



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
Parker Bluff, 220 Portland Avenue
4:30 PM
Wednesday, December 15, 2021

The regular CDA meeting scheduled for December 23, 2021 was rescheduled to December 15, 2021.

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the regular meeting of the Community Development Authority held on December 1, 2021
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Consideration of the September/October Financial Report (Cole)
[Attachment](#)
 - 4.b. Public Hearing and Consideration of Resolution 2021-12 Approving the Beloit Housing Authority's 2022 Annual Plan (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - 6.a. Consideration of Resolution 2021-10 approving amended Bylaws for the Community Development Authority of the City of Beloit (Christensen) Second Reading
[Attachment](#)
7. ADJOURNMENT
The CDA will adjourn into a workshop to discuss waiting list preferences (Cole)

** 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

December 1, 2021

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 1, 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 4:32 p.m.

Present: Commissioners Ellison, Gorman and Hartke; Councilor Leavy

Absent: Commissioner Rodriguez; Councilor Forbeck

Staff Present: Julie Christensen, Clinton Cole and Ann Purifoy

2. PUBLIC COMMENT

None

3. MINUTES

Consideration of the Minutes of the October 27, 2021 regular meeting of the Community Development Authority

Motion was made by Commissioner Gorman and seconded by Councilor Leavy to approve the minutes of the October 27, 2021 regular meeting of the Community Development Authority. Motion carried unanimously.

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the October 2021 Activity Report

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

4.b. Consideration of Resolution 2021-13 Approved the 2022 Beloit Housing Authority Operating

Clinton Cole, Beloit Housing Authority Director, presented the staff report and recommendation.

Clint explained that the Beloit Housing Authority Financial Assistant prepared the 2022 budget rather than our normal Fee Accountant. Julie and Clint indicated that this is a better budget process with a solid, more comfortable budget we feel we can live up to.

Councilor Leavy moved and Commissioner Gorman seconded a motion to approve Resolution 2021-13. Motion carried unanimously.

- 4.c. Consideration of Resolution 2021-14 Approving the First Amendment to the Agreement between the City of Beloit and the Community Development Authority
Julie Christensen, Community Development Director, presented the staff report and recommendation.

Julie stated that Beloit Housing Authority and our public housing tenants are not receiving any real value with the current agreement with the Police Department. Most of the information we receive is a result of a 911 call. The Beloit Police Chief, Andre Sayles, is open to collaborating with Beloit Housing Authority on services provided.

Commissioner Gorman moved and Commissioner Ellison seconded a motion to approve Resolution 2021-14. Motion carried unanimously.

5. COMMUNITY AND HOUSING SERVICES

No business to discuss

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

- 6.a. Consideration of Amended bylaws for the Community Development Authority of the City of Beloit – First Reading

Julie Christensen presented the staff report and recommendation.

Julie Christensen explained that for bylaws, you typically have the first reading and then lay it over for a second reading and formal action. Commissioner Ellison moved and Commissioner Gorman seconded a motion to layover Agenda Item 6.a. until the next meeting. Motion carried unanimously.

7. ADJOURNMENT

Motion made by Commissioner Ellison and seconded by Commissioner Gorman to adjourn at 5 p.m. Motion carried unanimously.

Fransaesca Ellison, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September 2021 - October 2021 Financial Report		
Date:	December 15, 2021		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant as of October 31, 2021.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$492,491.20 and the LIPH expenses were \$444,869.43. There was a surplus of \$47,621.77 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$364,256.14 and related grant expenses total \$364,256.14.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$46,357.88 and the expenses were \$78,164.95. The PBV had a deficit of \$31,807.07. 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.

At the end of this reporting period, Phase 1 program income was \$274,345.04 and the expenses were \$230,541.16. Phase 1 had a surplus of \$43,803.88. Of this surplus, \$4.38 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$275,173.47 and the expenses were \$254,029.03. Phase 2 had a surplus of \$21,144.44. Of this surplus, \$2.11 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,671,399.78 and expenses were \$2,549,039.05. The HCV program had a surplus of \$122,360.73.

Debts owed BHA collected through October 2021: Total \$13,923.91
TRIP Program: \$12,421.98 Repayments: \$1,501.93

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 Enhance Communications and Community Engagement, while maintaining a Positive Image

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

September-October 2021 Financial Report

Consolidated 2021 Budget Report for LIPH/PBV - As of October 31, 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	41.67		34.47			34.47	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	-		16,022.69			16,022.69		-
8 Other Income - Laundry/Copy Fees/Misc	23,333.33		16,609.07			16,609.07	28,000.00	28,000.00
9 Other Income - CFP Operation Money	122,147.50					-	146,577.00	146,577.00
10 Other Income - Sale of Asset Gain/Loss	54,166.67			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	84,166.67			364,256.14		364,256.14	101,000.00	101,000.00
14 HAP Subsidy	-					-		-
15 Operating Subsidy	391,576.67		389,989.00			389,989.00	469,892.00	469,892.00
Total Income	675,432.50		492,491.20	364,256.14	46,357.88	903,105.22	810,519.00	810,519.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	82,625.83		74,283.19		60.89	74,344.08	99,151.00	99,151.00
17 ROSS/FSS Coordinator Admin Salaries	35,356.67				39,340.08	39,340.08	42,428.00	42,428.00
18 Admin Employee Benefits	34,394.17		31,432.13		27.72	31,459.85	41,273.00	41,273.00
19 ROSS/FSS Coordinator Admin Benefits	13,653.33				12,516.35	12,516.35	16,384.00	16,384.00
20 Advertising & Marketing	41.67					-	50.00	50.00
21 Legal	208.33					-	250.00	250.00
22 Staff Training	1,458.33			3,217.50		3,217.50	1,750.00	1,750.00
23 Travel	208.33		136.64			136.64	250.00	250.00
24 Accounting Consultants	6,041.67		3,388.00		937.00	4,325.00	7,250.00	7,250.00
25 Audit Fee	9,533.33		9,894.00			9,894.00	11,440.00	11,440.00
26 Telephone	2,358.33		1,623.76			1,623.76	2,830.00	2,830.00
27 Postage	2,000.00		2,931.48			2,931.48	2,400.00	2,400.00
28 Office Supplies	2,083.33		865.12		536.43	1,401.55	2,500.00	2,500.00
29 Memberships & Publications	1,706.67		574.08			574.08	2,048.00	2,048.00
30 Bank Fees	-					-		-
31 Computer Maintenance	-					-		-
32 Copier Expenses	2,333.33		1,958.29			1,958.29	2,800.00	2,800.00
33 Office Equipment Maintenance	-					-		-
34 Postage Machine	-					-		-
35 Software Maintenance	5,000.00		4,465.74			4,465.74	6,000.00	6,000.00
36 Outgoing Portable Admin Fees	-					-		-
37 Sundry Administration/Compliance Fees	-		662.50		252.05	84.56	999.11	-
38 Port-In HAP Expense	-					-		-
39 Management Fees	-					-		-
40 Eviction & Collection Agent Fees	-					-		-
41 HAP Expense (net fraud recovery to HUD)	-					-		-
HAP Overfunding (Underfunding)	-					-		-

	Maintenance Expenses	-						
42	Maintenance Salaries	-	2,257.22			2,257.22		-
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	-	729.11			729.11		-
45	Maintenance Materials & Supplies	833.33	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	-	220.25			220.25		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	11,666.67	4,226.48			4,226.48	14,000.00	14,000.00
53	Refuse Removal Services	83.33				-	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	-	1,781.75			1,781.75		-
59	Elevator Repair & Maintenance	1,666.67				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	3,100.56			3,100.56		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	-				-		-
	Utilities Expenses	-						
65	Water/Sewer	1,666.67	1,133.46		438.71	1,572.17	2,000.00	2,000.00
66	Electricity	5,833.33	4,627.04		322.13	4,949.17	7,000.00	7,000.00
67	Natural Gas	1,416.67	1,086.22		485.97	1,572.19	1,700.00	1,700.00
	Other Operating Expenses	-						
68	Protective Services Contract	20,833.33	1,575.70			1,575.70	25,000.00	25,000.00
69	Insurance	9,912.50	11,092.73			11,092.73	11,895.00	11,895.00
70	PILOT	1,666.67				-	2,000.00	2,000.00
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-		52,040.29		52,040.29		-
74	Other General Expense/Asset Mgmt Fees	289,075.00	280,810.04		5,972.00	286,782.04	346,890.00	346,890.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	122,147.50		256,353.44		256,353.44	146,577.00	146,577.00
77	Transfer In / Out	-			69,835.97	69,835.97		-
	Total Expense	665,805.00	444,869.43	364,256.14	78,164.95	887,290.52	798,966.00	-
								798,966.00

Net Income/(Loss):

47,621.77	-	(31,807.07)	15,814.70
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 10/31/2021**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	34.47		-	0.00%	34.47
Other Income	148,825.61		239,577.00	62.12%	(90,751.39)
HUD Admin Fees			-		-
HUD Grants/Subsidies	389,989.00	364,256.14	570,892.00	132.12%	183,353.14
Total Income	538,849.08	364,256.14	810,469.00		92,636.22

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	105,803.93	51,856.43	199,236.00	79.13%	41,575.64
Office Expenses	21,097.14	4,005.98	30,768.00	81.59%	5,664.88
Office Contracted Services	6,424.03		8,800.00	73.00%	2,375.97
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	2,986.33		-		(2,986.33)
Materials & Supplies	234.19	-	1,000.00	23.42%	765.81
Maintenance Contracts	9,108.79		16,100.00	56.58%	6,991.21
Utilities	8,093.53		10,700.00	75.64%	2,606.47
Other Operating					
Protective Services	1,575.70		25,000.00	6.30%	23,424.30
Insurance	11,092.73		11,895.00	93.26%	802.27
PILOT	-		2,000.00	0.00%	2,000.00
Other Operating Expenses	356,618.01	308,393.73	493,467.00	134.76%	(171,544.74)
Total Expenses	523,034.38	364,256.14	798,966.00		(88,324.52)

Net Admin Income (Loss)	15,814.70	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	15,814.70	-			

Consolidated 2021 Budget Report for Phase 1 - As of October 31, 2021

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1
1 Dwelling Rental	95,835.83	94,044.00	94,044.00	115,003.00	115,003.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	166.67	152.41	152.41	200.00	200.00
4 Income - Transfer In from Other Funds	-	26,205.78	26,205.78	-	-
5 Other Income - Tenants	-	10,715.90	10,715.90	-	-
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	125,000.00	143,226.95	143,226.95	150,000.00	150,000.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	221,002.50	274,345.04	274,345.04	265,203.00	265,203.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	60,364.17	52,985.87	52,985.87	72,437.00	72,437.00	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	41.67	82.88	82.88	50.00	50.00	
20 Legal	833.33	340.00	340.00	1,000.00	1,000.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	6,666.67	4,611.00	4,611.00	8,000.00	8,000.00	
24 Audit Fee	10,000.00	10,900.00	10,900.00	12,000.00	12,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	125.00	-	-	150.00	150.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	-	45.30	45.30	-	-	
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	3,333.33	6,286.63	6,286.63	4,000.00	4,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	3,333.33	4,794.61	4,794.61	4,000.00	4,000.00	

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	80,367.50	72,384.49	72,384.49	96,441.00	96,441.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	5,833.33	11,492.07	11,492.07	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	8,958.33	15,342.70	15,342.70	10,750.00	10,750.00	
52	Refuse Removal Services	1,041.67	1,005.00	1,005.00	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	833.33	5,495.06	5,495.06	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	-	1,329.60	1,329.60	-	-	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	1,250.00	-	-	1,500.00	1,500.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	4,583.33	827.92	827.92	5,500.00	5,500.00	
65	Electricity	1,166.67	523.15	523.15	1,400.00	1,400.00	
66	Natural Gas	833.33	115.16	115.16	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	-	15,000.00	15,000.00	-	-	
68	Insurance	14,168.33	15,360.86	15,360.86	17,002.00	17,002.00	
69	PILOT	9,583.33	8,910.56	8,910.56	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	2,729.17	2,708.30	2,708.30	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	216,045.83	230,541.16	230,541.16	259,255.00	-	259,255.00

Net Income/(Loss):

43,803.88 43,803.88

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

4.38

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 10/31/2021

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	94,044.00	115,003.00	81.78%	(20,959.00)
Interest on Investments	152.41	200.00	76.21%	(47.59)
Other Income	180,148.63	150,000.00	120.10%	30,148.63
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	274,345.04	265,203.00		9,142.04

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	52,985.87	72,437.00	73.15%	19,451.13
Office Expenses	22,265.81	25,200.00	88.36%	2,934.19
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	4,794.61	4,000.00	119.87%	(794.61)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	72,384.49	96,441.00	75.06%	24,056.51
Materials & Supplies	11,492.07	7,000.00	164.17%	(4,492.07)
Maintenance Contracts	23,172.36	14,500.00	159.81%	(8,672.36)
Utilities	1,466.23	7,900.00	18.56%	6,433.77
Other Operating				
Protective Services	15,000.00	-		(15,000.00)
Insurance	15,360.86	17,002.00	90.35%	1,641.14
PILOT	8,910.56	11,500.00	77.48%	2,589.44
Other Operating Expenses	2,708.30	3,275.00	82.70%	566.70
Total Expenses	230,541.16	259,255.00		28,713.84

Net Admin Income (Loss)	43,803.88
Net HAP Income (Loss)	
Total YTD Income (Loss)	43,803.88
Housing Authority's Portion	4.38

Consolidated 2021 Budget Report for Phase 2 - As of October 31, 2021

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	116,666.67	119,214.00	119,214.00	140,000.00	140,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	625.00	320.04	320.04	750.00	750.00
4 Income - Transfer In from Other Funds	-	25,834.51	25,834.51	-	-
5 Other Income - Tenants	-	2,520.76	2,520.76	-	-
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	113,750.00	126,794.09	126,794.09	136,500.00	136,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	231,041.67	275,173.47	275,173.47	277,250.00	277,250.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	46,655.83	45,701.07	45,701.07	55,987.00	55,987.00	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	41.67	41.71	41.71	50.00	50.00	
20 Legal	1,666.67	-	-	2,000.00	2,000.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	8,333.33	4,611.00	4,611.00	10,000.00	10,000.00	
24 Audit Fee	9,166.67	10,000.00	10,000.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	125.00	-	-	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	1,666.67	6,866.91	6,866.91	2,000.00	2,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	11,666.67	11,814.46	11,814.46	14,000.00	14,000.00	

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	Maintenance Expenses	-				
42	Maintenance Payroll Expenses	60,304.17	65,281.90	65,281.90	72,365.00	72,365.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	9,166.67	7,511.32	7,511.32	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	12,500.00	28,711.37	28,711.37	15,000.00	15,000.00
52	Refuse Removal Services	2,916.67	3,570.39	3,570.39	3,500.00	3,500.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	1,000.00	1,059.50	1,059.50	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-	1,109.53	1,109.53		-
58	Elevator Repair & Maintenance	5,000.00		-	6,000.00	6,000.00
59	Pest Control Services	1,250.00		-	1,500.00	1,500.00
60	Cable TV	-	3,241.54	3,241.54		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	Utilities Expenses	-				
64	Water/Sewer	10,833.33	5,506.03	5,506.03	13,000.00	13,000.00
65	Electricity	14,583.33	13,486.85	13,486.85	17,500.00	17,500.00
66	Natural Gas	7,083.33	3,827.21	3,827.21	8,500.00	8,500.00
	Other Operating Expenses	-				
67	Protective Services Contract	3,333.33	16,403.37	16,403.37	4,000.00	4,000.00
68	Insurance	7,897.50	8,562.47	8,562.47	9,477.00	9,477.00
69	PILOT	9,583.33	9,546.10	9,546.10	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	5,854.17	7,176.30	7,176.30	7,025.00	7,025.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	Total Expense	230,628.33	254,029.03	254,029.03	276,754.00	- 276,754.00

Net Income/(Loss):

21,144.44 21,144.44

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

2.11

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 10/31/2021

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	119,214.00	140,000.00	85.15%	(20,786.00)
Interest on Investments	320.04	750.00	42.67%	(429.96)
Other Income	155,639.43	136,500.00	114.02%	19,139.43
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	275,173.47	277,250.00		(2,076.53)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	45,701.07	55,987.00	81.63%	10,285.93
Office Expenses	21,519.62	25,200.00	85.40%	3,680.38
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	11,814.46	14,000.00	84.39%	2,185.54
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	65,281.90	72,365.00	90.21%	7,083.10
Materials & Supplies	7,511.32	11,000.00	68.28%	3,488.68
Maintenance Contracts	37,692.33	27,200.00	138.57%	(10,492.33)
Utilities	22,820.09	39,000.00	58.51%	16,179.91
Other Operating				
Protective Services	16,403.37	4,000.00	410.08%	(12,403.37)
Insurance	8,562.47	9,477.00	90.35%	914.53
PILOT	9,546.10	11,500.00	83.01%	1,953.90
Other Operating Expenses	7,176.30	7,025.00	102.15%	(151.30)
Total Expenses	254,029.03	276,754.00		22,724.97

Net Admin Income (Loss)	21,144.44
Net HAP Income (Loss)	
Total YTD Income (Loss)	21,144.44
Housing Authority's Portion	<u>2.11</u>

Consolidated 2021 Budget Report for Housing Choice Voucher - As of October 31, 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	833.33		419.73	419.73		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	-		28,581.85	28,581.85			-
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	254,720.00		272,595.00	272,595.00		305,664.00	305,664.00
12 Incoming Billable Admin Fees/Oper Sub	1,666.67			-		2,000.00	2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	-		2,369,512.00	2,369,512.00			-
15 Operating Subsidy	-			-			-
Total Income	257,220.00		2,671,399.78	2,671,399.78	-	308,664.00	308,664.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total		HCV	Total
Administrative Expenses							
16 Admin Salaries	157,731.67		166,099.61	166,099.61		189,278.00	189,278.00
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	50,318.33		54,834.42	54,834.42		60,382.00	60,382.00
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	-		22.75	22.75			-
21 Legal	208.33			-		250.00	250.00
22 Staff Training	1,458.33			-		1,750.00	1,750.00
23 Travel	333.33		749.28	749.28		400.00	400.00
24 Accounting Consultants	6,041.67		5,063.00	5,063.00		7,250.00	7,250.00
25 Audit Fee	9,533.33		9,894.00	9,894.00		11,440.00	11,440.00
26 Telephone	2,333.33		1,213.02	1,213.02		2,800.00	2,800.00
27 Postage	-			-			-
28 Office Supplies	1,666.67		1,685.81	1,685.81		2,000.00	2,000.00
29 Memberships & Publications	560.83		504.08	504.08		673.00	673.00
30 Bank Fees	2,500.00		2,425.31	2,425.31		3,000.00	3,000.00
31 Computer Maintenance	-			-			-
32 Copier Expenses	2,500.00		1,958.32	1,958.32		3,000.00	3,000.00
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	3,333.33		3,591.27	3,591.27		4,000.00	4,000.00
35 Software Maintenance	6,458.33		6,641.83	6,641.83		7,750.00	7,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	-		5,450.55	5,450.55			-
38 Port-In HAP Expense	-		25,694.06	25,694.06			-

39	Management Fees	-		-			
40	Eviction & Collection Agent Fees	-		-			
41	HAP Expense (net fraud recovery to HUD)	2,388,374.17		2,259,025.97	2,259,025.97	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		110,486.03			
	Maintenance Expenses						
42	Maintenance Salaries	-		-			
43	Casual Labor - Maintenance	-		-			
44	Maintenance Benefits	-		-			
45	Maintenance Materials & Supplies	-		-			
46	Plumbing Supplies	-		-			
47	Locks, Locksets & Keys	-		-			
48	Electrical Supplies	-		-			
49	Painting Supplies	-		-			
50	Cleaning Supplies	-		-			
51	Equipment Repair Parts	-		-			
52	Maintenance Contracted Services	-		-			
53	Refuse Removal Services	416.67		-		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	-		-			
	Utilities Expenses						
65	Water/Sewer	-		-			
66	Electricity	-		-			
67	Natural Gas	-		-			
	Other Operating Expenses						
68	Protective Services Contract	-		-			
69	Insurance	1,800.00		2,513.32	2,513.32	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	3,666.67		1,672.45	1,672.45	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-		-			
76	Capital Expenditures	-		-			
77	Transfer In / Out	-		-			
	Total Expense	2,639,235.00		2,549,039.05	2,549,039.05	-	3,167,082.00

Net Income/(Loss):

122,360.73

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 10/31/2021**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	419.73	1,000.00	41.97%	(580.27)
Other Income	28,873.05	2,000.00	1443.65%	26,873.05
HUD Admin Fees	272,595.00	305,664.00	89.18%	(33,069.00)
HUD Grants/Subsidies	2,369,512.00	-	0.00%	2,369,512.00
Total Income	2,671,399.78	308,664.00		2,362,735.78

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	220,934.03	249,660.00	88.49%	28,725.97
Office Expenses	27,007.80	29,563.00	91.36%	2,555.20
Office Contracted Services	12,191.42	14,750.00	82.65%	2,558.58
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,259,025.97	2,866,049.00	78.82%	607,023.03
HAP Payments Port In	25,694.06		0.00%	(25,694.06)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,513.32	2,160.00	116.36%	(353.32)
PILOT		-		-
Other Operating Expenses	1,672.45	4,400.00	38.01%	2,727.55
Total Expenses	2,549,039.05	3,167,082.00		618,042.95

Net Income/(Loss): 122,360.73

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	2022 Beloit Housing Authority PHA Annual Plan		
Date:	December 15, 2021		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Department of Housing and Urban Development (HUD) requires all Public Housing Authorities (PHAs) to submit an Annual PHA Plan in order to outline the programs that will be operated by the PHA in the upcoming fiscal year, as well as to review what was accomplished in the previous fiscal year.

Key Issues

1. The Beloit Housing Authority (BHA) has prepared the 2022 PHA Annual Plan, held a 45-day public comment period, and held a public hearing as required by HUD. No comments were submitted.
2. As the BHA was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments, the agency is eligible to submit a Streamlined Annual PHA Plan.
3. The PHA Annual Plan also includes updates of the progress towards meeting the mission and goals described in the most recent PHA Five-Year Plan.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

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

N/A

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

N/A

Attachments

Resolution 2021-12 and 2022 Public Housing Authority Annual Plan

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2021-12

**APPROVING THE BELOIT HOUSING AUTHORITY'S (BHA)
2022 PUBLIC HOUSING AUTHORITY (PHA) ANNUAL PLAN**

WHEREAS, the Beloit Housing Authority (BHA) is required to submit a Public Housing Authority (PHA) Annual Plan to the Department of Housing and Urban Development (HUD) outlining the programs that will be operated by the BHA in the coming fiscal year;

WHEREAS, the BHA has prepared the 2022 PHA Annual Plan, held a 45-day public comment period, and held a public hearing as required by HUD;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approve the 2022 PHA Annual Plan as attached.

Adopted this 15th day of December, 2021

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Julie Christensen, Executive Director

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: Beloit Housing Authority PHA Code: WI064 Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2022 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 131 Number of Housing Choice Vouchers (HCVs) 598 Total Combined 729 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> The Annual Plan may be reviewed at the Beloit Housing Authority's Administrative office located at 210 Portland Ave., Beloit, WI 53511. Other locations where the Plan is available are the Beloit Community Development Authority located at 100 State St., Beloit, WI 53511, and the Beloit Public Library located at 605 Eclipse Ave., Beloit, WI 53511. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The BHA has maintained 131 units of public housing. The units have been kept in good repair, and any maintenance issues that arise are addressed immediately. The portfolio is comprised of two Phases; each of which have Tax Credit investors. Throughout the year, the BHA undergoes physical audits by both the Tax Credit investors and WHEDA.</p> <p>As outlined in the most recently approved 5-Year Plan, the BHA has made progress on Capital improvements. Vinyl siding was replaced with James Hardie fiber cement siding at 16 Phase 2 sites. Failing tub valves and faucets were replaced as needed throughout the BHA's housing portfolio. Carpet was replaced as needed at Parker Bluff Apartments, and kitchen flooring was replaced as needed in both Phase 1 and Phase 2 units. In addition, failed water heaters were replaced with energy efficient models.</p>
B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.2	<p>Civil Rights Certification.</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The BHA's most recent 5-Year Action Plan was approved by the HUD-Milwaukee Field Office on 12/7/2017</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define “significant amendment/modification”, HUD will consider the following to be “significant amendments or modifications”: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 01/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Beloit Community Development Authority
PHA Name

WI064
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2022

5-Year PHA Plan for Fiscal Years 2022 - 2026

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Fransaesca Ellison	Title Board Chairperson
Signature	Date

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Julie Christensen, the Community Development Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Beloit Community Development Authority
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

City of Beloit
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The City of Beloit's Consolidated Plan seeks to develop a variety of housing alternatives in order to satisfy a wider range of housing needs by using existing programs and resources to Improve Beloit's older housing stock, support programs that enable homeowners to retain their homes, support the conversion of rental to owner-occupied housing in neighborhoods with unusually high percentages of rental properties, and promote homeownership. To that end, the Beloit Housing Authority (BHA) partners with NeighborWorks Blackhawk Region to provide homeownership opportunities for residents. In addition, the BHA works with community partners to provide volunteer opportunities for residents and applicants which expose extremely low, low, and moderate-income families to utilize to opportunities to increase their job training skills, people skills, and self-sufficiency. The BHA also encourages extremely low-income, low-income, and moderate-income families to utilize the least restrictive housing opportunities available to them. The BHA provides a choice of programs including Low-Income Public Housing, the Housing Choice Voucher program, Project-Based Section 8, and Family Self-Sufficiency programming.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Julie Christensen	Community Development Director
Signature	Date

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

BHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis. The PHA will strive to make sure higher income residents are included in each of its neighborhood family sites.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

BHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

BHA Policy

BHA will analyze incomes to determine those outside EIR and resident lease-ups adjust to assure developments are consistent with the goals of the PHA.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	6a		
Topic:	Approval of Amended Bylaws		
Date:	December 15, 2021		
Presenter:	Julie Christensen	Division:	Beloit Housing Authority

Overview/Background Information

On September 7, 1982, the City Council of the City of Beloit adopted an Ordinance which terminated the Public Housing Authority and Redevelopment Authority and creating in its place a Community Development Authority (CDA). That ordinance provided that the CDA could adopt bylaws and amend them from time to time. In 1983, the Community Development Authority created its bylaws, which were subsequently amended in 1986. No amendments have been prepared since 1986.

Key Issues

1. The current City Ordinance, specifically 1.79(13), specifies that the CDA may adopt by-laws, as necessary, and shall submit them to City Council for approval.
2. The current by-laws have inconsistencies with the current CDA ordinance (Section 1.79) and current practice.
3. Under Article 1, Section 3 and 4 have been updated to reflect the current programs at the Beloit Housing Authority (BHA) and the current City ordinance and state law references.
4. Under Article 2, the amendments relate to current ordinances and policies. Section 1.79 of the Code of General Ordinances identifies an Assistant Executive Director, rather than a Deputy Executive Director, and the City’s purchasing manual which has been adopted by Resolution by the CDA requires all payments to be signed by a Division or Department Director.
5. The amendments in Article 3 make the bylaws consistent with Section 1.79 of the Code of General Ordinances of the City of Beloit. There is also an amendment which allows for e-mail notification of special meetings. Section 4 of this article was also modified to reflect current activity undertaken by the Board. We have left in the “Such other matters as authorized by law” since CDA considers items on occasion such as, redevelopment bonds, releases of rights related to land previously purchased by the Redevelopment Authority, and other redevelopment/economic development activity.
6. Under Article 5, a typo was corrected.
7. If approved by the CDA, the bylaws will be submitted to City Council for its approval.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

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

N/A

Action Required/Recommendation

Staff recommends approval of the resolution approving the bylaws.

Fiscal Note/Budget Impact

There will be no fiscal or budget impact by amending the bylaws.

Attachments

Bylaws

RESOLUTION 2021-10

**APPROVING AN AMENDMENT TO THE BYLAWS OF THE COMMUNITY DEVELOPMENT
AUTHORITY OF THE CITY OF БЕЛОIT**

WHEREAS, the City Council of the City of Beloit adopted an Ordinance which terminated the Public Housing Authority and Redevelopment Authority and created in its place a Community Development Authority (CDA);

WHEREAS, the Ordinance provided that the CDA could create bylaws and amend them from time to time; and

WHEREAS, in 1983, bylaws were created and were subsequently amended in 1986.

WHEREAS, Section 1.79(13) of the Code of General Ordinances of the City of Beloit requires bylaws adopted by the CDA and/or amendments to the bylaws to be submitted to the City Council for approval.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does hereby approve the Bylaws of the Community Development Authority of the City of Beloit, as amended, and hereby authorizes the Executive Director to submit them to City Council for approval.

Adopted this 15th day of December, 2021

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Julie Christensen, Executive Director

**BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF БЕЛОIT**

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority. The name of the Authority shall be “Community Development Authority of the City of Beloit”.

Section 2 – Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 – Offices of the Authority. The principal offices of the Authority shall be at the City Hall in the City of Beloit, Wisconsin. In addition, the Authority may from time-to-time have offices at such other place or places as it deems necessary. Offices for [Public Housing and Housing Choice Voucher](#) programs may be maintained at ~~220-210~~ Portland Avenue, Beloit, Wisconsin.

Section 4 – Housing Authority. To the extent required by Section 66.~~120140~~ and 66.~~13354325~~, Wisconsin Statutes and Section ~~1.39(4)(d)~~[1.79\(4\)\(c\)\(3\)](#) of the ~~Beloit general ordinances~~[Code of General Ordinances of the City of Beloit](#), the five non-council members are designated to exercise the powers and duties of commissioners of the Housing Authority under Section 66.~~120140~~, Wisconsin Statutes. The officers of the Authority hereinafter designated shall be the officers of the Housing Authority.

ARTICLE II – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary (who shall be ~~The~~ Executive Director) who shall be elected or appointed as hereinafter set forth.

Section 2 – Chair. The Chair shall preside at all meetings of the Authority. The Chair and Executive Director are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3 – Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall elect a new Chair.

Section 4 – Secretary. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

[The Secretary](#) He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. ~~As to Public Housing Programs, the Public Housing Manager~~

~~designated by the Secretary may sign orders and checks for the payment of money.~~ Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chair or Vice-Chair.

~~The Secretary~~ He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial conditions of the Authority. ~~The Secretary~~ He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

Section 5 – Executive Director. The Executive Director shall serve as Secretary to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage, and supervise the Authority’s administrative operation and technical activities in accordance with and subject to the direction of the Authority.

Section 6 – ~~Deputy~~Assistant Executive Director. An ~~Deputy~~Assistant Executive Director may be approved by the Authority and shall serve as the Deputy Secretary to the Authority and shall perform the duties of the Executive Director and Secretary in his/her absence.

Section 7 – Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority.

Section 8 – Election or Appointment. The Chair and Vice-Chair shall be elected from among the commissioners of the Authority immediately following adoption of those bylaws and thereafter at the first regular or special meeting of the Authority held in the month of January in each calendar year and shall hold office until their successors are elected and qualified.

The Executive Director and ~~Deputy~~Assistant Executive Director shall be appointed by the Authority. Any persons appointed to fill the office of the Executive Director or ~~Deputy~~Assistant Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no commissioners of the Authority shall be eligible to this office except as a temporary appointee.

Section 9 – Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as foresaid.

ARTICLE III - MEETINGS

Section 1 – Regular Meetings. Regular meetings shall be held by the Authority ~~at least monthly and at a regular time set by the Authority by Resolution on the fourth Wednesday of each month.~~ When the regular meeting falls on a legal holiday, a special meeting may be called in lieu of a regular meeting. All regular and special meetings of the Authority shall be held in the City Hall of the City of Beloit, Wisconsin or in such other public place ~~as the Authority deems appropriate~~designated in the notice of the meeting. All regular and special meetings, hearings, records, and accounts of the Authority shall be open to the public and in compliance with Open Meeting Laws Sections 19.81 to 19.98, Wisconsin Statutes.

Section 2 – Special Meetings. The Chair of the Authority may, when he/she deems it expedient, and shall, upon written request of ~~two~~three members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice for the meeting~~call~~. The notice~~call~~ for a special meeting may be delivered to each member of the Authority, ~~or~~ may be mailed to the business or home address of each member of the Authority, or e-mailed to the Commissioner’s e-mail address on record with the Authority at least twenty-four hours prior to the commencement of the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be less than two hours in advance of the meeting. At such special meeting no business shall be considered other than as designated in the notice~~call~~.

Section 3 – Quorum. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Community Development Authority upon the affirmative vote of a majority of the Commissioners present at any meeting at which a quorum is present.

Section 4 – Order of Business – Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

1. Roll Call.
- ~~1.~~2. Public Comment
- ~~2.~~3. Reading Review and approval of the minutes of the previous meeting.
- ~~3.~~4. Financial Reports. Beloit Housing Authority
- ~~4.~~5. Hearings. Community and Housing Services
- ~~5. — Communications.~~
- ~~6. — Report of the Secretary.~~
- ~~7. — Reports of Committees.~~
- ~~8. — Unfinished Business.~~
- ~~9. — New Business.~~
- ~~10.~~6. Such other matters as authorized by law.
- ~~11.~~7. Adjourn.

Section 5 – Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 6 – Voting. The voting on all questions coming before the Authority shall be by roll call and shall be recorded by “yeas” and “nays” in the minutes of the meeting.

Section 7 – Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE V – AMENDMENTS

Section 1 – Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular or special meeting. Adoption of an amendment shall be by vote of four members of the Authority.

Pursuant to Section 1.79(13) of the Code of General Ordinances of the City of Beloit, the amendment shall be submitted to City Council for its approval.

Adopted on the _____ day of _____, 2021.

Chair ~~man of the Committee~~ person

Commissioners:

(SEAL)

Secretary