases sampled**       **Less than 98% of cases sampled**

### **7 Expanding Housing Opportunities.**

**(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))**

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable 

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response**       **Yes**  **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response**       **Yes**  **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**       **Yes**  **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**       **Yes**  **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**       **Yes**  **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**       **Yes**  **No**

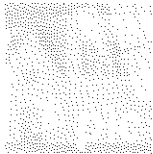
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Field Office: **5IPH MILWAUKEE PROGRAM CENTER**  
 Housing Agency: **WI064 BELOIT HOUSING AUTHORITY**  
 PHA Fiscal Year End: **12/31/2019**

**SEMAP CERTIFICATION (Page 2)**

**Performance Indicators**

**8 Payment Standards(24 CFR 982.503)**

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response**  **Yes**  **No**

FMR Area Name Janesville-Beloit

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	608	1-BR FMR	612	2-BR FMR	793	3-BR FMR	1048	4-BR FMR	1072
PS	578	PS	612	PS	793	PS	999	PS	1038

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

**9 Timely Annual Reexaminations(24 CFR 5.617)**

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

**PHA Response**  **Yes**  **No**

**10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)**

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

**PHA Response**  **Yes**  **No**

**11 Pre-Contract HQS Inspections(24 CFR 982.305)**

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

**PHA Response**  **Yes**  **No**

**12 Continuing HQS Inspections(24 CFR 982.405(a))**

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

**PHA Response**  **Yes**  **No**

**13 Lease-Up**

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

**PHA Response**  **Yes**  **No**

**14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)**

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

25

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

15

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

60

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.(24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response  Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

**15 Deconcentration Bonus**

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response  Yes  No

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