



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, December 14, 2022

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the special Community Development Authority meeting held on November 2, 2022
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the October-November Activity Report (Cole)
[Attachment](#)
 - 4.b. Public Hearing and Consideration of Resolution 2022-21 Approving Revisions to Beloit Housing Authority's Public Housing Admission and Continued Occupancy Policy (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, November 2, 2022

A special meeting of the City of Beloit Community Development Authority was held on Wednesday, November 2, 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 4:35 p.m. Commissioner Hartke, and Councilors Forbeck and Leavy were present. Commissioner Rodriguez was absent.

2. PUBLIC COMMENT

No public comments.

3. MINUTES

3.a. Consideration of the minutes of the regular Community Development Authority meeting held on September 28, 2022

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

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the September Activity Report

The September Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority (BHA). Clint noted that a Family Self-Sufficiency participant closed on a home on October 27th through the HCV Home Ownership program.

4.b. Presentation of the July/August Financial Report

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

4.c. Consideration of Resolution 2022-12 Revisions to BHA's Housing Choice Voucher Administrative Plan (Admin Plan)

The staff report was presented by Clinton Cole, Director of BHA. Proposed Admin Plan changes include adding waiting list preferences for elderly, disabled, and homeless applicants; as well as the addition of Chapter 19, which will allow the BHA to administer the Foster Youth to Independence program. It is anticipated that all changes will be effective January 2023. Motion to approve was made by Councilor Forbeck and seconded by Commissioner Hartke. Motion was approved, voice vote (4-0).

4.d. **Consideration of Resolution 2022-18 Approving The 2023 Beloit Housing Authority Operating Budget**

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

4.e. **Consideration of Resolution 2022-19 Approving Disposition of BHA Appliances**

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

4.f. **Consideration of Resolution 2022-20 Approving Foster Youth to Independence Memorandum of Understanding**

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

5. **Adjournment**

5.a. Motion was made by Councilor Leavy and seconded by Commissioner Hartke to adjourn the meeting at 5:07 p.m. Motion was approved, voice vote (4-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	October-November Activity Report		
Date:	December 14, 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. 25 annual and 12 interim certifications were completed. 15 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

467 vouchers were housed on November 30, 2022. Four portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 86 annual and 58 interim recertifications during this reporting period. 129 Housing Quality Standards (HQS) inspections were completed.

BHA has partnered with Beloit Community Health Systems to provide health services for public housing residents. On November 28th a health fair was held at Parker Bluff Apartments offering screening services (blood pressure, dental exams, etc.). In addition, Community Health Systems will provide ongoing clinics twice a month offering screenings, immunizations, acute visits, and wellness exams.

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

October-November 2022 Activity Report

**Beloit Community Development Authority
Activity Report to Board for October-November 2022**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 11/30/2022	129 Units	98% Occupancy
Vacancies on 11/30/2022	2 Units	2% Vacancy
Vacancies by Type		
Elderly	1 Unit	98% Occupancy
Family	1 Unit	99% Occupancy

Public Housing Inspections

12 annual inspections, two initial, and one reinspection were completed during this reporting period.

Public Housing Activities

Annual Recertifications	25
Interim Recertifications	12
Tenant notices to Vacate *Not due to eviction	2
New Tenants	0
Transfers	0
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 10/31/2022	467 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	6 Vouchers
October HCV HAP Funds Received	\$473,926
October HCV HAP Funds Expended	\$489,227
Current Per Unit Cost (PUC)	\$524

* 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 36 annual inspections, eight initial inspections, 24 reinspections, and two special inspections during this reporting period.

Section 8 Activities

New Participants	3
Annual Recertifications	86
Interim Recertifications	58
Abatements	8
Unit Transfers	8
Possible Program Violations	0
End of Program	2
Port Ins	5
Port Outs	0

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	157
Public Housing West	149
Parker Bluff	298
Section 8 Program	451

Family Self-Sufficiency Participants

Section 8 – 22

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	Revisions to BHA’s Admissions and Continued Occupancy Policy (ACOP)		
Date:	December 14, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The BHA must adopt a written Admissions and Continued Occupancy Policy (ACOP) that establishes local policies for administration of the Public Housing program in accordance with HUD requirements. To remain in compliance with HUD policies and apply current regulatory changes the BHA must periodically revise its Public Housing ACOP. The ACOP 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 Public Housing Admissions and Continued Occupancy Policy (ACOP):
 - a. The addition of local preferences for elderly, disabled, and homeless applicants.
 - b. The addition of language regarding remote housing eligibility briefings and remote hearings.
 - c. Revision of language throughout the Admin Plan replacing the term “his/her with “their”.
 - d. Once the ACOP 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 compromise 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 2022-21 and listing of Public Housing Admissions and Continued Occupancy Policy updates

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-21

APPROVING REVISIONS TO THE BELOIT HOUSING AUTHORITY’S (BHA) PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

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

WHEREAS, the Public Housing ACOP 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 Public Housing ACOP as presented.

Adopted this 14th day of December, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
Title Page	Revision Page	Added new revision date
---	Title Page	Updated copyright date for title page for approval by HA Board of Commissioners and submission to HUD
TOC-1 thru TOC-16 (Entire TOC)	TOC-1 thru TOC-16	Updated TOC
Intro-i thru Intro-vi (Entire Intro)	Intro-i thru Intro-vi	Updated Working with the Computer Files paragraph on p. Intro-i Added new Public Housing Occupancy Guidebook section on p. Intro iii Repaginated pp. Intro-iii through Intro-v Updated Abbreviations table on p. Intro-iv
1-3/4	1-3/4	Changed text in PHA Policy on p. 1-3
2-7/8	2-7/8	Added new last paragraph to PHA Policy on p. 2-7
3-1 thru 3-4	3-1 thru 3-4	Corrected formatting in last bullet on p. 3-1 Corrected formatting in 1st paragraph under Family on p. 3-3
3-15 thru 3-20	3-15 thru 3-20	Corrected typo in 3rd paragraph of PHA Policy on p. 3-16 Corrected formatting in 2nd to last paragraph on p. 3-17 Updated heading to spell out “ Income Validation Tool (IVT) ” on p. 3-20
3-23 thru 3-38	3-23 thru 3-38	Deleted text from last PHA Policy paragraph on p. 3-23 Under PHA Policy, corrected formatting in 1st paragraph, and updated formatting and deleted text under 7th paragraph on p. 3-24 Corrected formatting and added text under PHA Policy on pp. 3-25 and 3-26 Repaginated pp. 3-25 through 3-36 Changed gender text in 2nd indented paragraph under PHA Policy on p. 3-30 Deleted text from 5th indented paragraph under PHA Policy on p. 3-33 Changed gender text in last paragraph of 1st PHA Policy on p. 3-36, and in last paragraph on p. 3-37
4-3 thru 4-6	4-3 thru 4-6	Added text to 4th, 5th, and 6th paragraphs under PHA Policy on p. 4-3 Corrected formatting in 1st PHA Policy on p. 4-5
4-9 thru 4-20	4-9 thru 4-20	Changed and added text to PHA Policy under Reopening the Waiting List on p. 4-9 Corrected formatting in 2nd paragraph on p. 4-10 Added text to PHA Policy on pp. 4-12 and 4-13 Changed text throughout PHA Policy on pp. 4-16 and 4-17 Added text to PHA Policy under Order of Selection on p. 4-20

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
6-11 thru 6-14	6-11 thru 6-14	Updated chapter reference at the end of last paragraph in PHA Policy on p. 6-11 Changed gender text in 1st paragraph on p. 6-14
6-19 thru 6-22	6-19 thru 6-22	Changed text in PHA Policy on p. 6-19 Changed gender text in 1st paragraph in PHA Policy on p. 6-20 Changed text in 1st paragraph 1st PHA Policy, and changed formatting in 2nd PHA Policy on p. 6-22
6-25/26	6-25/26	Deleted what had been the 2nd paragraph in PHA Policy, changed gender text in Treatment of Overpayment... paragraph, and added new Applying SSA COLA to Current Annual and Interim Reexaminations subsection on p. 6-26
6-35 thru 6-38	6-35 thru 6-38	Changed gender text in boxed (4) paragraph on p. 6-35 Moved a text line to balance the “Summary of Allowable medical Expenses...” chart on p. 6-37
6-41 thru 6-46	6-41 thru 6-46	Changed gender text in 1st paragraph on p. 6-42, in 1st PHA Policy on p. 4-43, and 1st paragraph on p. 6-44 Changed gender text in Necessary and Reasonable Costs paragraph, and changed text in last paragraph in PHA Policy under this subheading on p. 6-45
6-51 thru 6-60	6-51 thru 6-60	Raised minimum rent dollar amounts to \$50 under the Example on p. 6-52 Changed 2nd subheading name to Reasonable Accommodation and Individual Relief and updated the information below this heading on p. 6-55 Repaginated pp 6-55 to 6-60 Added new PHA Policy on p. 6-56 Under Utility Allowance Revisions , updated information in paragraphs, and in PHA Policy on p. 6-57 Deleted Phasing In Flat Rents subsection that had been on p. 6-59 (This can be viewed on p. 6-62 in our “..._with changes” file)
7-1 thru 7-6	7-1 thru 7-6	Changed text in last two paragraphs in PHA Policy on p. 7-2 Added text to 2nd to last paragraph in PHA Policy on p. 7-4 Added text to last paragraph in PHA Policy on p. 7-6

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
7-9 thru 7-22	7-9 thru 7-22	Deleted text in 3rd paragraph in PHA Policy on p. 7-9 Changed text in chart and 2nd to last paragraph and changed gender text in last paragraph under PHA Policy on p. 7-11 Changed wording from “will” to “will not” in 3rd PHA Policy on p. 7-13 Added text in 1st PHA Policy and changed gender text in last PHA Policy on p. 7-15 Corrected text in last sentence of PHA Policy on p. 7-16 Changed gender text in paragraph under 7-II.H. paragraph on p. 7-18 Under Social Security/SSU Benefits , deleted the PHA Policy and replaced it with new paragraph text on p. 7-20 Added a dollar sign in front of “5,000” in Example 2 in the boxed section of the 7-III.E. PHA Policy and updated formatting of 7-III.F. PHA Policy on p. 7-22
7-31/32	7-31/32	Changed gender text under <i>Furthering Education</i> paragraph in PHA Policy on p. 7-31
8-1/2	8-1/2	Added new 11th indented paragraph to PHA Policy on p. 8-2
8-7/8	8-7/8	Added references to Late Fees and Nonpayment heading, and changed text about “Notice to Vacate” in 1st paragraph under PHA Policy on p. 8-8
8-13 thru 8-18	8-13 thru 8-18	Changed gender text in 1st paragraph under Move-Out Inspections on p. 8-13 Added new last paragraph under <i>Non-emergency Entries</i> PHA Policy, and changed gender text in 1st paragraph under Attendance at Inspections PHA Policy on p. 8-15 Under PHA Policy, changed formatting in 2nd paragraph and added new last paragraph on p.8-16 Added new last paragraph to Non-emergency Repairs PHA Policy on p. 8-17
9-1 thru 9-6	9-1 thru 9-6	Corrected formatting in 1st paragraph on p. 9-1 Corrected formatting in 1st paragraph on p. 9-3 Corrected formatting in 1st paragraph and added chapter reference in 1st paragraph in 2nd PHA Policy on p. 9-5 Added text in 2nd paragraph of PHA Policy on p. 9-6
9-9/10	9-9/10	Corrected formatting in 2nd paragraph on p. 9-9
9-13 thru 9-16	9-13 thru 9-16	Corrected formatting in 1st and 2nd paragraphs on p. 9-14 Corrected formatting in 2nd paragraph of Required Reporting PHA Policy on p. 9-16

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
10-5 thru 10-14	10-5 thru 10-14	<p>Changed gender text in the following:</p> <ul style="list-style-type: none"> 1st bullet and under General Considerations 1st paragraph on p. 10-5, 1st paragraph in 10-I.C. PHA Policy on p. 10-6, 2nd and 3rd paragraphs in Pet Agreement PHA Policy on p. 10-8 <p>Under the 10-II.C. bullet text, added a new paragraph and deleted a paragraph regarding cat declawing on p. 10-9</p> <p>Changed gender text in 1st and 2nd paragraphs under Pet Care PHA Policy on p. 10-12</p> <p>Added new Inspections and Repairs subsection with new PHA Policy and changed gender text in 2nd indented paragraph under Pet Rule Violations PHA Policy on p. 10-13</p>
11-7 thru 11-10	11-7 thru 11-10	<p>Changed gender text in 1st paragraph on p. 11-8</p> <p>Under PHA Policy, changed formatting in 1st and 3rd indented paragraphs, and changed gender text in paragraph under <i>Determination of Initial Compliance</i> on p. 11-9</p>
11-13/14	11-13/14	<p>Changed formatting in 2nd paragraph under PHA Policy on p. 11-14</p>
11-19 thru 11-22	11-19 thru 11-22	<p>Under Exempt Adult, changed gender text in 2nd paragraph and corrected formatting in 5th paragraph on p. 11-20</p> <p>Changed gender text in 3rd bullet under number 3, and in both bullets under number 4 on p. 11-22</p>
11-27/28	11-27/28	<p>Changed gender text in 2nd check box paragraph on p. 11-27</p>
12-3 thru 12-10	12-3 thru 12-10	<p>Added new 1st paragraph and added text to 2nd paragraph under 12-I.C. PHA Policy, and changed formatting in 1st paragraph under 12.-I.D. PHA Policy, on p. 12-3</p> <p>Corrected formatting for “<i>Over-housed:</i>” in 2nd indented paragraph in PHA policy on p. 12-6</p> <p>Added text to heading on p. 12-7</p> <p>Corrected formatting in 1st paragraph and 3rd indented paragraph in PHA Policy on p. 12-9</p>
13-9/10	13-9/10	<p>Corrected formatting in <i>Other person under the tenant’s control</i> paragraph on p. 13-10</p>
13-17 thru 13-20	13-17/thru 13-20	<p>Added new 3rd paragraph and changed text in 4th paragraph in PHA Policy on p. 13-18</p> <p>Repaginated pp. 13-18 and 13-19</p>
13-25/26	13-25/26	<p>Changed gender text in last paragraph of 1st PHA Policy on p. 13-26</p>

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
13-31 thru 13-34	13-31 thru 13-34	Added reference into 13-IV.D. heading and added new 3rd from last paragraph on p. 13-31 Repaginated pp. 13-32 through end of chapter Added references to Timing of the Notice heading, added new 1st bullet, added text to 2nd bullet, and changed 1st PHA Policy paragraph under this heading, and added a 2nd PHA Policy at end of this subsection on p. 13-32
14-3 thru 14-6	14-3 thru 14-6	Changed gender text in 3rd to last paragraph on p. 14-4, and in 3rd to last paragraph in PHA Policy on p. 14-6
14-19 thru 14-22	14-19 thru 14-22	Changed gender text in 2nd paragraph on p. 14-19, and in 1st paragraph on p. 14-22
14-25/26	14-25/26	Changed gender text in 1st paragraph on p. 14-25, and in continuation of PHA Policy, Summary of the Evidence paragraph on p. 14-26
14-33/34	14-33/34	Changed gender text in IX. paragraphs on p. 14-33
15-3/4	15-3/4	Corrected formatting in continuation of PHA Policy's last paragraph before 15-I.B. on p. 15-4
16-1 thru 16-12	16-1 thru 16-12	Corrected formatting in Part III paragraph on p. 16-1 Added and changed text in paragraphs under Utility Allowance Revisions on p. 16-4 Added text to 16-I.E. heading and changed and added paragraph text below this heading on p. 16-6 Added new Applying Flat Rents subsection with new PHA Policy on p. 16-8 Added new 1st paragraph under 16-III.A. and under PHA Policy, deleted last paragraph and indented paragraph list on p. 16-9 Under Family Depts to the PHA , moved what had been the 2nd PHA Policy paragraph to now be under a new Refusal to Enter into An Agreement subheading and deleted text in that paragraph, added a new PHA Policy with text that was deleted from p. 16-9, now under this new subheading, and also added a new Repayment Agreement [24 CFR 792.103] subsection with new paragraph on p. 16-10 Repaginated pp. 16-10 through 16-12 Updated PIH notice number is 1st paragraph under Payment Thresholds , and added new paragraph under Execution of the Agreement on p. 16-11 Updated 1st paragraph under newly revised subheading name of Repayment Agreement Terms on p. 16-12
16-17/18	16-17/18	Added new 1st paragraph under 16-V.B. and added new 2nd paragraph to PHA Policy on p. 16-17 Repaginated pp. 16-17 and 16-18

Revision Instructions 9/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
16-23/24	16-23/24	Changed gender text in paragraph under the term <i>stalking</i> on p. 16-24
16-31/32	16-31/32	Changed gender text in 3rd bullet paragraph on p. 16-31
GL-1 thru GL-4	GL-1 thru GL-4	Added “IVT” acronym on p. GL-2 Changed gender text in <i>Child care expenses</i> on p. GL-4
GL-7 thru GL-12	GL-7 thru GL-14	Updated <i>Family self-sufficiency program</i> term on p. GL-7 Added <i>Income Validation Tool (IVT)</i> term on p. GL-8 Repaginated pp. GL-8 through end of Glossary chapter Updated <i>Welfare assistance</i> term on p. GL-13