



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, May 24, 2023

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the April 26, 2023 Community Development Authority meeting
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the April Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of Resolution 2023-07 approving the Beloit Housing Authority's 2023 Capital Fund Program Budget (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Update on the 2023 Community Development Block Grant (CDBG) Process (Downing)
[Information will be handed out at the meeting](#)
 - 5.b. The Community Development Authority may adjourn into closed session pursuant to section 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: namely to consider potential sale of 1235 Dewey Avenue. The Community Development Authority may thereafter reconvene in open session pursuant to section 19.85(2), Wis. Stats., for possible action on a matter(s) discussed in closed session. (Christensen)
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, April 26, 2023

This meeting of the City of Beloit Community Development Authority was held on Wednesday, April 26, 2023 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. Councilor Leavy, Commissioner Rodriguez, Commissioner Bullock, and Vice Chairperson Hartke were present. Councilor Forbeck arrived at 5:18 pm.

2. MINUTES

2.a. Consideration of the minutes of the March 8, 2023 Community Development Authority meeting

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

3. PUBLIC COMMENT

Chairperson Gorman asked for public comments on any items except ARPA, which will be presented during the ARPA item itself. No public comments were submitted on non-ARPA items.

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the March Activity Report 2023

The February Activity Report was presented by Clinton Cole, the Director of the Beloit Housing Authority.

5. COMMUNITY AND HOUSING SERVICES

5.a. Consideration of Resolution 2023-05 recommending the award of Home Investment Partnership Program funds for Down Payment Assistance to eligible applicants.

Julie Christensen, Community Development Director, provided an overview of Resolution 2023-05 awarding HOME funds for Down Payment Assistance. She explained that both applicants would be giving presentations.

Kelly Andrew, Acts Housing, presented their application. She indicated that they work with potential homeowners in Beloit. They offer down payment assistance, homebuyer coaching. They work with families to figure out the best lending options.

Lizz Casey, NeighborWorks Blackhawk Region, presented their application. She indicated that they are looking to assist low-income persons to transition into home ownership by helping them with down payment or closing costs.

Councilor Leavy made a motion to approve the staff recommendation, seconded by Vice Chairperson Hartke. Motion was approved, voice vote (5-0).

5.b. Julie Christensen notified the Board that the closed session item scheduled for the meeting has been postponed and will likely be on the May agenda.

5.c. **Consideration of Resolution 2023-04 recommending approval of the American Rescue Plan Act (ARPA) funding allocation**

Chairperson Gorman announced that a conflict of interest as defined in 2 CFR 200.112 exists with regard to the ARPA funding allocation. Kevin Leavy, CDA member and City Councilor, serves as a Deacon for Emanuel Baptist Church, an agency which applied for funding under the Non-Profit Building and Facility funding category. To remedy this conflict, Councilor Leavy will recuse himself from any City Council meetings, CDA meetings, workshops, or discussions regarding the ARPA funding process and will leave the meeting room while discussions and decisions are being made related to ARPA items. Councilor Leavy recused himself and left the room at 4:50 p.m. prior to the ARPA public comments and funding allocation presentation. Teri Downing, Deputy Community Development, presented Resolution 2023-04 related to the ARPA funding.

Chairperson Gorman opened the meeting for Public Comments on the ARPA funding. For the Homelessness Prevention and Response Services grant program, the following entities spoke on behalf of their program and thanked the CDA for its consideration:

Amanda O'Kane, Family Promise of Greater Beloit
Ellen Wiegand, Beloit Meals on Wheels
Stacia Conneely, Legal Action of Wisconsin
John Pfleiderer, Family Services Neighborhood Resilience Project

For the Non-Profit Building and Facilities Improvements grant program, the following entities spoke on behalf of their agency and thanked the CDA for its consideration:

Amanda O'Kane, Family Promise of Greater Beloit
Donna Langford, Beloit Historical Society
Dorothy Harrell, New Zion food pantry
Celestino Ruffini, Beloit Convention and Visitors Bureau
Nikia Morton, Emmanuel Baptist Church
Linda Ward, W.B. Kennedy Lodge #3

Commissioner Bullock made a motion to modify the staff recommendation to allow for funding more of the non-profit building projects. Staff explained that there was a minimum funding level for that grant. Commissioner Bullock withdrew her motion to modify the funding.

Chairperson Gorman made a motion to modify staff recommendation for the Homelessness Prevention and Response Program to comply with the minimum program requirements, seconded by Commissioner Rodriguez. Motion was approved, voice vote (5-0).

Chairperson Gorman made a motion to approve Resolution 2023-04 with the modified budget, seconded by Vice Chairperson Hartke. Motion was approved, voice vote (4-1), with Commissioner Bullock voting no.

5. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

No business to discuss.

6. ADJOURNMENT

Motion was made by Chairperson Gorman, seconded by Commissioner Rodriguez to adjourn the meeting at 5:26 p.m. Motion was approved, voice vote (5-0).

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	April Activity Report		
Date:	May 24, 2023		
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 was one public housing vacancy. Five annual and four interim certifications were completed. 10 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

459 vouchers were housed on April 30, 2023, and six port-in vouchers were administered. The Housing Specialists completed 29 annual and 37 interim recertifications during this reporting period. 63 Housing Quality Standards (HQS) inspections were completed.

On April 11-12th a HUD-contracted Inspector performed a Real Estate Assessment Center (REAC) physical inspection at BHA's Phase 1 units. The properties received a score of 95b. The purpose of the REAC physical inspections is to ensure that Public Housing Authorities are maintaining their properties according to HUD-defined industry standards to provide decent, safe, and sanitary housing. In summary, the BHA received the following 2023 REAC scores:

- Parker Bluff - 99a
- Phase 2 Townhomes - 96b
- Phase 2 Scattered Sites - 89b
- Phase 1 - 95b

I would like to acknowledge BHA's Maintenance Specialist Greg Ford's and Property Operations Coordinator Tammy Parr's efforts to maintain BHA's public housing units at a high standard, as well thank them for their hard work preparing for the multiple REAC inspections in a short period of time.

In April BHA received its first Foster Youth to Independence (FYI) referral from the Southwestern Wisconsin Workforce Development Board, who serves as the child welfare agency in this region. The Foster Youth to Independence 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.

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

April 2023 Activity Report

**Beloit Community Development Authority
Activity Report to Board for April 2023**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 4/30/2023	130 Units	99% Occupancy
Vacancies on 4/30/2023	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	1 Unit	99% Occupancy
Family	0 Unit	100% Occupancy

Public Housing Inspections

Nine annual inspections and one move-in inspection were completed during this reporting period.

Public Housing Activities

Annual Recertifications	5
Interim Recertifications	4
Tenant notices to Vacate *Not due to eviction	0
New Tenants	2
Transfers	0
Lease Terminations	0
Possible Program Violations	1
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

Section 8 Program

Total Under Lease on 4/30/2023	459 Vouchers
Total Portable Vouchers Paid	0 Vouchers
Total Port Out*	0 Vouchers
Total Port In*	6 Vouchers
April HCV HAP Funds Received	\$265,345
April HCV HAP Funds Expended	\$250,579
Current Per Unit Cost (PUC)	\$546

* 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 34 annual inspections, 22 reinspections, six initial, and one special inspection during this reporting period.

Section 8 Activities

New Participants	3
Annual Recertifications	29
Interim Recertifications	37
Abatements	4
Unit Transfers	5
Possible Program Violations	0
End of Program	0
Port Ins	1
Port Outs	0

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	2

APPLICATIONS ON WAITING LIST

Public Housing East	92
Public Housing West	94
Parker Bluff	213
Section 8 Program	319

Family Self-Sufficiency Participants

Section 8 – 22

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	2023 Beloit Housing Authority Capital Fund Budget		
Date:	May 24, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Beloit Housing Authority (BHA) develops an annual Capital Fund Program (CFP) budget as a component of its annual budget process to outline anticipated expenditure of CFP funds received. The BHA then develops a more detailed CFP budget once the amount of CFP funding allocated to the agency is known.

Key Issues

1. In September 2022 the Community Development Authority (CDA) Board of Commissioners approved the 2023 Operating Budget that included an estimate of the 2023 CFP funding that would be received by the BHA from the Department of Housing and Urban Development (HUD).
2. Upon the April 2023 announcement that the BHA will receive \$300,972 in 2023 CFP funding from HUD, the BHA Director prepared a budget that outlines the use of these CFP funds.
3. Work items included in this budget include the replacement of roofs at Phase 1 public housing units, and the replacement of gutters, soffits, and garage doors at Phase 2 Scattered-Site units.
4. This budget was entered into HUD’s Energy and Performance Information Center (EPIC) online system, and will be submitted upon CDA Board approval.

Conformance with Strategic Plan

- Approval of this agreement would conform with the stated purpose of the following strategic goal:
- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
 - Goal #2 - Create and Sustain a High Performing Organization
 - Goal #3 - Create and Sustain Economic and Residential Growth
 - Goal #4 - Create and Sustain a High Quality of Life
 - Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
 - Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

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

This meets the goal of social sustainability by improving the housing units that our Public Housing units live in.

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

N/A

Attachments

Resolution 2023-07 and 2023 Capital Fund Budget

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2023-07

APPROVING THE BELOIT HOUSING AUTHORITY’S (BHA) 2023 CAPITAL FUND PROGRAM (CFP) BUDGET

WHEREAS, the Beloit Community Development Authority (CDA) Board of Commissioners previously approved BHA’s 2023 Operating Budget that included an estimate of the 2023 CFP funding that would be received by the BHA from the Department of Housing and Urban Development (HUD), and

WHEREAS, upon the April 2023 announcement that the BHA will receive \$300,972 in 2023 CFP funding from HUD, the BHA Director updated the Five-Year Plan and developed a more detailed budget that outlines the use of CFP funds for the period 2023-2027.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approve the revised 2023 CFP budget as attached.

Adopted this 24th day of May, 2023

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, CDA Executive Director

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No: WI39P064501-23 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2023			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Not associated with any specific development	1406 Operations (Operations 1406)			\$30,000	\$	\$	\$	
Not associated with any specific development	1410 Replacement Costs (Administration (1410))			\$30,097.20	\$	\$	\$	
WI064000007 – Beloit Apts. Redevelopment Phase 2 – Scattered Sites	Phase 2 Scattered Site Garage Door Replacement – (Dwelling Unit-Exterior (1480))			\$20,874.80	\$	\$	\$	
					\$	\$	\$	
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Roof Replacement – (Dwelling Unit-Exterior (1480))			\$150,000	\$	\$	\$	
					\$	\$	\$	
WI064000007 – Beloit Apts. Redevelopment Phase 2 – Scattered Sites	Phase 2 Scattered Site Gutter and Soffit Replacement-Dwelling Unit Exterior (1480))			\$70,000	\$	\$	\$	
Total				\$300,972				