



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, November 2, 2022

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the September 28, 2022 Community Development Authority meeting
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the September Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the July-August Financial Report (Cole)
[Attachment](#)
 - 4.c. Consideration of Resolution 2022-12 Approving Revisions to Beloit Housing Authority's Housing Choice Voucher Administrative Plan (Cole)
[Attachment](#)
 - 4.d. Consideration of Resolution 2022-18 Approving the 2023 Beloit Housing Authority' Operating Budget (Cole)
[Attachment](#)
 - 4.e. Consideration of Resolution 2022-19 Approving Disposition of Beloit Housing Authority Appliances (Cole)
[Attachment](#)
 - 4.f. Consideration of Resolution 2022-20 Approving Foster Youth to Independence Memorandum of Understanding (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss.
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, September 28, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, September 28, 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 4:33 p.m. Commissioners Elliot, and Councilors Forbeck and Leavy were present. Commissioner Hartke joined the meeting at 4:37 p.m. Commissioner Rodriguez was absent.

2. PUBLIC COMMENT

Michael Hodges of Hilltop Community Center spoke at length regarding his concerns about the Community Development Block Grant process. Mr. Hodges stated that he feels that the process is unethical and unlawful. Mr. Hodges also asked questions of Community and Housing Services staff regarding the application and scoring processes, and staff clarified them as requested. Councilor Leavy requested to move item 5.a. to the top of the agenda to allow further discussion. Commissioner Elliot exited the meeting during public comment and for item 5a.

3. COMMUNITY AND HOUSING SERVICES

3.a. Consideration of Resolution 2022-16, Recommending Approval of the 2023 Community Development Block Grant (CDBG) Budget and 2023 Annual Plan

The staff report and recommendation was presented by Teri Downing, Deputy Community Development Director. Teri explained the public notice and application processes, and discussed why staff recommended the applicants for funding. Teri answered several questions from the CDA members regarding the caps and different categories of funding allowed. She also mentioned there was a risk analysis completed by staff that was during the overall scoring of applicants. Chairperson Gorman asked Ms. Downing not to present the risk analysis results.

Chairperson Gorman opened the item for public comment at 5:53 p.m.

Michael Hodges of Hilltop Community Center spoke regarding his concerns about the Community Development Block Grant process. He thanked Grants Administrator Megan McBride for providing guidance to him throughout the application process. He expressed concern about having one person making the recommendation on the budget and that staff was requiring to use the scoring in the application. He went on to say that he felt he had been scored differently as another agency even though

they had the same answers to the questions. He indicated that he had not seen the risk analysis and that he felt that the process was not open and transparent.

Markese Terrell spoke in favor of Hilltop Community Center's CDBG application. He stated that he also has a shared interest in assisting the youth in the Merrill and Hackett neighborhoods. Mr. Terrell encouraged applicants to also consider applying for American Rescue Plan Act (ARPA) funds.

Tammie King-Johnson of Family Promise of Greater Beloit thanked the CDA Board for considering her organization's request for funding, and stressed the importance and impact the receipt of Family Promise's full funding request would have on her organization's operations. She indicated that the CDA should take into consideration the size of an agency's budget when making funding decisions. She stressed that those larger agencies have more ability to absorb a reduction in funding than agencies of the size of Family Promise.

John Pfeleiderer of Family Services of Southern Wisconsin and Northern Illinois thanked the CDA Board for considering his organization's funding application. Mr. Pfeleiderer discussed the challenges of staying in compliance with CDBG regulations once an organization is funded. He also suggested that organizations that have received CDBG funding in the past could mentor first-time applicants and CDBG recipients to help them remain in compliance.

Donald Grundy thanked Councilor Leavy for allowing applicants to speak, and for restructuring the meeting. Mr. Grundy spoke in support of Hilltop Community Center's CDBG application.

Councilor Leavy proposed a modification of the budget that included funds for Hilltop Community Center, Doris Wiles Center of Hope, and additional dollars for Family Promise and reduced funding a number of the other agencies to accommodate those changes. Councilor Forbeck proposed a slightly different modification of the budget. Motion to approve the resolution with the amended 2023 CDBG budget proposed by Councilor Leavy was made by Councilor Leavy and seconded by Councilor Forbeck. Motion was approved (3-1).

3.b. Consideration of Resolution 2022-17 Recommending Approval of the 2023 Home Investment Partnership (HOME) Program Budget

The staff report and recommendation was presented by Julie Christensen, Executive Director of the CDA.

Motion was made by Chairperson Gorman and seconded by Councilor Leavy to approve the resolution. Motion was approved, voice vote (4-0).

4. **MINUTES**

4.a. **Consideration of the minutes of the regular Community Development Authority meeting held on August 24, 2022**

Motion was made by Chairperson Gorman and seconded by Councilor Leavy to approve the minutes. Motion was approved, voice vote (4-0).

5. **BELOIT HOUSING AUTHORITY**

5.a. **Presentation of the August Activity Report**

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

5.b. **Consideration of Resolution 2022-11 Awarding Contract for Public Housing Unit Repair**

Clinton Cole, Director of BHA, presented the staff report. Motion to approve was made by Councilor Leavy and seconded by Commissioner Hartke. Motion was approved, voice vote (4-0).

5.c. **Public Hearing and Consideration of Resolution 2022-12 Approving Revisions to Beloit Housing Authority's Housing Choice Voucher Administrative Plan**

Chairperson Gorman opened the Public Hearing at 6:47 p.m. No public comments were made at the meeting or received by BHA during the public comment period. Chairperson Gorman closed the Public Hearing at 6:48 p.m. The item was laid over until the next meeting.

5.d. **Consideration of Resolution 2022-13 Approving Beloit Housing Authority's Family Self-Sufficiency Action Plan**

Clinton Cole, Director of BHA, presented the staff report. Motion to approve was made by Councilor Forbeck and seconded by Chairperson Gorman. Motion was approved, voice vote (4-0).

5.e. **Public Hearing and Consideration of Resolution 2022-14 Approving the Beloit Housing Authority's 2023 Annual Plan**

Chairperson Gorman opened the Public Hearing at 6:55 p.m. No public comments were made at the meeting or received by BHA during the public comment period. Chairperson Gorman closed the Public Hearing at 6:56 p.m. Clinton Cole, Director of BHA, presented the staff report. Motion to approve was made by Councilor Forbeck and seconded by Councilor Leavy. Motion was approved, voice vote (4-0).

5.f. **Consideration of Resolution 2022-15, Authorizing the Beloit Housing Authority to Apply for a Family Self-Sufficiency (FSS) Program Grant**

Clinton Cole, Director of BHA, presented the staff report. Motion to approve was made by Chairperson Gorman and seconded by Commissioner Hartke. Motion was approved, voice vote (4-0).

5. **Adjournment**

Motion was made by Chairperson Gorman and seconded by Councilor Forbeck to adjourn the meeting at 7:03 p.m. Motion was approved, voice vote (4-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September Activity Report		
Date:	November 2, 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. 10 annual and five interim certifications were completed. 13 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

461 vouchers were housed on September 30, 2022. Four portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 32 annual and 30 interim recertifications during this reporting period. 57 Housing Quality Standards (HQS) inspections were completed.

Special Programs Administrator Maria Arellano and BHA Director Clinton Cole have been working with a Housing Choice Voucher (HCV) participant who is in the process of purchasing a home. The HCV homeownership program allows families that are assisted under the HCV program to use their voucher to buy a home and receive monthly assistance in meeting homeownership expenses. To participate in the HCV homeownership program, the HCV family must meet specific income and employment requirements (the employment requirement does not apply to elderly and disabled families), be a first-time homeowner as defined in the regulation, and satisfactorily complete pre-assistance homeownership and housing counseling programs. The participant closed on her new home on October 27, 2022.

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

September 2022 Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 9/30/2022	129 Units	98% Occupancy
Vacancies on 9/30/2022	2 Units	2% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	2 Units	98% Occupancy

Public Housing Inspections

Nine annual, two reinspections, and two initial inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	10
Interim Recertifications	5
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 9/30/2022	461 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	6 Vouchers
September HCV HAP Funds Received	\$246,625
September HCV HAP Funds Expended	\$259,830
Current Per Unit Cost (PUC)	\$564

* 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 38 annual inspections, five initial inspections, 12 reinspections, and two special inspections during this reporting period.

Section 8 Activities

New Participants	2
Annual Recertifications	32
Interim Recertifications	30
Abatements	5
Unit Transfers	2
Possible Program Violations	0
End of Program	2
Port Ins	1
Port Outs	2

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	138
Public Housing West	130
Parker Bluff	283
Section 8 Program	414

Family Self-Sufficiency Participants

Section 8 – 24

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	July-August 2022 Financial Report		
Date:	November 2, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant as of August 31, 2022.

At the end of this reporting period, the Low-Income Public Housing (LIPH) program income was \$352,479.67 and the LIPH expenses were \$269,814.40. There was a surplus of \$82,665.27 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$213,872.25 and related grant expenses total \$213,872.25.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$1,579.57. The PBV had a deficit of \$1,579.57. The deficit is the result of the program ceasing operations. Operational expenses will continue to be incurred until a decision is made regarding the property at 240 Portland Avenue.

At the end of this reporting period, Phase 1 program income was \$222,189.49 and the expenses were \$175,901.73. Phase 1 had a surplus of \$46,287.76. Of this surplus, \$4.63 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$217,422.04 and the expenses were \$202,689.28. Phase 2 had a surplus of \$14,732.76. Of this surplus, \$1.47 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,066,754.01 and expenses were \$2,156,136.81. The HCV program had a deficit of \$89,382.80. Unit payment standards increased this year; however, HAP subsidy payments received from HUD have not caught up at this time. It is anticipated that HAP subsidy payments will increase over time to reflect current HAP expense levels.

Debts owed BHA collected through August 2022: Total \$8,162.44
TRIP Program: \$8,162.44 Repayments: \$0.00

Conformance with Strategic Plan

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

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

Sustainability

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

N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

July 2022 - August 2022 Financial Report

Consolidated 2022 Budget Report for LIPH/PBV - As of August 31, 2022

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-					-		-
2 Excess Utilities	-					-		-
3 Interest on Unrestricted Fund Investments	33.33		24.22			24.22	50.00	50.00
4 Income - Transfer In from Other Funds	-					-		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	2,000.00		1,887.13			1,887.13	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	18,666.67		14,562.32			14,562.32	28,000.00	28,000.00
9 Other Income - CFP Operation Money	113,333.33			166,194.81		166,194.81	170,000.00	170,000.00
10 Other Income - Sale of Asset Gain/Loss	-		600.00			600.00		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	11,940.76					-	17,911.14	17,911.14
13 ROSS/FSS Grant	54,753.69			47,677.44		47,677.44	82,130.53	82,130.53
14 HAP Subsidy	-					-		-
15 Operating Subsidy	327,145.33		335,406.00			335,406.00	490,718.00	490,718.00
Total Income	527,873.11		352,479.67	213,872.25	-	566,351.92	791,809.67	791,809.67
Expenses								
	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
<i>Administrative Expenses</i>								
16 Admin Salaries	55,420.49	42,936.78			42,936.78	83,130.74	83,130.74	
17 ROSS/FSS Coordinator Admin Salaries	42,714.88		36,429.58		36,429.58	64,072.32	64,072.32	
18 Admin Employee Benefits	27,275.20	16,457.74			16,457.74	40,912.80	40,912.80	
19 ROSS/FSS Coordinator Admin Benefits	12,996.96		11,017.16		11,017.16	19,495.44	19,495.44	
20 Advertising & Marketing	33.33				-	50.00	50.00	
21 Legal	66.67				-	100.00	100.00	
22 Staff Training	1,666.67		1,437.00		1,437.00	2,500.00	2,500.00	
23 Travel	166.67	113.71			113.71	250.00	250.00	
24 Accounting Consultants	4,833.33	2,845.00		758.00	3,603.00	7,250.00	7,250.00	
25 Audit Fee	7,626.67	9,740.00			9,740.00	11,440.00	11,440.00	
26 Telephone	1,267.96	883.32			883.32	1,901.94	1,901.94	
27 Postage	1,866.29	2,490.02	97.38		2,587.40	2,799.44	2,799.44	
28 Office Supplies	266.67	280.64	133.32		413.96	400.00	400.00	
29 Memberships & Publications	1,365.33	485.37			485.37	2,048.00	2,048.00	
30 Bank Fees	-				-		-	
31 Computer Maintenance	-				-		-	
32 Copier Expenses	1,666.67	1,372.40			1,372.40	2,500.00	2,500.00	
33 Office Equipment Maintenance	-				-		-	
34 Postage Machine	-				-		-	
35 Software Maintenance	2,666.67	7,258.60	4,886.64		12,145.24	4,000.00	4,000.00	
36 Outgoing Portable Admin Fees	-				-		-	
37 Sundry Administration/Compliance Fees	466.67	3,710.85			3,710.85	700.00	700.00	
38 Port-In HAP Expense	-				-		-	
39 Management Fees	-				-		-	
40 Eviction & Collection Agent Fees	-				-		-	
41 HAP Expense (net fraud recovery to HUD)	-				-		-	
HAP Overfunding (Underfunding)	-				-		-	

	Maintenance Expenses	-							
42	Maintenance Salaries	2,000.00			-	3,000.00			3,000.00
43	Casual Labor - Maintenance	-			-				-
44	Maintenance Benefits	666.67			-	1,000.00			1,000.00
45	Maintenance Materials & Supplies	333.33	49.13		49.13	500.00			500.00
46	Plumbing Supplies	-	67.93		67.93				-
47	Locks, Locksets & Keys	-	29.40		29.40				-
48	Electrical Supplies	-			-				-
49	Painting Supplies	-			-				-
50	Cleaning Supplies	133.33	341.10		341.10	200.00			200.00
51	Equipment Repair Parts	-			-				-
52	Maintenance Contracted Services	1,000.00	142.00		142.00	1,500.00			1,500.00
53	Refuse Removal Services	66.67			-	100.00			100.00
54	Plumbing Repair Services	-			-				-
55	Heating/AC Repair Services	-			-				-
56	Electric Repair Service	-			-				-
57	Window Repair Service	-			-				-
58	Automotive Repairs/Fuel	-	82.00		82.00				-
59	Elevator Repair & Maintenance	1,000.00	1,499.35		1,499.35	1,500.00			1,500.00
60	Pest Control Services	-			-				-
61	Cable TV	-			-				-
62	Answering Service	2,133.33	2,906.02		2,906.02	3,200.00			3,200.00
63	Misc Contracts	-			-				-
64	Clean/Paint Units	-			-				-
	Utilities Expenses	-							
65	Water/Sewer	1,066.67	805.13	244.05	1,049.18	1,600.00			1,600.00
66	Electricity	3,666.67	4,250.36	192.74	4,443.10	5,500.00			5,500.00
67	Natural Gas	1,666.67	1,834.05	384.78	2,218.83	2,500.00			2,500.00
	Other Operating Expenses	-							
68	Protective Services Contract	1,333.33	1,295.73		1,295.73	2,000.00			2,000.00
69	Insurance	10,619.83	10,760.88		10,760.88	15,929.75			15,929.75
70	PILOT	-			-	-			-
71	Compensated Absences	-			-				-
72	Collection Losses	-			-				-
73	Replacement Reserves & Debt Pmt-Princ	-			-				-
74	Other General Expense/Asset Mgmt Fees	200,925.28	157,176.89		157,176.89	301,387.92			301,387.92
75	Casualty Losses - Non Capitalized	-			-				-
76	Capital Expenditures	111,666.67	159,871.17		159,871.17	167,500.00			167,500.00
77	Transfer In / Out	-			-				-
	Total Expense	500,645.57	269,814.40	213,872.25	1,579.57	485,266.22	750,968.35	-	750,968.35

Net Income/(Loss):

82,665.27	-	(1,579.57)	81,085.70
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 8/31/2022**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	24.22		50.00	0.00%	(25.78)
Other Income	17,049.45	166,194.81	201,000.00	91.17%	(17,755.74)
HUD Admin Fees			-		-
HUD Grants/Subsidies	335,406.00	47,677.44	590,759.67	64.85%	(207,676.23)
Total Income	352,479.67	213,872.25	791,809.67		(225,457.75)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	59,394.52	47,446.74	207,611.30	51.46%	100,770.04
Office Expenses	21,306.91	6,554.34	33,439.38	83.32%	5,578.13
Office Contracted Services	8,631.00		6,500.00	132.78%	(2,131.00)
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	487.56	-	700.00	69.65%	212.44
Maintenance Contracts	4,629.37		6,300.00	73.48%	1,670.63
Utilities	7,711.11		9,600.00	80.32%	1,888.89
Other Operating					
Protective Services	1,295.73		2,000.00	64.79%	704.27
Insurance	10,760.88		15,929.75	67.55%	5,168.87
PILOT	-		-	0.00%	-
Other Operating Expenses	157,176.89	159,871.17	468,887.92	67.62%	151,839.86
Total Expenses	271,393.97	213,872.25	750,968.35		265,702.13

Net Admin Income (Loss)	81,085.70	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	81,085.70	-			

Consolidated 2022 Budget Report for Phase 1 - As of August 31, 2022

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	78,666.67	94,044.53	94,044.53	118,000.00		118,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	133.33	112.63	112.63	200.00		200.00
4 Income - Transfer In from Other Funds	-	26,991.95	26,991.95			-
5 Other Income - Tenants	4,336.92	13,616.97	13,616.97	6,505.38		6,505.38
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	3,333.33	1,048.51	1,048.51	5,000.00		5,000.00
8 Other Income - Laundry/Copy Fees/Misc	-		-			-
9 Other Income - CFP Operation Money	-		-			-
10 Other Income - Sale of Asset Gain/Loss	-		-			-
11 Admin Fees Earned - HUD	-		-			-
12 Incoming Billable Admin Fees/Oper Sub	107,925.28	86,374.90	86,374.90	161,887.92		161,887.92
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	194,395.53	222,189.49	222,189.49	291,593.30		291,593.30

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	58,165.79	49,799.02	49,799.02	87,248.68		87,248.68
17 FSS Coordinator Admin Salaries	-		-			-
18 FSS Coordinator Admin Benefits	-		-			-
19 Advertising & Marketing	33.33	87.07	87.07	50.00		50.00
20 Legal	1,466.67	(132.50)	(132.50)	2,200.00		2,200.00
21 Staff Training	-		-			-
22 Travel	-		-			-
23 Accounting Consultants	4,200.00	3,681.00	3,681.00	6,300.00		6,300.00
24 Audit Fee	8,000.00	11,400.00	11,400.00	12,000.00		12,000.00
25 Telephone	-		-			-
26 Postage	-		-			-
27 Office Supplies	173.33	226.18	226.18	260.00		260.00
28 Memberships & Publications	-		-			-
29 Bank Fees	34.40	52.70	52.70	51.60		51.60
30 Computer Maintenance	-		-			-
31 Copier Expenses	-		-			-
32 Office Equipment Maintenance	-		-			-
33 Postage Machine	-		-			-
34 Software Maintenance	2,211.92	2,344.62	2,344.62	3,317.88		3,317.88
35 Outgoing Portable Admin Fees	-		-			-
36 Sundry Administration/Compliance Fees	2,666.67	5,222.91	5,222.91	4,000.00		4,000.00
37 Port-In HAP Expense	-		-			-
38 Management Fees	3,895.73	4,814.40	4,814.40	5,843.60		5,843.60

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	66,814.62	47,320.56	47,320.56	100,221.93	100,221.93	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	4,666.67	7,706.70	7,706.70	7,000.00	7,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	7,166.67	10,522.99	10,522.99	10,750.00	10,750.00	
52	Refuse Removal Services	833.33	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	666.67	1,433.50	1,433.50	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	1,517.56	1,663.53	1,663.53	2,276.34	2,276.34	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	666.67	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	3,666.67	2,070.46	2,070.46	5,500.00	5,500.00	
65	Electricity	933.33	729.89	729.89	1,400.00	1,400.00	
66	Natural Gas	666.67	387.36	387.36	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	6,666.67	2,500.00	2,500.00	10,000.00	10,000.00	
68	Insurance	9,388.87	9,388.88	9,388.88	14,083.30	14,083.30	
69	PILOT	7,666.67	9,265.82	9,265.82	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	2,183.33	5,416.64	5,416.64	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	194,352.22	175,901.73	175,901.73	291,528.33	-	291,528.33

Net Income/(Loss):

46,287.76 46,287.76

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

4.63

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 8/31/2022

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	94,044.53	118,000.00	79.70%	(23,955.47)
Interest on Investments	112.63	200.00	56.32%	(87.37)
Other Income	128,032.33	173,393.30	73.84%	(45,360.97)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	222,189.49	291,593.30		(69,403.81)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	49,799.02	87,248.68	57.08%	37,449.66
Office Expenses	22,881.98	24,861.60	92.04%	1,979.62
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	4,814.40	5,843.60	82.39%	1,029.20
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	47,320.56	100,221.93	47.22%	52,901.37
Materials & Supplies	7,706.70	7,000.00	110.10%	(706.70)
Maintenance Contracts	13,620.02	16,276.34	83.68%	2,656.32
Utilities	3,187.71	7,900.00	40.35%	4,712.29
Other Operating				
Protective Services	2,500.00	10,000.00		7,500.00
Insurance	9,388.88	14,083.30	66.67%	4,694.42
PILOT	9,265.82	11,500.00	80.57%	2,234.18
Other Operating Expenses	5,416.64	3,275.00	165.39%	(2,141.64)
Total Expenses	175,901.73	291,528.33		115,626.60

Net Admin Income (Loss)	46,287.76
Net HAP Income (Loss)	
Total YTD Income (Loss)	46,287.76
Housing Authority's Portion	4.63

Consolidated 2022 Budget Report for Phase 2 - As of August 31, 2022

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	94,000.00	100,397.00	100,397.00	141,000.00	141,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	500.00	224.81	224.81	750.00	750.00
4	Income - Transfer In from Other Funds	-	26,609.54	26,609.54	-	-
5	Other Income - Tenants	800.00	4,892.70	4,892.70	1,200.00	1,200.00
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	3,333.33	503.00	503.00	5,000.00	5,000.00
8	Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9	Other Income - CFP Operation Money	-	-	-	-	-
10	Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11	Admin Fees Earned - HUD	-	-	-	-	-
12	Incoming Billable Admin Fees/Oper Sub	93,000.00	84,794.99	84,794.99	139,500.00	139,500.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
Total Income		191,633.33	217,422.04	217,422.04	287,450.00	287,450.00

		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Expenses						
Administrative Expenses						
16	Admin Payroll Expenses	47,024.38	45,503.41	45,503.41	70,536.57	70,536.57
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	33.33	44.68	44.68	50.00	50.00
20	Legal	1,000.00	(552.19)	(552.19)	1,500.00	1,500.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	4,200.00	3,681.00	3,681.00	6,300.00	6,300.00
24	Audit Fee	7,333.33	10,800.00	10,800.00	11,000.00	11,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	173.33	226.18	226.18	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	12.00	12.00	-	-
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	2,211.91	2,344.62	2,344.62	3,317.87	3,317.87
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	2,666.67	4,354.75	4,354.75	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	8,045.03	9,436.78	9,436.78	12,067.54	12,067.54

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	50,153.41	51,051.45	51,051.45	75,230.12	75,230.12	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	4,666.67	4,156.12	4,156.12	7,000.00	7,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	6,666.67	7,737.85	7,737.85	10,000.00	10,000.00	
52	Refuse Removal Services	2,000.00	3,238.00	3,238.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	800.00	2,004.03	2,004.03	1,200.00	1,200.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	1,251.57	1,332.12	1,332.12	1,877.36	1,877.36	
58	Elevator Repair & Maintenance	1,833.33	1,581.35	1,581.35	2,750.00	2,750.00	
59	Pest Control Services	333.33	1,900.00	1,900.00	500.00	500.00	
60	Cable TV	1,166.67	3,739.65	3,739.65	1,750.00	1,750.00	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	4,666.67	5,789.43	5,789.43	7,000.00	7,000.00	
65	Electricity	8,000.00	12,872.95	12,872.95	12,000.00	12,000.00	
66	Natural Gas	4,666.67	4,693.59	4,693.59	7,000.00	7,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	7,333.33	3,035.36	3,035.36	11,000.00	11,000.00	
68	Insurance	10,028.03	10,028.06	10,028.06	15,042.04	15,042.04	
69	PILOT	7,666.67	7,764.81	7,764.81	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	4,683.33	5,913.28	5,913.28	7,025.00	7,025.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	188,604.33	202,689.28	202,689.28	282,906.50	-	282,906.50

Net Income/(Loss):

14,732.76 14,732.76

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

1.47

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 8/31/2022

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	100,397.00	141,000.00	71.20%	(40,603.00)
Interest on Investments	224.81	750.00	29.97%	(525.19)
Other Income	116,800.23	145,700.00	80.16%	(28,899.77)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	217,422.04	287,450.00		(70,027.96)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	45,503.41	70,536.57	64.51%	25,033.16
Office Expenses	20,911.04	23,110.00	90.48%	2,198.96
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	9,436.78	12,067.54	78.20%	2,630.76
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	51,051.45	75,230.12	67.86%	24,178.67
Materials & Supplies	4,156.12	7,000.00	59.37%	2,843.88
Maintenance Contracts	21,533.00	21,077.36	102.16%	(455.64)
Utilities	23,355.97	26,000.00	89.83%	2,644.03
Other Operating				
Protective Services	3,035.36	11,000.00	27.59%	7,964.64
Insurance	10,028.06	15,042.04	66.67%	5,013.98
PILOT	7,764.81	11,500.00	67.52%	3,735.19
Other Operating Expenses	5,913.28	7,025.00	84.17%	1,111.72
Total Expenses	202,689.28	282,906.50		80,217.22

Net Admin Income (Loss)	14,732.76
Net HAP Income (Loss)	
Total YTD Income (Loss)	14,732.76
Housing Authority's Portion	<u>1.47</u>

Consolidated 2022 Budget Report for Housing Choice Voucher - As of August 31, 2022

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD		HCV	HCV Total		HCV	Total
1	Dwelling Rental	-		-			-
2	Excess Utilities	-		-			-
3	Interest on Unrestricted Fund Investments	500.00	849.80	849.80		750.00	750.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants	-		-			-
6	HAP Fraud Recovery & FSS Forfeitures	333.33		-		500.00	500.00
7	Other Income - Bad Debt Collections	-	1,427.59	1,427.59			-
8	Other Income - Laundry/Copy Fees/Misc	22,700.17	21,195.62	21,195.62		34,050.26	34,050.26
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	224,926.67	216,224.00	216,224.00		337,390.00	337,390.00
12	Incoming Billable Admin Fees/Oper Sub	1,333.33		-		2,000.00	2,000.00
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	1,928,128.00	1,827,057.00	1,827,057.00		2,892,192.00	2,892,192.00
15	Operating Subsidy	-		-			-
	Total Income	2,177,921.51	2,066,754.01	2,066,754.01	-	3,266,882.26	3,266,882.26
Expenses							
Expenses	Approved YTD		HCV	HCV Total		HCV	Total
Administrative Expenses							
16	Admin Salaries	139,806.80	126,308.16	126,308.16		209,710.20	209,710.20
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	48,192.05	37,219.49	37,219.49		72,288.08	72,288.08
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	33.33		-		50.00	50.00
21	Legal	333.33		-		500.00	500.00
22	Staff Training	1,166.67		-		1,750.00	1,750.00
23	Travel	333.33	349.49	349.49		500.00	500.00
24	Accounting Consultants	4,142.67	3,922.00	3,922.00		6,214.00	6,214.00
25	Audit Fee	7,333.33	9,740.00	9,740.00		11,000.00	11,000.00
26	Telephone	1,027.31	703.22	703.22		1,540.96	1,540.96
27	Postage	-		-			-
28	Office Supplies	1,333.33	1,700.96	1,700.96		2,000.00	2,000.00
29	Memberships & Publications	466.67	415.37	415.37		700.00	700.00
30	Bank Fees	1,937.09	2,801.28	2,801.28		2,905.64	2,905.64
31	Computer Maintenance	-		-			-
32	Copier Expenses	1,668.95	1,372.44	1,372.44		2,503.42	2,503.42
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	2,333.33	2,635.74	2,635.74		3,500.00	3,500.00
35	Software Maintenance	3,833.33	21,060.48	21,060.48		5,750.00	5,750.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	2,333.33	9,025.40	9,025.40		3,500.00	3,500.00
38	Port-In HAP Expense	-	19,033.00	19,033.00			-

39	Management Fees	-	-	-	-	-
40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	1,839,242.63	1,916,597.00	1,916,597.00	2,758,863.94	2,758,863.94
	HAP Overfunding (Underfunding)	89,218.71	(89,540.00)		133,828.06	133,828.06
	Maintenance Expenses					
42	Maintenance Salaries	-	-	-	-	-
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	-	-	-	-	-
45	Maintenance Materials & Supplies	-	-	-	-	-
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	-	-	-	-	-
53	Refuse Removal Services	333.33	788.22	788.22	500.00	500.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	-	-	-	-	-
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	238.00	-	-	357.00	357.00
59	Elevator Repair & Maintenance	-	-	-	-	-
60	Pest Control Services	-	-	-	-	-
61	Cable TV	-	-	-	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses					
65	Water/Sewer	-	-	-	-	-
66	Electricity	-	-	-	-	-
67	Natural Gas	-	-	-	-	-
	Other Operating Expenses					
68	Protective Services Contract	-	-	-	-	-
69	Insurance	1,403.94	1,570.42	1,570.42	2,105.91	2,105.91
70	PILOT	-	-	-	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	2,933.33	894.14	894.14	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	Total Expense	2,149,644.81	2,156,136.81	2,156,136.81	-	3,090,639.15
						3,224,467.21

Net Income/(Loss):

(89,382.80)

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 8/31/2022**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	849.80	750.00	113.31%	99.80
Other Income	22,623.21	36,550.26	61.90%	(13,927.05)
HUD Admin Fees	216,224.00	337,390.00	64.09%	(121,166.00)
HUD Grants/Subsidies	1,827,057.00	2,892,192.00	0.00%	(1,065,135.00)
Total Income	2,066,754.01	3,266,882.26		(1,200,128.25)

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	163,527.65	281,998.28	57.99%	118,470.63
Office Expenses	28,657.72	30,660.60	93.47%	2,002.88
Office Contracted Services	25,856.88	11,753.42	219.99%	(14,103.46)
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,916,597.00	2,758,863.94	69.47%	842,266.94
HAP Payments Port In	19,033.00		0.00%	(19,033.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,570.42	2,105.91	74.57%	535.49
PILOT		-		-
Other Operating Expenses	894.14	4,400.00	20.32%	3,505.86
Total Expenses	2,156,136.81	3,090,639.15		934,502.34
Net Income/(Loss):	<u><u>(89,382.80)</u></u>			

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Revisions to BHA’s Housing Choice Voucher Administrative Plan (Admin Plan)		
Date:	November 2, 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.
 - e. It is anticipated that all changes will be effective January 1, 2023.

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 compromission 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 2nd day of November, 2022

Community Development Authority

Philip Gorman, Vice-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	<p>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</p> <p>Changed gender text in 1st paragraph on p. 10-9</p> <p>Changed text in 3rd paragraph under 1st PHA Policy on p. 10-10</p> <p>Added text in 1st paragraph under 1st PHA Policy on p. 10-11</p> <p>Changed text throughout PHA Policy on p. 10-13</p>
11-1 thru 11-6	11-1 thru 11-6	<p>Corrected formatting and added reference to II-I.B. heading on p. 11-2</p> <p>Corrected formatting in 1st paragraph on p. 11-3</p> <p>Changed gender text in 2nd paragraph and throughout PHA Policy on p. 11-6</p>
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	<p>Changed gender text in 1st paragraph on p. 12-4</p> <p>Corrected formatting to indent 3rd paragraph under PHA Policy on p. 12-5</p> <p>Updated reference in heading and changed text in 2nd paragraph on p. 12-7</p> <p>Added new 2nd to last indented paragraph and deleted bracketed paragraph under PHA Policy on p. 12-9</p>
12-13 thru 12-18	12-13 thru 12-18	<p>Changed gender text in 2nd paragraph under VAWA Protections against Termination on p. 12-14</p> <p>Changed gender text in last paragraph under PHA Policy on p. 12-15</p> <p>Changed gender text in 2nd paragraph under 1st PHA Policy on p. 12-18</p>
13-7 thru 13-16	13-7 thru 13-16	<p>Added reference to Conflict of Interest heading and added last two paragraphs on p. 13/8</p> <p>Changed gender text in 7th bullet on p. 13-9</p> <p>Reformatted numbered text in PHA Policy on p. 13-10 to 13-11</p> <p>Repaginated pp. 13-10 and 13-11</p> <p>Added text in 2nd paragraph on p. 13-13</p> <p>Corrected formatting in 1st paragraph and changed text in last paragraph on p. 13-16</p>

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

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

~~Ann 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 ~~2021-26~~2020-28; 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~~should be given a regular HCV if one is available, and the perpetrator's VASH voucher ~~must~~should 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:	2023 Beloit Housing Authority Operating Budget		
Date:	November 2, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

1. The 2023 Beloit Housing Authority (BHA) Operating Budget was prepared using 2022 actual program costs and revenues to date as a guide. This budget is an estimate of anticipated revenue and expenses.
2. The Operating Budget includes the Low-Income Public Housing, Housing Choice Voucher, and Project-Based Section 8 programs, as well as BHA administrative expenses.
3. The Operating Budget, once submitted, may be amended by Board approval at any time to reflect changes in unanticipated revenue, costs, or administrative expenses.
4. We are proposing a flat budget overall, and notable modifications include a continued shifting of some costs from the Public Housing fund to the Phase 1 and Phase 2 Funds. These costs continue to include a portion of the salaries of the Administrative Assistant and Accountant, fuel expense, and office supplies. This budget was prepared anticipating the continued rise in cost of consumable goods such as fuel, utilities, and maintenance supply items. Any budget surpluses realized in 2023 will be added to the respective reserve accounts.
5. Also included is anticipated funding for the FY2022 Family Self-Sufficiency Coordinator grant which is in the proposed LIPH budget. The majority of Capital Funds will be used for the replacement of Phase 1 roofs. These funds are also included in the LIPH budget.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

2023 Beloit Housing Authority Operating Budget; Resolution 2022-18

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-18
APPROVING THE 2023 BELOIT HOUSING AUTHORITY OPERATING BUDGET

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

WHEREAS, the BHA has prepared the 2023 Operating Budget based upon projected income and expenses.

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves the 2023 Beloit Housing Authority Operating Budget as presented and appropriates funds, including those monies received from intergovernmental Aids and Grants upon HUD award and disbursement of the HUD funds to the CDA.

Adopted this 2nd day of November, 2022.

Community Development Authority

Philip Gorman, Chairperson

ATTEST:

Julie Christensen, CDA Executive Director

Entity Wide FY 2023 Budget - CDA Beloit Housing Authority - WI064

Proposed FY 2023 Budget					
	Proposed LIPH/PBV FY 2023	Proposed Phase 1 FY 2023	Proposed Phase 2 FY 2023	Proposed HCV FY 2023	Proposed Entity Wide FY 2023
Income					
1 Dwelling Rental	-	118,000.00	141,000.00	-	259,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	50.00	200.00	750.00	3,360.00	4,360.00
4 Income - Transfer In from Other Funds	-	27,801.71	27,407.83	-	55,209.54
5 Other Income - Tenants	-	23,151.88	1,200.00	-	24,351.88
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	750.00	750.00
7 Other Income - Bad Debt Collections	3,000.00	5,000.00	5,000.00	-	13,000.00
8 Other Income - Laundry/Copy Fees/Misc	28,000.00	-	-	30,880.60	58,880.60
9 Other Income - CFP Operation Money	300,000.00	-	-	-	300,000.00
11 Admin Fees Earned - HUD	-	-	-	324,024.00	324,024.00
12 Incoming Billable Admin Fees/Oper Sub	21,567.76	133,926.60	139,500.00	2,000.00	296,994.36
13 ROSS/FSS Grant	101,930.86	-	-	-	101,930.86
14 HAP Subsidy	-	-	-	2,915,000.00	2,915,000.00
15 Operating Subsidy	444,430.00	-	-	-	444,430.00
Total Income	898,978.62	308,080.19	314,857.83	3,276,014.60	4,797,931.24
Expenses					
Administrative Expenses					
16 Admin Salaries	77,182.34	79,524.27	65,552.53	200,516.49	422,775.63
17 ROSS/FSS Coordinator Admin Salaries	84,475.20	-	-	-	84,475.20
18 Admin Employee Benefits	38,993.44	-	-	70,124.36	109,117.79
19 ROSS/FSS Coordinator Admin Benefits	17,305.66	-	-	-	17,305.66
20 Advertising & Marketing	50.00	50.00	50.00	50.00	200.00
21 Legal	100.00	2,200.00	1,500.00	500.00	4,300.00
22 Staff Training	2,500.00	-	-	1,750.00	4,250.00
23 Travel	200.00	-	-	250.00	450.00
24 Accounting Consultants	7,250.00	6,300.00	6,300.00	5,764.00	25,614.00
25 Audit Fee	11,440.00	12,000.00	11,000.00	11,000.00	45,440.00
26 Telephone	1,400.00	-	-	1,110.70	2,510.70
27 Postage	3,750.00	-	-	-	3,750.00
28 Office Supplies	400.00	260.00	260.00	2,000.00	2,920.00
29 Memberships & Publications	2,048.00	-	-	700.00	2,748.00
30 Bank Fees	-	82.80	50.00	4,212.20	4,345.00
31 Computer Maintenance	-	-	-	-	-
32 Copier Expenses	2,500.00	-	-	1,905.80	4,405.80
33 Office Equipment Maintenance	-	-	-	-	-
34 Postage Machine	-	-	-	3,500.00	3,500.00
35 Software Maintenance	4,000.00	3,317.88	3,317.87	5,750.00	16,385.75
36 Outgoing Portable Admin Fees	-	-	-	-	-
37 Sundry Administration/Compliance Fees/TP	700.00	5,600.00	5,625.00	3,500.00	15,425.00
38 Port-In HAP Expense	-	-	-	-	-
39 Management Fees	-	6,739.98	14,827.78	-	21,567.76
40 Eviction & Collection Agent Fees	-	-	-	-	-
41 HAP Expense (net fraud recovery to HUD)	-	-	-	2,873,328.00	2,873,328.00
HAP Overfunding (Underfunding)	-	-	-	42,422.00	42,422.00
Maintenance Expenses	-	-	-	-	-

Entity Wide FY 2023 Budget - CDA Beloit Housing Authority - WI064

		Proposed FY 2023 Budget				
Income	Proposed LIPH/PBV FY 2023	Proposed Phase 1 FY 2023	Proposed Phase 2 FY 2023	Proposed HCV FY 2023	Proposed Entity Wide FY 2023	
42	Maintenance Salaries	3,000.00	93,681.19	70,829.84	-	167,511.03
43	Casual Labor - Maintenance	-			-	-
44	Maintenance Benefits	1,000.00			-	1,000.00
45	Maintenance Materials & Supplies	500.00	8,000.00	8,000.00	-	16,500.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	200.00	-	-	-	200.00
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	1,500.00	12,000.00	12,000.00	-	25,500.00
53	Refuse Removal Services	100.00	1,250.00	3,000.00	500.00	4,850.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	-	1,000.00	1,200.00	-	2,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	100.00	3,485.52	2,521.68	357.00	6,464.20
59	Elevator Repair & Maintenance	1,500.00	-	2,750.00	-	4,250.00
60	Pest Control Services	-	1,000.00	500.00	-	1,500.00
61	Cable TV	-	-	1,750.00	-	1,750.00
62	Answering Service	3,200.00	-	-	-	3,200.00
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	1,600.00	5,500.00	8,500.00	-	15,600.00
66	Electricity	5,500.00	1,400.00	18,000.00	-	24,900.00
67	Natural Gas	2,500.00	1,000.00	9,000.00	-	12,500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	2,000.00	10,000.00	11,000.00	-	23,000.00
69	Insurance	17,150.82	14,891.47	16,370.61	2,498.10	50,911.00
70	PILOT	-	11,500.00	11,500.00	-	23,000.00
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	273,426.60	3,275.00	8,700.00	4,400.00	289,801.60
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	193,500.00	-	-	-	193,500.00
77	Transfer In / Out	-	-	-	-	-
	Total Expense	761,072.06	284,058.11	294,105.31	3,193,716.65	4,532,952.13
	Net Income/(Loss):	137,906.56	24,022.08	20,752.52	82,297.95	264,979.12

WI064 FY 2023 BHA Budget for LIPH/PBV

		Actual FY 2022				Proposed FY 2023 Budget		
Income		LIPH Rev(s) As of 6/30/2022	Grants Rev(s) As of 6/30/2022	PBV Rev(s) As of 6/30/2022	Total All Rev(s). As of 6/30/2022	Proposed LIPH/PBV FY 2023	Last Year FY 2022	Difference
1	Dwelling Rental				-			-
2	Excess Utilities				-			-
3	Interest on Unrestricted Fund Investments	18.04			18.04	50.00	50.00	-
4	Income - Transfer In from Other Funds	-			-			-
5	Other Income - Tenants				-			-
6	HAP Fraud Recovery & FSS Forfeitures				-			-
7	Other Income - Bad Debt Collections	2,012.85			2,012.85	3,000.00	3,000.00	-
8	Other Income - Laundry/Copy Fees/Misc	11,095.02			11,095.02	28,000.00	28,000.00	-
9	Other Income - CFP Operation Money		149,133.47		149,133.47	300,000.00	170,000.00	130,000.00
10	Other Income - Sale of Asset Gain/Loss	600.00						-
11	Admin Fees Earned - HUD				-			-
12	Incoming Billable Admin Fees/Oper Sub				-	21,567.76	17,911.14	3,656.62
13	ROSS/FSS Grant		25,764.68		25,764.68	101,930.86	82,130.53	19,800.33
14	HAP Subsidy				-			-
15	Operating Subsidy	222,215.00			222,215.00	444,430.00	490,718.00	(46,288.00)
Total Income		235,940.91	174,898.15	-	410,239.06	898,978.62	791,809.67	107,168.95

Expenses		LIPH Exp(s) As of 6/30/2022	Grants Exp(s) As of 6/30/2022	PBV Exp(s) As of 6/30/2022	Total All Exp(s). As of 6/30/2022	Proposed LIPH/PBV FY 2023	Last Year FY 2022	Difference
Administrative Expenses								
16	Admin Salaries	34,819.80			34,819.80	77,182.34	83,130.74	(5,948.40)
17	ROSS/FSS Coordinator Admin Salaries		19,585.18		19,585.18	84,475.20	64,072.32	20,402.88
18	Admin Employee Benefits	12,294.02			12,294.02	38,993.44	40,912.80	(1,919.36)
19	ROSS/FSS Coordinator Admin Benefits		6,120.59		6,120.59	17,305.66	19,495.44	(2,189.78)
20	Advertising & Marketing				-	50.00	50.00	-
21	Legal				-	100.00	100.00	-
22	Staff Training		1,437.00		1,437.00	2,500.00	2,500.00	-
23	Travel	81.31			81.31	200.00	250.00	(50.00)
24	Accounting Consultants	2,445.00			3,063.00	7,250.00	7,250.00	-
25	Audit Fee	9,740.00		618.00	9,740.00	11,440.00	11,440.00	-
26	Telephone	651.76			651.76	1,400.00	1,901.94	(501.94)
27	Postage	1,826.83	17.72		1,844.55	3,750.00	2,799.44	950.56
28	Office Supplies	110.75	41.19		151.94	400.00	400.00	-
29	Memberships & Publications	390.59			390.59	2,048.00	2,048.00	-
30	Bank Fees				-			-
31	Computer Maintenance				-			-
32	Copier Expenses	952.88			952.88	2,500.00	2,500.00	-
33	Office Equipment Maintenance				-			-
34	Postage Machine				-			-
35	Software Maintenance	6,705.62	4,886.64		11,592.26	4,000.00	4,000.00	-
36	Outgoing Portable Admin Fees				-			-
37	Sundry Administration/Compliance Fees	105.89			105.89	700.00	700.00	-
38	Port-In HAP Expense				-			-
39	Management Fees				-			-
40	Eviction & Collection Agent Fees				-			-
41	HAP Expense (net fraud recovery to HUD)				-			-
	HAP Overfunding (Underfunding)							-
Maintenance Expenses								

WI064 FY 2023 BHA Budget for LIPH/PBV

	Actual FY 2022				Proposed FY 2023 Budget			
	LIPH Rev(s) As of 6/30/2022	Grants Rev(s) As of 6/30/2022	PBV Rev(s) As of 6/30/2022	Total All Rev(s). As of 6/30/2022	Proposed LIPH/PBV FY 2023	Last Year FY 2022	Difference	
42	Maintenance Salaries			-	3,000.00	3,000.00	-	
43	Casual Labor - Maintenance			-			-	
44	Maintenance Benefits			-	1,000.00	1,000.00	-	
45	Maintenance Materials & Supplies	10.65		10.65	500.00	500.00	-	
46	Plumbing Supplies	67.93		67.93			-	
47	Locks, Locksets & Keys	29.40		29.40			-	
48	Electrical Supplies			-			-	
49	Painting Supplies			-			-	
50	Cleaning Supplies	246.88		246.88	200.00	200.00	-	
51	Equipment Repair Parts			-			-	
52	Maintenance Contracted Services	142.00		142.00	1,500.00	1,500.00	-	
53	Refuse Removal Services			-	100.00	100.00	-	
54	Plumbing Repair Services			-			-	
55	Heating/AC Repair Services			-			-	
56	Electric Repair Service			-			-	
57	Window Repair Service			-			-	
58	Automotive Repairs/Fuel	82.00		82.00	100.00		100.00	
59	Elevator Repair & Maintenance	1,499.35		1,451.74	1,500.00	1,500.00	-	
60	Pest Control Services			-			-	
61	Cable TV			-			-	
62	Answering Service	1,981.04		1,981.04	3,200.00	3,200.00	-	
63	Misc Contracts			-			-	
64	Clean/Paint Units			-			-	
	Utilities Expenses						-	
65	Water/Sewer	573.49		195.55	1,600.00	1,600.00	-	
66	Electricity	3,001.22		156.83	5,500.00	5,500.00	-	
67	Natural Gas	1,787.22		384.78	2,500.00	2,500.00	-	
	Other Operating Expenses						-	
68	Protective Services Contract	960.59		960.59	2,000.00	2,000.00	-	
69	Insurance	7,866.94		97.92	17,150.82	15,929.75	1,221.07	
70	PILOT			-			-	
71	Compensated Absences			-			-	
72	Collection Losses			-			-	
73	Replacement Reserves & Debt Pmt-Princ			-			-	
74	Other General Expense/Asset Mgmt Fees	128,763.09		128,763.09	273,426.60	301,387.92	(27,961.32)	
75	Casualty Losses - Non Capitalized			-			-	
76	Capital Expenditures		142,809.83	142,809.83	193,500.00	167,500.00	26,000.00	
77	Transfer In / Out			-			-	
	Total Expense	217,136.25	174,898.15	1,453.08	393,439.87	761,072.06	750,968.35	10,103.71
	Net Income/(Loss):	18,804.66	-	(1,453.08)	16,799.19	137,906.56	40,841.32	

WI064 FY 2022 Budget for AMP 4- Phase 1

	Actual FY 2022	Proposed FY 2023 Budget		
	Phase 1 Rev(s) As of 6/30/2022	Proposed Phase 1 FY 2023	Last Year FY 2022	Difference
Income				
1 Dwelling Rental	67,905.24	118,000.00	118,000.00	-
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	83.35	200.00	200.00	-
4 Income - Transfer In from Other Funds		27,801.71		27,801.71
5 Other Income - Tenants	11,575.94	23,151.88	6,505.38	16,646.50
6 HAP Fraud Recovery & FSS Forfeitures				-
7 Other Income - Bad Debt Collections	1,048.51	5,000.00	5,000.00	-
8 Other Income - Laundry/Copy Fees/Misc				-
9 Other Income - CFP Operation Money				-
10 Other Income - Sale of Asset Gain/Loss				-
11 Admin Fees Earned - HUD				-
12 Incoming Billable Admin Fees/Oper Sub	66,963.30	133,926.60	161,887.92	(27,961.32)
13 ROSS/CFP Grant				-
14 HAP Subsidy				-
15 Operating Subsidy				-
Total Income	147,576.34	308,080.19	291,593.30	16,486.89

	Phase 1 Exp(s) As of 6/30/2022	Proposed Phase 1 FY 2023	Last Year FY 2022	Difference
	Expenses			
Administrative Expenses				
16 Admin Payroll Expenses	36,074.01	79,524.27	87,248.68	(7,724.41)
17 FSS Coordinator Admin Salaries				-
18 FSS Coordinator Admin Benefits				-
19 Advertising & Marketing		50.00	50.00	-
20 Legal	132.50	2,200.00	2,200.00	-
21 Staff Training				-
22 Travel				-
23 Accounting Consultants	2,821.00	6,300.00	6,300.00	-
24 Audit Fee	11,400.00	12,000.00	12,000.00	-
25 Telephone				-
26 Postage				-
27 Office Supplies	76.52	260.00	260.00	-
28 Memberships & Publications				-
29 Bank Fees	41.40	82.80	51.60	31.20
30 Computer Maintenance				-
31 Copier Expenses				-
32 Office Equipment Maintenance				-
33 Postage Machine				-
34 Software Maintenance	1,791.64	3,317.88	3,317.88	-
35 Outgoing Portable Admin Fees				-
36 Sundry Administration/Compliance Fees/TP	4,746.13	5,600.00	4,000.00	1,600.00
37 Port-In HAP Expense				-
38 Management Fees	3,369.99	6,739.98	5,843.60	896.38
39 Eviction & Collection Agent Fees				-
40 HAP Expense (net fraud recovery to HUD)				-
HAP Overfunding (Underfunding)				-
Maintenance Expenses				

WI064 FY 2022 Budget for AMP 4- Phase 1

	Actual FY 2022	Proposed FY 2023 Budget			
	Phase 1 Rev(s) As of 6/30/2022	Proposed Phase 1 FY 2023	Last Year FY 2022	Difference	
42	Maintenance Payroll Expenses	35,238.80	93,681.19	100,221.93	(6,540.74)
43	Casual Labor - Maintenance				-
44	Maintenance Materials & Supplies	7,290.43	8,000.00	7,000.00	1,000.00
45	Plumbing Supplies				-
46	Locks, Locksets & Keys				-
47	Electrical Supplies				-
48	Painting Supplies				-
49	Cleaning Supplies				-
50	Equipment Repair Parts				-
51	Maintenance Contracted Services	7,087.27	12,000.00	10,750.00	1,250.00
52	Refuse Removal Services		1,250.00	1,250.00	-
53	Plumbing Repair Services				-
54	Heating/AC Repair Services	1,065.50	1,000.00	1,000.00	-
55	Electric Repair Service				-
56	Window Repair Service				-
57	Automotive Repairs/Fuel	1,231.76	3,485.52	2,276.34	1,209.18
58	Elevator Repair & Maintenance				-
59	Pest Control Services		1,000.00	1,000.00	-
60	Cable TV				-
61	Answering Service				-
62	Misc Contracts				-
63	Clean/Paint Units				-
	Utilities Expenses				-
64	Water/Sewer	1,839.96	5,500.00	5,500.00	-
65	Electricity	404.33	1,400.00	1,400.00	-
66	Natural Gas	287.47	1,000.00	1,000.00	-
	Other Operating Expenses				-
67	Protective Services Contract	2,500.00	10,000.00	10,000.00	-
68	Insurance	7,041.66	14,891.47	14,083.30	808.17
69	PILOT	6,703.53	11,500.00	11,500.00	-
70	Compensated Absences				-
71	Collection Losses				-
72	Replacement Reserves & Debt Pmt-Princ				-
73	Other General Expense/Asset Mgmt Fees	3,250.00	3,275.00	3,275.00	-
74	Casualty Losses - Non Capitalized				-
75	Capital Expenditures				-
76	Transfer In / Out				-
	Total Expense	134,393.90	284,058.11	291,528.33	(7,470.22)
	Net Income/(Loss):	13,182.44	24,022.08	64.97	

WI064 FY 2022 Budget for AMPS 5, 6 & 7 - Phase 2

	Income	Actual FY 2022	Proposed FY 2023 Budget		
		Phase 2 Rev(s) As of 6/30/2022	Proposed Phase 2 FY 2023	Last Year FY 2022	Difference
1	Dwelling Rental	72,524.00	141,000.00	141,000.00	-
2	Excess Utilities				-
3	Interest on Unrestricted Fund Investments	166.90	750.00	750.00	-
4	Income - Transfer In from Other Funds		27,407.83		27,407.83
5	Other Income - Tenants	3,533.74	1,200.00	1,200.00	-
6	HAP Fraud Recovery & FSS Forfeitures				-
7	Other Income - Bad Debt Collections	-	5,000.00	5,000.00	-
8	Other Income - Laundry/Copy Fees/Misc				-
9	Other Income - CFP Operation Money				-
10	Other Income - Sale of Asset Gain/Loss				-
11	Admin Fees Earned - HUD				-
12	Incoming Billable Admin Fees/Oper Sub	75,792.79	139,500.00	139,500.00	-
13	ROSS/CFP Grant				-
14	HAP Subsidy				-
15	Operating Subsidy				-
	Total Income	152,017.43	314,857.83	287,450.00	27,407.83

	Expenses	Phase 2 Exp(s)	Proposed	Last Year	Difference
		As of 6/30/2022	Phase 2 FY 2023	FY 2022	
	Administrative Expenses				
16	Admin Payroll Expenses	33,108.62	65,552.53	70,536.57	(4,984.04)
17	FSS Coordinator Admin Salaries				-
18	FSS Coordinator Admin Benefits				-
19	Advertising & Marketing		50.00	50.00	-
20	Legal	612.19	1,500.00	1,500.00	-
21	Staff Training				-
22	Travel				-
23	Accounting Consultants	2,821.00	6,300.00	6,300.00	-
24	Audit Fee	10,800.00	11,000.00	11,000.00	-
25	Telephone				-
26	Postage				-
27	Office Supplies	76.53	260.00	260.00	-
28	Memberships & Publications				-
29	Bank Fees	12.00	50.00		50.00
30	Computer Maintenance				-
31	Copier Expenses				-
32	Office Equipment Maintenance				-
33	Postage Machine				-
34	Software Maintenance	1,791.64	3,317.87	3,317.87	-
35	Outgoing Portable Admin Fees				-
36	Sundry Administration/Compliance Fees/TP	3,640.42	5,625.00	4,000.00	1,625.00
37	Port-In HAP Expense				-
38	Management Fees	7,413.89	14,827.78	12,067.54	2,760.24
39	Eviction & Collection Agent Fees				-
40	HAP Expense (net fraud recovery to HUD)				-
	HAP Overfunding (Underfunding)				-
	Maintenance Expenses				-

WI064 FY 2022 Budget for AMPS 5, 6 & 7 - Phase 2

		Actual FY 2022	Proposed FY 2023 Budget		
Income		Phase 2 Rev(s) As of 6/30/2022	Proposed Phase 2 FY 2023	Last Year FY 2022	Difference
42	Maintenance Payroll Expenses	38,552.84	70,829.84	75,230.12	(4,400.28)
43	Casual Labor - Maintenance				-
44	Maintenance Materials & Supplies	3,533.54	8,000.00	7,000.00	1,000.00
45	Plumbing Supplies				-
46	Locks, Locksets & Keys				-
47	Electrical Supplies				-
48	Painting Supplies				-
49	Cleaning Supplies				-
50	Equipment Repair Parts				-
51	Maintenance Contracted Services	4,409.85	12,000.00	10,000.00	2,000.00
52	Refuse Removal Services	2,783.00	3,000.00	3,000.00	-
53	Plumbing Repair Services				-
54	Heating/AC Repair Services	2,004.03	1,200.00	1,200.00	-
55	Electric Repair Service				-
56	Window Repair Service				-
57	Automotive Repairs/Fuel	900.34	2,521.68	1,877.36	644.32
58	Elevator Repair & Maintenance	1,581.35	2,750.00	2,750.00	-
59	Pest Control Services		500.00	500.00	-
60	Cable TV	2,732.19	1,750.00	1,750.00	-
61	Answering Service				-
62	Misc Contracts				-
63	Clean/Paint Units				-
	Utilities Expenses				-
64	Water/Sewer	4,268.16	8,500.00	7,000.00	1,500.00
65	Electricity	9,108.86	18,000.00	12,000.00	6,000.00
66	Natural Gas	4,508.98	9,000.00	7,000.00	2,000.00
	Other Operating Expenses				-
67	Protective Services Contract	2,901.52	11,000.00	11,000.00	-
68	Insurance	7,521.04	16,370.61	15,042.04	1,328.57
69	PILOT	5,521.81	11,500.00	11,500.00	-
70	Compensated Absences				-
71	Collection Losses				-
72	Replacement Reserves & Debt Pmt-Princ				-
73	Other General Expense/Asset Mgmt Fees	4,434.96	8,700.00	7,025.00	1,675.00
74	Casualty Losses - Non Capitalized				-
75	Capital Expenditures				-
76	Transfer In / Out				-
	Total Expense	155,038.76	294,105.31	282,906.50	11,198.81

Net Income/(Loss): (3,021.33) 20,752.52 4,543.50

WI064 FY 2023 Budget for Housing Choice Voucher

	Actual FY 2022	Proposed FY 2023 Budget		
Income	HCV Rev(s) As of 6/30/2022	Proposed HCV FY 2023	Last Year FY 2022	Difference
1 Dwelling Rental				-
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	299.30	3,360.00	750.00	2,610.00
4 Income - Transfer In from Other Funds				-
5 Other Income - Tenants				-
6 HAP Fraud Recovery & FSS Forfeitures	1,427.59	750.00	500.00	250.00
7 Other Income - Bad Debt Collections				-
8 Other Income - Laundry/Copy Fees/Misc	15,440.30	30,880.60	34,050.26	(3,169.66)
9 Other Income - CFP Operation Money				-
10 Other Income - Sale of Asset Gain/Loss				-
11 Admin Fees Earned - HUD	162,012.00	324,024.00	337,390.00	(13,366.00)
12 Incoming Billable Admin Fees/Oper Sub		2,000.00	2,000.00	-
13 ROSS/CFP Grant				-
14 HAP Subsidy	1,340,245.00	2,915,000.00	2,892,192.00	22,808.00
15 Operating Subsidy				-
Total Income	1,519,424.19	3,276,014.60	3,266,882.26	9,132.34

	HCV Exp(s) As of 6/30/2022	Proposed HCV FY 2023	Last Year FY 2022	Difference
Administrative Expenses				
16 Admin Salaries	98,758.06	200,516.49	209,710.20	(9,193.71)
17 FSS Coordinator Admin Salaries				-
18 Admin Employee Benefits	27,771.24	70,124.36	72,288.08	(2,163.72)
19 FSS Coordinator Admin Benefits				-
20 Advertising & Marketing		50.00	50.00	-
21 Legal		500.00	500.00	-
22 Staff Training		1,750.00	1,750.00	-
23 Travel	317.09	250.00	500.00	(250.00)
24 Accounting Consultants	2,882.00	5,764.00	6,214.00	(450.00)
25 Audit Fee	9,740.00	11,000.00	11,000.00	-
26 Telephone	555.35	1,110.70	1,540.96	(430.26)
27 Postage				-
28 Office Supplies	658.20	2,000.00	2,000.00	-
29 Memberships & Publications	320.59	700.00	700.00	-
30 Bank Fees	2,106.10	4,212.20	2,905.64	1,306.56
31 Computer Maintenance				-
32 Copier Expenses	952.90	1,905.80	2,503.42	(597.62)
33 Office Equipment Maintenance				-
34 Postage Machine	1,937.10	3,500.00	3,500.00	-
35 Software Maintenance	20,507.50	5,750.00	5,750.00	-
36 Outgoing Portable Admin Fees				-
37 Sundry Administration/Compliance Fees	4,629.79	3,500.00	3,500.00	-
38 Port-In HAP Expense	13,819.00			-
39 Management Fees				-
40 Eviction & Collection Agent Fees				-
41 HAP Expense (net fraud recovery to HUD)	1,436,664.00	2,873,328.00	2,758,863.94	
HAP Overfunding (Underfunding)	(94,991.41)	42,422.00	133,828.06	
Maintenance Expenses				
				-

WI064 FY 2023 Budget for Housing Choice Voucher

		Actual FY 2022	Proposed FY 2023 Budget		
Income	HCV Rev(s) As of 6/30/2022	Proposed HCV FY 2023	Last Year FY 2022	Difference	
42	Maintenance Salaries			-	
43	Casual Labor - Maintenance			-	
44	Maintenance Benefits			-	
45	Maintenance Materials & Supplies			-	
46	Plumbing Supplies			-	
47	Locks, Locksets & Keys			-	
48	Electrical Supplies			-	
49	Painting Supplies			-	
50	Cleaning Supplies			-	
51	Equipment Repair Parts			-	
52	Maintenance Contracted Services			-	
53	Refuse Removal Services		500.00	500.00	
54	Plumbing Repair Services			-	
55	Heating/AC Repair Services			-	
56	Electric Repair Service			-	
57	Window Repair Service			-	
58	Automotive Repairs/Fuel		357.00	357.00	
59	Elevator Repair & Maintenance			-	
60	Pest Control Services			-	
61	Cable TV			-	
62	Answering Service			-	
63	Misc Contracts			-	
64	Clean/Paint Units			-	
	Utilities Expenses			-	
65	Water/Sewer			-	
66	Electricity			-	
67	Natural Gas			-	
	Other Operating Expenses			-	
68	Protective Services Contract			-	
69	Insurance	1,052.96	2,498.10	2,105.91	
70	PILOT			-	
71	Compensated Absences			-	
72	Collection Losses			-	
73	Replacement Reserves & Debt Pmt-Princ			-	
74	Other General Expense/Asset Mgmt Fees	713.70	4,400.00	4,400.00	
75	Casualty Losses - Non Capitalized			-	
76	Capital Expenditures			-	
77	Transfer In / Out			-	
	Total Expense	1,623,385.58	3,193,716.65	3,090,639.15	(11,386.56)

Net Income/(Loss): (103,961.39) 82,297.95

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4e		
Topic:	Disposition of Beloit Housing Authority Appliances		
Date:	November 2, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Beloit Housing Authority periodically disposes of damaged and/or non-operating appliances that are beyond repair.

Key Issues

1. The Beloit Housing Authority (BHA) is in possession of 32 appliances (refrigerators, washing machines, dryers, and dishwashers) that are no longer operable.
2. BHA Maintenance staff has removed all usable spare parts to be used for the repair of other appliances.
3. In accordance with BHA’s Capitalization Policy, the U.S. Department of Housing and Urban Development (HUD) was informed of the proposed appliance disposition and provided requested guidance.
4. Since the appliances have a fair market value of less than \$5,000, there are no specific instructions for disposal other than maintaining proper documentation of the disposal.
5. The BHA intends to dispose of the appliances at local salvage company.
6. The appliances will then be removed from BHA’s listing of fixed assets.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

Resolution 2022-19 and listing of appliances

COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2022-19
APPROVING DISPOSITION OF BHA APPLIANCES**

WHEREAS, the Beloit Housing Authority (BHA) possesses non-operable appliances that are no longer needed for use, and

WHEREAS, in accordance with its Capitalization Policy, the BHA contacted HUD for guidance how to properly dispose of the appliances, and

WHEREAS, as the fair market value is less than \$5,000, the appliances will be disposed of at a local salvage company, and

WHEREAS, after disposition the appliances will be removed from BHA's fixed asset listing.

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves disposition of a non-operable appliances and authorizes the BHA Director to dispose of and remove the appliances from BHA's fixed asset list.

Adopted this 2nd day of November, 2022.

Community Development Authority

Philip Gorman, Chairperson

ATTEST:

Julie Christensen, CDA Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4f		
Topic:	Foster Youth to Independence Memorandum of Understanding		
Date:	November 2, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

In order to administer the Foster Youth to Independence Program the Beloit Housing Authority must enter into a Memorandum of Understanding with partner agencies.

Key Issues

1. The Foster Youth to Independence (FYI) program provides housing assistance to youth between the ages of 18-24 who have left foster care, or will leave foster care within 90 days.
2. To administer the FYI program, the BHA must revise its Housing Choice Voucher Administrative Plan and enter into a Memorandum of Understanding (MOU) with partner agencies that will provide additional services to FYI participants.
3. The BHA has composed a MOU in accordance with U.S Department of Housing and Urban Development (HUD) regulations.
4. The partner agencies consisting of the Southwest Wisconsin Workforce Development Board and the Rock County Homeless Intervention Task Force have reviewed the MOU and have agreed to the provisions contained therein.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

Resolution 2022-20 and Foster Youth to Independence Memorandum of Understanding

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-20
APPROVING FOSTER YOUTH TO INDEPENDENCE MEMORANDUM OF
UNDERSTANDING

WHEREAS, the Beloit Housing Authority (BHA) wishes to administer the Foster Youth to Independence (FYI) program, and

WHEREAS, in order to administer the FYI program, U.S. Department of Housing and Urban Development (HUD) regulations require the BHA to enter into a Memorandum of Understanding with partner agencies who will provide additional supportive services to FYI participants, and

WHEREAS, the BHA has composed a MOU in accordance with HUD regulations, and

WHEREAS, the partner agencies Southwest Wisconsin Workforce Development Board and the Rock County Homeless Intervention Task Force have agreed to the provisions of the MOU.

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves the Foster Youth to Independence Memorandum of Understanding and authorizes the BHA Director to execute the document.

Adopted this 2nd day of November, 2022.

Community Development Authority

Philip Gorman, Chairperson

ATTEST:

Julie Christensen, CDA Executive Director

MEMORANDUM OF UNDERSTANDING – FOSTER YOUTH TO INDEPENDENCE INITIATIVE

This Memorandum of Understanding (MOU) is entered into on this ____ day of _____, 2022 by and between the following parties in relation to their request for assistance under the “Foster Youth to Independence” (“FYI”) initiative and the requirements of PIH Notice 2021-26.

Beloit Housing Authority (“BHA”)
210 Portland Ave.
Beloit, WI 53511

Southwest Wisconsin Workforce Development Board (“SWWDB”)
1900 Center Avenue
Janesville, WI 53546

Homeless Intervention Task Force (“HITF”)
65 S High Street
Janesville, WI 53546

I. STATEMENT OF COOPERATION

- A. BHA, SWWDB, and HITF wish to be partners in this endeavor, and agree to the following as the substance of this MOU in accordance with the terms and conditions of Tenant Protection Vouchers for Foster Youth to Independence initiative, Notice PIH 2021-26 (HA) issued on September 3, 2021.
- B. The goal of this MOU is to collaborate efforts to reduce and prevent homelessness for youth between the ages of 18-24 years of age who have been in the child welfare system and to provide the necessary services for these youth to become self-sufficient.
- C. The following personnel at BHA, SWWDB, and HITF will serve as the lead FYI liaisons.

Name and title of BHA staff position:	Clinton Cole, BHA Executive Director
Name and title of SWWDB staff position:	Jodi Rich, Youth Programs Specialist
Name and title of HITF staff position:	Jessica Locher, HITF Chair

II. YOUTH ELIGIBILITY

The population eligible to be assisted under this agreement is youth certified by the Public Child Welfare Agency (PCWA) as meeting the following conditions:

- A. Has attained at least 18 years and not more than 24 years of age;
- B. 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 or older; and
- C. At age 16 or older, is homeless or is at risk of becoming homeless as these terms are defined at 24 CFR 578.3 and 24 CFR 576.2.

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

III. SUPPORTIVE SERVICES

SWWDB will provide the supportive services (listed below) for a period of 36 months to youth assisted through this program. HITF will continue to provide supportive services when the youth is no longer eligible for the SWWDB's Independent Living Program. Youth will not be required to participate in these services as condition of receipt of the voucher.

- A. 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) while ensuring youth understand such services are voluntary.
- B. Counseling on compliance with rental lease requirements and with Housing Choice Voucher program (HCV) program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- C. Providing such assurances to owners of rental property as are reasonable and necessary to assist an FYI-eligible youth to rent a unit with a voucher.
- D. Job preparation and attainment counseling (e.g., where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- E. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

IV. BHA RESPONSIBILITIES

The BHA will be responsible for the following activities:

- A. Accept youth certified by the SWWDB as eligible for the FYI program under the Notice of Funding Opportunity. The BHA, upon receipt of a referral(s), must compare the name(s) with youth already on the BHA's HCV waiting list. Any youth on the BHA's HCV waiting list that matches with the SWWDB's referral must be assisted in order of their position on the waiting list in accordance with BHA's admission policies. Any youth certified by the SWWDB as eligible and not of the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If the BHA has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list a FYI Competitive applicant youth who is not currently on the BHA's HCV waiting list. The BHA may reopen the waiting list to accept a FYI Competitive applicant youth without opening the waiting list for other applicants.
- B. Determine if youth age 18 through 24 referred by the SWWDB are eligible for HCV assistance.

- C. Determine if any youth age 18 through 24 on its HCV waiting list are living in temporary shelters or otherwise meet the definition of homeless or at-risk of homelessness and may qualify for the FYI Competitive, and refer such applicants to the SWWDB and or third-party entity or HITF, as applicable.
- D. Amend the HCV Administrative Plan in accordance with applicable program regulations and requirements, if needed.
- E. Administer the vouchers in accordance with applicable program regulations and requirements.
- F. Upon notification that voucher have been awarded, train the SWWDB and applicable partner staff on the BHA's HCV program.
- G. Work with the SWWDB and applicable third-party entities to develop necessary data and tracking metrics for tracking and improvement purposes.
- H. Conduct regular meetings (at least quarterly) with the SWWDB third-party entities
- I. Comply with the provisions of the MOU.

V. SWWDB RESPONSIBILITIES

The SWWDB will be responsible for the following activities:

- A. Establish and implement a system to identify eligible youth within the agency's caseload and to review referrals from the BHA, and applicable third-party entities.
- B. Establish and implement a system to identify eligible youth not currently within the agency's caseload in cooperation with applicable third-party entities, including integrating the prioritization and referral process for such eligible youth into the third-party entities' coordinated entry process, where applicable.
- C. Provide written certification to the BHA that a youth qualifies based upon the criteria established in Section 8 of the United States Housing Act of 1937 and the Notice of Funding Opportunity.
- D. Commit sufficient staff resources to ensure that eligible youth are identified and determined eligible in a timely manner. This commitment must include a process to ensure that the SWWDB's active caseload is reviewed at least once a month (when the BHA has FYI Competitive vouchers available) to identify eligible youth and refer them to the BHA.
- E. Provide assistance to youth in locating housing units and working with landlords to secure appropriate eligible units.
- F. Provide or leverage follow-up supportive services after the youth leases a unit, documenting the source of funding for these services.

- G. Upon notification that vouchers have been awarded, train BHA, and applicable third-party entity staff on the work of the SWWDB as it related to eligible youth.
- H. Conduct regular meetings (at least quarterly) with the BHA, and applicable third-party entities.
- I. Comply with the provisions of the MOU.

VI. HITF RESPONSIBILITIES

HITF will be responsible for the following activities:

- A. Integrate the prioritization and referral process for eligible youth that aren't currently within the SWWDB's caseload into the HITF's coordinated entry process. The HITF will also demonstrate how it is assessing the housing and related service needs for youth, and how it comes to the determination that a FYI Competitive voucher is the appropriate level of assistance needed.
- B. Identify services provided to youth who qualify for such program assistance.
- C. Participate in regular meetings conducted by the BHA and SWWDB (at least quarterly).
- D. Upon notification that vouchers have been awarded, train BHA and SWWDB staff on the work of the HITF and identify programs and services for youth who qualify for the FYI program.
- E. Work directly with SWWDB to ensure that supportive services are provided the entire time a youth is receiving rental assistance through the FYI program, regardless of their age.
- F. Comply with the provisions of the MOU.

All parties agree to cooperate with any program evaluation efforts undertaken by HUD, U.S. Department of Health and Human Services (HHS), or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

Signed By:

[Clinton Cole](#)

Beloit Housing Authority	Date
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[Rhonda Suda](#)

Southwest Wisconsin Workforce Development Board	Date
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[Jessica Locher](#)

Housing Intervention Task Force	Date
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