



**PUBLIC NOTICE & AGENDA**  
**BELOIT COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, August 25, 2021**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the July 28, 2021 Community Development Authority meeting  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the July Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the June Financial Report (Cole)  
[Attachment](#)
  - 4.c. Review and consideration of Resolution 2021-07, Authorizing the Beloit Housing Authority to apply for a Family Self-Sufficiency (FSS) Program Grant (Cole)  
[Attachment](#)
5. ADJOURNMENT  
*The CDA will adjourn to a workshop to hear presentations from Community Development Block Grant (CDBG) Applicants for the 2022 CDBG funding cycle (Downing)*

\*\* 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

July 28, 2021

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, July 28, 2021 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Chairperson Ellison at 4:30 p.m.

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

**Absent:** None

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

#### 2. Public Comment

None

#### 3. Consideration of the Minutes of the June 23, 2021 regular meeting of the Community Development Authority.

Motion was made by Councilor Leavy and seconded by Councilor Forbeck to approve the minutes of the June 23, 2021 regular meeting of the Community Development Authority. Motion carried unanimously.

#### 4. Beloit Housing Authority

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

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

Commissioner Ellison asked is BHA is allowing for extensions to Section 8 voucher-holders due to COVID. Clint stated that the Cares Act allows for unlimited extensions until December 31, 2021.

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

Clinton Cole gave a brief summary of the report.

##### c. Discussion of Beloit Housing Authority's Housing Choice Voucher and Low-Income Public Housing local waiting list preferences

Clinton Cole gave a brief summary of the report.

Clint indicated that our current waiting list preferences have been in place since at least 2012. One of the preferences is being extremely low income (0-30% of the county median income), and HUD requires that extremely low income families make up at least 75 percent of the new families admitted to the Section 8, Housing Choice

Voucher Program. Therefore, we think it is important to keep that local preference. Ms. Christensen stated that a number of the preferences were added as the need arose, attempting to help those with the most urgent needs for housing.

Councilor Leavy questioned why some applicants are on the waiting lists longer than others. Clint indicated that the purpose of the preference point system is to house the neediest families and help our Administrative staff fairly determine which applicants to issue available vouchers to. Councilor Leavy expressed concern that there could be a perception of racial bias based on the existing waiting list preferences.

Commissioner Gorman asked if information was available to help us determine if anything needs to be corrected before we decide if we need to reevaluate waiting list preferences. Clint stated that the waiting list sequence is generated every month which shows the preference points, date and time of applicants.

Councilor Leavy asked for an explanation of why we don't give out all Section 8 vouchers that are available to Beloit Housing Authority. Julie explained that we must balance the number of vouchers issued with the HAP (Housing Assistance Payments) we have committed to pay to landlords. Additionally, the process of determining eligibility and briefing applicants before we issue vouchers is very challenging and time consuming for our two Section 8 caseworkers.

The Board agreed that there is a need to take a comprehensive look at the waiting list preferences in order to determine whether changes need to be made. It was decided to start working through an analysis of these preferences after the CDBG process and BHA budget process is complete, with a goal of completing it by the end of the year.

## 5. **Adjournment**

Motion was made by Councilor Leavy and seconded by Commissioner Hartke to adjourn at 5:26 p.m. Motion carried unanimously.

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Fransaesca Ellison, Chairperson

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	July Activity Report		
<b>Date:</b>	August 25, 2021		
<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 no public housing vacancies. 13 annual and 15 interim certifications were completed. 19 public housing inspections were conducted in July.

**Section 8:**  
471 vouchers were housed on July 31, 2021, with five newly-issued 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 42 annual and 38 interim recertifications during this reporting period. 53 Housing Quality Standards (HQS) inspections were completed in July. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure her safety, as well as the safety of the families occupying the units.

## 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

July Activity Report

**Beloit Community Development Authority  
Activity Report to Board for July 2021**

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 7/31/2021	130 Units	99% Occupancy
Vacancies on 7/31/2021	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	1 Unit	99% Occupancy

**Public Housing Inspections**

19 annual inspections were completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	13
Interim Recertifications	15
Tenant notices to Vacate *Not due to eviction	1
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	2
Evictions	0

**Public Housing Briefings**

Number Notified	10
Number Briefed	5

**SECTION 8 PROGRAM**

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 7/31/2021	471 Vouchers	79% Utilization
Total Portable Vouchers Paid	4 Vouchers	
Total Port Out*	4 Vouchers	
Total Port In*	7 Vouchers	
July HCV HAP Funds Received	\$218,770	
July HCV HAP Funds Expended	\$216,795.72	
Current Per Unit Cost (PUC)	\$463	

\* 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 37 annual inspections, 3 initial inspections, and 13 reinspections during this reporting period.

**Section 8 Activities**

New Participants	3
Annual Recertifications	42
Interim Recertifications	38
Abatements	4
Unit Transfers	2
Possible Program Violations	0
End of Program	3
Port outs	2

**Section 8 Briefings**

Number Notified	21
Number Briefed/Vouchers Issued	0

**APPLICATIONS ON WAITING LIST**

Public Housing East	69
Public Housing West	57
Parker Bluff	197
Section 8 Program	244

- 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>	June 2021 Financial Report		
<b>Date:</b>	August 25, 2021		
<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 Accountant as of June 30, 2021.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$339,533.12 and the LIPH expenses were \$249,417.74. There was a surplus of \$90,115.38 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$58,558.36 and related grant expenses total \$58,558.36.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$46,357.88 and the expenses were \$77,607.17. The PBV had a deficit of \$31,249.29. The deficit is the result of the proceeds from the sale of 745 Highland Avenue in 2021 being transferred to the LIPH Fund. This transfer is due to the BHA receiving permission from HUD to utilize the sales proceeds of the Project Based units for operation and administration of its current public housing units.

As mentioned previously, operating expenses will continue to be charged to the Project-Based Fund during FY 2021. This is due to the BHA's continued possession of the last Project-Based unit located at 240 Portland Avenue. For example, utilities, insurance, repair costs, any payroll costs associated with the property will continue to be charged to the fund, while no rental income is being received. The BHA is waiting for HUD-legal to review the property information for 240 Portland Avenue and give instruction on what must be done with the unit. Once that process is complete, this fund will be closed.

At the end of this reporting period, Phase 1 program income was \$142,762.04 and the expenses were \$141,315.74. Phase 1 had a surplus of \$1,446.30. Of this surplus, \$0.14 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$128,652.21 and the expenses were \$134,531.25. Phase 2 had a deficit of \$5,879.04. Of this deficit, \$.59 is the Housing Authority's portion. The primary reason for the deficit is that beginning in FY 2020, the City began billing out Phase 2 related garbage collection in one lump amount as opposed to quarterly amounts before this time. The garbage collection yearly fee was charged to BHA on the April 2021 City Billing Invoice. In addition, a few appliances have been replaced this year with an average cost of 794 dollars each. Also, during the month of June 2021, more maintenance hours were billed to the Phase 2 program than the Phase 1 program.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$1,632,357.97 and expenses were \$1,549,347.29. The HCV program had a surplus of \$83,010.68.

Debts owed BHA collected through June 2021: Total \$12,144.66  
 TRIP Program: \$11,759.66 Repayments: \$385.00

## Conformance with Strategic Plan

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

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization

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

**Sustainability**

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy 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**

June 2021 Financial Report



## Consolidated 2021 Budget Report for LIPH/PBV - As of June 30, 2021

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-	-				-		-
2 Excess Utilities	-	-				-		-
3 Interest on Unrestricted Fund Investments	25.00	22.21				22.21	50.00	50.00
4 Income - Transfer In from Other Funds	-	69,835.97				69,835.97		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	-	15,360.37				15,360.37		-
8 Other Income - Laundry/Copy Fees/Misc	14,000.00	8,955.57				8,955.57	28,000.00	28,000.00
9 Other Income - CFP Operation Money	73,288.50					-	146,577.00	146,577.00
10 Other Income - Sale of Asset Gain/Loss	32,500.00			46,357.88		46,357.88	65,000.00	65,000.00
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	-					-		-
13 ROSS/FSS/CFP Grant	50,500.00		58,558.36			58,558.36	101,000.00	101,000.00
14 HAP Subsidy	-					-		-
15 Operating Subsidy	234,946.00	245,359.00				245,359.00	469,892.00	469,892.00
<b>Total Income</b>	<b>405,259.50</b>	<b>339,533.12</b>	<b>58,558.36</b>	<b>46,357.88</b>		<b>444,449.36</b>	810,519.00	810,519.00
<b>Expenses</b>								
	Approved YTD	LIPH	LIPH Grant	PBV		Total	LIPH/PBV	Total
<b>Administrative Expenses</b>								
16 Admin Salaries	49,575.50	43,503.95		60.89		43,564.84	99,151.00	99,151.00
17 ROSS/FSS Coordinator Admin Salaries	21,214.00		20,012.18			20,012.18	42,428.00	42,428.00
18 Admin Employee Benefits	20,636.50	18,394.32		27.72		18,422.04	41,273.00	41,273.00
19 ROSS/FSS Coordinator Admin Benefits	8,192.00		6,395.47			6,395.47	16,384.00	16,384.00
20 Advertising & Marketing	25.00					-	50.00	50.00
21 Legal	125.00					-	250.00	250.00
22 Staff Training	875.00		3,217.50			3,217.50	1,750.00	1,750.00
23 Travel	125.00	74.48				74.48	250.00	250.00
24 Accounting Consultants	3,625.00	2,432.00		669.00		3,101.00	7,250.00	7,250.00
25 Audit Fee	5,720.00	7,274.50				7,274.50	11,440.00	11,440.00
26 Telephone	1,415.00	950.97				950.97	2,830.00	2,830.00
27 Postage	1,200.00	1,399.72				1,399.72	2,400.00	2,400.00
28 Office Supplies	1,250.00	495.52	136.45			631.97	2,500.00	2,500.00
29 Memberships & Publications	1,024.00	386.96				386.96	2,048.00	2,048.00
30 Bank Fees	-					-		-
31 Computer Maintenance	-					-		-
32 Copier Expenses	1,400.00	1,251.71				1,251.71	2,800.00	2,800.00
33 Office Equipment Maintenance	-					-		-
34 Postage Machine	-					-		-
35 Software Maintenance	3,000.00	2,788.50				2,788.50	6,000.00	6,000.00
36 Outgoing Portable Admin Fees	-					-		-
37 Sundry Administration/Compliance Fees	-	20.00	252.05	84.56		356.61		-
38 Port-In HAP Expense	-					-		-
39 Management Fees	-					-		-
40 Eviction & Collection Agent Fees	-					-		-
41 HAP Expense (net fraud recovery to HUD)	-					-		-
HAP Overfunding (Underfunding)	-					-		-

	<b>Maintenance Expenses</b>	-						
42	Maintenance Salaries	-	2,257.22			2,257.22		-
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	-	729.11			729.11		-
45	Maintenance Materials & Supplies	500.00	13.94			13.94	1,000.00	1,000.00
46	Plumbing Supplies	-				-		-
47	Locks, Locksets & Keys	-				-		-
48	Electrical Supplies	-				-		-
49	Painting Supplies	-				-		-
50	Cleaning Supplies	-	109.76			109.76		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	7,000.00	1,617.42			1,617.42	14,000.00	14,000.00
53	Refuse Removal Services	50.00				-	100.00	100.00
54	Plumbing Repair Services	-				-		-
55	Heating/AC Repair Services	-				-		-
56	Electric Repair Service	-				-		-
57	Window Repair Service	-				-		-
58	Automotive Repairs/Fuel	-	729.09			729.09		-
59	Elevator Repair & Maintenance	1,000.00				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	1,684.13			1,684.13		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	-				-		-
	<b>Utilities Expenses</b>	-						
65	Water/Sewer	1,000.00	521.10	284.63		805.73	2,000.00	2,000.00
66	Electricity	3,500.00	2,466.89	239.38		2,706.27	7,000.00	7,000.00
67	Natural Gas	850.00	1,024.37	433.02		1,457.39	1,700.00	1,700.00
	<b>Other Operating Expenses</b>	-						
68	Protective Services Contract	12,500.00	929.94			929.94	25,000.00	25,000.00
69	Insurance	5,947.50	6,295.75			6,295.75	11,895.00	11,895.00
70	PILOT	1,000.00				-	2,000.00	2,000.00
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-				-		-
74	Other General Expense/Asset Mgmt Fees	173,445.00	152,066.39	5,972.00		158,038.39	346,890.00	346,890.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	73,288.50		28,544.71		28,544.71	146,577.00	146,577.00
77	Transfer In / Out	-		69,835.97		69,835.97		-
	<b>Total Expense</b>	<b>399,483.00</b>	<b>249,417.74</b>	<b>58,558.36</b>	<b>77,607.17</b>	<b>385,583.27</b>	798,966.00	-
								798,966.00

**Net Income/(Loss):**

90,115.38	-	(31,249.29)	58,866.09
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**Cash Flow Statement  
Beloit Housing Authority  
LIPH/PBV  
As of 6/30/2021**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	22.21		-	0.00%	22.21
Other Income	140,509.79		239,577.00	58.65%	(99,067.21)
HUD Admin Fees			-		-
HUD Grants/Subsidies	245,359.00	58,558.36	570,892.00	53.24%	(266,974.64)
<b>Total Income</b>	<b>385,891.00</b>	<b>58,558.36</b>	<b>810,469.00</b>		<b>(366,019.64)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	61,986.88	26,407.65	199,236.00	44.37%	110,841.47
Office Expenses	13,787.71	3,606.00	30,768.00	56.53%	13,374.29
Office Contracted Services	4,040.21		8,800.00	45.91%	4,759.79
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	2,986.33		-		(2,986.33)
Materials & Supplies	123.70	-	1,000.00	12.37%	876.30
Maintenance Contracts	4,030.64		16,100.00	25.04%	12,069.36
Utilities	4,969.39		10,700.00	46.44%	5,730.61
Other Operating					
Protective Services	929.94		25,000.00	3.72%	24,070.06
Insurance	6,295.75		11,895.00	52.93%	5,599.25
PILOT	-		2,000.00	0.00%	2,000.00
Other Operating Expenses	227,874.36	28,544.71	493,467.00	51.96%	237,047.93
<b>Total Expenses</b>	<b>327,024.91</b>	<b>58,558.36</b>	<b>798,966.00</b>		<b>413,382.73</b>

Net Admin Income (Loss)	58,866.09	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>58,866.09</b>	<b>-</b>			

## Consolidated 2021 Budget Report for Phase 1 - As of June 30, 2021

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	57,501.50	58,468.00	58,468.00	115,003.00	115,003.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	100.00	97.39	97.39	200.00	200.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	-	3,252.69	3,252.69	-	-
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	75,000.00	80,943.96	80,943.96	150,000.00	150,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	<b>Total Income</b>	<b>132,601.50</b>	<b>142,762.04</b>	<b>142,762.04</b>	265,203.00	265,203.00

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
	<b>Administrative Expenses</b>					
16	Admin Payroll Expenses	36,218.50	30,624.63	30,624.63	72,437.00	72,437.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	25.00	41.71	41.71	50.00	50.00
20	Legal	500.00	-	-	1,000.00	1,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	4,000.00	2,995.00	2,995.00	8,000.00	8,000.00
24	Audit Fee	6,000.00	10,000.00	10,000.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	75.00	-	-	150.00	150.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	25.80	25.80	-	-
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	-	-	-	-	-
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	2,000.00	5,061.69	5,061.69	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	2,000.00	2,921.80	2,921.80	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	48,220.50	42,257.92	42,257.92	96,441.00	96,441.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Materials & Supplies	3,500.00	9,270.19	9,270.19	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	5,375.00	8,924.70	8,924.70	10,750.00	10,750.00
52	Refuse Removal Services	625.00	990.00	990.00	1,250.00	1,250.00
53	Plumbing Repair Services	-	-	-	-	-
54	Heating/AC Repair Services	500.00	5,108.00	5,108.00	1,000.00	1,000.00
55	Electric Repair Service	-	-	-	-	-
56	Window Repair Service	-	-	-	-	-
57	Automotive Repairs/Fuel	-	627.17	627.17	-	-
58	Elevator Repair & Maintenance	-	-	-	-	-
59	Pest Control Services	750.00	-	-	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	775.97	775.97	5,500.00	5,500.00
65	Electricity	700.00	303.93	303.93	1,400.00	1,400.00
66	Natural Gas	500.00	98.38	98.38	1,000.00	1,000.00
	<b>Other Operating Expenses</b>	-	-	-	-	-
67	Protective Services Contract	-	5,000.00	5,000.00	-	-
68	Insurance	8,501.00	9,216.52	9,216.52	17,002.00	17,002.00
69	PILOT	5,750.00	5,447.35	5,447.35	11,500.00	11,500.00
70	Compensated Absences	-	-	-	-	-
71	Collection Losses	-	-	-	-	-
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
73	Other General Expense/Asset Mgmt Fees	1,637.50	1,624.98	1,624.98	3,275.00	3,275.00
74	Casualty Losses - Non Capitalized	-	-	-	-	-
75	Capital Expenditures	-	-	-	-	-
76	Transfer In / Out	-	-	-	-	-
	<b>Total Expense</b>	<b>129,627.50</b>	<b>141,315.74</b>	<b>141,315.74</b>	259,255.00	- 259,255.00

**Net Income/(Loss):**

1,446.30      1,446.30

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

0.14

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 1**  
**As of 6/30/2021**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	58,468.00	115,003.00	50.84%	(56,535.00)
Interest on Investments	97.39	200.00	48.70%	(102.61)
Other Income	84,196.65	150,000.00	56.13%	(65,803.35)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>142,762.04</b>	<b>265,203.00</b>		<b>(122,440.96)</b>

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	30,624.63	72,437.00	42.28%	41,812.37
Office Expenses	18,124.20	25,200.00	71.92%	7,075.80
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	2,921.80	4,000.00	73.05%	1,078.20
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	42,257.92	96,441.00	43.82%	54,183.08
Materials & Supplies	9,270.19	7,000.00	132.43%	(2,270.19)
Maintenance Contracts	15,649.87	14,500.00	107.93%	(1,149.87)
Utilities	1,178.28	7,900.00	14.91%	6,721.72
Other Operating				
Protective Services	5,000.00	-		(5,000.00)
Insurance	9,216.52	17,002.00	54.21%	7,785.48
PILOT	5,447.35	11,500.00	47.37%	6,052.65
Other Operating Expenses	1,624.98	3,275.00	49.62%	1,650.02
<b>Total Expenses</b>	<b>141,315.74</b>	<b>259,255.00</b>		<b>117,939.26</b>

Net Admin Income (Loss)	1,446.30
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>1,446.30</b>
Housing Authority's Portion	0.14

## Consolidated 2021 Budget Report for Phase 2 - As of June 30, 2021

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	70,000.00	69,632.00	69,632.00	140,000.00	140,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	375.00	205.20	205.20	750.00	750.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	-	(1,279.38)	(1,279.38)	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	490.07	490.07	-	-
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	68,250.00	59,604.32	59,604.32	136,500.00	136,500.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
<b>Total Income</b>		<b>138,625.00</b>	<b>128,652.21</b>	<b>128,652.21</b>	<b>277,250.00</b>	<b>277,250.00</b>

		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
<b>Expenses</b>						
<b>Administrative Expenses</b>						
16	Admin Payroll Expenses	27,993.50	23,226.64	23,226.64	55,987.00	55,987.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	25.00	41.71	41.71	50.00	50.00
20	Legal	1,000.00	-	-	2,000.00	2,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	5,000.00	2,995.00	2,995.00	10,000.00	10,000.00
24	Audit Fee	5,500.00	10,000.00	10,000.00	11,000.00	11,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	75.00	-	-	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	1,000.00	6,072.69	6,072.69	2,000.00	2,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	7,000.00	6,033.77	6,033.77	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	36,182.50	35,406.25	35,406.25	72,365.00	72,365.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	5,500.00	3,670.38	3,670.38	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	7,500.00	7,053.59	7,053.59	15,000.00	15,000.00
52	Refuse Removal Services	1,750.00	2,808.00	2,808.00	3,500.00	3,500.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	600.00	925.00	925.00	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-	578.18	578.18		-
58	Elevator Repair & Maintenance	3,000.00		-	6,000.00	6,000.00
59	Pest Control Services	750.00		-	1,500.00	1,500.00
60	Cable TV	-	1,840.38	1,840.38		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	<b>Utilities Expenses</b>					
64	Water/Sewer	6,500.00	3,075.60	3,075.60	13,000.00	13,000.00
65	Electricity	8,750.00	6,926.77	6,926.77	17,500.00	17,500.00
66	Natural Gas	4,250.00	3,527.28	3,527.28	8,500.00	8,500.00
	<b>Other Operating Expenses</b>					
67	Protective Services Contract	2,000.00	5,389.82	5,389.82	4,000.00	4,000.00
68	Insurance	4,738.50	5,137.48	5,137.48	9,477.00	9,477.00
69	PILOT	5,750.00	5,516.93	5,516.93	11,500.00	11,500.00
70	Compensated Absences	-		-		-
71	Collection Losses	-		-		-
72	Replacement Reserves & Debt Pmt-Princ	-		-		-
73	Other General Expense/Asset Mgmt Fees	3,512.50	4,305.78	4,305.78	7,025.00	7,025.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	<b>Total Expense</b>	<b>138,377.00</b>	<b>134,531.25</b>	<b>134,531.25</b>	276,754.00	- 276,754.00

**Net Income/(Loss):** (5,879.04) (5,879.04)  
**Housing Authority's Portion of Net Income/(Loss):** (0.59)



**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 2**  
**As of 6/30/2021**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	69,632.00	140,000.00	49.74%	(70,368.00)
Interest on Investments	205.20	750.00	27.36%	(544.80)
Other Income	58,815.01	136,500.00	43.09%	(77,684.99)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>128,652.21</b>	<b>277,250.00</b>		<b>(148,597.79)</b>

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	23,226.64	55,987.00	41.49%	32,760.36
Office Expenses	19,109.40	25,200.00	75.83%	6,090.60
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	6,033.77	14,000.00	43.10%	7,966.23
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	35,406.25	72,365.00	48.93%	36,958.75
Materials & Supplies	3,670.38	11,000.00	33.37%	7,329.62
Maintenance Contracts	13,205.15	27,200.00	48.55%	13,994.85
Utilities	13,529.65	39,000.00	34.69%	25,470.35
Other Operating				
Protective Services	5,389.82	4,000.00	134.75%	(1,389.82)
Insurance	5,137.48	9,477.00	54.21%	4,339.52
PILOT	5,516.93	11,500.00	47.97%	5,983.07
Other Operating Expenses	4,305.78	7,025.00	61.29%	2,719.22
<b>Total Expenses</b>	<b>134,531.25</b>	<b>276,754.00</b>		<b>142,222.75</b>

Net Admin Income (Loss)	(5,879.04)
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>(5,879.04)</b>
Housing Authority's Portion	<u>(0.59)</u>

## Consolidated 2021 Budget Report for Housing Choice Voucher - As of June 30, 2021

	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	500.00		250.64	250.64	1,000.00		1,000.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	-			-			-
7 Other Income - Bad Debt Collections	-		291.20	291.20			-
8 Other Income - Laundry/Copy Fees/Misc	-		17,025.13	17,025.13			-
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	152,832.00		168,695.00	168,695.00	305,664.00		305,664.00
12 Incoming Billable Admin Fees/Oper Sub	1,000.00			-	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	-		1,446,096.00	1,446,096.00			-
15 Operating Subsidy	-			-			-
<b>Total Income</b>	<b>154,332.00</b>		<b>1,632,357.97</b>	<b>1,632,357.97</b>	-	308,664.00	308,664.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
<b>Administrative Expenses</b>							
16 Admin Salaries	94,639.00		95,786.55	95,786.55	189,278.00		189,278.00
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	30,191.00		31,850.15	31,850.15	60,382.00		60,382.00
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	-		22.75	22.75			-
21 Legal	125.00			-	250.00		250.00
22 Staff Training	875.00			-	1,750.00		1,750.00
23 Travel	200.00		418.32	418.32	400.00		400.00
24 Accounting Consultants	3,625.00		3,107.00	3,107.00	7,250.00		7,250.00
25 Audit Fee	5,720.00		7,274.50	7,274.50	11,440.00		11,440.00
26 Telephone	1,400.00		770.48	770.48	2,800.00		2,800.00
27 Postage	-			-			-
28 Office Supplies	1,000.00		1,251.94	1,251.94	2,000.00		2,000.00
29 Memberships & Publications	336.50		316.96	316.96	673.00		673.00
30 Bank Fees	1,500.00		1,452.82	1,452.82	3,000.00		3,000.00
31 Computer Maintenance	-			-			-
32 Copier Expenses	1,500.00		1,251.71	1,251.71	3,000.00		3,000.00
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	2,000.00		1,788.04	1,788.04	4,000.00		4,000.00
35 Software Maintenance	3,875.00		4,125.95	4,125.95	7,750.00		7,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	-		2,817.98	2,817.98			-
38 Port-In HAP Expense	-		15,597.06	15,597.06			-

39	Management Fees	-			-			-
40	Eviction & Collection Agent Fees	-			-			-
41	HAP Expense (net fraud recovery to HUD)	1,433,024.50		1,379,431.97	1,379,431.97		2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		66,664.03				-
	<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	250.00			-		500.00	500.00
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	1,080.00		1,077.74	1,077.74		2,160.00	2,160.00
70	PILOT	-			-			-
71	Compensated Absences	-			-			-
72	Collection Losses	-			-			-
73	Replacement Reserves & Debt Pmt-Princ	-			-			-
74	Other General Expense/Asset Mgmt Fees	2,200.00		1,005.37	1,005.37		4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-			-
76	Capital Expenditures	-			-			-
77	Transfer In / Out	-			-			-
	<b>Total Expense</b>	<b>1,583,541.00</b>		<b>1,549,347.29</b>	<b>1,549,347.29</b>		<b>-</b>	<b>3,167,082.00</b>

**Net Income/(Loss):**

83,010.68

**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
As of 6/30/2021**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b><i>Income</i></b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	250.64	1,000.00	25.06%	(749.36)
Other Income	17,316.33	2,000.00	865.82%	15,316.33
HUD Admin Fees	168,695.00	305,664.00	55.19%	(136,969.00)
HUD Grants/Subsidies	1,446,096.00	-	0.00%	1,446,096.00
<b>Total Income</b>	<b>1,632,357.97</b>	<b>308,664.00</b>		<b>1,323,693.97</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b><i>Expenses</i></b>				
Administrative				
Salaries/Benefits	127,636.70	249,660.00	51.12%	122,023.30
Office Expenses	17,432.75	29,563.00	58.97%	12,130.25
Office Contracted Services	7,165.70	14,750.00	48.58%	7,584.30
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,379,431.97	2,866,049.00	48.13%	1,486,617.03
HAP Payments Port In	15,597.06		0.00%	(15,597.06)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,077.74	2,160.00	49.90%	1,082.26
PILOT		-		-
Other Operating Expenses	1,005.37	4,400.00	22.85%	3,394.63
<b>Total Expenses</b>	<b>1,549,347.29</b>	<b>3,167,082.00</b>		<b>1,617,734.71</b>

**Net Income/(Loss):** 83,010.68

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4c		
<b>Topic:</b>	Fiscal Year 2021 Beloit Housing Authority Family Self-Sufficiency Coordinator Grant Application		
<b>Date:</b>	August 25, 2021		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

The Department of Housing and Urban Development (HUD) has made Fiscal Year 2021 Family Self-Sufficiency (FSS) Program Coordinator funding available. The Beloit Housing Authority (BHA) wishes to submit an application for continued program funding.

## Key Issues

1. In August 2021 the Department of Housing and Urban Development (HUD) published a Notice of Funding Opportunity (NOFO) regarding funding for the Fiscal Year (FY) 2021 Family Self-Sufficiency (FSS) Coordinator program.
2. FSS is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on public assistance and rental subsidy.
3. The Beloit Housing Authority (BHA) intends to prepare and submit a grant application in the amount of \$72,000 to support a FSS Coordinator that works individually with individuals to assist them in meeting their identified goals and objectives.
4. The successful receipt of the FSS Coordinator funding will have a positive effect on BHA's 2022 Consolidated Budget.

## 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

If we do not apply for this grant, we may not have the funding to pay for the FSS staff position.

## Attachments

Resolution 2021-07

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2021-07**

**APPROVING THE BELOIT HOUSING AUTHORITY’S (BHA) 2021 FAMILY SELF-SUFFICIENCY (FSS) COORDINATOR GRANT APPLICATION SUBMISSION**

**WHEREAS**, the Department of Housing and Urban Development (HUD) has made funding available to provide a Family Self-Sufficiency (FSS) Coordinator in 2022;

**WHEREAS**, the Beloit Housing Authority (BHA) currently administers a FSS program, and is required to continue administration of the program per HUD regulations;

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners authorize BHA’s grant application submission for FY2021 FSS Coordinator funding in the amount of \$72,000.

**BE IT FURTHER RESOLVED**, that the CDA authorizes the Director of the Beloit Housing Authority to execute any and all documents necessary to accomplish the purposes of this resolution, namely to submit the application and accept the grant.

Adopted this 25th day of August, 2021

**Community Development Authority**

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Fransaesca Ellison, Chairperson

**Attest:**

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Julie Christensen, Executive Director