



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, September 28, 2022

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the August 24, 2022 Community Development Authority meeting
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the August Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of Resolution 2022-11 Awarding Contract for Public Housing Phase 1 Unit Repair (Cole)
[Attachment](#)
 - 4.c. Public Hearing and Consideration of Resolution 2022-12 Approving Revisions to Beloit Housing Authority's Housing Choice Voucher Administrative Plan (Cole)
[Attachment](#)
 - 4.d. Consideration of Resolution 2022-13 Approving Beloit Housing Authority's Family Self-Sufficiency Action Plan (Cole)
[Attachment](#)
 - 4.e. Public Hearing and Consideration of Resolution 2022-14 Approving the Beloit Housing Authority's 2023 Annual Plan (Cole)
[Attachment](#)
 - 4.f. Consideration of Resolution 2022-15, Authorizing the Beloit Housing Authority to apply for a Family Self-Sufficiency (FSS) Program Grant (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Consideration of Resolution 2022-16, Recommending Approval of the 2023 Community Development Block Grant (CDBG) Budget and 2023 Annual Plan (Downing)
[Attachment](#)

5.b. Consideration of Resolution 2022-17 recommending approval of the 2023 Home Investment Partnership (HOME) program budget (Christensen)
[Attachment](#)

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
No business to discuss.

7. ADJOURNMENT

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

MINUTES
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, August 24, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, August 24, 2022 in the Forum of Beloit City Hall, 100 State Street.

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chairperson Philip Gorman at 4:31 p.m. Commissioners Hartke, Rodriguez, and Councilors Forbeck and Leavy were present. Commissioner Elliott was absent.

2. PUBLIC COMMENT

Steve Howland encouraged the CDA to engage the public and work together with other entities to address community issues.

3. MINUTES

3.a. Consideration of the minutes of the regular Community Development Authority meeting held on July 27, 2022

Motion to approve was made by Councilor Forbeck and seconded by Councilor Leavy. Motion was approved, voice vote (5-0).

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the July Activity Report

The July Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority (BHA).

4.b. Presentation of the May/June Financial Report

The staff report including the financial report was presented by Clinton Cole, Director of BHA.

4.c. Consideration of Resolution 2022-11 Awarding Contract for Public Housing Unit Repair

Clinton Cole, Director of BHA, presented the staff report. No action was taken.

4.d. Discussion of Proposed Updates to BHA's Waiting List Preferences

Clinton Cole provided recommendations for additional local preferences to be added to BHA's Public Housing and Section 8 application. Clint recommended adding preferences for applicants who meet the HUD/Social Security definition of disabled, applicants where the head of household or spouse is 62 years old or older, and

applicants who are currently homeless. Clint stated that applicants who claim the homeless preference must provide a referral or documentation from a homeless service organization in order to receive the preference. Councilor Leavy asked about the points given for the proposed additional waiting list preference categories, and stated that he would like to see the homeless preference given a higher number of preference points.

5. **Adjournment**

Motion was made by Councilor Leavy and seconded by Councilor Forbeck to adjourn into a workshop to hear presentations from Community Development Block Grant (CDBG) applicants for the 2023 CDBG funding cycle at 4:55 p.m. Motion carried unanimously.

The workshop was adjourned at 8:45 PM.

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	August Activity Report		
Date:	September 28, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Housing Authority provides monthly activity reports to the Community Development Authority. This report is for information only.

Key Issues

Public Housing:

At the end of this reporting period, there were two public housing vacancies. 14 annual and seven interim certifications were completed. 13 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

461 vouchers were housed on August 31, 2022. Four portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 41 annual and 23 interim recertifications during this reporting period. 60 Housing Quality Standards (HQS) inspections were completed.

On August 29, 2022, HUD notified the BHA that our agency is being awarded five additional housing choice vouchers. These vouchers were made available through the Consolidated Appropriations Act of 2022. HUD determined this number using a national formula that included such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. HUD has recommended that we issue these five new vouchers this year and suspend further voucher issuances until the 2023 voucher funding is announced.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs.

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

August 2022 Activity Report

**Beloit Community Development Authority
Activity Report to Board for August 2022**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 8/31/2022	129 Units	98% Occupancy
Vacancies on 8/31/2022	2 Units	2% Vacancy
Vacancies by Type		
Elderly	1 Units	100% Occupancy
Family	1 Units	98% Occupancy

Public Housing Inspections

11 annual and two initial inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	14
Interim Recertifications	7
Tenant notices to Vacate *Not due to eviction	0
New Tenants	1
Transfers	1
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

Section 8 Program

Total Under Lease on 8/31/2022	461 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	6 Vouchers
June HCV HAP Funds Received	\$210,134
June HCV HAP Funds Expended	\$237,337
Current Per Unit Cost (PUC)	\$515

* 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 35 annual inspections, 11 initial inspections, and 14 reinspections during this reporting period.

Section 8 Activities

New Participants	4
Annual Recertifications	41
Interim Recertifications	23
Abatements	5
Unit Transfers	3
Possible Program Violations	0
End of Program	4
Port Ins	0
Port Outs	1

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	129
Public Housing West	123
Parker Bluff	272
Section 8 Program	388

Family Self-Sufficiency Participants

Section 8 – 24

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	Beloit Housing Authority Public Housing Unit Repair		
Date:	September 28, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

Awarding contract for structural repairs at Beloit Housing Authority Public Housing Phase 1 units.

Key Issues

1. In March 2022 Beloit Housing Authority (BHA) staff discovered significant structural damage to a Phase 1 Public Housing unit located at 1017 Ritsher St. The addition that was constructed as part of the Phase 1 public housing redevelopment appears to be settling, which is causing the addition to separate from the original structure.
2. The BHA had the unit inspected by a structural engineer, who provided a report as well as specifications to repair the unit.
3. The BHA received approval from HUD to temporarily remove the unit from its public housing inventory, so that it may remain vacant while repairs are completed without counting against BHA's public housing vacancy rate.
4. The BHA solicited proposals from contractors to provide the necessary repairs for this unit.
5. One bid was received from B&B Basement Repairs, LLC for \$34,350; which was found to be consistent with BHA's independent cost estimate.
6. The BHA had allocated \$20,000 in its 2022 Capital Fund budget for structural repairs at 1017 Ritsher St. The remainder of the contract costs will be paid from Phase 1 Replacement Reserves, pending the approval of the tax credit investors.
7. BHA staff recommends awarding the Public Housing Unit Repair contract to B&B Basement Repairs, LLC.
8. The total contract price of \$37,785 includes a 10 percent construction contingency.

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. Write N/A if not applicable: N/A

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

\$20,000 was allocated in BHA's 2022 CFP budget, the remainder will be paid from Phase 1 Replacement Reserves.

Attachments

Resolution 2022-11

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-11

AWARDING CONTRACT FOR STRUCTURAL REPAIR SERVICES FOR BELOIT HOUSING AUTHORITY PUBLIC HOUSING UNIT AT 1017 RITSHER STREET

WHEREAS, the Beloit Housing Authority (BHA) has determined that structural repairs are necessary at 1017 Ritsher Street; and

WHEREAS, the BHA consulted with a structural engineer, who provided a report as well as specifications to complete the repairs; and

WHEREAS, the BHA solicited proposals from contractors to provide the necessary services at 1017 Ritsher Street; and

WHEREAS, requests for bids structural repairs at 1017 Ritsher Street resulted in one bid being submitted in the amount of \$34,350 from B&B Basement Repairs, LLC; and

WHEREAS, the BHA had budgeted \$20,000 of its 2022 Capital Funds towards the necessary structural repairs, with the remainder of the contract cost to be paid from Phase 1 Replacement Reserves pending the approval of the tax credit investors;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners award the contract for structural repairs services at 1017 Ritsher Street to B&B Basement Repairs, LLC in the amount of \$37,785, and that the Executive Director is authorized to execute a contract and any and all documents related to the Scattered Site gutter and soffit replacement.

Adopted this 28th day of September, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Revisions to BHA’s Housing Choice Voucher Administrative Plan (Admin Plan)		
Date:	September 28, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The BHA must adopt a written Administrative Plan that establishes local policies for administration of the Housing Choice Voucher program in accordance with HUD requirements. To remain in compliance with HUD policies and apply current regulatory changes the BHA must periodically revise its Housing Choice Voucher Administrative Plan. The Administrative Plan and any revisions of the plan must be formally adopted by the Community Development Authority Board of Commissioners.

Key Issues

1. In addition to references to regulatory changes, the following changes have been made to the Housing Choice Voucher Administrative Plan (Admin Plan):
 - a. The addition of local preferences for elderly, disabled, and homeless applicants.
 - b. The addition of Chapter 19-Special Purpose Vouchers, which will allow the BHA to administer the Foster Youth to Independence program.
 - c. Revision of language throughout the Admin Plan replacing the term “his/her” with “their”.
 - d. Once the Admin Plan is approved copies will be provided to the CDA Board.

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. 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 2022-12 and listing of Housing Choice Voucher Administrative Plan updates

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-12

APPROVING REVISIONS TO THE BELOIT HOUSING AUTHORITY’S (BHA) HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (ADMIN PLAN)

WHEREAS, the Department of Housing and Urban Development (HUD) requires that the Beloit Housing Authority (BHA) periodically review and update policies;

WHEREAS, the Housing Choice Voucher Administrative Plan was reviewed and revised incorporating current regulatory changes per HUD requirements;

WHEREAS, per HUD requirements, a 30-day public comment period and a public hearing were held regarding the changes;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approve the Housing Choice Voucher Administrative Plan as presented.

Adopted this 28th day of September, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

Revision Instructions – 4/1/21 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
Revision Page	Revision Page	Added new revision date
Title Page	Title Page	Updated copyright date for title page for approval by HA Board of Commissioners and submission to HUD
TOC-1 thru TOC-38 (Entire TOC)	TOC-1 thru TOC-40	Updated TOC
Intro-i thru Intro-iv (Entire Intro Chapter)	Intro-i thru Intro-iv	Added subsection and new links for the new version HUD HCV Guidebook on top of page and 3rd row in table on p. Intro-ii, and last paragraph and link at end of p. Intro-iv
1-1/2	1-1/2	Changed text under PHA Policy on p. 1-2
2-11/12	2-11/12	Corrected formatting in 2nd paragraph under PHA Policy on p. 2-11
3-11/12	3-11/12	Added CFR reference in 2nd bullet on p. 3-11
3-15 thru 3-38	3-15 thru 3-38	<p>Changed gender text in the following:</p> <ul style="list-style-type: none"> 2nd paragraph on p. 3-16, 1st and 3rd paragraphs under PHA policy on p. 3-17, 6th and 7th paragraphs under continuation of PHA Policy on p. 3-18, 1st paragraph on the page and the 3rd paragraph under PHA Policy on p. 3-20, 5th paragraph under PHA Policy on p. 3-21, last paragraph under PHA Policy on p. 3-36, bullet paragraph on p. 3-38 <p>Corrected formatting in 2nd to last paragraph under PHA Policy on p. 3-17</p> <p>Changed text in 2nd subheading on p. 3-22</p> <p>Corrected formatting under 1st PHA Policy, and deleted text under 3rd PHA Policy on p. 3-25</p> <p>Corrected formatting and deleted what had been the 2nd to last paragraph under PHA Policy on p. 3-26</p> <p>Changed text and reference in 2nd paragraph, and under PHA Policy added two new paragraphs on p. 3-27</p> <p>Repaginated pp. 3-27 to 3-36</p> <p>Deleted text in continuation of PHA Policy’s 1st paragraph on page 3-32</p>
4-15/16	4-15/16	Changed gender text in 3rd paragraph under PHA Policy on p. 4-16

Revision Instructions – 4/1/21 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
5-3 thru 5-8	5-3 thru 5-8	<p>Changed gender text in the 3rd from last paragraph on p. 5-3</p> <p>Added new last paragraph on p. 5-5</p> <p>Added reference to Briefing Packet heading, and added text to 9th, 10th and 13th bullets on p. 5-6 ,</p> <p>Repaginated pp. 5-6 to 5-7</p> <p>Added new 2nd bullet text, and deleted what had been the 2nd paragraph under PHA Policy on p. 5-7</p>
6-13/14	6-13/14	Changed gender text in 1st paragraph on p. 6-14
6-19/20	6-19/20	Changed gender text in 1st paragraph under PHA Policy on p. 6-19
6-25/26	6-25/26	Changed gender text in last paragraph on p. 6-25
6-43/44	6-43/44	<p>Changed gender text in the following:</p> <p>Paragraph under 1st PHA Policy, and in 1st paragraph under “Earned income Limit...” on p. 6-43;</p> <p>paragraph under <i>Necessary and Reasonable Costs</i> on p. 6-44</p>
7-1/2	7-1/2	Under PHA Policy, corrected formatting in 2nd paragraph, deleted text in third paragraph, and changed text in 4th paragraph on p. 7-2
7-9 thru 7-18	7-9 thru 7-18	<p>Deleted text in last paragraph under PHA Policy on p. 7-9</p> <p>Under PHA Policy, changed text in 2nd to last paragraph and changed gender text in last paragraph on p. 7-11</p> <p>Changed gender text in 2nd paragraph on p. 7-12</p> <p>Added text in first PHA policy paragraph, and corrected formatting in last paragraph under 7.II.C. on p. 7-14</p> <p>Added text under PHA Policy paragraph under Absence of Adult Member on p. 7-15</p> <p>Changed gender text in the following:</p> <p>3rd paragraph under 1st PHA Policy, and last paragraph under 2nd PHA Policy, on p. 7-16;</p> <p>first and 2nd paragraphs under PHA Policy on p. 7-17</p>
7-21/22	7-21/22	Added new paragraph under Social Security/SSI Benefits, and corrected formatting in both paragraphs under PHA Policy on p. 7-22
7-27/28	7-27/28	<p>Changed gender text in the following:</p> <p>1st paragraph under PHA Policy on p. 7-27,</p> <p>1st paragraph on p. 7-28</p>
7-35/36	7-35/36	Changed gender text in under PHA Policy, <i>Furthering Education</i> paragraph on p. 7-35
8-29/30	8-29/30	Corrected formatting from numbers to bullets for the paragraphs on p. 8-30
9-1/2	9-1/2	Changed gender text in 3rd paragraph on p. 9-2

Revision Instructions – 4/1/21 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
10-1/2	10-1/2	Changed gender text in 2nd bullet on p. 10-2
10-7 thru 10-14	10-7 thru 10-14	Added text in 1st paragraph under Allowable Moves under Portability , in 2nd main paragraph under <i>Applicant Families</i> , and in 1st paragraph under the last PHA Policy on p. 10-8 Changed gender text in 1st paragraph on p. 10-9 Changed text in 3rd paragraph under 1st PHA Policy on p. 10-10 Added text in 1st paragraph under 1st PHA Policy on p. 10-11 Changed text throughout PHA Policy on p. 10-13
11-1 thru 11-6	11-1 thru 11-6	Corrected formatting and added reference to II-I.B. heading on p. 11-2 Corrected formatting in 1st paragraph on p. 11-3 Changed gender text in 2nd paragraph and throughout PHA Policy on p. 11-6
11-9/10	11-9/10	Changed text in 2nd paragraph on p. 11-10
12-3 thru 12-10	12-3 thru 12-10	Changed gender text in 1st paragraph on p. 12-4 Corrected formatting to indent 3rd paragraph under PHA Policy on p. 12-5 Updated reference in heading and changed text in 2nd paragraph on p. 12-7 Added new 2nd to last indented paragraph and deleted bracketed paragraph under PHA Policy on p. 12-9
12-13 thru 12-18	12-13 thru 12-18	Changed gender text in 2nd paragraph under VAWA Protections against Termination on p. 12-14 Changed gender text in last paragraph under PHA Policy on p. 12-15 Changed gender text in 2nd paragraph under 1st PHA Policy on p. 12-18
13-7 thru 13-16	13-7 thru 13-16	Added reference to Conflict of Interest heading and added last two paragraphs on p. 13/8 Changed gender text in 7th bullet on p. 13-9 Reformatted numbered text in PHA Policy on p. 13-10 to 13-11 Repaginated pp. 13-10 and 13-11 Added text in 2nd paragraph on p. 13-13 Corrected formatting in 1st paragraph and changed text in last paragraph on p. 13-16

Revision Instructions – 4/1/21 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
15-1 thru 15-28 (Entire Chapter 15)	15-1 thru 15-34	Added IMPORTANT: PLEASE READ note at top of page, added reference into chapter heading, and added text to 2nd main paragraph on p. 15-1 Added references to PART headings and updated text and formatting throughout chapter. Repaginated pp. 15-7 through end of chapter
16-3 thru 16-8	16-3 thru 16-8	Added new 2nd paragraph on p. 16-3 Changed text in Unit Availability and Lease-up Time and Success Rate paragraphs under PHA Policy on p. 16-6 Added reference in Exception Payment Standards heading, added 2nd paragraph under this heading, and corrected formatting in Voluntary Use of Small Area FMRs paragraph on p. 16-7 Repaginated pp. 16-7 and 16-8
16-13 thru 16-20	16-13 thru 16-20	Changed gender text in 3rd from last paragraph on p. 16-13 Changed gender text in 3rd from last paragraph under PHA Policy on p. 16-15 3rd paragraph on p. 16-18 Corrected formatting in last line under PHA Policy on p. 16-20
16-25/26	16-25/26	Changed gender text in Summary of the Evidence paragraph under PHA Policy on p. 16-25
16-31 thru 16-42	16-31 thru 16-42	Repaginated pp. 16-31 and 16-32 Added text to 16-IV.A. paragraph and moved 3rd paragraph and indented text under 16 IV.A. PHA Policy, to now be under 16-IV.B. PHA Policy on p. 16-31 Added new paragraph under Family Debts to the PHA heading, and what had been the 2nd paragraph under the PHA Policy is now a separate paragraph that's been updated under the new Refusal to Enter into an Agreement heading, and has a new PHA Policy under this heading on p. 16-32 Updated PIH notice numbers in first paragraph under Payment Thresholds , and added new paragraph under Execution of the Agreement on p. 16-33 Changed 3rd subheading to Repayment Agreement Terms and changed the paragraph below this subhead on p. 16-34 Changed text in 1st 3 bullets of SEMAP Indicators chart on p. 16-37 Changed text in last bullet in chart on p. 16-38 Changed text in 4th bullet in chart on p. 16-39 Added reference in 16-VI.B. heading and added two new paragraphs after the bullets on p. 16-41 Repaginated pp. 16-41 and 16-42

Revision Instructions – 4/1/21 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
16-47 thru 16-50	16-47 thru 16-50	Added text in PHA Policy paragraph on p. 16-47 Changed gender text in last dashed paragraph on p. 16-50
16-59/60	16-59/60	Changed gender text in 2nd to last bullet on p. 16-59
17-3/4	17-3/4	Added reference to Additional Project Based Units subheading, added text to 2nd paragraph under this subhead on p. 17-3 Repaginated pp. 17-3 and 17-4 Deleted last paragraph and added a new last paragraph under Additional Project Based Units on p. 17-4
17-15/16	17-15/16	Added reference to Exceptions to 25 Percent per Project Cap subheading, added new 2nd to last paragraph under this subhead and added text in last paragraph on p. 17-15 Repaginated pp. 17-15 and 17-16 Corrected formatting in <i>Supportive Services</i> paragraph, now on p. 17-16
17-21/22	17-21/22	Added text in 1st paragraph under Annual/Biennial Inspections on p. 17-22
17-55/56	17-55/56	Changed percentage number in 17-VIII.A. 2nd paragraph on p. 17-55
17-65 thru 17-70	17-65 thru 17-72	Added text to Mixed Finance Development paragraph under DEVELOPMENT INFORMATION , and added new Structure Type and Housing Type paragraphs under the PBV UNITS chart on p. 17-65 Repaginated pp. 17-65 thru end of chapter Added new UTILITY RESPONSIBILITY chart, changed formatting to bullets under Excepted Units line, and added new FUPY/FYI Units bullet text on p. 17-66 Deleted Utilities line under OCCUPANCY on p. 17-67
18-5/6	18-5/6	Changed date in parentheses in 1st main bullet on p. 18-5
18-23 thru 18-26	18-23 thru 18-26	Updated references in 18-IV.A. heading and 18-IV.B. Contract Information subheading on p. 18-23 Changed gender text in 1st paragraph on p. 18-26
18-35 thru 18-40	18-35 thru 18-40	Under Lease Requirements , deleted word in 5th bullet, added new last bullet and added what had been the last paragraph to this new bullet on p. 18-35 Updated reference in Initial Term and Lease Renewal heading on p. 18-36 Added reference to Continuation of Housing Assistance Payments heading, updated formatting in 1st paragraph, and added new last paragraph on p. 18-38 Repaginated pp. 18-38 and 18-39 Updated reference in Security Deposits heading and added text to 1st paragraph under this heading on p. 18-39

Revision Instructions – 4/1/21 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
18-43 thru 18-46	18-43 thru 18-46	Added reference to Choice Mobility heading, added new Family’s Right to Choice Mobility subheading with new PHA Policy, and added new Moving with Continued Assistance under Choice Mobility subheading over what had been the 1st paragraph on page and added text to last paragraph on p. 18-43 Repaginated pp. 18-43 and 18-44 Corrected formatting for PHA Policy line and added two new paragraphs to this 1st PHA Policy on p. 18-44 Updated reference in 18-VI.F. heading on p. 18-46
18-49 thru 18-52	18-49 thru 18-52	Updated references in 18-VII.B. heading, changed text throughout p. 18-50 Repaginated pp. 18-50 and 18-51 Added new PHA Policy under 18-VII.B. , updated reference in 18-VII.C. heading, changed text in 2nd paragraph under this heading and added new 3rd paragraph to p. 18-51
18-55/56	18-55/56	Added reference to 18-VIII.D. heading, added text to 2nd paragraph, changed text under PHA Policy, and added new 2nd to last paragraph on p. 18-56
19-1 thru 19-46 (Entire Chapter 19)	19-1 thru 19-60	Changed text in paragraphs on p. 19-2 Repaginated pp. 19- 2 through end of chapter Major changes throughout entire chapter
GL-1/2	GL-1/2	Added new IVT acronym on p. GL-1
GL-5 thru GL-16	GL-5 thru GL-18	Changed gender text in Child care expenses paragraph on p. GL-5 Repaginated pp. GL-6 through end of Glossary Changed explanatory text in Family self-sufficiency program on p. GL-8 Changed gender text in Landlord paragraph on p. GL-10 Added Small rural public housing agency (PHA) on p. GL-15 Changed text in Welfare assistance on p. GL-17

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

- Beloit residency. Applicant must live, work or attend school within the zip code boundary of Beloit, Wisconsin. (20 Points)
- Displaced by a federal, state or local declared disaster within the last 6 months. (10 Points)
- Participant in program for victims of domestic violence. (10 Points)
- Head of household or spouse is 62 years old or currently meets the HUD/Social Security definition of disabled (10 points)
- Currently homeless (must provide verification that currently working with a homeless service organization) or graduate of a Transitional Housing Program within the last 6 months. (10 Points)
- Income falls between 0% - 30% of the county median income limit by family size. (5 Points)
- Honorably discharged United States Veteran. (5 Points)
- Handicapped accessible unit required. (3 Points)

Chapter 19

SPECIAL PURPOSE VOUCHERS

INTRODUCTION

Special purpose vouchers are specifically funded by Congress in separate appropriations from regular HCV program funding in order to target specific populations. Special purpose vouchers include vouchers for the following programs:

- Family Unification Program (FUP)
- Foster Youth to Independence (FYI) program
- Veterans Affairs Supportive Housing (VASH)
- Mainstream
- Non-Elderly Disabled (NED)

PHA Policy

The PHA will administer the following types of special purpose vouchers: **[List special purpose vouchers administered by the PHA]**

This chapter describes HUD regulations and PHA policies for administering special purpose vouchers. The policies outlined in this chapter are organized into five sections, as follows:

Part I: Family Unification Program (FUP)

Part II: Foster Youth to Independence (FYI) program

Part III: Veterans Affairs Supportive Housing (VASH)

Part IV: Mainstream voucher program

Part V: Non-Elderly Disabled (NED) vouchers

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to special purpose vouchers.

PART I: FAMILY UNIFICATION PROGRAM (FUP)

19-I.A. PROGRAM OVERVIEW [Fact Sheet, Housing Choice Voucher Program Family Unification Program (FUP)]

Overview

The Family Unification Program (FUP) was authorized by Congress in 1990 to help preserve and reunify families. PHAs that administer the program provide vouchers to two different populations—FUP families and FUP youth.

Families eligible for FUP are families for whom the lack of adequate housing is a primary factor in:

- The imminent placement of the family’s child or children in out-of-home care; or
- The delay in the discharge of the child or children to the family from out-of-home care.

There is no time limitation on FUP family vouchers, and the family retains their voucher as long as they are HCV-eligible. There is no requirement for the provision of supportive services for FUP family vouchers.

Youth eligible for FUP are those who:

- Are at least 18 years old and not more than 24 years of age;
- Have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 and older; and
- Are homeless or at risk of becoming homeless.

FUP youth vouchers are limited by statute to a period between 36 and 60 months of housing assistance. Supportive services must also be provided to FUP-eligible youth by the Public Child Welfare Agency (PCWA) or by another agency or organization under contract with the PCWA for at least 18 but up to 36 months the period of time defined in the notice or Notice of Funding Availability/Opportunity (NOFA/O) for which funding was made available.

PHAs that wish to administer FUP vouchers must apply to HUD by submitting an application under an active Notice of Funding Availability Opportunity (NOFOA). While the FUP program is administered in accordance with HCV regulations, the FUP NOFOAs issued by HUD provide specific program information and requirements.

In order to administer the program, the PHA must also form a partnership with a local PCWA who is responsible for determining the family or youth meets FUP eligibility requirements and referring them to the PHA. Once the referral is received, the PHA is responsible for placing the FUP family or youth on the PHA’s waiting list and determining whether they are eligible to receive assistance under the PHA’s HCV program.

Assigning Vouchers [FUP FAQs]

The PHA may, but is not required to, assign a specific number or percentage of FUP vouchers for FUP youths and FUP families. Unless the PHA assigns a specific number or percentage of FUP vouchers to a designated FUP population, the PHA must serve any referrals (youths or families) that meet all program eligibility requirements up to the PHA's designated FUP program size.

PHA Policy

The PHA has not designated any specific number or percentage of FUP vouchers for youths or families. The PHA will serve all referrals that meet program eligibility requirements, up to the PHA's FUP voucher allocation.

19-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA)

Families and youth do not apply directly to the PHA for FUP vouchers. They are instead referred by a PCWA with whom the PHA has entered into a Memorandum of Understanding (MOU). The partnering PCWA initially determines whether the family or youth meets the FUP program eligibility requirements listed in 19-I.C. and 19-I.D. and then refers those families or youths to the PHA.

HUD strongly encourages PHAs and PCWAs to make decisions collaboratively on the administration of the program and to maintain open and continuous communication. The PCWA must have a system for identifying FUP-eligible youth within the agency's caseload and for reviewing referrals from a Continuum of Care (COC) if applicable.

PHA Policy

The PHA has entered into an MOU with the following partnering organizations
Southwest Wisconsin Workforce Development Board (SWWDB).

Supportive Services

The PCWA must provide supportive services for the period of time defined in the notice or NOFA/O for which the funding was made available to all FUP-eligible youth regardless of their age. The MOU between the PHA and the PCWA should identify the period of time in which supportive services will be provided.

PHA Policy

The PCWA will provide supportive services for all FUP youth for a period of 36 months.

Supportive services may be provided to FUP-eligible youth by the PCWA or by another agency or organization under agreement or contract with the PCWA, including the PHA. The organization providing the services and resources must be identified in the MOU. The following services must be offered:

- Basic life skills information or counseling on money management, use of credit, housekeeping, proper nutrition or meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance or referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher;
- Job preparation and attainment counseling (where to look and how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED), or attendance or financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

PHA Policy

Additional supportive services will not be offered.

A FUP-eligible youth cannot be required to participate in these services as condition of receipt of the FUP voucher.

19-I.C. FUP FAMILY VOUCHER ELIGIBILITY CRITERIA

FUP family assistance is reserved for eligible families that the PCWA has certified are a family for whom a lack of adequate housing is a primary factor in:

- The imminent placement of the family's child or children in out-of-home care, or
- The delay in the discharge of the child or children to the family from out-of-home care.

Lack of adequate housing means the family meets any one of the following conditions:

- Living in substandard housing, which refers to a unit that meets any one of the following conditions:
 - Does not have operable indoor plumbing
 - Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth
 - Does not have a usable bathtub or shower inside the unit for the exclusive use of a family or youth
 - Does not have electricity, or has inadequate or unsafe electrical service
 - Does not have a safe or adequate source of heat
 - Should, but does not, have a kitchen
 - Has been declared unfit for habitation by an agency or unit of government, or in its present condition otherwise endangers the health, safety, or well-being of the family or youth
 - Has one or more critical defects, or a combination of intermediate defects in sufficient number or to the extent that it requires considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair, or from serious damage to the structure
- Being homeless as defined in 24 CFR 578.3
- Living in a unit where the presence of a household member with certain characteristics (i.e., conviction for certain criminal activities) would result in the imminent placement of the family's child or children in out-of-home care, or the delay in the discharge of the child or children to the family from out-of-home care
- Living in housing not accessible to the family's disabled child or children due to the nature of the disability

- Living in an overcrowded unit, which is defined as living in a unit where one of the following conditions has been met:
 - The family is separated from its child or children and the parents are living in an otherwise standard housing unit, but, after the family is reunited, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
 - The family is living with its child or children in a unit that is overcrowded for the entire family and this overcrowded condition may result, in addition to other factors, in the imminent placement of its child or children in out-of-home care.
 - For purposes of this definition, the determination as to whether the unit is overcrowded is made in accordance with the PHA subsidy standards in Chapter 5, Part III of this policy.

Since HUD does not define *imminent placement*, the partnering PCWA may use its discretion to determine whether the potential out of home placement of the family's child or children is imminent [FUP FAQs].

19-I.D. FUP YOUTH VOUCHER ELIGIBILITY CRITERIA

While FUP family vouchers operate as regular HCVs after the family is referred from the PCWA, there are several aspects of the FUP youth vouchers that make them distinct from the FUP family vouchers and from regular HCVs.

Eligibility Criteria

~~An~~ A FUP-eligible youth is a youth the PCWA has certified:

- Is at least 18 years old and not more than 24 years of age (has not yet reached their 25th birthday);
 - The FUP youth must be no more than 24 years old at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Has left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Foster care placement can include, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576.
- Is homeless or at risk of becoming homeless at age 16 or older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution).
 - o Therefore, youth being discharged from an institution may be eligible for a FUP voucher [FUP FAQs].
- Has an annual income at or below 30 percent of area median income; and
- Does not have sufficient resources or support networks (e.g., family, friends, faith-based or other social networks) immediately available to prevent them from moving to a supervised publicly or privately operated shelter designed to provide temporary living arrangements.

19-I.E. ASSISTANCE PERIOD [FR Notice 1/24/22]

Maximum Assistance Period

Although there is no time limit on FUP family vouchers, FUP youth vouchers are limited by statute ~~to 36 months of housing assistance. Unless the FUP youth meets an exception outlined below, after 36 months of~~ At the end of the statutory time period, assistance ~~under~~ the FUP youth voucher must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the 36-month limitation.

If the FUP youth does meet the requirements outlined below, the statutory limit on FUP assistance is a total of 60 months of FUP voucher assistance [FR Notice 1/24/22].

~~For PHAs participating in the FUP Family Self-Sufficiency (FSS) Demonstration, an exception to the 36-month limitation was granted. Participating PHAs must adopt a policy enabling an FUP youth voucher holder that agreed to sign an FSS Contract of Participation to remain on the program for the life of their contract [Notice PIH 2016-01].~~

PHA Policy

~~The PHA is not participating in the FUP FSS Demonstration. An eligible youth will be assisted for a period not to exceed 36 months.~~ **Extension of Assistance**

FUP youth who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FUP youth cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FUP youth must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

A FUP youth will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA's FSS program if they certify that they meet one of the exceptions below:

- The FUP youth is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

The PHA defines *incapacitated person* as **[insert definition under state and local law].**

The PHA will apply this exception in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

The child or incapacitated person is not required to reside in the household in order for the youth to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part-time may qualify the youth for this exception.

- The FUP youth is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

The PHA will define *regular and active participation* in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

- The FUP youth is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

PHA Policy

The PHA will apply this requirement in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

A FUP youth that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FUP youth. A FUP youth may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FUP youth an FSS slot during their first 36 months of receiving FUP youth assistance, the youth is considered to have been “unable to enroll” in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- The youth was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

PHA Policy

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate’s degree, bachelor’s degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10–16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

- The youth was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

Youth must be enrolled in education activities on at least a half-time basis, as defined by the institution that they attend. However, the PHA may make exceptions to this requirement if the youth is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where the youth is enrolled.

- The youth was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102). The term *career pathway* means a combination of rigorous and high-quality education, training, and other services that:
 - Aligns with the skill needs of industries in the economy of the state or regional economy involved;
 - Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an *apprenticeship*, except in section 3226 of this title);
 - Includes counseling to support an individual in achieving the individual’s education and career goals;
 - Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
 - Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
 - Helps an individual enter or advance within a specific occupation or occupational cluster.
- The youth was employed.

PHA Policy

The PHA will consider the youth to be employed if they work a minimum of 20 hours per week. The PHA may make exceptions to this requirement if the youth’s hours are reduced due to circumstances beyond their control or the youth must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, HUD encourages the PHA to remind the youth at the 24-month reexamination of the education, workforce development, and employment requirements described above so that the youth has enough time to meet these requirements prior to the expiration of the 36-month time period for FUP assistance.

PHA Policy

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, the PHA will remind the youth at their second regular reexam of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to a FUP youth who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the youth previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the youth to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the youth is engaged in and any statutory exceptions that apply to the youth, as well as the remaining time on their voucher.
- If the FUP youth accepts the FSS slot, the PHA must work with the youth to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FUP youth is offered an FSS slot prior to the 36-month mark, the youth:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program as described above, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required to, offer a FUP youth an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the youth will have already received their second and final extension.

PHA Policy

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to a FUP youth.

Extensions of Assistance

At the 36-month and 48-month reexamination, the PHA must extend FUP youth assistance if the youth is participating in and in compliance with the FSS program as long as the youth is still eligible for the HCV program.

In any case, the FUP youth cannot receive more than a total of 60 months of FUP youth voucher assistance, even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FUP youth has been unable to enroll in the program during the first 36 months of receiving FUP assistance, the FUP youth is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the youth engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the youth may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FUP youth written notification informing them that they may receive an extension of their FUP assistance and providing instructions on how the youth may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FUP youth to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FUP assistance.

PHA Policy

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FUP youth's scheduled annual reexamination. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FUP youth on the PHA's program with a written notification informing them that they may receive an extension of their FUP assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexam date. When necessary, the PHA will provide this notification in a format accessible to FUP youth with disabilities and in a translated format for FUP youth with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify a FUP youth's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FUP youth participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FUP youth was engaged in at least one education, workforce development, or employment activity for at least [nine](#) months of the 12-month period immediately preceding the end of 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FUP youth may have not yet met the [nine](#)-month requirement but may be able to demonstrate that they will meet the [nine](#)-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FUP/FYI youth will still be considered to have met the requirements.

In order for the FUP youth to meet one of the statutory exceptions described above, the youth must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FUP youth must submit in order to demonstrate that they meet one of the statutory exceptions.

A FUP youth who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FUP youth may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the youth meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the youth is still eligible for the HCV program, the PHA must provide the FUP youth the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FUP youth to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FUP assistance prior to the annual reexam.

If the FUP youth does not meet any of the conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FUP youth voucher must be terminated once the youth reaches this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the youth entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the youth, not the number of months that the youth is in the FUP youth program. Prior to termination, the PHA must offer the FUP youth the opportunity to request an informal hearing, in accordance with Chapter 16.

Supportive Services

The PCWA must provide supportive services for at least 18 months to all FUP-eligible youth regardless of their age. The MOU between the PHA and the PCWA should identify the period of time in which supportive services will be provided—from a minimum of 18 months up to the full 36-month program maximum.

PHA Policy

The PCWA will provide supportive services for all FUP youth for a period of 36 months.

Supportive services may be provided to FUP-eligible youth by the PCWA or by another agency or organization under agreement or contract with the PCWA, including the PHA. The organization providing the services and resources must be identified in the MOU. The following services must be offered:

- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance or referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist an FUPa FUP-eligible youth to rent a unit with an FUPa FUP voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); or attendance or financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

PHA Policy

Additional supportive services will not be offered.

~~An FUPA FUP eligible youth cannot be required to participate in these services as condition of receipt of the FUP voucher.~~

19-I.FE. REFERRALS AND WAITING LIST MANAGEMENT

Referrals

The PCWA must establish and implement a system to identify FUP-eligible families and youths within the agency's caseload and make referrals to the PHA. The PCWA must certify that the FUP applicants they refer to the PHA meet FUP eligibility requirements. The PHA is not required to maintain full documentation that demonstrates the family's or youth's FUP eligibility as determined by the PCWA but should keep the referral or certification from the PCWA.

PHA Policy

As part of the MOU, the PHA and PCWA have identified staff positions to serve as lead FUP liaisons. These positions will be responsible for transmission and acceptance of FUP referrals. The PCWA must commit sufficient staff and resources to ensure eligible families and youths are identified and determined eligible in a timely manner.

When FUP vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA FUP liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison will provide the PHA with a list of eligible referrals include the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating the youth or family is FUP-eligible.

The PHA will maintain a copy of the referral or certification from the PCWA in the participant's file along with other eligibility paperwork.

A PHA must serve any referrals (youths or families) that meet all program eligibility requirements. If a PHA determines that it has received a sufficient number of referrals from the PCWA so that the PHA will be able to lease all FUP vouchers awarded, the PHA may request that the PCWA suspend transmission of referrals. If the PHA determines that additional referrals will be needed after it has made such a request, the PHA may request that the PCWA resume transmission of referrals [Notice PIH 2011-52].

Waiting List Placement

A family that is already participating in the regular HCV program cannot be transferred to ~~an~~ a FUP voucher.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new FUP applicants. If necessary, the PHA may open its waiting list solely for FUP applicants, but this information must be included in the PHA's notice of opening its waiting list (see section 4-II.C., Opening and Closing the Waiting List of this administrative plan).

PHA Policy

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals who are already on the list will retain their position and the list will be notated to indicate the family or youth is FUP-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FUP-eligible.

Waiting List Selection

The PHA selects FUP-eligible families or youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply.

19-I.GF. PHA HCV ELIGIBILITY DETERMINATION

Once ~~an~~ a FUP-eligible family or youth is selected from the HCV waiting list, the PHA must determine whether the family or youth meets HCV program eligibility requirements. Applicants must be eligible under both FUP family or youth eligibility requirements, as applicable, and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the family's criminal history.

PHA Policy

Subject to privacy laws, the PCWA will provide any available information regarding the applicant's criminal history to the PHA.

The PHA will consider the information in making its eligibility determination in accordance with the PHA's policies in Chapter 3, Part III.

Additional FUP Eligibility Factors [FUP FAQs]

For FUP family vouchers, the family must remain FUP-eligible thorough lease-up.

- If, after a family is referred by the PCWA but prior to issuing a family FUP voucher, the PHA discovers that the lack of adequate housing is no longer a primary factor for the family not reunifying, the FUP voucher may not be issued to the family.
- Similarly, if the FUP voucher has already been issued before the PHA discovers that the reunification will not happen, but the family has not yet leased up under the voucher, the PHA must not execute the HAP contract, as the family is no longer FUP-eligible.

FUP-eligible youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a FUP youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FUP youth voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in Section 3-III.F., including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

19.I.HG. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the family or youth will be issued ~~an~~a FUP voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FUP youth of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- Supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FUP youth assistance.

PHA Policy

Eligible applicants will be notified by the PHA in writing following policies in Section 3-III.F. of this administrative plan. FUP families will attend a standard HCV briefing in accordance with PHA policies in Part I of Chapter 5 of this administrative plan. FUP youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5 but will also provide an explanation of the ~~time limit on FUP youth vouchers~~required items listed above, as well as discussing supportive services offered by the PCWA.

For both FUP youth and FUP families, vouchers will be issued in accordance with PHA policies in Chapter 5 Part II, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II.E.

Once the family or youth locate a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA's policies (including, but not limited to: HQS inspection, determination of rent reasonableness, etc.).

19-I.H. TERMINATION OF ASSISTANCE

General Requirements

With the exception of terminations of assistance for FUP youth after the statutorily required time period ~~36 months of housing assistance~~, terminations of FUP assistance are handled in the same way as the regular HCV program. Termination of an a FUP voucher must be consistent with regulations for termination in 24 CFR Part 982, Subpart L and be in compliance with PHA policies (Chapter 12).

If the person who qualifies for the FUP voucher passes away, the family retains the FUP voucher. In the case of an a FUP-youth voucher, assistance will terminate after the statutorily required time period ~~36 months~~, even if the FUP-eligible youth is no longer included in the household.

If the person who qualifies for the FUP voucher moves, the remaining family members may keep the FUP voucher based on PHA policy (see administrative plan, Section 3-I.C., Family Breakup and Remaining Member of Tenant Family).

FUP Family Vouchers

If parents lose their parental rights or are separated from their children after voucher lease-up (or their children reach adulthood), the family is still eligible to keep their FUP assistance, as the regulations do not permit HCV termination for a family losing parental rights or the children reaching adulthood. However, the PHA may transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household.

PHA Policy

The PHA will transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household and there is no prospect of any minor child being returned to the household.

If the PHA has no regular HCV vouchers available at the time this determination is made, including if no vouchers are available due to lack of funding, the PHA will issue the family the next available regular HCV voucher after those being issued to families residing in PBV units claiming Choice Mobility.

FUP Youth Vouchers

A PHA cannot terminate a FUP youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for ~~an a~~ FUP youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of ~~an a~~ FUP youth voucher holder to regular HCV assistance upon the expiration of the ~~statutorily required time period~~~~36-month limit on assistance~~. However, the PHA may issue a regular HCV to FUP youth if they were selected from the waiting list in accordance with PHA policies and may also adopt a preference for FUP youth voucher holders who are being terminated for this reason.

PHA Policy

The PHA will not provide a selection preference on the PHA's HCV waiting list for FUP youth who are terminated due to the ~~time limit on assistance~~~~36-month limit on assistance~~.

Upon the expiration of the ~~statutorily required time period~~~~36-month limit on assistance~~, ~~an a~~ FUP youth voucher holder who has children and who lacks adequate housing may qualify for ~~an a~~ FUP family voucher provided they are referred by the PCWA as an eligible family and meet the eligibility requirements for the PHA's HCV program.

9-I.J. FUP PORTABILITY

Portability for a FUP family or youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for ~~an a~~ FUP family or youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

~~An A~~ FUP family or youth does not have to port to a jurisdiction that administers FUP.

If the receiving PHA administers the FUP voucher on behalf of the initial PHA, the voucher is still considered ~~an a~~ FUP voucher regardless of whether the receiving PHA has a FUP program.

If the receiving PHA absorbs the voucher, the receiving PHA may absorb the incoming port into its FUP program (if it has one) or into its regular HCV program (if the receiving PHA has vouchers available to do so) and the family or youth become regular HCV participants. In either case, when the receiving PHA absorbs the voucher, ~~an FUP a~~ FUP voucher becomes available to the initial PHA.

Considerations for FUP Youth Vouchers

If the voucher is ~~an a~~ FUP youth voucher and remains such upon lease-up in the receiving PHA's jurisdiction, termination of assistance must still take place once the youth has received ~~36 months of~~ assistance for the statutorily required time period. Any time period during which no subsidy was paid on behalf of the youth does not count under the 36-month limitation. If the receiving PHA is administering the FUP youth voucher on behalf of the initial PHA, the two PHAs must work together to initiate termination upon expiration of the statutorily required time period~~the 36-month limit.~~

19-I.K.J. PROJECT-BASING FUP VOUCHERS [Notice PIH 2017-21; FR Notice 1/24/22]

The PHA may project-base FUP vouchers without HUD approval in accordance with Notice PIH 2017-21, FR Notice 1/24/22, and all statutory and regulatory requirements for the PBV program. Project-based FUP vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A.

The PHA may limit PBVs to one category of FUP-eligible participants (families or youth) or a combination of the two.

While FUP vouchers can be used for either families or youth, a PBV unit may only be counted towards the PHA's 10 percent exception authority under the program cap and the project's income-mixing requirement if the FUP PBV assistance is provided on behalf of an eligible youth. The PHA must amend its administrative plan to include the limitation of these FUP PBV units to eligible youth.

PHA Policy

The PHA will not project-base FUP vouchers. All FUP vouchers will be used to provide tenant-based assistance.

PART II: FOSTER YOUTH TO INDEPENDENCE INITIATIVE

19-II.A. PROGRAM OVERVIEW [Notice PIH 2020-28; [Notice PIH 2021-26](#); [FR Notice 1/24/22](#)]

The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of ~~up to~~between 36 and 60 months.

~~The program was initially only available to PHAs that did not administer FUP vouchers but has since been expanded to all PHAs with an HCV Annual Contributions Contract (ACC).~~ Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28 or Notice PIH 2021-26, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request ~~an~~ additional ~~25~~ vouchers for those PHAs with 90 percent or greater utilization or utilization of its FUP and/or FYI vouchers, as applicable of these vouchers. For competitive awards, the number of vouchers is dependent on PHA program size and need.

19-II.B. PARTNERING AGENCIES [Notice PIH ~~2021-26~~2020-28; FYI Updates and Partnering Opportunities Webinar]

Public Child Welfare Agency (PCWA)

The PHA must enter into a partnership agreement with a PCWA in the PHA's jurisdiction in the form of a Memorandum of Understanding (MOU) or letter of intent. The PCWA is responsible for identifying and referring eligible youth to the PHA and providing or securing a commitment for the provision of supportive services once youth are admitted to the program.

PHA Policy

The PHA will implement a Foster Youth to Independence (FYI) program in partnership with *[insert name(s) of PCWA(s)]*.

The PCWA is responsible for:

- Identifying FYI-eligible youth;
- Developing a system of prioritization based on the level of need of the youth and the appropriateness of intervention;
- Providing a written certification to the PHA that the youth is eligible; and
- Providing or securing supportive services for 36 months.

Continuum of Care (CoC) and Other Partners

HUD strongly encourages PHAs to add other partners into the partnership agreement with the PCWA such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates.

PHA Policy

In addition to the PCWA, the PHA will implement the FYI program in partnership with *[insert names of any other partners the PHA designates in the partnership agreement]*.

19-II.C. YOUTH ELIGIBILITY CRITERIA [Notice PIH [2021-262020-28](#); FYI Q&As; FYI FAQs]

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. As determined by the PCWA, eligible youth:

- Are at least 18 years of age and not more than 24 years of age (have not yet reached their 25th birthday);
 - Youth must be no more than 24 years of age at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Placements can include, but are not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576;
- Are homeless or at risk of becoming homeless at age 16 and older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution). Therefore, youth being discharged from an institution may be eligible for ~~an FUP~~an FYI voucher [[FUP-FYI FAQs](#)].

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance assuming they otherwise meet eligibility requirements.

19-II.D. SUPPORTIVE SERVICES [Notice PIH ~~2021-26~~2020-28; FYI Updates and Partnering Opportunities Webinar; FYI Q&As]

Supportive services may be provided by the PHA, PCWA or a third party. The PCWA must provide or secure a commitment to provide supportive services for participating youth for ~~a period of 36 months~~the period of time defined in the NOFA/O for which the funding was made available. At a minimum, the following supportive services must be offered:

- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist eligible youth to rent a unit with a voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED) or attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

PHA Policy

Additional supportive services will not be offered.

Since participation in supportive services is optional, but strongly encouraged, an FYI participant may decline supportive service.

19-II.E. REFERRALS AND WAITING LIST MANAGEMENT [Notice PIH [2021-262020-28](#); FYI Updates and Partnering Opportunities Webinar FYI FAQs]

Referrals

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. Once the PCWA sends the PHA the referral certifying the youth is program-eligible, the PHA determines HCV eligibility.

The PCWA must have a system for identifying eligible youth within the agency's caseload and reviewing referrals from other partners, as applicable. The PCWA must also have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon their level of need and appropriateness of the intervention.

Referrals may come from other organizations in the community who work with the population, but the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.

The PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA but should keep the referral or certification from the PCWA. The PCWA is not required to provide the PHA with HCV eligibility documents.

PHA Policy

The PHA and PCWA have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. The PCWA must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison must provide the PHA with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.

The PHA will maintain a copy of each certification from the PCWA in the participant's file [along with other eligibility paperwork](#).

Waiting List Placement [Notice PIH [2021-26](#) ~~2020-28~~ and FYI FAQs]

The PHA must use the HCV waiting list for the FYI program. Youth already on the HCV program may not be transferred to an FYI voucher since they are not homeless or at-risk of homelessness.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. [The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply](#) ~~If necessary, the PHA may open its waiting list solely for referrals, but this information must be included in the PHA's notice of opening its waiting list~~ (see section 4-II.C., Opening and Closing the Waiting List of this administrative plan).

PHA Policy

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals who are already on the list will retain their position and the list will be notated to indicate the applicant is FYI-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI-eligible.

Waiting List Selection

The PHA selects eligible youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply.

19-II.F. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is selected from the HCV waiting list, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

PHA Policy

Subject to privacy laws, the PCWA will provide any available information regarding the applicant's criminal history to the PHA.

The PHA will consider the information in making its eligibility determination in accordance with the PHA's policies in Chapter 3, Part III.

Additional Eligibility Factors

Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FYI voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in Section 3-III.F, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

19-II.G. LEASE UP [\[FR Notice 1/24/22\]](#)

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FYI voucher holder of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.

PHA Policy

Eligible applicants will be notified by the PHA in writing following policies in Section 3-III.F. of this policy. FYI youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5 ~~but will also provide an explanation of the time limit on FYI vouchers as well as discussing supportive services offered by the partnering agency.~~

Vouchers will be issued in accordance with PHA policies in Chapter 5, Part II, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II.E.

Once the youth locates a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA policy in Chapter 9.

Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified [Notice PIH 2021-26].

Turnover [FYI FAQs]

For PHAs awarded FYI Tenant Protection Vouchers (TPVs) under Notice PIH 2019-20 where the recipient of the FYI TPV leaves the program, the PHA may request an FYI voucher under the requirements of Notice PIH ~~2021-26~~2020-28.

For PHAs awarded FYI vouchers under Notices ~~PIH 2020-28~~ and PIH 2021-26, where the recipient of the FYI voucher leaves the program, the PHA must continue to use the FYI voucher for eligible youth upon turnover. Where there are more eligible youth than available FYI turnover vouchers, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26~~Notice PIH 2020-28~~. If another eligible youth is not available, the PHA must notify HUD, and HUD will reduce the PHA's HCV assistance to account for the removal of the FYI assistance from the PHA's HCV baseline.

19-II.H. MAXIMUM ASSISTANCE PERIOD [Notice PIH ~~2020-28~~2021-26 and FYI FAQs; FR Notice 1/24/22]

Vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the ~~36-month~~ limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their ~~36 months of~~ FYI assistance.

Participants do not “age out” of the program. A participant may continue with the program until they have received ~~36 months of assistance~~ the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

Extension of Assistance

FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FYI voucher holders cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FYI voucher holders must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA’s FSS program if they certify that they meet one of the exceptions below:

- The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

The PHA defines *incapacitated person* as [insert definition under state and local law]. The PHA will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception.

- The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

The PHA will define *regular and active participation* in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.

The [FYI voucher holder](#) will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

- The FYI voucher holder is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

PHA Policy

The PHA will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

An FYI voucher holder that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FYI voucher holders. An FYI voucher holder may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FYI voucher holder an FSS slot during their first 36 months of receiving FYI assistance, the FYI voucher holder is considered to have been “unable to enroll” in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- The FYI voucher holder was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

PHA Policy

The PHA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate’s degree, bachelor’s degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10–16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

- The FYI voucher holder was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

The FYI voucher holder must be enrolled in education activities on at least a half-time basis, as defined by the institution which they attend. However, the PHA may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.

- The FYI voucher holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).
- The FYI voucher holder was employed.

PHA Policy

The PHA will consider the FYI voucher holder to be employed if they work a minimum of 20 hours per week. The PHA may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.

PHA Policy

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, the PHA will remind the FYI voucher holder at their second regular reexam of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to an FYI voucher holder who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the FYI voucher holder previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the FYI voucher holder to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the FYI voucher holder is engaged in and any statutory exceptions that apply to the FYI voucher holder, as well as the remaining time on their voucher.
- If the FYI voucher holder accepts the FSS slot, the PHA must work with them to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FYI voucher holder is offered an FSS slot prior to the 36-month mark, the FYI voucher holder:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).

- Will not be considered to have been “unable to enroll” in the FSS program, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required, to offer an FYI voucher holder an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the FYI voucher holder will have already received their second and final extension.

PHA Policy

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to an FYI voucher holder.

Extensions of Assistance

At the 36-month and 48-month reexamination, the PHA must extend FYI assistance if the FYI voucher holder is participating in and in compliance with the FSS program as long as the FYI voucher holder is still eligible for the HCV program.

In any case, the FYI voucher holder cannot receive more than a total of 60 months of FYI assistance even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FYI voucher holder has been unable to enroll in the program during the first 36 months of receiving FYI assistance, the FYI voucher holder is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the FYI voucher holder engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the FYI voucher holder may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FYI voucher holder written notification informing them that they may receive an extension of their FYI assistance and providing instructions on how the FYI voucher holder may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FYI voucher holder to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FYI assistance.

PHA Policy

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FYI voucher holder's scheduled annual reexamination. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FYI voucher holder on the PHA's program with a written notification informing them that they may receive an extension of their FYI assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexam date. When necessary, the PHA will provide this notification in a format accessible to FYI voucher holders with disabilities and in a translated format for FYI voucher holders with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify an FYI voucher holder's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FYI voucher holder was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FYI voucher holder may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FYI voucher holder will still be considered to have met the requirements.

In order for the FYI voucher holder to meet one of the statutory exceptions described above, the FYI voucher holder must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FYI voucher holder must submit in order to demonstrate that they meet one of the statutory exceptions.

An FYI voucher holder who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FYI voucher holder may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the FYI voucher holder meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the FYI voucher holder is still eligible for the HCV program, the PHA must provide the FYI voucher holder the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FYI voucher holder to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FYI assistance prior to the annual reexam.

If the FYI voucher holder does not meet any of the statutory conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FYI voucher must be terminated once they reach this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the FYI voucher holder entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the FYI voucher holder, not the number of months that they are in the FYI program. Prior to termination, the PHA must offer the FYI voucher holder the opportunity to request an informal hearing, in accordance with Chapter 16.

19-II.I. TERMINATION OF ASSISTANCE [FYI FAQs]

Termination of a FYI voucher is handled in the same way as with any HCV; therefore, termination of a FYI voucher must be consistent with HCV regulations at 24 CFR Part 982, Subpart L and PHA policies in Chapter 12. Given the statutory time limit that requires FYI vouchers ~~to sunset after 36 months~~, a PHA must terminate the youth's assistance once the ~~36-month~~ limit on assistance has expired.

A PHA cannot terminate a FYI youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FYI youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of FYI voucher holders to regular HCV assistance upon the expiration of the ~~36-month~~ limit on assistance. However, the PHA may issue a regular HCV to FYI voucher holders if they were selected from the waiting list in accordance with PHA policies. The PHA may also adopt a waiting list preference for FYI voucher holders who are being terminated for this reason.

PHA Policy

The PHA will not provide a selection preference on the PHA's HCV waiting list for FYI voucher holders who are terminated due to the ~~36-month~~time limit on assistance.

19-II.J. PORTABILITY [FYI FAQs]

Portability for an FYI youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for an FYI youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

An FYI youth does not have to port to a jurisdiction that administers FYI vouchers.

If the receiving PHA absorbs the voucher, the PHA may absorb the youth into its regular HCV program if it has vouchers available to do so. If the receiving PHA absorbs the youth into its regular HCV program, that youth becomes a regular HCV participant with none of the limitations of an FYI voucher.

The initial and receiving PHA must work together to initiate termination of assistance upon expiration of the ~~36-month~~[time limit on assistance](#).

19-II.K. PROJECT-BASING FYI VOUCHERS [FYI FAQs; [FR Notice 1/24/22](#)]

The PHA may project-base certain FYI vouchers without HUD approval in accordance with all applicable PBV regulations and PHA policies in Chapter 17. This includes FYI vouchers awarded under Notices [PIH 2020-28](#) and [PIH 2021-26](#). Assistance awarded under Notice [PIH 2019-20](#) is prohibited from being project-based.

[PHA Policy](#)

[The PHA will not project-base FYI vouchers. All FYI vouchers will be used to provide tenant-based assistance.](#)

PART III: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM

19-III.A. OVERVIEW

Since 2008, HCV program funding has provided rental assistance under a supportive housing program for homeless veterans. The Veterans Affairs Supportive Housing (VASH) program combines HCV rental assistance with case management and clinical services provided by the Department of Veterans Affairs (VA) at VA medical centers (VAMCs) and Community-Based Outpatient Clinics (CBOCs), or through a designated service provider (DSP) as approved by the VA Secretary. Eligible families are homeless veterans and their families that agree to participate in VA case management and are referred to the VAMC's partner PHA for HCV assistance. The VAMC or ~~DSP~~~~CBOC~~'s responsibilities include:

- Screening homeless veterans to determine whether they meet VASH program participation criteria;
- Referring homeless veterans to the PHA;
 - The term *homeless veteran* means a veteran who is homeless (as that term is defined in subsection (a) or (b) of Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)). See 38 U.S.C. 2002.
- Providing appropriate treatment and supportive services to potential VASH participants, if needed, prior to PHA issuance of a voucher;
- Providing housing search assistance to VASH participants;
- Identifying the social service and medical needs of VASH participants, and providing or ensuring the provision of regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout the veterans' participation period; and
- Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.

VASH vouchers are awarded noncompetitively based on geographic need and PHA administrative performance. Eligible PHAs must be located within the jurisdiction of a VAMC and in an area of high need based on data compiled by HUD and the VA. When Congress funds a new allocation of VASH vouchers, HUD invites eligible PHAs to apply for a specified number of vouchers.

Generally, the HUD-VASH program is administered in accordance with regular HCV program requirements. However, HUD is authorized to waive or specify alternative requirements to allow PHAs to effectively deliver and administer VASH assistance. Alternative requirements are established in the HUD-VASH Operating Requirements, which were originally published in the Federal Register on May 6, 2008, and updated September 27, 2021~~March 23, 2012~~. Unless expressly waived by HUD, all regulatory requirements and HUD directives regarding the HCV program are applicable to VASH vouchers, including the use of all HUD-required contracts and other forms, and all civil rights and fair housing requirements. In addition, the PHA may request additional statutory or regulatory waivers that it determines are necessary for the effective delivery and administration of the program.

The VASH program is administered in accordance with applicable Fair Housing requirements since civil rights requirements cannot be waived under the program. These include applicable authorities under 24 CFR 5.105(a) and 24 CFR 982.53 including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination Act and all PHA policies as outlined in Chapter 2 of this document.

When HUD-VASH recipients include veterans with disabilities or family members with disabilities, reasonable accommodation requirements in Part II of Chapter 2 of this policy apply.

19-III.B. REFERRALS [FR Notice [3/23/129/27/21](#) and HUD-VASH Qs and As]

VAMC case managers will screen all families in accordance with VA screening criteria and refer eligible families to the PHA for determination of program eligibility and voucher issuance. The PHA has no role in determining or verifying the veteran's eligibility under VA screening criteria, including determining the veteran's homelessness status. The PHA must accept referrals from the partnering VAMC and must maintain written documentation of referrals in VASH tenant files. Upon turnover, VASH vouchers must be issued to eligible veteran families as identified by the VAMC.

PHA Policy

In order to expedite the screening process, the PHA will provide all forms and a list of documents required for the VASH application to the VAMC. Case managers will work with veterans to fill out the forms and compile all documents prior to meeting with the PHA and submitting an application. When feasible, the VAMC case manager should email or fax copies of all documents to the PHA prior to the meeting in order to allow the PHA time to review them and start a file for the veteran.

After the VAMC has given the PHA a complete referral, the PHA will perform an eligibility screening within five business days of receipt of a VAMC referral.

19-III.C. HCV PROGRAM ELIGIBILITY [FR Notice ~~3/23/129/27/21~~]

Eligible participants are homeless veterans and their families who agree to participate in case management from the VAMC.

- A *VASH Veteran* or *veteran family* refers to either a single veteran or a veteran with a household composed of two or more related persons. It also includes one or more eligible persons living with the veteran who are determined to be important to the veteran's care or well-being.
- A veteran for the purpose of VASH is a person whose length of service meets statutory requirements, and who served in the active military, naval, or air service, was discharged or released under conditions other than dishonorable, and is eligible for VA health care.

Under VASH, PHAs do not have authority to determine family eligibility in accordance with HCV program rules and PHA policies. The only reasons for denial of assistance by the PHA are failure to meet the income eligibility requirements and/or that a family member is subject to a lifetime registration requirement under a state sex offender registration program. Under portability, the receiving PHA must also comply with these VASH screening requirements.

Social Security Numbers

When verifying Social Security numbers (SSNs) for homeless veterans and their family members, an original document issued by a federal or state government agency, which contains the name and SSN of the individual along with other identifying information of the individual, is acceptable in accordance with Section 7-II.B. of this policy.

In the case of the homeless veteran, the PHA must accept the Certificate of Release or Discharge from Active Duty (DD-214) or the VA-verified Application for Health Benefits (10-10EZ) as verification of SSN and cannot require the veteran to provide a Social Security card. A VA-issued identification card may also be used to verify the SSN of a homeless veteran.

Proof of Age

The DD-214 or 10-10EZ must be accepted as proof of age in lieu of birth certificates or other PHA-required documentation as outlined in Section 7-II.C. of this policy. A VA-issued identification card may also be used to verify the age of a homeless veteran.

Photo Identification

A VA-issued identification card must be accepted in lieu of another type of government-issued photo identification. [These cards also serve as verification of SSNs and date of birth.](#)

Income Eligibility

The PHA must determine income eligibility for VASH families in accordance with 24 CFR 982.201 and policies in Section 3-II.A. If the family is over-income based on the most recently published income limits for the family size, the family will be ineligible for HCV assistance.

While income-targeting does not apply to VASH vouchers, the PHA may include the admission of extremely low-income VASH families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

While income-targeting requirements will not be considered by the PHA when families are referred by the partnering VAMC, the PHA will include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.

Screening

The PHA may not screen any potentially eligible family members or deny assistance for any grounds permitted under 24 CFR 982.552 and 982.553 with one exception: the PHAs is still required to prohibit admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. Accordingly, with the exception of denial for registration as a lifetime sex offender under state law and PHA policies on how sex offender screenings will be conducted, PHA policy in Sections 3-III.B. through 3-III.E. do not apply to VASH. The prohibition against screening families for anything other than lifetime sex offender status applies to all family members, not just the veteran.

[If a family member is subject to lifetime registration under a state sex offender registration program, the remaining family members may be served if the family agrees to remove the sex offender from its family composition. This is true unless the family member subject to lifetime registration under a state sex offender registration program is the homeless veteran, in which case the family would be denied admission to the program \[New HCV GB, HUD-VASH, p. 6\].](#)

Denial of Assistance [Notice PIH 2008-37]

Once a veteran is referred by the VAMC, the PHA must either issue a voucher or deny assistance. If the PHA denies assistance, it must provide the family with prompt notice of the decision and a brief statement of the reason for denial in accordance with Section 3-III.F. Like in the standard HCV program, the family must be provided with the opportunity for an informal review in accordance with policies in Section 3-III.F. In addition, a copy of the denial notice must be sent to the VAMC case manager.

19-III.D. CHANGES IN FAMILY COMPOSITION

Adding Family Members [FR Notice [3/23/129/27/21](#)]

When adding a family member after the family has been admitted to the program, PHA policies in Section 3-II.B. apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and will apply its regular screening criteria in doing so.

Remaining Family Members [HUD-VASH Qs and As]

If the homeless veteran dies while the family is being assisted, the voucher would remain with the remaining members of the tenant family. The PHA may use one of its own regular vouchers, if available, to continue assisting this family and free up a VASH voucher for another VASH-eligible family. If a regular voucher is not available, the family would continue utilizing the VASH voucher. Once the VASH voucher turns over, however, it must go to a homeless veteran family.

Family Break Up [HUD-VASH Qs and As]

In the case of divorce or separation, since the set-aside of VASH vouchers is for veterans, the voucher must remain with the veteran. This overrides the PHA's policies in Section 3-I.C. on how to determine who remains in the program if a family breaks up.

19-III.E. LEASING [FR Notice [3/23/129/27/21](#)]

Waiting List

The PHA does not have the authority to maintain a waiting list or apply local preferences for HUD–VASH vouchers. Policies in Chapter 4 relating to applicant selection from the waiting list, local preferences, special admissions, cross-listing, and opening and closing the waiting list do not apply to VASH vouchers.

Exception Payment Standards

To assist VASH participants in finding affordable housing, especially in competitive markets, HUD allows PHAs to establish a HUD-VASH exception payment standard. PHAs may go up to but no higher than 120 percent of the published area-wide fair market rent (FMR) or small area fair market rent (SAFMR) specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD through the regular waiver process outlined in Notice PIH 2018-16.

Voucher Issuance

Unlike the standard HCV program which requires an initial voucher term of at least 60 days, VASH vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All VASH vouchers will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

The PHA must track issuance of HCVs for families referred by the VAMC or [DSPCBOC](#) in PIC as required in Notice PIH 2011-53.

Initial Lease Term

Unlike in the standard the HCV program, VASH voucher holders may enter into an initial lease that is for less than 12 months. Accordingly, PHA policy in Section 9-I.E., Term of Assisted Tenancy, does not apply.

Ineligible Housing [FR Notice [6/18/14](#)]

Unlike in the standard HCV program, VASH families are permitted to live on the grounds of a VA facility in units developed to house homeless veterans. [This applies to both tenant-based assistance and PBV.](#) Therefore, 24 CFR 982.352(a)(5) and 983.53(a)(2), which prohibit units on the physical grounds of a medical, mental, or similar public or private institution, do not apply to VASH for this purpose only. Accordingly, PHA policy in 9-I.D., Ineligible Units, does not apply for this purpose only.

HQS Pre-Inspections

To expedite the leasing process, PHAs may pre-inspect available units that veterans may be interested in leasing in order to maintain a pool of eligible units. If a VASH family selects a unit that passed an HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (Form HUD-52517), the unit may be approved if it meets all other conditions under 24 CFR 982.305. However, the veteran must be free to select ~~his or her~~ their unit and cannot be steered to these units.

PHA Policy

To expedite the leasing process, the PHA may pre-inspect available units that veterans may be interested in leasing to maintain a pool of eligible units. If a VASH family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the RTA, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305. The veteran will be free to select ~~his or her~~ their unit.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for both initial and any required reinspections.

19-III.F. PORTABILITY [FR Notice ~~3/23/12~~29/27/21 and Notice PIH 2011-53]

General Requirements

Portability policies under VASH depend on whether the family wants to move within or outside of the initial VA facility's catchment area (the area in which the VAMC or DSPCBOC operates). In all cases, the initial VA facility must be consulted prior to the move and provide written confirmation that case management will continue to be provided in the family's new location. VASH participant families may only reside in jurisdictions that are accessible to case management services, as determined by case managers at the partnering VAMC or DSPCBOC.

Under VASH, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied. As a result, PHA policies in Section 10-II.B. about nonresident applicants do not apply.

If the family no longer requires case management, there are no portability restrictions. Normal portability rules apply.

Portability within the Initial VAMC or DSP's Catchment Area

A VASH family can move within the VAMC's catchment area as long as case management can still be provided, as determined by the VA. If the initial PHA's partnering VAMC will still provide the case management services, the receiving PHA must process the move in accordance with portability procedures:

- If the receiving PHA has been awarded VASH vouchers, it can choose to either bill the initial PHA or absorb the family if it has a VASH voucher available to do so.
 - If the PHA absorbs the family, the VAMC or DSPCBOC providing the initial case management must agree to the absorption and the transfer of case management.
- If the receiving PHA does not administer a VASH program, it must always bill the initial PHA.

Portability Outside of the Initial VAMC or DSP's Catchment Area

If a family wants to move to another jurisdiction where it will not be possible for the initial PHA's partnering VAMC or DSPCBOC to provide case management services, the initial VAMC or DSP must first determine that the VASH family could be served by another VAMS or DSP that is participating in the VASH program, and the receiving confirm that the new VAMC has an available VASH case management slot and the new VAMC's partner PHA has an available VASH voucher.

~~After acceptance of the veteran by the new VAMC, the new VAMC will refer the veteran to its partner PHA.~~ In these cases, the family must be absorbed by the receiving PHA either as a new admission or as a portability move-in, as applicable. Upon absorption, the initial PHA's VASH voucher will be available to lease to a new VASH-eligible family, and the absorbed family will count toward the number of VASH slots awarded to the receiving PHA.

Portability Outside of the Initial VAMC or DSP's Catchment Area under VAWA

Veterans who request to port beyond the catchment area of the VAMC or DSP where they are receiving case management to protect the health or safety of a person who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believes they are threatened with imminent harm from further violence by remaining in the unit may port prior to receiving approval from the receiving VAMC or DSP. The initial PHA must follow its emergency transfer plan (see Exhibit 16-3). PHAs may require verbal self-certification or a written request from a participant seeing a move beyond the catchment area of the VAMC or DSP.

The verbal self-certification or written request must include either a statement expressing why the participant reasonably believes that there is a threat of imminent harm from further violence if they were to remain in the same unit or a statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-day period preceding the participants request for the move.

The participant must still port to a PHA that has a VASH program. If the receiving PHA does not have a VASH voucher available to lease, they may bill the initial PHA until a VASH voucher is available, at which point the porting veteran must be absorbed into the receiving PHA's program.

19-III.G. TERMINATION OF ASSISTANCE [FR Notice ~~3/23/12~~9/27/21]

With the exception of terminations for failure to receive case management, HUD has not established any alternative requirements for termination of assistance for VASH participants. However, prior to terminating VASH participants, HUD strongly encourages PHAs to exercise their discretion under 24 CFR 982.552(c)(2) as outlined in Section 12-II.D. of this policy and consider all relevant circumstances of the specific case. This includes granting reasonable accommodations for persons with disabilities, as well as considering the role of the case manager and the impact that ongoing case management services can have on mitigating the conditions that led to the potential termination.

VASH participant families may not be terminated after admission for a circumstance or activities that occurred prior to admission and were known to the PHA but could not be considered at the time of admission due to VASH program requirements. The PHA may terminate the family's assistance only for program violations that occur after the family's admission to the program.

Cessation of Case Management

As a condition of receiving HCV rental assistance, a HUD-VASH-eligible family must receive case management services from the VAMC or DSPCBOC. A VASH participant family's assistance must be terminated for failure to participate, without good cause, in case management as verified by the VAMC or DSPCBOC.

However, a VAMC or DSPCBOC determination that the participant family no longer requires case management is not grounds for termination of voucher or PBV assistance ~~and the family is still eligible for assistance under the HCV program~~. In such a case, at its option, the PHA may offer the family continued HCV-assistance through one of its regular vouchers. If the PHA has no voucher to offer, the family will retain its VASH voucher or PBV unit until such time as the PHA has an available voucher for the family.

VAWA [~~HUD VASH Qs and As and Notice PIH 2017-08~~FR Notice 9/27/21]

When a veteran's family member is receiving protection under VAWA because the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator's VASH assistance, the victim ~~must~~ be given a regular HCV if one is available, and the perpetrator's VASH voucher ~~must~~ be used to serve another eligible veteran family. If a regular HCV is not available, the perpetrator must be terminated from assistance and the victim will continue to use the VASH voucher, ~~even after the perpetrator's assistance is terminated.~~

19-III.H. PROJECT-BASING VASH VOUCHERS

General Requirements [Notice PIH 2017-21 and FR Notice 9/27/21]

~~The PHA may administer project based VASH vouchers under two circumstances. First,~~ PHAs are authorized to project-base their tenant-based VASH vouchers without additional HUD review or approval in accordance with Notice PIH 2017-21 and all PBV program requirements provided that the VAMC will continue to make supportive services available. In addition~~Second~~, since 2010, HUD has awarded VASH vouchers specifically for project-based assistance in the form of PBV HUD-VASH set-aside vouchers. While these vouchers are excluded from the PBV program cap as long as they remain under PBV HAP contract at the designated project, all other VASH vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A. Note that VASH supportive services only need to be provided to VASH families receiving PBV assistance in the project, not all families receiving PBV assistance in the project. If a VASH family does not require or no longer requires case management, the unit continues to count as an excepted PBV unit as long as the family resides in the unit.

If the PHA project-bases VASH vouchers, the PHA must consult with the partnering VAMC or DSP to ensure approval of the project or projects. PHAs may project-base VASH vouchers in projects alongside other PBV units and may execute a single HAP contract covering both the VASH PBVs and the other PBVs. The PHA must refer only VASH families to PBV units exclusively made available to VASH families and to PBV units funded through a HUD set-aside award.

If a VASH family is referred to the PHA and there is an available PBV unit that is not exclusively made available to VASH families, the PHA may offer to refer the family to the owner if allowable under the selection policy for that project, and the owner and PHA may amend the HAP contract to designate the PBV unit as a VASH PBV unit.

The PHA and owner may agree to amend a PBV HAP contract to redesignate a regular PBV unit as a unit specifically designated for VASH families so long as the PHA first consults with the VAMC or DSP. Additionally, the PHA and owner may agree to amend a PBV HAP contract to redesignate a unit specifically designated for VASH families as a regular PBV unit, so long as the unit is not funded through a VASH PBV set-aside award and is eligible for regular PBV (i.e., the unit is not on the grounds of a medical facility and the unit is eligible under the PHA's program and project caps).

~~retain documentation of the partnering VAMC's support.~~ Policies for VASH PBV units will generally follow PHA policies for the standard PBV program as listed in Chapter 17, with the exception of the ~~moves policy~~policies listed below.

Failure to Participate in Case Management [FR Notice 9/27/21]

Upon notification by the VAMC or DSP of the family's failure to participate, without good cause, in case management, the PHA must provide the family a reasonable time period to vacate the unit. The PHA must terminate assistance to the family at the earlier of either the time the family vacates or the expiration of the reasonable time period given to vacate.

PHA Policy

Upon notification by the VAMC or DSP that a VASH PBV family has failed to participate in case management without good cause, the PHA will provide written notice of termination of assistance to the family and the owner within 10 business days. The family will be given 60 days from the date of the notice to move out of the unit.

The PHA may make exceptions to this 60-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

If the family fails to vacate the unit within the established time, the owner may evict the family. If the owner does not evict the family, the PHA must remove the unit from the HAP contract or amend the HAP contract to substitute a different unit in the project if the project is partially assisted. The PHA may add the removed unit to the HAP contract after the ineligible family vacates the property.

Moves [HUD-VASH Qs and As, FR Notice 9/27/21]

When a VASH PBV family is eligible to move from its PBV unit in accordance with Section 17-VIII.C. of this policy, but there is no other comparable tenant-based rental assistance, the following procedures must be implemented:

- If a VASH tenant-based voucher is not available at the time the family wants (and is eligible) to move, the PHA may require ~~a the~~ family who still requires case management to wait for a VASH tenant-based voucher for a period not to exceed 180 days;
- If a VASH tenant-based voucher is still not available after that period, the family must be allowed to move with its VASH voucher. Alternatively, the PHA may allow the family to move with its VASH voucher without having to meet this 180-day period. In either case, , ~~and~~ the PHA is required to replace the assistance in the PBV unit with one of its regular vouchers, unless the PHA and owner agree to temporarily remove the unit from the HAP contract; and
- If a VASH veteran is determined to no longer require case management, the PHA must allow the family to move with the first available tenant-based voucher if not VASH voucher is immediately available and cannot require the family to wait for a VASH voucher to become available. If after 180 days, a VASH tenant-based voucher does not become available and the PHA does not have sufficient available funding in its HCV program to attach assistance to the PBV unit, the family may be required to remain in its PBV unit until such funding becomes available. In determining if funding is insufficient, the PHA must take into consideration its available budget authority, which also includes unspent prior year HAP funds in the PHA's Net Restricted Assets account.

PART IV: MAINSTREAM VOUCHER PROGRAM

19-IV.A. PROGRAM OVERVIEW [Notice PIH 2020-01]

Mainstream vouchers assist non-elderly persons with disabilities and their families in the form of either project-based or tenant-based voucher assistance.

Aside from separate funding appropriations and serving a specific population, Mainstream vouchers follow the same program requirements as standard vouchers. The PHA does not have special authority to treat families that receive a Mainstream voucher differently from other applicants and participants. For example, the PHA cannot apply different payment standards, establish conditions for allowing portability, or apply different screening criteria to Mainstream families.

The Mainstream voucher program, (previously referred to as the Mainstream 5-Year program or the Section 811 voucher program) was originally authorized under the National Affordable Housing Act of 1990. Mainstream vouchers operated separately from the regular HCV program until the passage of the Frank Melville Supportive Housing Investment Act of 2010. Funding for Mainstream voucher renewals and administrative fees was first made available in 2012. In 2017 and 2019, incremental vouchers were made available for the first time since the Melville Act (in addition to renewals and administrative fees), and PHAs were invited to apply for a competitive award of Mainstream vouchers under the FY17 and FY19 NOFAs. In 2020, Notice PIH 2020-22 provided an opportunity for any PHA administering an HCV program to apply for Mainstream vouchers noncompetitively, while Notice PIH 2020-09 authorized an increase in Mainstream voucher units and budget authority for those PHAs already awarded Mainstream vouchers under the FY17 and FY19 NOFAs.

Funds for Mainstream vouchers may be recaptured and reallocated if the PHA does not comply with all program requirements or fails to maintain a utilization rate of 80 percent for the PHA's Mainstream vouchers.

19-IV.B. ELIGIBLE POPULATION [Notice PIH 2020-01 and Notice PIH 2020-22]

All Mainstream vouchers must be used to serve non-elderly persons with disabilities and their families, defined as any family that includes a person with disabilities who is at least 18 years old and not yet 62 years old as of the effective date of the initial HAP contract. The eligible disabled household member does not need to be the head of household.

The definition of person with disabilities for purposes of Mainstream vouchers is the statutory definition under section 3(b)(3)(E) of the 1937 Act, which is the same as is used for allowances and deductions in the HCV program and is provided in Exhibit 3-1 of this policy.

Existing families receiving Mainstream vouchers, where the eligible family member is now age 62 or older, will not “age out” of the program as long as the family was eligible on the day it was first assisted under a HAP contract.

The PHA may not implement eligibility screening criteria for Mainstream vouchers that is different from that of the regular HCV program.

19-IV.C. PARTNERSHIP AND SUPPORTIVE SERVICES [Notice PIH 2020-01]

PHAs are encouraged but not required to establish formal and informal partnerships with a variety of organizations that assist persons with disabilities to help ensure eligible participants find and maintain stable housing.

PHA Policy

The PHA will implement a Mainstream program, in partnership with *[insert names of any groups with which the PHA has formed partnerships]*.

19-IV.D. WAITING LIST ADMINISTRATION

General Waiting List Requirements [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]

PHAs must not have a separate waiting list for Mainstream voucher assistance since the PHA is required by the regulations to maintain one waiting list for tenant-based assistance [24 CFR 982.204(f)]. All PHA policies on opening, closing, and updating the waiting list, as well as waiting list preferences in Chapter 4, apply to the Mainstream program.

When the PHA is awarded Mainstream vouchers, these vouchers must be used for new admissions to the PHA's program from the waiting list. The PHA must lease these vouchers by pulling the first Mainstream-eligible family from its tenant-based waiting list. PHAs are not permitted to reassign existing participants to the program in order to make regular tenant-based vouchers available. Further, the PHA may not skip over Mainstream-eligible families on the waiting list because the PHA is serving the required number of Mainstream families.

Upon turnover, vouchers must be provided to Mainstream-eligible families. If a Mainstream turnover voucher becomes available, the PHA must determine if the families at the top of the waiting list qualify under program requirements.

Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA]

If the PHA claimed points for a preference in a NOFA application for Mainstream vouchers, the PHA must adopt a preference for at least one of the targeted groups identified in the NOFA.

PHA Policy

The PHA claimed a preference for a targeted group as part of an application for Mainstream vouchers under a NOFA. The PHA will offer the following preference:

[Insert the PHA's preference here and in Section 4-III.C.]

19-IV.E. PORTABILITY [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]

Mainstream voucher participants are eligible for portability under standard portability rules and all PHA policies regarding portability in Chapter 10, Part II apply to Mainstream families.

The following special considerations for Mainstream vouchers apply under portability:

- If the receiving PHA has a Mainstream voucher available, the participant may remain a Mainstream participant.
 - If the receiving PHA chooses to bill the initial PHA, then the voucher will remain a Mainstream voucher.
 - If the receiving PHA chooses to absorb the voucher, the voucher will be considered a regular voucher, or a Mainstream voucher if the receiving PHA has a Mainstream voucher available, and the Mainstream voucher at the initial PHA will be freed up to lease to another Mainstream-eligible family.
- If the receiving PHA does not have a Mainstream voucher available, the participant may receive a regular voucher.

19-IV.F. PROJECT-BASING MAINSTREAM VOUCHERS [FY19 Mainstream Voucher NOFA Q&A]

The PHA may project-base Mainstream vouchers in accordance with all applicable PBV regulations and PHA policies in Chapter 17. PHAs are responsible for ensuring that, in addition to complying with project-based voucher program requirements, the project complies with all applicable federal nondiscrimination and civil rights statutes and requirements. This includes, but is not limited to, Section 504 of the Rehabilitation Act (Section 504), Titles II or III of the Americans with Disabilities (ADA), and the Fair Housing Act and their implementing regulations at 24 CFR Part 8; 28 CFR Parts 35 and 36; and 24 CFR Part 100. Mainstream vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A.

PART IV: NON-ELDERLY DISABLED (NED) VOUCHERS

19-V.A. PROGRAM OVERVIEW [Notice PIH 2013-19]

NED vouchers help non-elderly disabled families lease suitable, accessible, and affordable housing in the private market. Aside from separate funding appropriations and serving a specific population, NED vouchers follow the same program requirements as standard vouchers. The PHA does not have special authority to treat families that receive a NED voucher differently from other applicants and participants.

Some NED vouchers are awarded to PHAs through competitive NOFAs. The NOFA for FY2009 Rental Assistance for NED made incremental funding available for two categories of NED families:

- **Category 1** vouchers enable non-elderly persons or families with disabilities to access affordable housing on the private market.
- **Category 2** vouchers enable non-elderly persons with disabilities currently residing in nursing homes or other healthcare institutions to transition into the community. PHAs with NED Category 2 vouchers were required to partner with a state Medicaid or health agency or the state Money Follows the Person (MFP) Demonstration agency.

Since 1997, HCVs for NED families have been also awarded under various special purpose HCV programs: Rental Assistance for Non-Elderly Persons with Disabilities in Support of Designated Housing Plans (Designated Housing), Rental Assistance for Non-Elderly Persons with Disabilities Related to Certain Types of Section 8 Project-Based Developments (Certain Developments), One-Year Mainstream Housing Opportunities for Persons with Disabilities, and the Project Access Pilot Program (formerly Access Housing 2000).

- **Designated Housing** vouchers enable non-elderly disabled families, who would have been eligible for a public housing unit if occupancy of the unit or entire project had not been restricted to elderly families only through an approved Designated Housing Plan, to receive rental assistance. These vouchers may also assist non-elderly disabled families living in a designated unit/project/building to move from that project if they so choose. The family does not have to be listed on the PHA's voucher waiting list. Instead, they may be admitted to the program as a special admission. Once the impacted families have been served, the PHA may begin issuing these vouchers to non-elderly disabled families from their HCV waiting list. Upon turnover, these vouchers must be issued to non-elderly disabled families from the PHA's HCV waiting list.

- **Certain Developments** vouchers enable non-elderly families having a person with disabilities, who do not currently receive housing assistance in certain developments where owners establish preferences for, or restrict occupancy to, elderly families, to obtain affordable housing. These non-elderly families with a disabled person do not need to be listed on the PHA’s HCV waiting list in order to be offered and receive housing choice voucher rental assistance. It is sufficient that these families' names are on the waiting list for a covered development at the time their names are provided to the PHA by the owner. Once the impacted families have been served, the PHA may begin issuing these vouchers to non-elderly disabled families from their HCV waiting list. Upon turnover, these vouchers must be issued to non-elderly disabled families from the PHA’s HCV waiting list.
- **One-Year Mainstream Housing Opportunities for Persons with Disabilities (One-Year Mainstream)** vouchers enable non-elderly disabled families on the PHA’s waiting list to receive a voucher. After initial leasing, turnover vouchers must be issued to non-elderly disabled families from the PHA’s voucher waiting list.

19-V.B. ELIGIBLE POPULATION

General Requirements [Notice PIH 2013-19]

Only eligible families whose head of household, spouse, or cohead is non-elderly (under age 62) and disabled may receive a NED voucher. Families with only a minor child with a disability are not eligible.

In cases where the qualifying household member now qualifies as elderly due to the passage of time since the family received the NED voucher, existing NED participant families do not “age out,” as the family was eligible on the day it was first assisted under a housing assistance payments (HAP) contract.

The definition of person with disabilities for purposes of NED vouchers is the statutory definition under Section 3(b)(3)(E) of the 1937 Act, which is the same as is used for allowances and deductions in the HCV program and is provided in Exhibit 3-1 of this policy.

The PHA may not implement eligibility screening criteria for NED vouchers that is different from that of the regular HCV program.

NED Category 2 [Notice PIH 2013-19 and NED Category 2 FAQs]

In addition to being eligible for the PHA’s regular HCV program and a non-elderly person with a disability, in order to receive a Category 2 voucher, the family’s head, spouse, cohead, or sole member must be transitioning from a nursing home or other healthcare institution and provided services needed to live independently in the community.

Nursing homes or other healthcare institutions may include intermediate care facilities and specialized institutions that care for those with intellectual disabilities, developmentally disabled, or mentally ill, but do not include board and care facilities (e.g., adult homes, adult day care, adult congregate living).

The PHA cannot limit who can apply to just those persons referred or approved by a Money Follows the Person (MFP) Demonstration agency or state health agency. Other individuals could be placed on the waiting list if they can show, with confirmation by an independent agency or organization that routinely provides such services (this can be the MFP or partnering agency, but need not be), that the transitioning individual will be provided with all necessary services, including care or case management.

For each Category 2 family, there must be documentation (e.g., a copy of a referral letter from the partnering or referring agency) in the tenant file identifying the institution where the family lived at the time of voucher issuance.

19-V.C. WAITING LIST

General Requirements [Notice PIH 2013-19]

Families must be selected for NED vouchers from the PHA's waiting list in accordance with all applicable regulations and PHA policies in Chapter 4.

Regardless of the number of NED families the PHA is required to serve, the next family on the waiting list must be served. Further, the PHA may not skip over NED-eligible families on the waiting list because the PHA is serving the required number of NED families.

NED Category 2 Referrals [NED Category 2 FAQs]

For NED Category 2 families, the partnering agency may make referrals of eligible families to the PHA for placement on the waiting list. The PHA will then select these families from the waiting list for voucher issuance. Because language in the NOFA established that vouchers awarded under the NOFA must only serve non-elderly disabled families transitioning from institutions, the PHA does not need to establish a preference in order to serve these families ahead of other families on the PHA's waiting list.

PHAs must accept applications from people living outside their jurisdictions or from people being referred from other Medicaid or MFP service agencies in their state.

If the PHA's waiting list is closed, the PHA must reopen its waiting list to accept referrals from its partnering agency. When opening the waiting list, PHAs must advertise in accordance with 24 CFR 982.206 and PHA policies in Section 4-II.C. In addition, the PHA must ensure that individuals living in eligible institutions are aware when the PHA opens its waiting list by reaching out to social service agencies, nursing homes, intermediate care facilities and specialized institutions in the local service area.

Reissuance of Turnover Vouchers [Notice PIH 2013-19]

All NED turnover vouchers must be reissued to the next NED family on the PHA's waiting list with the following exception: A Category 2 voucher must be issued to another Category 2 family upon turnover if a Category 2 family is on the PHA's waiting list. If there are no Category 2 families on the PHA's waiting list, the PHA must contact its partnering agency as well as conduct outreach through appropriate social service agencies and qualifying institutions to identify potentially eligible individuals. Only after all means of outreach have been taken to reach Category 2 families can the PHA reissue the voucher to another Category 2 NED family on the PHA's waiting list. Any subsequent turnover of that voucher must again be used for a Category 2 family on the PHA's waiting list, and the PHA is under the same obligation to conduct outreach to Category 2 families if no such families are on the PHA's waiting list.

For PHAs that received both Category 1 and Category 2 vouchers, if at any time the PHA is serving fewer Category 2 families than the number of Category 2 HCVs awarded under the NOFA, when a Category 2 family applies to the waiting list and is found eligible, the PHA must issue the next NED voucher to that family. HUD monitors the initial leasing and reissuance of Category 2 HCVs. These vouchers may be recaptured and reassigned if not leased properly and in a timely manner.

All NED vouchers should be affirmatively marketed to a diverse population of NED-eligible families to attract protected classes least likely to apply. If at any time following the turnover of a NED HCV a PHA believes it is not practicable to assist NED families, the PHA must contact HUD.

19-V.D. LEASE UP [Notice PIH 2013-19]

Briefings

In addition to providing families with a disabled person a list of accessible units known to the PHA, HUD encourages, but does not require, PHAs to provide additional resources to NED families as part of the briefing.

PHA Policy

In addition to providing families with a disabled person a list of accessible units known to the PHA, the PHA will provide a list of local supportive service and disability organizations that may provide such assistance as counseling services and funding for moving expenses or security deposits in the briefing packet. These organizations include state protection and advocacy agencies, Centers for Independent Living, state Medicaid agencies, and disability advocacy groups that represent individuals with a variety of disabilities.

Further, if other governmental or non-governmental agencies provide available resources such as housing search counseling, moving expenses, security deposits, and utility deposits, the PHA will include this information in the briefing packet.

The PHA will also offer specialized housing search assistance to families with a disabled person to locate accessible units if requested. Trained PHA staff or a local supportive service or disability organization may be able to provide this service.

Voucher Term

While the PHA is not required to establish different policies for the initial term of the voucher for NED vouchers, HUD has encouraged PHAs with NED vouchers to be generous in establishing reasonable initial search terms and subsequent extensions for families with a disabled person.

PHA Policy

All NED vouchers will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

All other PHA policies on extensions and suspension of vouchers in Section 5-II.E. will apply.

Special Housing Types [Notice PIH 2013-19 and NED Category 2 FAQs]

In general, a PHA is not required to permit families to use any of the special housing types and may limit the number of families using such housing. However, the PHA must permit the use of a special housing type if doing so provides a reasonable accommodation so that the program is readily accessible to and usable by a person with disabilities.

Such special housing types include single room occupancy housing, congregate housing, group homes, shared housing, cooperative housing, and manufactured homes when the family owns the home and leases the manufactured home space.

Persons with disabilities transitioning out of institutional settings may choose housing in the community that is in a group or shared environment or where some additional assistance for daily living is provided for them on site. Under HUD regulations, group homes and shared housing are considered special housing types and are not excluded as an eligible housing type in the HCV program. Assisted living facilities are also considered eligible housing under the normal HCV program rules, as long as the costs for meals and other supportive services are not included in the housing assistance payments (HAP) made by the PHA to the owner, and as long as the person does not need continual medical or nursing care.

19-V.E. PORTABILITY [NED Category 2 FAQs]

NED voucher participants are eligible for portability under standard portability rules and all PHA policies regarding portability in Chapter 10, Part II apply to NED families. However, the PHA may, but is not required to, allow applicant NED families to move under portability, even if the family did not have legal residency in the initial PHA's jurisdiction when they applied.

PHA Policy

If neither the head of household nor the spouse or cohead of a NED applicant family had a domicile (legal residence) in the PHA's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least 12 months before requesting portability.

The PHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, or stalking.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	Family Self-Sufficiency Action Plan Revision		
Date:	September 28, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Beloit Housing Authority (BHA) has revised its Family Self-Sufficiency (FSS) Action Plan in order to remain in compliance with the Department of Housing and Urban Development (HUD) FSS program regulations.

Key Issues

1. On May 17, 2022 the Department of Housing and Urban Development (HUD) signed the Final Rule implementing the reauthorization of the FSS program that was passed as part of the Economic Growth Act of 2018.
2. The Final Rule required Public Housing Authorities who administer the FSS program to revise their FSS Action Plans in order to incorporate the new regulations.
3. The regulatory changes include updates to the FSS Contract of Participation, program enrollment, the calculation of participant escrow, contract extensions, and graduation requirements.
4. The BHA has revised its FSS Action plan in accordance with the updated program regulations (see attached).

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. Write N/A if not applicable: N/A

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

Resolution 2022-13

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-13

APPROVING REVISIONS TO BELOIT HOUSING AUTHORITY’S (BHA) FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

WHEREAS, the Department of Housing and Urban Development (HUD) signed the Final Rule implementing the reauthorization of the Family Self-Sufficiency (FSS) program that was passed as part of the Economic Growth Act of 2018;

WHEREAS, the Final Rule required Public Housing Authorities who administer the FSS program to revise their FSS Action Plans in order to incorporate the new regulations;

WHEREAS, the Beloit Housing Authority revised its FSS Action Plan to remain in compliance with the updated FSS programmatic regulations;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approves BHA’s revised FSS Action Plan as presented.

Adopted this 28th day of September, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

BELOIT HOUSING AUTHORITY

Beloit Housing Authority Family Self-Sufficiency Program

BHA FSS PROGRAM

PUBLIC HOUSING AND SECTION 8 FSS ACTION PLAN

September 2022

Table of Contents

Introduction.....	3
Family Demographics.....	4
Estimate of Participating Families.....	5
FSS Family Selection Procedures.....	5
Incentives to Encourage Participation.....	7
Outreach Efforts.....	8
FSS Activities and Supportive Services.....	8
Method for Identification Family Support Needs.....	9
Program Termination; Withholding of Services; and available Grievance Procedures and extensions.....	10
Appeals Process.....	11
Forfeiture of Funds.....	11
Program Modifications and Extensions.....	12
Assurances of Non-Interference with Rights of Non-Participating Families.....	12
Timetable for Program Implementation.....	13
Certification of Coordination	13
PCC	13
Graduation And Program Completion With Final Escrow Disbursement.....	13
“Head of FSS Family” Policies.....	14
Trauma Informed Model.....	15

INTRODUCTION

The Beloit Housing Authority (BHA) will operate the BHA Family Self-Sufficiency (FSS) Program (formerly known as the GOALS program) for eligible Public Housing and Section 8 participants throughout its jurisdiction. The purpose of the BHA FSS Program is to promote the development of local strategies to coordinate the use of housing assistance with public and private resources to enable the eligible Public Housing and Section 8 families to achieve economic independence and self-sufficiency.

This Action Plan describes the revised version for implementation, administration, policies and procedures of the BHA's Public Housing and Section 8 Family FSS Program.

FAMILY DEMOGRAPHICS

Beloit Housing Authority's Public Housing and Section 8 tenant demographics:

Demographics	Public Housing	Section 8
Male Head of Household	17%	15%
Female Head of Household	83%	85%

Race

White	34%	33%
Black	63%	67%
American Indian/Native Alaskan	.28%	.08%
Asian/Pacific Islander	2%	.24%
Native Hawaiian/Other Pacific Islander	.3%	0%

Age Groups

Age 0-10	29%	20%
Age 11-18	23%	24%
Age 19-22	7%	7%
Age 23-34	11%	11%
Age 35-45	12%	12%
Age 46-59	9%	12%
Age 60-plus	8%	15%

Ethnicity

Total Hispanic	3%	5%
Total Non-Hispanic	97%	95%

Gross Income Range By Families	Public Housing	Section 8	Family Size	Public Housing	Section 8
\$0 - \$4,999	20	102	1	29	232
\$5,000 - \$9,999	11	55	2	16	64
\$10,000 - \$14,999	45	220	3	28	83
\$15,000 - \$19,999	11	73	4	11	49
\$20,000 - \$24,999	14	41	5	5	27
\$25,000 - \$29,999	3	21	6	3	10
\$30,000 - \$34,999	11	18	7	1	5
\$35,000 plus	13	17	8	1	1

Disabled Family Members by Household

Relation	Public Housing	Section 8
Head/Co-Head	34%	46%
Other Adult	1%	3%
Other Youth under 18	12%	11%

ESTIMATE OF PARTICIPATING FAMILIES

The BHA will operate a minimum program size of 25 slots for the BHA FSS Program. The current BHA FSS program has 38 participants that are enrolled and actively working on their goals. The BHA FSS Program has doubled the number of active participants from the start of 2021 to 2022. As a growing program we would like to see a growth of at least 10 participants annually based on the needs and services available.

FSS FAMILY SELECTION PROCEDURES

The BHA will screen Public Housing and Section 8 families for interest and motivation to participate in the BHA FSS Program as follows:

1. Any Public Housing or Section 8 family may complete a FSS Application. The BHA Public Housing Coordinator will provide each interested family a brochure and an application for the BHA FSS Program. Brochures and applications will also be available at the BHA office.
2. All families who have submitted an application will have the opportunity to participate in a briefing session that will take place either by phone, email, or in person. The briefing session will introduce the program in depth and will answer questions from the families.
3. After the briefing session, those families interested in participating in the BHA FSS Program must complete and return FSS Pre-Enrollment Forms that include an Individual Training and Service Plan (ITSP) and Needs Assessment. Participants may turn in their Pre-Enrollment Forms at any time prior to the month they may choose to begin their participation in the FSS Program.

Pre-Enrollment Forms will be date and time stamped. Families will be processed or maintained on a FSS waiting list, if needed, by utilizing the following preferences:

1. Households receiving W2 or TANF;
2. Households receiving other forms of public assistance; then
3. All others who are interested

The BHA is a public housing agency that provides low rent housing assistance to eligible families, elderly families, and single individuals. The BHA is not permitted to discriminate against applicants on the basis of their race, religion, sex, national origin, disability, or handicap. In addition, the BHA has the legal obligation to provide reasonable accommodations to applicants if they or any family members have a disability or handicap.

FSS applicants may be given activities to complete before joining the program or to keep their application active, if there is a waiting list. These activities may include completing, updating, and reporting any recent income changes, career development, goal setting activities, setting up a budget, identifying and committing to reducing stressors in their

lives, and locating dependable child care or transportation. Any tasks assigned shall be those which may be readily accomplishable by the family, based on the family members' educational level, and disabilities, if any. Reasonable accommodations will be made for individuals with mobility, manual, sensory, speech impairments, mental or developmental disabilities.

Individual meetings will be scheduled with families who have returned the application and completed any and all pre-enrollment activities.

During the initial visit, the FSS Coordinator:

- Reviews FSS participation requirements including Rights and Responsibilities, Contract of Discharge, the Contract of Participation, HUD's definition of self-sufficiency and how the escrow account works.
- Completes the Needs Assessment of the individual's skills, abilities, needs and resources.
- Identifies realistic goals and develops a list of the tasks and milestones to accomplish these goals to use in developing the ITSP.
- Identifies target dates for completing tasks and reaching milestones and goals.

Families are then approved for participation based on their willingness and ability to participate, the program preferences, and motivational factors. The family must also comply with requests for information in a timely manner and schedule and maintain appointments with the FSS Coordinator. The head of the FSS participant's household must seek and maintain suitable employment.

If a family is not selected to participate in FSS, a letter and information regarding the appeal process will be sent to them. The family's name may be maintained on a waiting list for FSS openings at a later date and/or families may reapply at a later date.

Re-enrollment

Families who have previously participated in the BHA FSS Program may participate if the following conditions are met:

1. They submit a written request explaining what interfered with achieving their goals previously and what has changed to make full participation possible.
2. They have not previously graduated from the program and received escrow funds.
3. They were in good standing when they voluntarily left the program.
4. A minimum of six months has passed since they left the program.
5. They are recommended for participation by a FSS Coordinator following an assessment and approved by the BHA Executive Director.

Eligible Families from Other Self-sufficiency Programs

The Beloit Housing authority has enrolled two participants to the FSS program from the ROSS program to date. The ROSS grant will end in 2023 and BHA is not eligible for

renewal funding; therefore, no families from other self-sufficiency programs are expected to enroll in the FSS Program once the ROSS program ends.

Portability

BHA is not obligated to enroll a relocating FSS family in its FSS program. If a FSS family that relocates to another jurisdiction is unable to fulfill its obligations under the Contract of Participation, or any modifications thereto, BHA, which is party to the Contract of Participation, may terminate the FSS family from the FSS program, and the family's FSS account will be forfeited.

INCENTIVES TO ENCOURAGE PARTICIPATION

BHA offers a variety of incentives to encourage the participation of eligible families:

1. **Homeownership Counseling** offered by a local organization. It provides families with individual and/or group pre- and post-purchase counseling on issues including money management tools, avoiding predatory lending, home safety, conservation/energy saving, tax planning, financial planning, preventing mortgage foreclosures and home maintenance.
2. **Educational Workshops** - Families are connected to community and BHA-sponsored educational workshops and seminars to learn about employment and educational opportunities, parenting, health, career, finances, and homeownership.
3. **Newsletter** - The FSS Newsletter will be published on a quarterly basis. The newsletter provides excellent information on a wide range of subjects, spotlights residents' successes, local and state service agencies, and businesses committed to the community.
4. **Escrow Account** - Families participating in FSS may accumulate funds in an interest-bearing escrow account. When the family has an increase in earned income, their rent will increase. When the family pays the new (higher) rent to the housing authority, the portion of the rent resulting from the increase in earned income will be deposited into the escrow account. The escrow account is paid to the family when at contract completion, no family member receives federal or state welfare assistance as defined by HUD regulations, and the family has completed the goals of the ITSP.

Interim Disbursement of Escrow Policies and Guidelines

The BHA allows interim escrow withdrawals in accordance with CFR 984.305(c)(2)(i) to increase a family's ability to achieve their goals, while maintaining an incentive for program completion. Before requesting an escrow release, the family and FSS Coordinator will review the request for loan/grant eligibility.

Allowable Expenses

Families are able to request an interim escrow withdrawal for purposes that are consistent with their Contract of Participation such as:

- To obtain or maintain employment
- To deal with critical situations that may affect their financial and family stability
- To complete goals related to higher education
- To meet start-up expenses involved in creation of a small business
- To repair credit
- To purchase a home

Maximum amount to be released

The maximum amount of escrow that will be released is twenty-five percent of the amount deposited through the duration of the Participant's enrollment and active participation in the FSS program. Any other cases may subject to review by the FSS Coordinator and BHA Director.

Release Criteria

Families must:

- Complete a request form
- Be in good standing in the program
- Have consistently achieved a minimum of 50 percent of their ITSP activities
- Proof of goal completion
- Not be eligible for funds through any other means.

OUTREACH EFFORTS

To recruit for the BHA FSS Program, the BHA will market the program to all current Public Housing and Section 8 families. BHA FSS brochures and interest forms will be given to all BHA-assisted families upon admission to their respective housing program.

During the annual recertification process, each family will be asked on the recertification questionnaire if they are interested in learning more about the BHA FSS Program. The Public Housing Coordinator and Section 8 Housing Specialists will give the interested families a BHA FSS brochure and application to complete and return.

A newsletter detailing program information will be distributed to all Public Housing families on a quarterly basis.

FSS ACTIVITIES AND SUPPORTIVE SERVICES

Activities and services provided are varied according to the family's needs and the service coordination efforts. The supportive services provided are those which will lead the family to economic independence and self-sufficiency. A variety of sources are used to provide services such as childcare, transportation, remedial education, high school and post-secondary education, career exploration and training, job development and

placement, parenting skills, money management skills and other activities and services as needed.

The following is a list of supportive service agencies to which the FSS Coordinator may refer families:

Supportive Partner	Specific Service
Head Start	Child care, Parenting classes,
Blackhawk Technical College	GED, Post-secondary education
Community Action, Inc.	Child care, Rental Assistance,
NeighborWorks Blackhawk Region	Homeownership classes
Forward Service Corporation	Employment and training, emergency assistance, transportation
Rock County Job Center	Employment
Rock Valley Community Programs, Inc.	mental health, substance use disorder services, re-entry program
University of Wisconsin Extension	Nutrition Education
Wisconsin Workforce Development Board	Employment and training
Acts Housing	Credit counseling, homeownership programs
Beloit Community Health Systems	Health-related services
Echo	Food pantry, emergency housing assistance
Advia Credit Union	Financial Education, accounts, financing
Legal Action	Legal services

Transitional supportive service assistance

The BHA may continue to offer appropriate FSS services to a former FSS family who has completed their Contract of Participation and whose head of family is employed, in order to allow them to become self-sufficient. These services will be provided if the family still resides in Public Housing or Section 8-assisted housing.

METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS

Families are contacted regularly to review their ITSP plan and goal activity. A schedule of face-to-face, phone, and email case management contacts and visits are developed for each family based on goals completion, target dates, and need.

Both the family and FSS Coordinator identify family support needs during regularly scheduled contacts. All families are seen in person at least once every six months for a formal assessment of their progress toward self-sufficiency. The FSS Coordinator must complete an updated ITSP, a written summary assessing their progress, current and potential obstacles, and resources needed.

The FSS Coordinator assists the family in identifying current and potential obstacles to self-sufficiency. The FSS Coordinator acts as a catalyst in the development of a plan to

remove/overcome obstacles and advocate on behalf of the family with other agencies when needed.

- The obstacles each family faces are identified during the initial assessment and updated during scheduled contacts and/or contacts initiated by the family for assistance with a particular problem.
- The FSS Coordinator assists each family in developing action plans to remove/overcome obstacles, including tasks and target dates. These plans are incorporated into their ITSP.
- Families take action on their own behalf whenever possible; however, the FSS Coordinator advocates for a family when they are not successful or find the task overwhelming.
- The FSS Coordinator follows up with each family outside of the regularly scheduled meetings as needed to ensure that the plans are successfully carried out.

The FSS Coordinator assists the family in identifying the resources needed to accomplish their final goals and helps access those resources.

- The resources each family needs are identified during the initial assessment and with subsequent updates to the ITSP.
- If needed, the FSS Coordinator provides the family with the name, contact person, and phone number for each resource identified in their ITSP.
- The FSS Coordinator provides the family with written handouts and referrals to courses related to self-sufficiency and provides information regarding accessing community supportive services.
- The FSS Coordinator establishes contacts and liaisons with job training, employment, childcare, transportation, welfare, and education programs to assist the family in getting the assistance they need to become self-sufficient.
- The FSS Coordinator advocates for resources for each family, as needed.

PROGRAM TERMINATION; WITHHOLDING OF SERVICES; AND AVAILABLE GRIEVANCE PROCEDURES AND EXTENSIONS

BHA makes every effort to enable a family to remain in the BHA FSS Program and will approve reasonable revisions in the ITSP to accommodate changing circumstances.

BHA FSS Program Termination

- The family will be terminated from the BHA FSS Program if the family violates the Contract of Participation. The FSS Coordinator will review the circumstances of the non-compliance prior to termination to determine if termination is an appropriate remedy. If necessary, the Contract of Participation may be renegotiated with the family. Supportive services will not be withheld from the family unless the family is terminated from the BHA FSS Program.

- If the BHA determines that the Contract of Participation will continue to be violated regardless of whether there is a renegotiation of the contract, the family will be terminated from the BHA FSS Program and will forfeit any escrow the family may have earned.
- The family and the BHA may agree to terminate the contract.
- The family may voluntarily withdraw from the BHA FSS Program.
- If the family is terminated from the Public Housing or Section 8 program, the Contract of Participation is also terminated, and the family will forfeit any escrow the family may have earned.

If the family is terminated from the BHA FSS Program, the family will not be allowed to participate in any FSS Program administered by BHA for five years from their termination date. The family may continue to reside in Public Housing or Section 8-assisted housing as long as the violation did not violate any of the family obligations under the respective program.

Appeals Process

If a family is denied acceptance into the BHA FSS Program, if a family is terminated from the BHA FSS Program based on their failure to meet the BHA FSS Program contract obligations, or if the family is denied a contract extension, they may request an appeal in writing to the BHA Executive Director or their designee in accordance with the Grievance Policy set forth in the agency Public Housing Admissions and Continued Occupancy Policy (ACOP) or Section 8 Administrative Plan (Admin Plan).

The Hearing will be conducted in accordance with the BHA's Grievance Policy. The person conducting the hearing will be the BHA Executive Director or their designee who is not directly involved in the day-to-day operation of the BHA FSS Program. The FSS Coordinator will be available for questions during the appeal hearing. At the hearing, the family will have the opportunity to question the basis of the FSS Coordinator's determination.

Forfeiture of Funds

Funds which have been forfeited by families will be maintained in an account to be used in supporting the BHA FSS Program families. Forfeited escrow funds (if any) will be used for supporting programs, activities, and/or any other resources that might benefit current FSS families to make progress in FSS and get closer or achieve goals in their ITSP. These funds may only be used for FSS participants who are in good standing with the FSS program and BHA. Forfeited escrow funds may not be considered as a substitute for an interim escrow disbursement, but the funds may be used only in support to help a family achieve their goals in the ITSP. Forfeited escrow may be deployed within 120 days of Contract of Participation execution, and only the Head of the FSS Family may complete a

request form specifying the use of the funds. The BHA will prioritize requests for funds from forfeited escrow accounts initially on a first come, first served basis based on the date and time of the request. BHA may use forfeited escrow accounts for training provided to FSS Coordinators.

Program Modifications and Extensions

The Contract of Participation will go into effect on the first day of the month following the execution of the Contract. The initial term of the Contract of Participation will run from the effective date through the five-year anniversary of the first reexamination of income that follows the execution date. Families may request up to two one-year extensions and are required to submit a written request that documents the need for the extension. The BHA will grant the extension if it finds that good cause exists to do so. In this context, good cause means:

- (i) Circumstances beyond the control of the FSS family, as determined by the BHA, such as a serious illness or involuntary loss of employment;
- (ii) Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension (e.g., completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by the BHA or
- (iii) Any other circumstances that the BHA determines warrants an extension.

The BHA will make every effort to enable a family to remain in the BHA FSS Program, and will approve reasonable revisions in the ITSP to accommodate changing circumstances. Families will be contacted a year prior to their graduation or end of contract date to make them aware of the upcoming date. The family will then have an opportunity to review their goals and adjust their ITSP if necessary, based on their progress. Any other changes prior to graduation or completion will be subject to approval of the FSS Coordinator and may vary on a case-by-case basis. Extensions will be granted based on goals completed or near completion, and other program's progress or resolution of any health or medical impediments. The FSS coordinator will work closely with the families to ensure the best interests of the family and the BHA.

ASSURANCES OF NON-INTERFERENCE WITH RIGHTS OF NON-PARTICIPATING FAMILIES

A family's participation in the BHA FSS Program is voluntary. In order for a family to be considered for participation, the family must show interest and ask for information and application for the BHA FSS Program. Once the application has been evaluated, the interested participant must complete a Family Needs Assessment and the ITSP.

The decision on whether to participate in the BHA FSS Program is the family's choice. The BHA assures that a family's decision not to participate in the BHA FSS Program will

not affect the family's right to occupancy in Public Housing or continued Section 8 assistance.

TIMETABLE FOR PROGRAM IMPLEMENTATION

The BHA implemented its FSS program in the 1990s and will continue to implement it per this Action Plan. Staff at BHA provides FSS Program information to Public Housing and Section 8-assisted households. The FSS coordinator will give an introduction of the program to new tenants and Section 8 participants upon their admission to the respective programs. There is also information about the FSS program provided in the annual reexamination packets. The FSS coordinator will also send a mass-mailing to any participant that might be eligible. Case managers may also refer participants as they see fit at any time, depending on FSS spots available.

CERTIFICATION OF COORDINATION

Development of the services and activities under the FSS program has been coordinated with programs under title I of the Workforce Innovation and Opportunity Act 29 U.S.C. 3111 et seq., and other relevant employment, child care, transportation, training, education, and financial empowerment programs in the area. Implementation will continue to be coordinated in order to avoid duplication of services and activities.

PROGRAM COORDINATING COMMITTEE (PCC)

The BHA is part of the Homeless Intervention Task Force (HITF). The group meets once monthly over Zoom for one hour. The purpose of these meetings is to allow agencies to share updates from their organizations including training, grant opportunities, advocacy and more. The BHA will also be working on creating its own PCC to work together with local organizations and partners in a more direct way to get feedback and to improve our services to the FSS families.

GRADUATION AND PROGRAM COMPLETION WITH FINAL ESCROW DISBURSEMENT

FSS Participants must provide documentation supporting their achieved goals included in their ITSP such as, but not limited to, paystubs for employment, proof of education or training completion, or any other documentation demonstrating that the goals have been successfully completed. They must also provide documentation that their household is "Welfare-free" at the time of graduation. Goal completion may be submitted during the course of the Contract of Participation as goals are completed, or prior to submitting a request for graduation and final escrow disbursement. FSS Participants will also have the opportunity to complete a survey to share their opinions on how the program can improve to better serve other families in the future.

Final Escrow Disbursement

The amount in an FSS account, in excess of any amount owed to the BHA by the FSS Family, shall be paid to the head of the FSS family when the Contract of Participation has been completed as provided in § 984.303(g). At the time of contract completion, the head of the FSS family must submit to the BHA a certification, as defined in § 984.103, that to the best of their knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

Early Graduation

If the participant family has fulfilled their obligations under the Contract of Participation before the expected date of the contract term and has completed the goals in their ITSP, the BHA may allow the family to graduate early if approved by the FSS Coordinator and BHA Director.

Completion

If for any reason the BHA is unable to fulfill the requested supportive services to a FSS participant, and said supportive services have been determined not to be integral to the FSS family's advancement toward self-sufficiency, the BHA shall revise the ITSP to delete these services, and modify the Contract of Participation to remove any obligation on the part of the FSS family to accept the unavailable services. The family will have the option to end their participation in the FSS Program and be marked as completed through no fault of their own. The head of FSS will maintain its right to obtain the balance of the escrow amount (see Final Escrow Disbursement).

Verification Of Family Certification

Before disbursement of the FSS account funds to the family, the BHA may verify that the FSS family is no longer a recipient of welfare assistance by requesting copies of any documents which may indicate whether the family is receiving any welfare assistance, and contacting welfare agencies.

“HEAD OF FSS FAMILY” POLICIES

The family must designate a Head of FSS Family. All members of the family who are eligible to participate in the BHA FSS Program must sign and agree on the Head of FSS Family. This document will also provide clarification for changes of Head of FSS, escrow account, changes in the Contract of Participation such as contract term, and ITSP. This agreement was created for awareness of the possibility of other members of the household of becoming the Head of FSS regardless of whether they are the head of household for rental purposes. Every eligible member of the family that qualifies to become a FSS Participant must sign the agreement. The designation or any changes by

the household to the Head of FSS Family must be submitted to the BHA by completing a Head of FSS Designation form or Request of Change of Head of FSS Form developed by BHA.

TRAUMA INFORMED MODEL

The BHA is working closely with Beloit Community Health System to train our staff and to provide resources and referrals to participants that might need their services. As part of the Needs Assessment mental health, any other health aspect or difficulty that might interfere with the participant's path to self-sufficiency will be taken seriously and the FSS Coordinator will refer them to the appropriate services.

Any other policies and procedures not mentioned on this Action Plan will be referred to the Code of Federal Regulations for further clarification on the matter.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4e		
Topic:	2023 Beloit Housing Authority PHA Annual Plan		
Date:	September 28, 2022		
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 2023 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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. 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 2022-14 and 2023 Beloit Housing Authority Annual Plan

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-14

**APPROVING THE BELOIT HOUSING AUTHORITY’S (BHA)
2023 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 2023 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 2023 PHA Annual Plan as attached.

Adopted this 28th day of September, 2022

Community Development Authority

Philip Gorman, 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
--	---	--

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: _____ PHA Code: _____</p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input 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><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? Y N</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input type="checkbox"/> Pet Policy. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification <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? Y N</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). <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>

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 <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</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 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>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D 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>

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 01/01/2023, 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 2023

5-Year PHA Plan for Fiscal Years 2023 - 2027

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 Philip Gorman	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 and ACTS Housing 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, 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:	4f		
Topic:	Fiscal Year 2022 Beloit Housing Authority Family Self-Sufficiency Coordinator Grant Application		
Date:	September 28, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Department of Housing and Urban Development (HUD) has made Fiscal Year 2022 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 2022 the Department of Housing and Urban Development (HUD) published a Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2022 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. This is an existing position at BHA.
4. The successful receipt of the FSS Coordinator funding will have a positive effect on BHA's 2023 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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. 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 existing FSS staff position.

Attachments

Resolution 2022-15

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-15

APPROVING THE BELOIT HOUSING AUTHORITY'S (BHA) 2022 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 2023; and

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 FY2022 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 28th day of September, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	Consideration of Resolution 2022-16, Recommending Approval of the 2023 Community Development Block Grant (CDBG) Budget and 2023 Annual Plan		
Date:	September 28, 2022		
Presenter:	Teri Downing	Division:	Community & Housing Services

Overview/Background Information

The Department of Housing and Urban Development (HUD) requires each CDBG Formula Grantee to submit a Consolidated Plan every five years, and an Annual Action Plan each year. Both Plans include specific objectives for housing, homelessness, public housing and community development and includes information on the CDBG process, affordable housing, and special needs populations. The City's Consolidated Plan for 2020-2024 was approved in 2019.

The Annual Action Plan includes how the City intends to allocate its CDBG funds over the next year. The process for preparing the CDBG budget includes the following steps: the Community Development Authority recommends and the City Council approves funding priorities, applications are available to agencies interested in applying for the CDBG funds; each applicant is required to present its application to the Community Development Authority (CDA); the CDA makes its recommendation to the City Council on how the CDBG funds should be allocated; a public hearing is held by the City Council; and adoption of the CDBG budget.

On July 05, 2022, the City Council established the following local funding priorities:

1. Public Service Programs which focus on comprehensive case management strategies (that offer advocacy as well), with priority given to neighborhood stabilization activities, housing assistance, education in life skills and financial management, assistance in obtaining jobs in the health care industry or teaching profession, employment training that corresponds with local employment opportunities, healthcare access, transportation, childcare, mental health, youth and young adult programming, and activities which meet one of the NRSA objectives.
2. Code Enforcement
3. Housing Rehabilitation and Development of Affordable Housing
4. Housing Activities (Direct Homeownership Assistance/Down-payment and closing cost assistance)
5. Economic Development Activities, with priority given to Small Business, Entrepreneur and Microenterprise Assistance and Technical Job Training
6. Program Administration
7. Fair Housing

On August 24, 2022, applicants requesting 2023 CDBG funds presented their applications to the CDA.

September 30, 2022 through October 30, 2022, the City will provide a 30-day public review of the 2023 Annual Action Plan and CDBG Budget. On October 17, 2022, a public hearing will be held by City Council to give citizens an opportunity to comment on the proposed Annual Plan and CDBG budget. On November 7, 2022, the City Council will take final action on the 2023 Annual Action Plan and CDBG budget.

All recommended projects are consistent with the proposed 2020-2024 Consolidated Plan and will be incorporated into the 2023 Annual Action Plan which is submitted to HUD. All recommended projects are eligible CDBG activities and meet one of the three national objectives.

Key Issues

1. Staff estimates a 2023 CDBG grant award of \$600,000 and program income of \$85,000. Therefore, the total 2023 CDBG budget is estimated as \$685,000. The attached spreadsheet provides recommended funding allocations based on the agencies' requests and whether the proposed program meets the CDBG funding priorities. The CDA recommendation will be listed when it is presented to the City Council during their October 17th meeting and

public hearing.

2. Public Services: Cap = \$102,900: The CDBG Budget spreadsheet lists the maximum funding level allowed for public services which is 15% of the 2023 grant plus 2022 program income. We are recommending funding public service activities at \$102,900.
3. Planning and Administration = \$137,000: Also reflected on the CDBG Budget spreadsheet is the amount you may award for planning and administration. This cap is limited to 20% of new grant funds, with a 20% overall cap of total Program Year CDBG funds. Therefore, we are proposing to fund program and administration with new CDBG grant funds of \$120,000 and Program Income of \$17,000 for a total of \$137,000.
4. Neighborhood Revitalization Strategy Area (NRSA) = \$131,000: Staff recommends funding four public service programs under the NRSA category and two City and Community Action Neighborhood Clean-Up events. The Community Action Resources Navigator, Community Action's Merrill Community Center Activities, Family Services' Community Social Worker, and ECHO's Homeless Prevention Program are all continuations of current NRSA programs.
5. Balance for Other Programming = \$314,100: Staff recommends funding the remaining balance towards Code Enforcement and Housing Rehabilitation, as listed on the spreadsheet.
6. Impact on City General Fund Budget: The following three activities have a relationship to the City of Beloit's proposed Operating Budget or Capital Improvement Budget. Therefore, funding these programs below the requested amount would have an impact on the City's Proposed Budgets.
 - The Code Enforcement/Inspection program provides funding for all or a portion of salaries and benefits for the four inspectors' salaries and benefits.
 - The Housing Rehabilitation Revolving Loan Program includes funding for two positions which are required to operate the program.
 - The Planning and Administration budget includes funding for several people required to operate the CDBG program.

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. Write N/A if not applicable

This request complies with Social Sustainability by allowing the City Council to fund activities that are in the best interest of the health and well-being of our residents. The recommended 2023 Community Development Block Grant (CDBG) funding priorities will help the City direct these resources to most effectively meet the needs of the community and invest in programs that promote healthy lifestyles or prevent negative health outcomes.

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

If any of the City projects are funded at a lower level than proposed, there could be Operating Budget implications.

Attachments

Resolution 2022-16 Recommending Approval of the 2023 Community Development Block Grant (CDBG) Budget and 2023 Annual Action Plan

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-16
RECOMMENDING APPROVAL OF THE 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET AND 2023 ANNUAL ACTION PLAN

WHEREAS, the Department of Housing and Urban Development (HUD) requires all local units of government that receive Community Development Block Grant (CDBG) funds to submit an Annual Action Plan for each year that they receive CDBG funding, and

WHEREAS, the Plan provides guidance on how CDBG funds will be allocated over the next year and how the City of Beloit intends to address its housing, public housing, homeless and community development needs, and

WHEREAS, all CDBG-funded projects must be consistent with the Annual Action Plan and its overall goals and strategies.

WHEREAS, the City of Beloit expects to receive \$600,000 in 2023 Community Development Block Grant (CDBG) funds and \$85,000 in CDBG Program Income, and

WHEREAS, all recommended projects are consistent with the 2020 - 2024 Consolidated Plan and 2023 Annual Action Plan, and

WHEREAS, all recommended projects are eligible CDBG activities.

NOW THEREFORE BE IT RESOLVED, that the Community Development Authority recommends approval of the 2023 Annual Action Plan and 2023 CDBG budget as identified in Attachment A, contingent upon the HUD award of CDBG funds to the City of Beloit.

Adopted this 28th day of September, 2022

Community Development Authority

Philip A. Gorman, Chairman

ATTEST:

Julie Christensen, Executive Director

Attachment A

To Beloit Community Development Authority Resolution 2022-16
 Recommending Approval of the 2023 Community Development Block Grant (CDBG) Budget and 2023 Annual Action Plan

2023 Community Development Block Grant (CDBG) Budget

	2022 Program Income	Prior Year Unspent CDBG Funds	2023 Program Income Anticipated	2023 CDBG Grant	Staff Recommendation	CDA Approval
Revenue						
A Economic Development Revolving Loan Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B Code Enforcement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Housing Rehabilitation Revolving Loan Fund	\$ 86,000	\$ -	\$ 85,000	\$ -	\$ 85,000	\$ 85,000
D NeighborWorks Blackhawk Region - Lending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E CDBG Grant (Estimated)	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 600,000
F WWBIC Economic Development Revolving Loan Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G Fair Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 86,000	\$ -	\$ 85,000	\$ 600,000	\$ 685,000	\$ 685,000

Allocations

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Public Services					
1 Beloit Meals On Wheels - Home Delivered Meals Assistance	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
2 Community Action - Fatherhood Initiative	\$ -	\$ -	\$ 14,890	\$ 14,890	\$ -
3 ECHO - Rent Assistance and/or Utility Assistance	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
4 Family Promise - Emergency Shelter for Homeless Families	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
5 Family Services - Case Management for Homeless Survivors of Domestic Violence	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
6 HealthNet - Primary Care Medical, Dental, and Vision Clinic	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
18 Hilltop Community Center - Policy and Community Program	\$ -	\$ -	\$ -	\$ -	\$ -
8 Project 16/49 - Robin House Transitional Living Program	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
9 Retired & Senior Volunteer Program of Rock County - Beloit Senior Volunteers	\$ -	\$ -	\$ 6,890	\$ 6,890	\$ -
10 Stataline Literacy Council - Adult Literacy for Economic Prosperity	\$ -	\$ -	\$ 11,890	\$ 11,890	\$ -
11 The Salvation Army - Supportive Services	\$ -	\$ -	\$ 9,890	\$ 9,890	\$ -
Total Public Services	\$ -	\$ -	\$ 102,900	\$ 102,900	\$ -
			Public Service Cap 15%	\$ 102,900	\$ 102,900
			Difference	\$ -	\$ 102,900

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Planning and Program Administration					
12 Program Administration (No Application Needed)	\$ -	\$ 17,000	\$ 116,000	\$ 133,000	\$ -
13 Fair Housing Activities	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -
Total Planning and Program Administration	\$ -	\$ 17,000	\$ 120,000	\$ 137,000	\$ -
			Current Year Cap 20%	\$ 120,000	
			Planning & Admin Cap 20%	\$ 137,000	\$ 137,000
			Difference	\$ -	\$ 137,000

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Neighborhood Revitalization Strategy Area (NRSA) Activities					
14 Community Action - Resources Navigator	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
15 Community Action - Merrill Center	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
16 Family Services - Community Social Worker	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
17 ECHO - Rent Assistance: Homeless Prevention	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -
18 Neighborhood Cleanup - Merrill	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -
19 Neighborhood Cleanup - Hackett	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -
19 Neighborhood Housing Services - Direct Homeownership Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
7 New Life Ministries - Doris Wiles Center of Hope Foundation	\$ -	\$ -	\$ -	\$ -	\$ -
Total NRSA	\$ -	\$ -	\$ 131,000	\$ 131,000	\$ -

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Code Enforcement					
20 Community Development Dept. - Code Enforcement / Inspection Program	\$ -	\$ -	\$ 164,100	\$ 164,100	\$ -
Total Code Enforcement	\$ -	\$ -	\$ 164,100	\$ 164,100	\$ -

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Housing Activities					
21 Community Development Dept. - Housing Rehabilitation Program	\$ -	\$ 68,000	\$ 82,000	\$ 150,000	\$ -
22 Neighborhood Housing Services - Direct Homeownership Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Total Housing Rehabilitation	\$ -	\$ 68,000	\$ 82,000	\$ 150,000	\$ -

	Prior Year Unspent CDBG Funds	2023 PI Budgeted	2023 CDBG Grant	Staff Recommendation	CDA Recommendation
Economic Development Activities					
23 WWBIC - Job Title: Business Owner	\$ -	\$ -	\$ -	\$ -	\$ -
Total Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -

GRAND TOTALS	\$ -	\$ 85,000	\$ 600,000	\$ 685,000	\$ -
Difference	\$ -	\$ -	\$ -	\$ -	\$ 685,000

	2023 Grant	2022 PI	2023 PI	Subtotals	Cap Percent	Cap Limits
Cap Calculation Formulas	\$ 600,000	\$ 86,000	\$ 85,000			
Pub Service Cap = (2022 Grant + 2021 PI) x 15%	\$ 600,000	\$ 86,000	\$ -	\$ 686,000	15.00%	\$ 102,900.00
Total Planning & Admin Cap = (2022 Grant + 2022 PI) x 20%	\$ 600,000	\$ -	\$ 85,000	\$ 685,000	20.00%	\$ 137,000
Limit of 20% New Grant Funds towards Planning & Admin	\$ 600,000	\$ -	\$ -	\$ 600,000	20.00%	\$ 120,000

2023 Application Summaries

Public Service Applications (Subject to 15% Cap)															
	Name of Agency	Name of Project	2020 CDBG Award	2020 CDBG Carry-over	2021 CDBG Award	2021 CDBG Carry-over	2021 CDBG Carry-over Remaining	2022 CDBG Award	2023 Grant Dollars Requested	2023 Staff Proposal	2023 CDA Proposal	Project Description	Proposed Beneficiary Accomplishments	Application Score	Risk Analysis
1	Beloit Meals on Wheels	Home Delivered Meals Assistance	\$ 8,000	\$ -	\$ 9,000	\$ -	\$ -	\$ 10,000	\$ 15,000	\$ 9,890		This program serves residents living in the City of Beloit by providing daily, nutritious meals to homebound elderly, ill, and/or disabled people. This will assist these clients to stay in their homes thus stabilizing neighborhoods with owner occupied properties. The funding would help subsidize meal costs for the program.	141 Residents	56/62	102/106
2	Community Action, Inc. of Rock and Walworth Counties	THRIVE	\$ 22,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 15,000	\$ 30,000	\$ 14,890		The THRIVE Program will provide supportive services to participants in developing employability and other life skills through case management, soft skills training (interviewing techniques, punctuality, etc.), and mentorship. The program targets individuals who are currently enmeshed in the correctional system, but all residents who demonstrate a commitment to obtaining long-term employment are eligible. CDBG funds would be used to offset personnel costs of program managers.	60 Residents	56/62	102/106
3	ECHO	Emergency Rent Assistance	\$ 13,263	\$ -	\$ 10,000	\$ 4,130	\$ 638	\$ 10,000	\$ 15,000	\$ 9,890		Echo would spend the requested funds to provide direct rent assistance for low-income residents of the City of Beloit. The program will assist those who are behind in their rent and would become homeless without the funds, those who are homeless, and those clients who have an eviction notice.	40 Residents	54/62	98/106
4	Family Promise of Greater Beloit	Emergency Shelter for Families Facing Homelessness	\$ 10,000	\$ -	\$ 10,000	\$ 13,195	\$ -	\$ 10,000	\$ 30,000	\$ 9,890		There are two components to this program. The first is to provide wages for case management staff. They will work with homeless families to help them become self-sufficient through helping them find employment, housing, education, and mental and physical health services. The second component is rent assistance for either families who are at the brink of eviction or to provide them with security deposits or first month's rent.	275 Residents	56/62	94/106
5	Family Services	Defy Domestic Abuse Beloit	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 9,890		This program is dedicated to the purpose of facilitating persons toward housing stability through short-term emergency housing and related services. The funding would be used to enhance the case management component of the services provided to improve success rates of families that have been displaced due to domestic violence.	92 Residents	54/62	102/106

6	HealthNet of Rock County, Inc.	Expanding Primary, Dental and Behavioral Healthcare to Beloit Residents	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ 9,890		This program provides free medical and dental care to low-income and completely uninsured Beloit residents. Funding would be used to cover direct program costs.	85 Residents	56/62	102/106
7	Hilltop Community Center	Police and Community Program (P.A.C.)	N/A (new applicant)	N/A	N/A	N/A	N/A	N/A	\$ 78,944	\$ -		The P.A.C. Program is a combination of athletic, educational, social enrichment activities, and mentorship designed to engage youth ages 4-18. Participants will receive tutoring and homework assistance or other enrichment activities from members of law enforcement after school. CDBG funds would be used to for direct program expenses and to subsidize personnel costs.	1,400 Residents (Youth)	54/62	52/86
8	Project 16:49	Robin House Transitional Living Program	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 15,000	\$ 9,890		This program provides transitional housing, case management, and supportive services to allow participants to complete their high school education and increase their self-sufficiency as they transition to adulthood. CDBG funds would be used to subsidize the wages of the case manager and direct program services.	16 Residents	54/62	98/106
9	Retired & Senior Volunteer Program of Rock County	Beloit Senior Volunteers	\$ 10,000	\$ 6,146	\$ 7,647	\$ 1,919	\$ 1,919	\$ 7,000	\$ 8,500	\$ 6,890		This program provides transportation services free of charge to senior adults and individuals with disabilities who are unable to drive themselves and who have financial or physical barriers that prevent them from using other transportation services. CDBG funds would be used for direct program expenses for volunteer driver mileage reimbursement.	53 Residents	54/62	96/106
10	Stateline Literacy Council	Adult Education for Economic Opportunity	\$ 12,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 12,000	\$ 15,000	\$ 11,890		This project provides literacy services to English and non-English speaking adults with limited basic skills and limited proficiency in English. The students will gain at least the minimum education level to qualify for a job above minimum wage and/or to increase their job skills by increasing their community levels. Basic computer literacy will be offered and onsite childcare will be provided. CDBG funds would be used to subsidize personnel costs for instructors.	69 Residents	54/62	104/106
11	The Salvation Army	Supportive Services	\$ 10,000	\$ 273	\$ 10,000	\$ 1,462	\$ -	\$ 10,000	\$ 20,000	\$ 9,890		This program is intended to provide rental assistance to clients. Case Management will be offered in conjunction but the CDBG funds would be used for Rental Assistance only. These services will not be limited to a particular group of clients (i.e. single adults with no children, survivors of DV, or college students).	26 Residents	54/62	101/106

NRSA Applications															
	Name of Agency	Name of Project	2020 CDBG Award	2020 CDBG Carry-over	2021 CDBG Award	2021 CDBG Carry-over	2021 CDBG Carry-over Remaining	2022 CDBG Award	2023 Grant Dollars Requested	2023 Staff Proposal	2023 CDA Proposal	Project Description	Proposed Beneficiary Accomplishments	Application Score	Risk Analysis
12	Community Action, Inc. of Rock and Walworth Counties	Merrill Community Center	\$18,893	\$ -	\$15,000	\$ -	\$ -	\$15,000	\$15,000	\$15,000		(Ongoing NRSA Program) The Merrill Community Center Program will offer both youth and senior programs. The Youth program will focus on afterschool & summer programming for youth ages 6-18 that reside in the Merrill Neighborhood. The Senior Program will offer older adults a place to be where they can feel connected to their community and a sense of independence.	168 Residents (Youth and Seniors)	57/62	104/106
13	Community Action, Inc. of Rock and Walworth Counties	Resources Navigator	\$50,000	\$ -	\$50,000	\$ -	\$ -	\$50,000	\$50,000	\$50,000		(Ongoing NRSA Program) This program provides funds for a Resources Navigator that provides assistance to residents living in the two NRSA neighborhoods by analyzing the needs of the household and providing resource referral services by facilitating and managing the coordination of agency and community resources available.	90 Residents	57/62	98/106
14	ECHO	Emergency Rent Assistance (NRSA)	\$15,000	\$3,515	\$8,000	\$3,917	\$ -	\$8,000	\$15,000	\$8,000		(Ongoing NRSA Program) ECHO would spend the requested funds to provide direct rent assistance, security deposits, and/or utility assistance for low-moderate income residents in the Hackett and Merrill neighborhoods.	40 Residents	57/62	98/106
15	Family Services	Neighborhood Resilience Project (Community Social Worker / Systems Navigator)	\$50,000	\$ -	\$50,000	\$ -	\$ -	\$40,000	\$50,000	\$50,000		(Ongoing NRSA Program) The Community Social Worker determines the professional needs of NRSA residents and facilitates their connection to long-term professional case management, mental health counseling, or medical care, and provide follow-up case management until the resident can be fully supported.	60 Residents	59/62	92/106
16	Neighborhood Housing Services of Beloit dba NeighborWorks Blackhawk Region	Direct Homebuyer Assistance (NRSA)	\$15,000	\$ -	\$8,000	\$2,000	\$ -	\$20,000	\$50,000	\$ -		(Ongoing NRSA Program) This project will provide assistance to low-income City of Beloit residents who wish to become owners of their own homes in the Merrill or Hackett Neighborhoods. Assistance will be in the form of downpayment/closing cost assistance (5 year forgivable loan). Applicants will receive pre-purchase counseling and education to ensure they are fully educated about the home-buying process and responsibilities of home ownership.	37 Residents	57/62	94/106
17	New Life Ministries	Doris Wiles Center of Hope Foundation	N/A	N/A	N/A	N/A	N/A	N/A	\$152,700	\$ -		(New NRSA Program) The Doris Wile Center of Hope Foundation Program provides free afterschool and summer mentorship programming for school-age children ages 5-18. Services provided through the afterschool program include a light meal, homework assistance, reading program, and other free educational activities. CDBG funds would be used to for direct program expenses and to subsidize personnel costs.	40 Residents (Youth)	54/62	56/86

Other Activities (Housing and Economic Development)														
Name of Agency	Name of Project	2020 CDBG Award	2020 CDBG Carry-over	2021 CDBG Award	2021 CDBG Carry-over	2021 CDBG Carry-over Remaining	2022 CDBG Award	2023 Grant Dollars Requested	2023 Staff Proposal	2023 CDA Proposal	Project Description	Proposed Beneficiary Accomplishments	Application Score	Risk Analysis
18	Neighborhood Housing Services of Beloit dba NeighborWorks Blackhawk Region	\$ 20,000	\$ -	\$ 20,000	\$ 11,000	\$ 2,000	\$ 8,982	\$ 50,000	\$ -		This project will provide assistance to low-income City of Beloit residents who wish to become owners of their own homes. Assistance will be in the form of downpayment/closing cost assistance (5 year forgivable loan). Applicants will receive pre-purchase counseling and education to ensure they are fully educated about the home-buying process and responsibilities of home ownership.	37 Residents	54/62	92/106
											*Also had 2022 carry-over funds, for total of \$20,000 available for 2022			
19	Wisconsin Women's Business Initiative Corporations	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ -		Loans will be issued through Revolving Loan Fund and Nano-grants will be awarded to Beloit small businesses and microenterprises	75 Residents	54/62	68/106

City Programs														
Name of Agency	Name of Project	2020 CDBG Award	2020 CDBG Carry-over	2021 CDBG Award	2021 CDBG Carry-over	2021 CDBG Carry-over Remaining	2022 CDBG Award	2023 Grant Dollars Requested	2023 Staff Proposal	2023 CDA Proposal	Project Description	Proposed Beneficiary Accomplishments	Application Score	Risk Analysis
20	City of Beloit	\$ 5,000	\$ 1,814	\$ 5,000	\$ 3,618	\$ 3,618	\$ 4,608	\$ 5,000	\$ 3,000		This funding will be used to contract services for fair housing outreach, education, investigation, and mediation in the City of Beloit in order to achieve equal opportunity for housing.	33 Residents (FH complaint investigations + outreach)	N/A	N/A
21	City of Beloit	\$ 221,304	\$ -	\$ 163,748	\$ -	\$ -	\$ 170,000	\$ 175,000	\$ 151,000		This program was developed to maintain and improve safe, decent, and sanitary living conditions, and maintaining and increase property values in order to improve the quality of life in Beloit. The funding requested will assist in covering a portion of the cost to maintain the current level of Inspection Officials. Without the current staffing level, the workload would become overwhelming and would affect responsiveness to the needs of Beloit's citizens.	18,360 Households	N/A	N/A
22	City of Beloit	\$ 241,589	\$ -	\$ 168,144	\$ -	\$ -	\$ 219,982	\$ 298,689	\$ 150,000		This program has three components. Firstly, low-to-moderate income families are offered assistance to make necessary repairs or improvements to their property. Secondly, landlords have access to loans to rehabilitate their units that will be rented to low-to-moderate income families. Lastly, there will also be an option for demolition of vacant, blighted structures.	20 Households	N/A	N/A



2023 Annual Action Plan

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

GRANTEE: City of Beloit

CON PLAN PERIOD: 2020 to 2024 ANNUAL PLAN YEAR: 4

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Through the use of CDBG funds, the City of Beloit intends to improve the quality of housing stock, increase property values, create and retain jobs, assist those at risk of becoming homeless, low-moderate income populations, and special needs populations (public housing residents, elderly, homeless, and victims of domestic violence). Activities and programs will also serve to decrease the proportion of rental units, the unemployment rate, and help stabilize neighborhoods by keeping people in their homes or helping people secure homes.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Housing Objectives:

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.

Public Housing Strategies:

The Beloit Housing Authority (BHA) will work with NeighborWorks Blackhawk Region (NWBR) to provide homeownership opportunities for its residents.

The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low income, low income, and moderate income households to opportunities to increase their job training skills, people skills, and self-sufficiency.

The BHA will encourage extremely low-income, low income, and moderate-income families to utilize the least restrictive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership, and Family Self-Sufficiency.

Homeless Strategies

The City will continue to support and strengthen the limited resources of agencies that provide services and facilities for homeless persons in the City of Beloit.

The City will support a Resources Navigator through Community Action that will act as an access point for low-moderate income individuals, who will assist people with finding the resources that they need to be successful.

The City will support a Community Social Worker position (Systems Navigator) through Family Services that will assist individuals in connecting to professional health care, mental health care, and/or longer term supportive services in the community.

Outcomes and Objectives Continued

Community Objectives

- The City will continue its Housing Rehabilitation Loan Program to improve the City's low to moderate-income neighborhoods. New underwriting guidelines and additional forgivable loan products that have been created and will be utilized in the NRSA areas. The City will continue to acquire, rehabilitate, and sell foreclosed homes to low-moderate income families through its Neighborhood Stabilization Program (NSP). The City will support a Resources Navigator position through Community Action that will act as an access point for low-moderate income individuals, who will assist people with finding the resources they need to be successful. The City will support individuals in connecting to professional health care, mental health care or longer term supportive services in the community.

Anti-Poverty Strategy

- The City will support programs that provide assistance to persons to increase their job skills and marketability.
- The City will support non-profit organizations that provide assistance and advocacy for low to moderate-income residents by providing CDBG funds throughout the planning period. The City will support a Resources Navigator position through Community Action that will act as an access point for residents in the NRSA neighborhoods, who will assist people with finding the resources they need to be financially successful.

Non-Homeless Special Needs Strategies and Objectives

- The City will support programs such as Beloit Meals on Wheels and Retired Senior Volunteer Program to enable elderly and disabled residents to remain healthy and in their homes.
- The City will support public service programs that provide case management, client advocacy, and flexibility in order to tailor assistance to unique needs. The City will support a Community Social Worker position to connect residents in the NRSA neighborhoods with special needs to longer term health services and/or mental health services.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has successfully funded and partnered with local non-profit organizations to address the most pressing needs in neighborhoods, housing assistance programs, property acquisition programs, code enforcement, and public infrastructure improvements.

The City of Beloit provided CDBG funding to homeless programs and services that meet critical needs and has a staff member attend the monthly Homeless Intervention Task Force (HITF) meetings.

The City of Beloit provided housing rehabilitation loans to low to moderate income homeowners and landlords renting to low- moderate income tenants and supported NeighborWorks Blackhawk Region's first mortgage loan program, down payment assistance program, and homebuyer education program. The City of Beloit also supported the Retired & Senior Volunteers Program and Meals on Wheels programs which help the elderly and disabled residents live independently and remain in their homes.

The City finalized the Economic Development Revolving Loan Fund, which provided loans to a for-profit business. In late 2019, the City of Beloit began discussion with WWBIC (Wisconsin Women's Business Initiative Corporation), a non-profit focused on supporting businesses through-out Wisconsin.

The Beloit Housing Authority has partnered with NeighborWorks Blackhawk Region over the past several years to provide training and education opportunities for its Family Self-Sufficiency and Homeownership Voucher program participants.

The City continued its City-wide systematic code enforcement program wherein inspectors perform exterior inspections City-wide. The deteriorated and deteriorating areas were the low- and moderate-income areas as defined by HUD. Those areas had the highest proportion of code violations, the greatest number of investor-owned properties, the greatest percentage of houses older than 50 years old, the lowest property values, and the oldest infrastructure.

The City has funded Family Promise and the DEFY Domestic Abuse Beloit program which provides shelter to families experiencing homelessness. The City also funded ECHO, which provides emergency rental assistance to households to prevent homelessness. In addition, the City provided funding to Community Action and Family Services for their Resources and Systems Navigator programs which provides direct assistance to families in need including security deposit, first month's rent, utility assistance, or limited motel vouchers for those experiencing homelessness.

The City continued to purchase tax foreclosure properties from Rock County. Blighted properties are demolished and houses in better condition are rehabbed and sold to owner-occupants. This program is primarily paid for with HOME, NSP and City CIP dollars.

The City has a program of evaluating streets to determine which streets should be reconstructed or resurfaced each year. Other public improvements are made annually to upgrade the water system, parks, and other public facilities. The City invests approximately \$1.0 million in public improvements in our low-income areas each year. This investment is made out of the City's CIP budget.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Beloit gave its citizens the opportunity to participate in an advisory role in planning, implementing, and assessing CDBG programs during the consolidated planning process. Information about the goals of the CDBG program and the activities it funds was provided to all interested stakeholders. Public meetings were held to gauge the views of citizens.

For the 2023 Annual Action Plan, two public hearings were held to give citizens and other interested parties an opportunity to give input on community development, housing, and homeless needs in the city. Public hearings regarding community development needs were held by the City Council on June 20, 2022 and a second public hearing by the Community Development Authority on June 22, 2022. Citizens were also able to provide public comment during the July 5, 2022 City Council meeting when they adopted the 2023 CDBG program priorities. A public notice of the hearings was published on the City's

website on May 25, 2022 and in the Beloit Daily News on June 3, 2022. Notice of these opportunities to provide public input were also posted on the City's social media pages on June 6, 2022, June 13, 2022, and June 20, 2022.

The CDBG budget process began when notices were published on July 15, 2022 on the City's website and in the Beloit Daily News announcing that subrecipient applications were available. A notice was emailed to the CDBG mailing list as well as the Homeless Intervention Task Force and Beloit Area Task Force on Homelessness members on July 15, 2022 notifying agencies and interested parties that applications were available. The notice was also posted on the City's social media sites on July 15, 2022, July 27, 2022 and August 8, 2022. Anyone needing assistance with filling out an application, determining the eligibility of a project, or other CDBG assistance was helped.

Applicants requesting 2023 CDBG funds presented their applications to the CDA on August 24, 2022. A public notice of the meeting was provided to the media and posted on the City's website on August 19, 2022.

The CDA reviewed the Annual Plan and Budget on September 28, 2022 and recommended approval of both the plan and the budget. A public notice of the meeting was provided to the media and posted on the City's website on September 22, 2022.

The City provided a 30 day public review of the Annual Action Plan and Budget from September 30, 2022 to October 30, 2022. A notice was published in the Beloit Daily News and the City website on September 23, 2022 notifying the public of the 30-day public review period and that the plan and budget were available on the City's website, at City Hall by request, and at the Beloit Public Library. It also informed the public that a public hearing would be held on October 17, 2022 during the City Council meeting and that final City Council action would take place on November 7, 2022.

On October 17, 2022 a public hearing was held to give citizens an opportunity to comment on the proposed Annual Plan and proposed 2023 CDBG budget.

On November 7, 2022, the Annual Plan, and 2023 CDBG budget were reviewed and approved at a City Council meeting.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

June 20, 2022: Beloit City Council held a public hearing to gain public input on community development needs, which was publicly noticed in the Beloit Daily News and on the City's website on June 3, 2022. All public comments received were provided as a summary to City

Council members prior to their July 5, 2022 adoption 2023 CDBG funding priorities. Comments received during the public hearing are summarized below.

Brittany Keyes stated that the City needs to help homeless youth, as there are 500+ students identified as homeless and their biggest issue is affordable housing. Keyes said that the City needs to fund additional resource navigators to connect residents with resources. She has spoken to the providers, and they think that having two (2) navigators in each NRSA neighborhood would be helpful. Keyes stated that the City needs to support mental health for students and young people.

Steve Howland urged City Council to be aware of the communication issues on these issues, especially when seeking input on different initiatives. He feels that we should more fully involve public housing residents and others in need of housing assistance in this process. He expressed concern about the hundreds of people on the Public Housing waiting list.

Angela Glover encouraged support for homeless people. She said that we need to reach out to homeless individuals.

The following comments were received by email prior to the June 20, 2022 public hearing:

Larry Visgar commented that there is a need for additional activities for all ages and youth programming which would help to address the boredom Beloit youth experience, and also reduce crime. He also encouraged the City to look at reusing abandoned buildings to remove eye sores and create new economic opportunities for Beloit residents.

Jenny Hoople commented that while the community development block grant is a helpful thing, it doesn't come close to addressing Beloit's homelessness and lack of affordable housing. With rents and property prices increasing dramatically, she urged the City to use COVID relief money to assist citizens impacted by the housing crisis.

Greg Peterson commented that it is important to understand the causes of homelessness for individuals to create effective solutions for establishing self-sufficient and economic independence.

June 22, 2022: The Community Development Authority held a public hearing, which was publicly noticed in the Beloit Daily News and on the City's website on June 3, 2022.

The following comment was received via email on June 22, 2022:

Carolyn Lockett commented that there is a physical need for the existing public housing units in Beloit. The public housing units provide housing to families and individuals who struggle with their day

to day living on a limited income. For Beloit to offer decent and affordable housing for the indigent families and individuals is a great milestone for Beloit Wisconsin.

July 5, 2022: City Council discussed and adopted 2023 CDBG priorities. The meeting was publicly noticed with the public hearings, posted in the Beloit Daily News and on the City's website on June 3, 2022.

August 24, 2022: All 2023 CDBG applicants presented to the Community Development Authority (CDA) in a workshop immediately following the regularly scheduled CDA meeting. The workshop was publicly noticed to the media and on the City's website on August 19, 2022.

September 28, 2022: The Community Development Authority reviewed and recommended 2023 Annual Action Plan and CDBG budget. The meeting was publicly noticed to the media and on the City's website on September 22, 2022 and residents were able to provide comments during the meeting's public comment period. [Insert comments received]

September 30, 2022 – October 30, 2022: Proposed 2023 Annual Action Plan and 2023 CDBG budget made available for public comment. The Plan and budget were posted on the City's website, and were also available at City Hall and the Library. Notice of the public review period was publicly noticed in the Beloit Daily News and on the City's website on September 23, 2022, and on social media on [Date] and [DATE]. [Insert comments received]

October 17, 2022: City Council held a public hearing regarding the proposed 2023 Annual Action Plan and CDBG budget. Notice of the public hearing was publicly noticed in the Beloit Daily News and on the City's website on September 23, 2022, and on social media on [Date] and [DATE]. [Insert comments received]

November 7, 2022: City Council adopted 2023 Annual Action Plan and CDBG budget. The public was able to provide comment during the public comment period, and the meeting was also noticed in the Beloit Daily News, on the City's website and on social media. [Insert comments received]

6. Summary of comments or views not accepted and the reasons for not accepting them

To be Determined

7. Summary

The City of Beloit's 2023 Annual Plan was developed in order to address needs in the community. We believe that the objectives detailed above will allow us to assist homeless persons, those at risk of being

homeless, to create new jobs, retain existing jobs, assist low-moderate income people, increase property values, improve the quality of the housing stock, and assist special needs populations such as: elderly/frail elderly, persons with disabilities, persons with drug or alcohol addictions, public housing residents, veterans, and victims of Domestic Violence. Activities and programs will also serve to decrease the proportion of rental units, decrease the unemployment rate, and help stabilize neighborhoods by keeping people in their homes or assisting people secure housing.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	BELOIT	City of Beloit, Community Development Department

Table 1 – Responsible Agencies

Narrative

The City of Beloit’s Department of Community and Housing Services is the lead agency for the CDBG program. During the preparation of the plan, the City of Beloit requested input from governmental agencies as well as public and private agencies providing health and social services in the community.

The City of Beloit will continue to form new partnerships with local agencies and non-profit organizations. The City’s Continuum of Care System is coordinated by the Homeless Intervention Task Force (HITF) which provides a comprehensive response to the needs to homeless individuals and families.

Consolidated Plan Public Contact Information

Megan McBride / Grants Administrator

100 State Street

Beloit, WI 53511

(608) 364-6738

McBrideM@beloitwi.gov

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Beloit's consultation was done during the Consolidated Planning process and was achieved through a variety of methods. These included three public steering committee meetings with attendees from various local service agencies, several public hearings, and comments from stakeholders and citizens alike. The City did not individually consult agencies during the Annual Plan planning process. However, the City of Beloit provides public noticing and holds a public hearing on the Annual Plan and Budget. The Annual Plan and Budget are discussed and approved at the public Community Development Authority (CDA) meeting, there is then a 30-day public comment period, a public hearing is held at City Council during the comment period, and then the City Council publicly discusses and votes on the budget and Annual Plan. There is a public participation item on the agendas for both the CDA and Council in which any person or agency representative can speak.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Beloit's Housing Authority and Division of Community and Housing Services work closely with local non-profit organizations and County agencies to coordinate assistance in housing, mental health, and other service agencies. For example, the Housing Authority coordinates with Neighborworks to assist public housing and Section 8 residents with budgeting and homeownership education. They also provide referrals to various agencies that provide assistance with security deposits, landlord/tenant issues, home health care, and energy assistance. The Community and Housing Services Division provides referrals from the Housing Rehab Loan Program to local non-profits regarding minor home repair and credit education. In addition, the City is part of the Rock County Consortium which partners with the County Health Department on Lead Hazard Control and Healthy Homes. The Code Enforcement program provides referrals to the City's Housing Rehab Loan Program for repairs as well as to homeless shelters and agencies that provide motel vouchers when units are posted unfit for human habitation. Code Enforcement also works closely with the Fire Department, non-profits, and County mental health providers such as Family Services, the County's Aging and Disabilities Resources Center, and Rock County Long Term Support regarding cases of hoarding.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Beloit works together with the Homeless Intervention Task Force (HITF) of Rock and Walworth County. The HITF evolved from several city and county groups that had been meeting on the

issue of homelessness in the area. Members include representatives from public, non-profit, and for-profit agencies. Agencies that participate in HITF include:

Community Agencies

- Caritas
- City of Janesville- Neighborhood Services
- Community Action, Inc.
- ECHO
- Edgerton Community Outreach
- GIFTS
- House of Mercy
- Legal Action of Wisconsin
- Project 16:49
- Rock County Human Services
- Rock Valley Community Programs
- The Salvation Army- Janesville
- United Way Blackhawk Region
- United Way 2-1-1
- YWCA of Rock County

Beloit Agencies

- Beloit Housing Authority (BHA)
- Family Services
- Family Promise of Greater Beloit
- The Salvation Army- Beloit

The HITF meets every other month to discuss strategies for addressing shelter and housing needs for homeless and low income persons. The HITF originally met to discuss the implications of the North Rock County Homelessness Survey that was completed in 1993. It was responsible for the subsequent Homelessness surveys completed in 1996 and 1999. It serves as the Continuum of Care for addressing homelessness and works to meet and identify needs.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Beloit does not receive ESG funds. However, there are agencies in the City of Beloit that do receive these funds and are part of the Continuum of Care. Community Action, Family Promise of Greater Beloit, and Family Services receive ESG funds to, respectfully, assist in supportive services, emergency needs of participants and emergency housing for homeless families with children.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Rock & Walworth Counties, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Services-Employment Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives from CAI attended all three steering committee meetings. Community Action has been a long-time recipient of CDBG funds through the City of Beloit. As a result of this consultation, the City anticipates a continued successful partnership with Community Action.

2	Agency/Group/Organization	Beloit Meals on Wheels
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director attended the meeting on non-homeless special needs. BMOW has received CDBG funding from the City of Beloit and it is anticipated that the City will be able to continue supporting their mission.
3	Agency/Group/Organization	Family Promise of Greater Beloit, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from FPGB attended the Housing and Homelessness meeting. FPGB has been a long-time recipient of CDBG funds through the City of Beloit. A previously identified need for emergency housing assistance was reaffirmed and it is anticipated that the City of Beloit will be able to continue funding the emergency housing program and the newer eviction/homelessness prevention program FPGB offers.
4	Agency/Group/Organization	Stateline Literacy Council
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of SLC attended the Non-homeless Community Development meeting. They were able to share the struggles non-native English speakers face in terms of obtaining gainful employment. A need for a "bridging" service was identified and will hopefully be supported by the City of Beloit through CDBG funding.
5	Agency/Group/Organization	Retired & Senior Volunteer Program of Rock County
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Senior Security/Social Engagement

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director attended two (2) of the Steering Committee meetings. As a result of the consultation, the need for transportation has been identified.
6	Agency/Group/Organization	SALVATION ARMY OF NORTH ROCK COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	One of the Captains from the Beloit Salvation Army attended all of the Steering Committee Meetings. It is anticipated that the Salvation Army will continue to apply for future CDBG funding to expand the homelessness prevention services being offered.
7	Agency/Group/Organization	ECHO
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of Echo attended the meeting regarding housing and homelessness. Echo currently receives CDBG funding for Beloit residents and it is anticipated that the City will be able to continue funding the program Echo provides as it closely correlates to the identified needs.
8	Agency/Group/Organization	Downtown Beloit Association
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Housing Services staff met with the Executive Director of the DBA. We discussed the challenges businesses in downtown Beloit encounter as well as the challenges potential employees face. We anticipate being able to support efforts to establish micro-enterprise businesses in the area.
9	Agency/Group/Organization	City of Beloit - Economic Development
	Agency/Group/Organization Type	Other government - Local Planning organization Business Leaders Civic Leaders Business and Civic Leaders Greater Beloit Economic Development Corporation
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The ED attended the Non-homeless Community Development meeting. As a result of their consultation, quality childcare was identified as a high priority for the working families of Beloit.

10	Agency/Group/Organization	HealthNet of Rock County, Inc.
	Agency/Group/Organization Type	Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from HealthNet attended the Non-homeless special needs meeting. One of anticipated outcomes of their attendance is an increased awareness of issues stemming from poor medical or dental care.
11	Agency/Group/Organization	NEIGHBORHOOD HOUSING SERVICES OF BELOIT, INC.
	Agency/Group/Organization Type	Housing Services-Education Lending for LMI households Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director attended the Housing and Homelessness meeting. As a recipient of CDBG, its anticipated that Neighborhood Housing Services will continue to assist the residents of Beloit with their homeownership journey.

12	Agency/Group/Organization	Family Services of Southern Wisconsin and Northern Illinois
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Education Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director and program manager attended the steering committee meetings. As a long-time recipient of CDBG, it is anticipated that the existing partnership will continue to flourish and expand to support the City of Beloit's residents.

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Beloit encouraged any and all agency types within the City of Beloit and surrounding communities that service Beloit residents to participate and provide consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 - Other local / regional / federal planning efforts

Narrative

The City of Beloit has a good working relationship with all local agencies and governmental units. Community development personnel regularly attend local and state meetings held by various agencies to keep lines of communication open. Various agencies are contracted to provide CDBG funded public services. The Community Development Department works with these organizations to ensure priorities are recommended based on actual needs.

In addition to the community consultations listed above, the City of Beloit engaged in extensive community consultation during preparation of the NRSA Plan. The details of the consultations are outlined in the Plan.

AP-12 Participation - 91.401, 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

All meetings, application announcements, public comment periods, and public hearings regarding the Annual Action Plan are publicly noticed in the local newspaper, on the City's website, and the Plan and public notice are also sent to the Beloit Public Library. In addition, emailed notices are sent to an active CDBG mailing list the City maintains of CDBG interested parties, which is a listing of community organizations and any other organization or individual that may benefit from receiving CDBG funding or has expressed interest in being on the list.

Each year, the Annual Plan Process starts with setting local priorities at the June Community Development Authority (CDA) meeting. The CDBG Subrecipient Application is prepared to reflect those goals and is available to the public in mid-July. Applications are due in mid-August. Each Subrecipient Applicant is required to present their application and program proposals before the CDA during the August CDA meeting. Staff prepares a proposed CDBG Budget and Annual Action Plan which are presented at the September CDA Meeting, in which the CDA members discuss, sometimes make changes, and approve a recommendation for the City Council to consider. A 30-day public comment period typically runs from October 1 - 30. During the public comment period, a public hearing is held at the second Council meeting in October. City Council reviews the CDBG Budget and Annual Action Plan at its first meeting in November and approves the final subrecipient allocations.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Residents were in attendance	No comments were received or made	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Meeting	Non-targeted/broad community	Residents were in attendance	CDA members voted to update the local goals and priorities. A new priority was added.	All comments were accepted.	
3	Public Meeting	Non-targeted/broad community	Residents were in attendance	No comments were made	No comments were made	
4	Public Meeting	Non-targeted/broad community	CDA received one email from a resident	The resident alleged that a CDBG subrecipient applicant misrepresented the relationship between the applicant and an organization the resident leads. The subrecipient was able provide clarification of that relationship during the CDA workshop.	The comment, while heard and considered, was not accepted as the allegations made in the email were found to not be true.	
5	Public Meeting	Non-targeted/broad community	No public comments received.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	30 Day Notice	Non-targeted/broad community	TBD	TBD	TBD	
7	Public Hearing	Non-targeted/broad community	TBD	TBD	TBD	
8	Public Meeting	Non-targeted/broad community	TBD	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Each year funding is allocated to existing and new activities that meet the greatest needs, or can assist the most number of eligible individuals and/or households. The City's balance of Revolving Loan Funds is placed in the CDBG Budget each year as Program Income and is allocated to various projects within the budget.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	600,000	85,000	0	685,000	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

- NeighborWorks Blackhawk Region uses HOME, NSP, Federal Home Loan Bank, and NeighborWorks funding to provide down payment assistance to households in the City’s targeted neighborhoods.
- Community Action receives funding from a variety of state and federal sources for its Fresh Start program, including US Department of Labor Youthbuild; WI National & Community Service Board; The State of Wisconsin, Department of Commerce, Division of Community Development; American Recovery & Reinvestment Act; Community Service Block Grant; and the Wisconsin Employment & Training Assistance Program.
- Community Action of Rock and Walworth County also received CSBG, SHP, ESG, and private donations to help support their Fresh Start, Fatherhood Initiative, HUB Teen Connection, HUB Transitional Living, and Skills Enhancement programs.
- Community Action of Rock and Walworth Counties receives funding from United Way and the Job Center to continue the Fatherhood Initiative (renamed THRIVE program in 2022). This is a program which helps participants develop job skills to become gainfully employed while enhancing their parenting skills.
- The Merrill Housing Initiative has received HOME funds from the Rock county HOME Consortium. This program also receives funds through YouthBuild and other private and government sources.
- The business community helps raise money for organizations such as Community Action, Project 16:49, and Stateline Literacy Council.
- The Stateline United Way funds many of the social service agencies that are served by the City’s CDBG funds to meet critical needs.
- Local churches provide funding to some organizations which assist homeless individuals such as Family Promise of Greater Beloit and Caritas.
- Community Action and ECHO both receive ETH funding which assists in supportive services and emergency needs of participants.
- The City of Beloit utilizes HOME, WRRP, and local CIP funding in conjunction with CDBG for its City Housing Rehabilitation Loans and demolition. This keeps rehabilitation expenses at an affordable level for our LMI households and LMI housing providers.
- The City of Beloit continues to use NSP grant and program income funding and local CIP funds to purchase and rehabilitate foreclosed properties in LMI Census Tracts. Completed homes are then sold to LMI households.
- Meals on Wheels receives funding from the Older Americans Act.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Discussion

The following programs are being supported for NRSA related needs and activities.

1. Family Services for Community Social Worker
2. Community Action, Inc. for Systems Navigation
3. Code Enforcement Housing Rehabilitation Loan Program
4. ECHO for Emergency Eviction Prevention Program
5. Community Action, Inc. for Youth and Senior Programs at Merrill Community Center
6. Community Action, Inc. for two neighborhood clean-ups in NRSA neighborhoods.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2020	2024	Affordable Housing	Census Tract 16 - Hackett Census Tract 18 - Merrill	H&H - Improve Housing Stock	CDBG: \$226,313	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Homeless Services	2020	2024	Homeless	Census Tract 16 - Hackett Census Tract 18 - Merrill	H&H - Emer., Transitional, & Supportive Housing H&H - Long Term and Specialized Case Management H&H - Advocacy Services H&H - Eviction Prevention & Emer Rent Assistance Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills	CDBG: \$83,756	Public service activities other than Low/Moderate Income Housing Benefit: 115 Persons Assisted Homeless Person Overnight Shelter: 100 Persons Assisted Homelessness Prevention: 115 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Comprehensive Case Management Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	Census Tract 16 - Hackett Census Tract 18 - Merrill	H&H - Emer., Transitional, & Supportive Housing H&H - Long Term and Specialized Case Management H&H - Advocacy Services H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Diverse staff to provide resources/services Non-Homeless Special Needs - Elderly & Disabled Non-Homeless Special Needs - AODA Support Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation	CDBG: \$115,700	Public service activities other than Low/Moderate Income Housing Benefit: 415 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Future Ready Skill Training	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	Census Tract 16 - Hackett Census Tract 18 - Merrill	H&H Education in Life Skills, Rights, & Protection Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills	CDBG: \$57,919	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
5	Improve Housing Stock	2020	2024	Affordable Housing Homeless Housing - Improve Substandard Housing	Census Tract 16 - Hackett Census Tract 18 - Merrill	H&H Education in Life Skills, Rights, & Protection Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills	CDBG: \$201,313	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 4000 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Economic Development	2020	2024	Non-Housing Community Development	Census Tract 16 - Hackett Census Tract 18 - Merrill	Community & Economic Dev - Small Business Support	CDBG: \$0	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	
2	Goal Name	Homeless Services
	Goal Description	
3	Goal Name	Comprehensive Case Management Services
	Goal Description	
4	Goal Name	Future Ready Skill Training
	Goal Description	
5	Goal Name	Improve Housing Stock
	Goal Description	

6	Goal Name	Economic Development
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Beloit's projects are grouped under eight projects: Code Enforcement, Economic Development, Housing Rehabilitation, Planning-Program Administration, NRSA Public Services, NRSA public Improvements, Direct Homeownership Assistance, and Public Services. The Code Enforcement project includes both the City's citywide exterior inspection program and the interior systematic rental inspection program in our deteriorated neighborhoods. The Housing Rehabilitation project includes the City's Housing Rehabilitation Revolving Loan Fund. The Planning-Program Administration project includes program administration as well as Fair Housing activities. The Public Services project includes activities that will be carried out by subrecipients which are individually listed in the table below.

#	Project Name
1	Code Enforcement
2	Planning and Administration
3	Housing Rehabilitation
4	Public Services
5	Economic Development
6	NRSA Public Services
7	NRSA Public Improvements
8	Direct Homeownership Assistance

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Code Enforcement
	Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill
	Goals Supported	Affordable Housing Improve Housing Stock
	Needs Addressed	H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Improve Housing Stock
	Funding	CDBG: \$164,100
	Description	Enforce state and local housing codes
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,000 residential units will be inspected for property maintenance compliance.
	Location Description	The City of Beloit
	Planned Activities	City-wide exterior Code Enforcement and interior systematic rental inspection activities enforcing local and State property maintenance codes.
2	Project Name	Planning and Administration
	Target Area	Census Tract 16 - Hackett Census Tract 18 – Merrill
	Goals Supported	Affordable Housing Homeless Services Comprehensive Case Management Services Future Ready Skill Training Improve Housing Stock Economic Development

	Needs Addressed	H&H - Emer., Transitional, & Supportive Housing H&H - Long Term and Specialized Case Management H&H - Advocacy Services H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Diverse staff to provide resources/services Non-Homeless Special Needs - Elderly & Disabled Non-Homeless Special Needs - AODA Support Non-Homeless Special Needs - Persons with HIV/AIDS Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills H&H - Improve Housing Stock Community & Economic Dev - Small Business Support
	Funding	CDBG: \$137,000
	Description	Provide administrative support to the CDBG program.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately three hundred low-moderate income families will benefit from the City of Beloit administering the CDBG program to fund public services in the community. All type of families and households will be eligible for assistance as long as they meet the HUD regulations.
	Location Description	Administrative activities will be performed primarily at City Hall, 100 State Street, Beloit, WI 53511. When necessary, staff will also travel within the community to meet with community stakeholders and agencies to ensure programs are on route.
	Planned Activities	Activities that will be administered include: <ul style="list-style-type: none"> • Fair Housing Activities • Public Services • Housing Rehabilitation • Code Enforcement • Economic Development
3	Project Name	Housing Rehabilitation
	Target Area	Census Tract 16 - Hackett Census Tract 18 – Merrill

	Goals Supported	Affordable Housing Improve Housing Stock
	Needs Addressed	H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Improve Housing Stock
	Funding	CDBG: \$150,000
	Description	Provide rehabilitation assistance in the form of grants and/or loans to low-income households to rehabilitate and improve their housing units.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low-moderate income households will be assisted with housing rehabilitation loans, grants, or a lead hazard reduction grant for rehabilitation of their units using a variety of federal and local funding sources
	Location Description	Within the City of Beloit
	Planned Activities	To provide loans and grants to low-moderate income households to rehabilitate and improve their housing units.
4	Project Name	Public Services
	Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill
	Goals Supported	Affordable Housing Homeless Services Comprehensive Case Management Services Future Ready Skill Training Improve Housing Stock

Needs Addressed	<p>H&H - Emer., Transitional, & Supportive Housing H&H - Long Term and Specialized Case Management H&H - Advocacy Services H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Diverse staff to provide resources/services Non-Homeless Special Needs - Elderly & Disabled Non-Homeless Special Needs - AODA Support Non-Homeless Special Needs - Persons with HIV/AIDS Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills H&H - Improve Housing Stock</p>										
Funding	CDBG: \$102,900										
Description	Services will be provided to low-moderate income residents of the City of Beloit. These can range from emergency eviction prevention to home delivered meals for homebound seniors.										
Target Date	12/31/2022										
Estimate the number and type of families that will benefit from the proposed activities	Approximately 300 families will benefit from the proposed activities. There will be families of all types that will benefit.										
Location Description	City of Beloit										
Planned Activities	Public Services that address the identified needs and goals will be funded with CDBG. This can range from Home delivered meals to seniors and the disabled to English literacy education.										
5	<table border="1"> <tr> <td data-bbox="225 1459 548 1507">Project Name</td> <td data-bbox="548 1459 1438 1507">Economic Development</td> </tr> <tr> <td data-bbox="225 1507 548 1604">Target Area</td> <td data-bbox="548 1507 1438 1604"> Census Tract 16 - Hackett Census Tract 18 - Merrill </td> </tr> <tr> <td data-bbox="225 1604 548 1661">Goals Supported</td> <td data-bbox="548 1604 1438 1661">Economic Development</td> </tr> <tr> <td data-bbox="225 1661 548 1717">Needs Addressed</td> <td data-bbox="548 1661 1438 1717">Community & Economic Dev - Small Business Support</td> </tr> <tr> <td data-bbox="225 1717 548 1766">Funding</td> <td data-bbox="548 1717 1438 1766">\$0</td> </tr> </table>	Project Name	Economic Development	Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill	Goals Supported	Economic Development	Needs Addressed	Community & Economic Dev - Small Business Support	Funding	\$0
Project Name	Economic Development										
Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill										
Goals Supported	Economic Development										
Needs Addressed	Community & Economic Dev - Small Business Support										
Funding	\$0										

	Description	Financial aid and educational resources for micro-enterprise, minority, and/or women owned businesses, and financial aid and technical support for micro-enterprise, minority, and/or women owned businesses
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 8 businesses are expected to be assisted in 2023 with prior year funds which will be carried over to carry out 2023 economic development activities.
	Location Description	Within the City of Beloit
	Planned Activities	No Economic Development activities will be funded with 2023 CDBG funds, as unexpended prior year funds will be used to carry out economic development activities in 2023.
6	Project Name	NRSA Public Services
	Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill
	Goals Supported	Affordable Housing Homeless Services Comprehensive Case Management Services Future Ready Skill Training Improve Housing Stock
	Needs Addressed	H&H - Emer., Transitional, & Supportive Housing H&H - Long Term and Specialized Case Management H&H - Advocacy Services H&H - Eviction Prevention & Emer Rent Assistance H&H Education in Life Skills, Rights, & Protection H&H - Diverse staff to provide resources/services Non-Homeless Special Needs - Elderly & Disabled Community & Economic Dev - Child Care/Literacy Community & Economic Dev. - Transportation Community & Economic Dev. - Future Ready Skills
	Funding	CDBG: \$131,000
	Description	Public Services operated by CBDOS in the two NRSA's.
	Target Date	12/31/2022

	Estimate the number and type of families that will benefit from the proposed activities	There will be approximately 300 families that will benefit from the proposed activities. Families of all types will receive assistance.
	Location Description	These activities will be limited to Census Tracts 16 and 18.
	Planned Activities	There will be a variety of activities funded, including but not limited to rent assistance, eviction prevention, youth services, senior programming, intense case management, mental health counseling, financial education, and more.
7	Project Name	Direct Homeownership Assistance
	Target Area	Census Tract 16 - Hackett Census Tract 18 - Merrill
	Goals Supported	Affordable Housing Improve Housing Stock
	Needs Addressed	H&H - Improve Housing Stock
	Funding	CDBG: \$0
	Description	The City will provide funding for low dollar first mortgages, closing cost assistance, and down-payment assistance.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	No new beneficiaries will receive downpayment assistance through CDBG funds in 2023, as downpayment assistance funding will be provided through HOME funding for this year. Beneficiary data will be entered in IDIS by the City of Janesville for HOME funding as they are the PJ for the Rock County Consortium.
	Location Description	City of Beloit
	Planned Activities	Downpayment assistance funding will be provided using alternative grant funds. No new CDBG Housing activities will be funded in 2023.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

CDBG funding will be provided to activities that serve low-moderate income persons city-wide. In 2017, two Neighborhood Revitalization Strategy Areas were designated to focus on the two largest areas of both minority concentration and low-moderate income within city limits. The City will continue with these two NRSA plans through the 2020-2024 Consolidated Plan.

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 16 - Hackett	9
Census Tract 18 - Merrill	9

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City designated Census Tracts 16 and 18 for increased efforts for a variety of reasons. After a spike in deadly crime in 2014, city officials began to examine trends and patterns in crime and property deterioration to determine how to best address these growing issues. Although many of the incidents were city-wide, there was some obvious clustering of activities in Census Tracts 16 (Merrill) and 18 (Hackett). Additionally, these two neighborhoods have a greater proportion of investor-owned properties, substandard lots, and code violations than the City as a whole. The Hackett and Merrill neighborhoods also have the greatest number of older housing stock, lowest property values, and the greatest residential density. In order to actively combat these issues, that not only perpetuate other social and economic problems for residents but also drive away investors, the City is going to continue with the two designated NRSA plans through at least to the end of 2024.

Discussion

The City has developed various strategies to improve these neighborhoods, including partnering with non-profit organizations to provide public services, utilizing CDBG to address the housing stock problems, and coordinate with private organizations, groups, other city departments, financial institutions, and other community leaders to address issues the City may not be able to tackle with CDBG funding.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City updated its Analysis of Impediments to Fair Housing in 2019, valid from 2020-2024. The report concluded that the City has historically, and continues to meet the goals of affordable and fair housing. City staff will continue enforcement activity in 2021 although 2020 presidential leadership has determined that Analyses' of Impediments are no longer required. The City's zoning and development regulations are comprehensive, progressive, and pose no barrier to affordable and fair housing goals for the City.

The City coordinated with the City of Janesville and Rock County to contract with the Milwaukee Metropolitan Fair Housing Council (MMFHC) to conduct a regional Analysis of Impediments to Fair Housing which was due in 2019. This AI was submitted with Beloit's 2020-2024 Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City plans has no such plans for 2023, as there are no policies in the City of Beloit that serve as barriers to affordable housing. However, the City has a NRSA for two neighborhoods in the City, which contains strategies for reducing high concentrations of rental units in both neighborhoods. These high concentrations contribute to deteriorating, crime, and instability which affect the return on residential investment

Discussion

The City of Beloit will provide financial resources for owner-occupants to maintain their homes, through the Housing Rehab Loan Program.

The City of Beloit will also support efforts by others to rehabilitate current tax credit projects or develop new tax credit projects.

The City will support services for legal advocacy with regard to housing issues.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City submitted NRSA's for two low-moderate income neighborhoods in the City which was approved on 9-21-2018. The NRSA has strategies that will work towards three main goals: Resident empowerment, neighborhood stabilization and revitalization, and public safety. Resident empowerment strategies will focus on employment and life skills training, increasing educational attainment, youth programming to reduce gang and criminal activity. The neighborhood stabilization strategy will focus on reducing the number of deteriorated and vacant/abandoned properties, encouraging resident involvement in neighborhoods, increasing owner-occupied units, and decreasing highly concentrated areas of rentals. The public safety strategies will include community policing, improving crime analysis, and increasing resident engagement.

Actions planned to address obstacles to meeting underserved needs

One of the key obstacles to meeting the underserved needs in Beloit is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at a less than optimal amount. The City does not fund programs which duplicate the work of other programs unless the activity is able to meet a high priority need.

Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language barriers. The City will partner with the non-profits and others to consolidate resources. The City is part of the Rock County Homeless Intervention Task Force, which works to end homelessness in Rock and Walworth counties through delivery of collaborative services. The City is also part of the Beloit Area Task Force on Homelessness, which shares a similar mission with a more specific focus on the Beloit area.

Actions planned to foster and maintain affordable housing

- The City of Beloit will support efforts by others to rehabilitate current tax credit projects.
- The City of Beloit will provide financial resources for owner-occupants to maintain their homes.
- The City of Beloit will provide financial resources for landlords to upgrade their rental units.
- The City of Beloit will provide support and financial resources for the development of new affordable housing units.

Actions planned to reduce lead-based paint hazards

In 2020, the City expanded the \$5,000 matching forgivable loan program to remove lead hazards. The program was originally created and offered only in the NRSA areas, but in 2021 it was expanded by

offering the \$5,000 program to property owners citywide, and increasing from \$5,000 to \$10,000 in the NRSA areas. This program can be used in conjunction with a Housing Rehabilitation Loan, which allows the owner to use the loan funds as match.

The City of Beloit will explore opportunities to apply for Lead Hazard Control/Reduction Grant funds. Historically, the City has used these funds in conjunction with its housing rehabilitation funds. The lead funds are used for the lead elements to make the house lead safe, and then the housing rehabilitation funds are used for other rehabilitation work needed to bring the home up to minimum property maintenance standards.

The City of Beloit Community and Housing Services Division requires all contractors hired through the Housing Rehabilitation Loan program to be certified lead safe, ensuring all work completed in project homes is performed in a lead safe manner and with lead-free replacement products.

The City is currently developing a lead pipe replacement program in coordination with our Water Resources Division. This program uses local tax levy dollars for 50% repayable loans to assist homeowners with replacing the private portion of the water lateral to their homes. This program is regulated by the State and requires a minimum of 50% repayment of the loan. The Housing Rehab Loan Program staff will administer the program and offer additional loans or forgivable loans to residents through the existing CDBG Housing Rehab Loan Program for LMI residents who need more assistance.

Actions planned to reduce the number of poverty-level families

Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

- The City will support programs that provide assistance to persons to increase their job skills and marketability.
- The Beloit Housing Authority will continue its Family Self-Sufficiency Program.
- The Beloit Housing Authority will continue to provide homeownership opportunities to Section 8 participants in cooperation NeighborWorks Blackhawk Region (NWBR).
- The City will support non-profit organizations that provide assistance, job training, and advocacy to low- and moderate-income residents.
- The Housing Authority requires all public housing residents to perform 8 hours of community service per month when the participating adult is unemployed. By doing this, adults are learning new skills, acquiring self-confidence and opening doors for new opportunities. The Housing Authority offers case management to families which include budgeting classes, mentors, educational opportunities, and preferences with local employers.

Through local partnerships, the City is increasing employment while educating citizens and providing life

improvement skills.

Actions planned to develop institutional structure

The City of Beloit will work with non-profits, public institutions and the private sector to implement the Consolidated Plan and Annual Plan. The City will continue to utilize the Community Development Authority (CDA) for review of the Consolidated Plan, annual action plans, proposed CDBG funding and any CDBG budget amendments.

Actions planned to enhance coordination between public and private housing and social service agencies

The City is an active participant in the Homeless Intervention Task Force. In addition to HITF, the City has also become a participant in the Beloit Area Task Force on Homelessness (BATFoH) group. This group is composed of agencies focused in or on Beloit residents that delve deeper in homelessness and poverty issues than HITF has been able to in the past.

The City also has a good relationship with Rock County's Community Development and Health departments, and the City Manager meets with Rock County officials on a regular basis.

In 2020, the City partnered with a non-profit agency, ACTS Housing to match qualified homebuyers to vacant or foreclosed homes.

Discussion

During 2019, the Analysis of Impediments to Fair Housing was completed by a contracted agency. The Request for Proposal was published on 7/9/2018 with a response date of 8/3/2018. The RFP was posted on the City's website, included in City press releases, and posted in NAHRO (online). Five agencies were also contacted directly. The Milwaukee Metropolitan Fair Housing Council was ultimately awarded the contract. Research was completed through-out 2019 and the draft was submitted to the City of Beloit by July 2019 for review. The Analysis is valid from 2020-2024, at which time, a new analysis will be completed. The AI was finalized on October 07, 2019 after the following public processes:

8-23-2019 through 9-23-2019 - Public Review Period

8-28-2019 - Community Development Authority Review and Approval

10-07-2019 - City Council Public Hearing and Final Approval

A unique aspect for this analysis is that the contractors were able to separate the City of Beloit's data from the remainder of Rock County. They were also able to identify Beloit specific goals which are listed

below:

7. Create and Preserve Affordable Housing (Rental and For Sale)
8. Create a Strong Fair Housing Enforcement and Outreach Program
9. Improve Tenant and Housing Provider Communications
10. Improve Transit
11. Develop an Eviction Reduction Strategy
12. Address Predatory Land Contracts
13. Increase Access to Consumer Education
14. Connect Black, Latino, and Other Underserved Populations with Life-improving Opportunities

City Staff will work with the Equal Opportunities Commission to address the goals and strategies listed in the Analysis.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	86,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	86,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

Discussion

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda #:	5b		
Topic:	Resolution 2022-17, Recommending Approval of the 2023 HOME Investment Partnerships Program (HOME) Budget		
Date:	September 28, 2022		
Presenter:	Julie Christensen	Division:	Community and Housing Services

Overview/Background Information

The City is a member of the Rock County HOME Consortium. As a result, the City receives an annual allocation of Home Investment Partnership Program (HOME) funds. The Consortium Agreement was amended in 2016 to allocate additional dollars to the City of Beloit. Starting in 2017, the City of Beloit receives 28 percent of the project funds. In addition, the City also receives funds for administrative activities, which includes staff time to operate the program.

Key Issues

- For the 2023 budget, we are estimating a total of \$1,355,078.97 for housing projects, and \$141,836.21 in administrative dollars. This includes 2023 funds, prior year funds, and program income as indicated on the attached HOME Annual Plan.
- Projects that have already been awarded funds that will proceed in 2022-2023 include the following:

WPHD 2021 - One New Construction	\$80,000
WPHD 2022- Two New Construction	\$160,000
WPHD 2022-23 - Two New Construction and 737 Bluff Street	\$544,000
Community Action - 1312 Nelson (new construction)	\$140,000
NeighborWorks Down payment Assistance	\$45,000
Total	\$969,000
- We are proposing to use the remaining funds for Down payment assistance and the City's housing rehab loan program, \$195,000 and \$231,078.97 respectively.
- There are prior year administrative funds and 2023 administrative funds available, which will be utilized to pay staff costs to run the programs. We are proposing to administer a Down payment assistance program ourselves as well as issuing an RFP to eligible agencies to run programs as well. Administrative dollars could be used for both of those programs.

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. Write N/A if not applicable)

N/A

Action Required/Recommendation

Staff recommends approval of Resolution 2022-17.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

Resolution and HOME Annual Plan

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2022-17
RECOMMENDING APPROVAL OF THE
2023 HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) BUDGET**

WHEREAS, the City of Beloit is expected to receive \$200,000 in HOME Investment Partnership (HOME) funds for City projects and \$22,500 for HOME Administrative Activities in 2023, and

WHEREAS, the City of Beloit estimates there will be up to \$957,467.84 in prior year funds and \$197,611.13 in program income available for City projects, and

WHEREAS, the City Council has previously awarded funds to the Wisconsin Partnership for Housing Development, Community Action, Inc. and NeighborWorks Blackhawk region in the amount of \$969,000, and

WHEREAS, the City's owner-occupied housing rehabilitation loan program, down payment assistance, acquisition-rehab projects, and new construction projects are eligible HOME projects, and

WHEREAS, the recommended projects are consistent with the City's Consolidated Plan.

NOW THEREFORE BE IT RESOLVED, that the Community Development Authority recommends that the City Council allocate funds for the 2023 program year as indicated on the attached HOME Annual Plan

Adopted this 28th day of September, 2022.

Philip Gorman, Chairperson

ATTEST:

Julie Christensen, Executive Director

Rock County HOME Consortium 2023 Annual Action Planning Tool-HOME Partner Information

Partner Name: City of Beloit

Contact: Julie Christensen

Email Address: christensenj@beloitwi.gov

Phone Number: 608-364-6703

2023 Funding/Resources:

Funding Resources Anticipated to be Available in 2023	Current Amount on hand (as of 08/19/22)	Amount anticipated available (as of 12/31/22)
Prior Year Grant Funds (add rows for add'l program years (PY))	Based on projects set up in IDIS as of 8/16/22. Confirm balance matches to your internal records	Subtract projects anticipated to be set-up in IDIS prior to 12/31/2022. Enter adjusted balance.
PY2017	\$10,944.25	\$0.00
PY2018	\$196,181.44	\$196,181.44
PY2019	\$175,794.08	\$175,794.08
PY2020	\$194,937.96	\$194,937.96
PY2021	\$188,671.84	\$188,671.84
PY2022	\$201,882.52	\$201,882.52
Prior Year(s) Program Income: Balances displayed are as reported in IDIS. Please verify your balances match. If they do not match, please make an adjustment entry (+/-) and provide detail back-up to your balance figures.		Subtract projects anticipated to be set-up in IDIS prior to 12/31/2022. Enter adjusted balance.
PY2020		\$45,000.00
PY2021	\$162,380.01	\$92,611.13
PY2022	\$104,298.29	\$60,000.00
*2023 Grant Funds (anticipate level w/ 2022)		\$200,000.00
2023 Estimated Program Income * NOTE this can be held for 2024 AAP		\$ 60,000.00
Total Available		\$1,415,078.97

*2022 HOME Grant = \$721,009

Addresses of projects to occur in 2022, not set-up in IDIS:

<u>Project Address</u>	<u>Set Up Amount</u>	<u>Amount to be Expended by 12/31/2022</u>
1235 Dewey	\$172,000	\$10,000
1312 Nelson	\$140,000	\$10,000

2023 Projects/HOME Expenditures:

Project Type	# of Units	Funding Source			
		2023 Grant Funds	Prior Year(s) Program Income	Prior Year Grant Funds	Total
Acquisition/Rehab/Resale	1	\$0.00	\$0.00	\$200,000.00	\$200,000.00
Direct Homebuyer Assistance.	13	\$0.00	\$45,000	\$150,000.00	\$195,000.00\$
Single Family New Construction	6	\$200,000.00	\$102,611.13	\$421,388.87	\$724,000.00
Homeowner Rehabilitation	10	\$0.00	\$50,000.00	\$186,078.97	\$231,078.97
Private-Owner Rental Rehabilitation (indicate total # of units per project)	0	\$0.00	\$0.00	\$0.00	\$0.00
Rental Development/Conversion of existing buildings (indicate total # of units per project)	0	\$0.00	\$0.00	\$0.00	\$0.00
Rental Development / New Construction (indicate total # of units per project)	0	\$0.00	\$0.00	\$0.00	\$0.00
Administration		\$22,350.00	\$0.00	\$119,486.21	\$141,836.21
Unallocated		\$0.00	\$0.00	\$0.00	\$0.00

* Address of projects, if known: _

<u>2023 Project Address</u>	<u>Set Up Amount</u>	<u>Amount Anticipated to be expended by 12/31/2023.</u>
1115 Summit Avenue	\$172,000.00	\$150,000.00

Leverage/Match:

Will HOME funds leverage additional resources (Private, State or Local Funds)? If yes, explain and provide estimated amounts. _____

How will you provide the 25% match for HOME funds expended? List source and dollar amounts for each type of match.

Match will be provided by non-profit partners and applicants.

Contingency Plan:

If HOME funds available are less than anticipated:

Maximize funding available for administration (10% of grant and PI)

Decrease housing rehab (specific activity) by reduced amount available

Decrease __ (specific activities) proportionately

Other: _____

If HOME funds are greater than anticipated:

Maximize funding available for administration (if not used, reserve for future yrs)

Increase ____ (specific activity) by increased amount available

Increase housing rehab program and new construction (specific activities) proportionately

Consider unallocated for 2023. Allocate through 2024 planning process.

Other: _____