



**PUBLIC NOTICE & AGENDA**  
**BELOIT COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, June 28, 2023**

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
  - 2.a. Consideration of the minutes of the May 24, 2023 Community Development Authority meeting  
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the May Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the First Quarter 2023 Financial Report (Cole)  
[Attachment](#)
  - 4.c. Presentation of the April Financial Report (Cole)  
[Attachment](#)
  - 4.d. Consideration of Resolution 2023-08 Awarding Contract for Roof Replacement at Phase 1 Public Housing Sites (Cole)  
[Attachment](#)
  - 4.e. Consideration of Resolution 2023-09 Awarding Contract for Gutter and Soffit Replacement at Phase 2 Public Housing Sites (Cole)  
[Attachments](#)
  - 4.f. Consideration of Resolution 2023-10 Approving BHA's HUD Emergency Safety and Security Grant (ESSG) Application (Cole)  
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
  - 5.a. Public Hearing and Consideration of Resolution 2023-11 recommending approval of the 2024 Community Development Block Grant (CDBG) Local Funding Priorities (Downing)  
[Attachment](#)
  - 5.b. Consideration of Resolution 2023-12 recommending the award of HOME Investment Partnership Program (HOME) funds to Community Action, Inc. (Christensen)

## Attachment

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

*No business to discuss.*

7. ADJOURNMENT

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



**MINUTES**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, May 24, 2023**

**1. CALL TO ORDER AND ROLL CALL**

Meeting was called to order by Chairperson Philip Gorman at 4:34 p.m. Councilor Leavy, Commissioner Rodriguez, and Vice Chairperson Hartke were present. Commissioner Bullock arrived at 4:38 pm.

**2. MINUTES**

**2.a. Consideration of the minutes of the April 26, 2023 Community Development Authority meeting**

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

**3. PUBLIC COMMENT**

No public comments were made.

**4. BELOIT HOUSING AUTHORITY**

**4.a. Presentation of the April Activity Report 2023**

The April Activity Report was presented by Clinton Cole, Beloit Housing Authority Director. Councilor Leavy stated that in the future he would like to have a discussion regarding the rents that private landlords charge in connection with the Housing Choice Voucher program.

**4.b. Consideration of Resolution 2023-07 approving the Beloit Housing Authority's 2023 Capital Fund Program Budget**

The Staff Report and Resolution 2023-07 were presented by Clinton Cole, Beloit Housing Authority Director. Motion to approve was made by Vice Chairperson Hartke seconded by Commissioner Rodriguez. Motion was approved, voice vote (5-0).

**5. COMMUNITY AND HOUSING SERVICES**

**5.a. Update on the 2023 Community Development Block Grant (CDBG) Process**

Teri Downing, Deputy Community Development Director, presented an overview of the Community Development Block Grant process including updates to the application process. Chairperson Gorman inquired about the requirements for agencies interested in applying for NRSA-targeted funding. Ms. Downing explained that funds can only be allocated to agencies providing programs serving people in the NRSA neighborhoods. Agencies that provide services outside of the NRSA area must provide a method for individuals in the NRSA neighborhood to access their services. Chairperson Gorman asked Teri to provide a description of the NRSA neighborhoods and program for CDA Commissioners who may not have been through the process previously.

Ms. Downing also explained the process for setting local funding priorities and outlined the new requirements that will be instituted in this year's funding cycle.

- 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.**

Motion was made by Commissioner Hartke at 4:26 p.m. to adjourn into closed session, seconded by Commissioner Rodriguez. Motion carried, voice vote (5-0).

At 5:40 PM, motion was made to come out of open session, by Vice Chairperson Hartke seconded by Commissioner Rodriguez. Motion was approved, voice vote (5-0).

Motion was made by Councilor Leavy to approve Resolution 2023-06, seconded by Commissioner Hartke. Motion was approved, voice vote 5-0.

**6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW**

No business to discuss.

**7. ADJOURNMENT**

Motion was made by Chairperson Gorman, seconded by Councilor Leavy to adjourn the meeting at 5:42 p.m. Motion was approved, voice vote (5-0).

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	May Activity Report		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	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. 12 annual and 12 interim certifications were completed. Seven public housing inspections were conducted.

### Housing Choice Voucher (Section 8):

465 vouchers were housed on May 31, 2023, and six port-in vouchers were administered. The Housing Specialists completed 17 annual and 36 interim recertifications during this reporting period. 43 Housing Quality Standards (HQS) inspections were completed.

On May 11, 2023, BHA received notification from HUD that our agency received a 100% (High) overall performance rating on our 2022 Section Eight Management Assessment Program (SEMAP) submission. This annual SEMAP score assesses BHA's management of the Housing Choice Voucher (Section 8) program.

## 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

May 2023 Activity Report

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

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 5/31/2023	130 Units	99% Occupancy
Vacancies on 5/31/2023	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	1 Unit	99% Occupancy

**Public Housing Inspections**

Four annual inspections, two reinspections, and one move-in inspection were completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	12
Interim Recertifications	12
Tenant notices to Vacate *Not due to eviction	0
New Tenants	1
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 5/31/2023	465 Vouchers
Total Portable Vouchers Paid	0 Vouchers
Total Port Out*	0 Vouchers
Total Port In*	6 Vouchers
May HCV HAP Funds Received	\$265,345
May HCV HAP Funds Expended	\$263,469
Current Per Unit Cost (PUC)	\$567

\* 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 17 annual inspections, 14 reinspections, and 12 initial inspections during this reporting period.

### **Section 8 Activities**

New Participants	8
Annual Recertifications	17
Interim Recertifications	36
Abatements	4
Unit Transfers	3
Possible Program Violations	0
End of Program	3
Port Ins	1
Port Outs	0

### **Section 8 Briefings**

Number Notified	25
Number Briefed/Vouchers Issued	23

### **APPLICATIONS ON WAITING LIST**

Public Housing East	103
Public Housing West	106
Parker Bluff	225
Section 8 Program	308

### **Family Self-Sufficiency Participants**

Section 8 – 22

Public Housing – 13

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4b		
<b>Topic:</b>	First Quarter 2023 Financial Report		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	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 March 31, 2023.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$142,517.96 and the LIPH expenses were \$134,130.51. There was a surplus of \$8,387.45 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$40,972.29 and related grant expenses total \$40,972.29.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$154.40. The PBV had a deficit of \$154.40. 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 \$89,634.92 and the expenses were \$89,125.97. Phase 1 had a surplus of \$508.95. Of this surplus, \$0.05 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$96,797.77 and the expenses were \$97,443.75. Phase 2 had a deficit of \$645.98. Of this deficit, \$0.06 is the Housing Authority's portion. A deficit at the end of this reporting period is the result of experiencing significant maintenance contracted service costs and greater than anticipated maintenance personnel payroll expense required to ready Phase 2 units for REAC inspection.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$844,330.43 and expenses were \$836,570.01. The HCV program had a surplus of \$7,760.42.

Debts owed BHA collected through March 2023: Total \$6,001.07  
 TRIP Program: \$6,001.07 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**

First Quarter 2023 Financial Report

## Consolidated 2023 Budget Report for LIPH/PBV - As of March 31, 2023

	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	12.50		178.99			178.99	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	750.00					-	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	7,000.00		5,950.32			5,950.32	28,000.00	28,000.00
9 Other Income - CFP/Operations Money	75,000.00		30,787.65	37,432.29		68,219.94	300,000.00	300,000.00
10 Other Income - Sale of Asset Gain/Loss	-					-		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	5,391.94					-	21,567.76	21,567.76
13 ROSS/FSS Grant	25,482.72			3,540.00		3,540.00	101,930.86	101,930.86
14 HAP Subsidy	-					-		-
15 Operating Subsidy	111,107.50		105,601.00			105,601.00	444,430.00	444,430.00
<b>Total Income</b>	<b>224,744.66</b>		<b>142,517.96</b>	<b>40,972.29</b>	<b>-</b>	<b>183,490.25</b>	<b>898,978.62</b>	<b>898,978.62</b>
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
<b>Administrative Expenses</b>								
16 Admin Salaries	19,295.59		18,039.62			18,039.62	77,182.34	77,182.34
17 ROSS/FSS Coordinator Admin Salaries	21,118.80					2,360.00	84,475.20	84,475.20
18 Admin Employee Benefits	9,748.36		7,739.91			7,739.91	38,993.44	38,993.44
19 ROSS/FSS Coordinator Admin Benefits	4,326.42					1,180.00	17,305.66	17,305.66
20 Advertising & Marketing	12.50					-	50.00	50.00
21 Legal	25.00					-	100.00	100.00
22 Staff Training	625.00			841.00		841.00	2,500.00	2,500.00
23 Travel	50.00		37.01			37.01	200.00	200.00
24 Accounting Consultants	1,812.50		200.00		70.00	270.00	7,250.00	7,250.00
25 Audit Fee	2,860.00		242.00			242.00	11,440.00	11,440.00
26 Telephone	350.00		341.36			341.36	1,400.00	1,400.00
27 Postage	937.50		1,007.53			1,007.53	3,750.00	3,750.00
28 Office Supplies	100.00		88.42			88.42	400.00	400.00
29 Memberships & Publications	512.00		250.22			250.22	2,048.00	2,048.00
30 Bank Fees	-					-		-
31 Computer Maintenance	-					-		-
32 Copier Expenses	625.00		759.96			759.96	2,500.00	2,500.00
33 Office Equipment Maintenance	-					-		-
34 Postage Machine	-					-		-
35 Software Maintenance	1,000.00		1,077.11			1,077.11	4,000.00	4,000.00
36 Outgoing Portable Admin Fees	-					-		-
37 Sundry Administration/Compliance Fees	175.00		1,810.00			1,810.00	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)	-					-		-

	<b>Maintenance Expenses</b>	-							
42	Maintenance Salaries	750.00			-	3,000.00			3,000.00
43	Casual Labor - Maintenance	-			-				-
44	Maintenance Benefits	250.00			-	1,000.00			1,000.00
45	Maintenance Materials & Supplies	125.00			-	500.00			500.00
46	Plumbing Supplies	-	17.49		17.49				-
47	Locks, Locksets & Keys	-			-				-
48	Electrical Supplies	-			-				-
49	Painting Supplies	-			-				-
50	Cleaning Supplies	50.00	144.66		144.66	200.00			200.00
51	Equipment Repair Parts	-			-				-
52	Maintenance Contracted Services	375.00	140.65		140.65	1,500.00			1,500.00
53	Refuse Removal Services	25.00			-	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	25.00			-	100.00			100.00
59	Elevator Repair & Maintenance	375.00			-	1,500.00			1,500.00
60	Pest Control Services	-			-				-
61	Cable TV	-			-				-
62	Answering Service	800.00	1,059.67		1,059.67	3,200.00			3,200.00
63	Misc Contracts	-			-				-
64	Clean/Paint Units	-			-				-
	<b>Utilities Expenses</b>	-							
65	Water/Sewer	400.00	302.98	16.50	319.48	1,600.00			1,600.00
66	Electricity	1,375.00	1,299.42	15.75	1,315.17	5,500.00			5,500.00
67	Natural Gas	625.00	1,169.87		1,169.87	2,500.00			2,500.00
	<b>Other Operating Expenses</b>	-							
68	Protective Services Contract	500.00	484.61		484.61	2,000.00			2,000.00
69	Insurance	4,287.71	4,178.74	52.15	4,230.89	17,150.82			17,150.82
70	PILOT	-			-				-
71	Compensated Absences	-			-				-
72	Collection Losses	-			-				-
73	Replacement Reserves & Debt Pmt-Princ	-			-				-
74	Other General Expense/Asset Mgmt Fees	68,356.65	93,739.28		93,739.28	273,426.60			273,426.60
75	Casualty Losses - Non Capitalized	-			-				-
76	Capital/Operations Expenditures	48,375.00		36,591.29	36,591.29	193,500.00			193,500.00
77	Transfer In / Out	-			-				-
	<b>Total Expense</b>	<b>190,268.02</b>	<b>134,130.51</b>	<b>40,972.29</b>	<b>154.40</b>	<b>175,257.20</b>	761,072.06	-	761,072.06

**Net Income/(Loss):**

8,387.45	-	(154.40)	8,233.05
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**Cash Flow Statement  
Beloit Housing Authority  
LIPH/PBV  
As of 3/31/2023**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	178.99		50.00	0.00%	128.99
Other Income	5,950.32	37,432.29	331,000.00	13.11%	(287,617.39)
HUD Admin Fees			-		-
HUD Grants/Subsidies	136,388.65	3,540.00	567,928.62	24.64%	(427,999.97)
<b>Total Income</b>	<b>142,517.96</b>	<b>40,972.29</b>	<b>898,978.62</b>		<b>(715,488.37)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	25,779.53	3,540.00	217,956.64	13.45%	188,637.11
Office Expenses	4,046.54	841.00	33,838.00	14.44%	28,950.46
Office Contracted Services	1,837.07		6,500.00	28.26%	4,662.93
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	162.15	-	700.00	23.16%	537.85
Maintenance Contracts	1,200.32		6,400.00	18.76%	5,199.68
Utilities	2,804.52		9,600.00	29.21%	6,795.48
Other Operating					
Protective Services	484.61		2,000.00	24.23%	1,515.39
Insurance	4,230.89		17,150.82	24.67%	12,919.93
PILOT	-		-	0.00%	-
Other Operating Expenses	93,739.28	36,591.29	466,926.60	27.91%	336,596.03
<b>Total Expenses</b>	<b>134,284.91</b>	<b>40,972.29</b>	<b>761,072.06</b>		<b>585,814.86</b>

Net Admin Income (Loss)	8,233.05	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>8,233.05</b>	<b>-</b>			

## Consolidated 2023 Budget Report for Phase 1 - As of March 31, 2023

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	29,500.00	35,193.21	35,193.21	118,000.00		118,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	50.00	876.77	876.77	200.00		200.00
4 Income - Transfer In from Other Funds	6,950.43		-	27,801.71		27,801.71
5 Other Income - Tenants	5,787.97	3,357.67	3,357.67	23,151.88		23,151.88
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	1,250.00	2,540.00	2,540.00	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	33,481.65	47,667.27	47,667.27	133,926.60		133,926.60
13 ROSS/CFP Grant	-					
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
<b>Total Income</b>	<b>77,020.05</b>	<b>89,634.92</b>	<b>89,634.92</b>	308,080.19		308,080.19

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
<b>Administrative Expenses</b>						
16 Admin Payroll Expenses	19,881.07	18,712.23	18,712.23	79,524.27		79,524.27
17 FSS Coordinator Admin Salaries	-		-			-
18 FSS Coordinator Admin Benefits	-		-			-
19 Advertising & Marketing	12.50		-	50.00		50.00
20 Legal	550.00		-	2,200.00		2,200.00
21 Staff Training	-		-			-
22 Travel	-		-			-
23 Accounting Consultants	1,575.00	559.00	559.00	6,300.00		6,300.00
24 Audit Fee	3,000.00	11,330.00	11,330.00	12,000.00		12,000.00
25 Telephone	-		-			-
26 Postage	-		-			-
27 Office Supplies	65.00	90.74	90.74	260.00		260.00
28 Memberships & Publications	-		-			-
29 Bank Fees	20.70	23.70	23.70	82.80		82.80
30 Computer Maintenance	-		-			-
31 Copier Expenses	-		-			-
32 Office Equipment Maintenance	-		-			-
33 Postage Machine	-		-			-
34 Software Maintenance	829.47	1,043.58	1,043.58	3,317.88		3,317.88
35 Outgoing Portable Admin Fees	-		-			-
36 Sundry Administration/Compliance Fees/TP	1,400.00	4,282.01	4,282.01	5,600.00		5,600.00
37 Port-In HAP Expense	-		-			-
38 Management Fees	1,685.00	1,705.60	1,705.60	6,739.98		6,739.98

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Payroll Expenses	23,420.30	18,635.85	18,635.85	93,681.19	93,681.19	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	2,000.00	7,882.99	7,882.99	8,000.00	8,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	3,000.00	9,027.42	9,027.42	12,000.00	12,000.00	
52	Refuse Removal Services	312.50	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	250.00	741.00	741.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	871.38	614.44	614.44	3,485.52	3,485.52	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	250.00	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
64	Water/Sewer	1,375.00	1,205.05	1,205.05	5,500.00	5,500.00	
65	Electricity	350.00	264.64	264.64	1,400.00	1,400.00	
66	Natural Gas	250.00	512.86	512.86	1,000.00	1,000.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
67	Protective Services Contract	2,500.00	1,250.00	1,250.00	10,000.00	10,000.00	
68	Insurance	3,722.87	3,750.65	3,750.65	14,891.47	14,891.47	
69	PILOT	2,875.00	3,431.72	3,431.72	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	818.75	4,062.49	4,062.49	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>71,014.53</b>	<b>89,125.97</b>	<b>89,125.97</b>	284,058.11	-	284,058.11

Net Income/(Loss):

508.95

508.95

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

0.05

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 1**  
**As of 3/31/2023**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	35,193.21	118,000.00	29.82%	(82,806.79)
Interest on Investments	876.77	200.00	438.39%	676.77
Other Income	53,564.94	162,078.48	33.05%	(108,513.54)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,801.71		(27,801.71)
<b>Total Income</b>	<b>89,634.92</b>	<b>308,080.19</b>		<b>(218,445.27)</b>
		16,486.89		

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	18,712.23	79,524.27	23.53%	60,812.04
Office Expenses	17,329.03	26,492.80	65.41%	9,163.77
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	1,705.60	6,739.98	25.31%	5,034.38
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	18,635.85	93,681.19	19.89%	75,045.34
Materials & Supplies	7,882.99	8,000.00	98.54%	117.01
Maintenance Contracts	10,382.86	18,735.52	55.42%	8,352.66
Utilities	1,982.55	7,900.00	25.10%	5,917.45
Other Operating				
Protective Services	1,250.00	10,000.00	12.50%	8,750.00
Insurance	3,750.65	14,891.47	25.19%	11,140.82
PILOT	3,431.72	11,500.00	29.84%	8,068.28
Other Operating Expenses	4,062.49	3,275.00	124.05%	(787.49)
<b>Total Expenses</b>	<b>89,125.97</b>	<b>284,058.11</b>		<b>194,932.14</b>

Net Admin Income (Loss)	508.95
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>508.95</b>
Housing Authority's Portion	0.05

## Consolidated 2023 Budget Report for Phase 2 - As of March 31, 2023

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	35,250.00	45,628.00	45,628.00	141,000.00	141,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	187.50	1,710.82	1,710.82	750.00	750.00
4 Income - Transfer In from Other Funds	6,851.96	-	-	27,407.83	27,407.83
5 Other Income - Tenants	300.00	3,336.50	3,336.50	1,200.00	1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	1,250.00	50.44	50.44	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	34,875.00	46,072.01	46,072.01	139,500.00	139,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
<b>Total Income</b>	<b>78,714.46</b>	<b>96,797.77</b>	<b>96,797.77</b>	<b>314,857.83</b>	<b>314,857.83</b>

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
<b>Administrative Expenses</b>						
16 Admin Payroll Expenses	16,388.13	17,352.16	17,352.16	65,552.53	65,552.53	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	12.50	-	-	50.00	50.00	
20 Legal	375.00	120.00	120.00	1,500.00	1,500.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	1,575.00	559.00	559.00	6,300.00	6,300.00	
24 Audit Fee	2,750.00	13,630.00	13,630.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	65.00	90.72	90.72	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	12.50	-	-	50.00	50.00	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	829.47	1,043.59	1,043.59	3,317.87	3,317.87	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees/TP	1,406.25	3,547.54	3,547.54	5,625.00	5,625.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	3,706.95	4,244.72	4,244.72	14,827.78	14,827.78	



39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Payroll Expenses	17,707.46	19,643.95	19,643.95	70,829.84	70,829.84	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	2,000.00	2,167.68	2,167.68	8,000.00	8,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	3,000.00	7,977.37	7,977.37	12,000.00	12,000.00	
52	Refuse Removal Services	750.00	2,817.00	2,817.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	300.00	-	-	1,200.00	1,200.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	630.42	584.23	584.23	2,521.68	2,521.68	
58	Elevator Repair & Maintenance	687.50	937.13	937.13	2,750.00	2,750.00	
59	Pest Control Services	125.00	-	-	500.00	500.00	
60	Cable TV	437.50	2,023.87	2,023.87	1,750.00	1,750.00	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
64	Water/Sewer	2,125.00	1,914.84	1,914.84	8,500.00	8,500.00	
65	Electricity	4,500.00	3,441.97	3,441.97	18,000.00	18,000.00	
66	Natural Gas	2,250.00	3,672.92	3,672.92	9,000.00	9,000.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
67	Protective Services Contract	2,750.00	1,675.73	1,675.73	11,000.00	11,000.00	
68	Insurance	4,092.65	4,005.99	4,005.99	16,370.61	16,370.61	
69	PILOT	2,875.00	3,709.35	3,709.35	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	2,175.00	2,283.99	2,283.99	8,700.00	8,700.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>73,526.33</b>	<b>97,443.75</b>	<b>97,443.75</b>	294,105.31	-	294,105.31

**Net Income/(Loss):** (645.98) (645.98)  
**Housing Authority's Portion of Net Income/(Loss):** (0.06)

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 2**  
**As of 3/31/2023**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	45,628.00	141,000.00	32.36%	(95,372.00)
Interest on Investments	1,710.82	750.00	228.11%	960.82
Other Income	49,458.95	145,700.00	33.95%	(96,241.05)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,407.83		(27,407.83)
<b>Total Income</b>	<b>96,797.77</b>	<b>314,857.83</b>		<b>(218,060.06)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	17,352.16	65,552.53	26.47%	48,200.37
Office Expenses	18,990.85	24,785.00	76.62%	5,794.15
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	4,244.72	14,827.78	28.63%	10,583.06
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	19,643.95	70,829.84	27.73%	51,185.89
Materials & Supplies	2,167.68	8,000.00	27.10%	5,832.32
Maintenance Contracts	14,339.60	23,721.68	60.45%	9,382.08
Utilities	9,029.73	35,500.00	25.44%	26,470.27
Other Operating				
Protective Services	1,675.73	11,000.00	15.23%	9,324.27
Insurance	4,005.99	16,370.61	24.47%	12,364.62
PILOT	3,709.35	11,500.00	32.26%	7,790.65
Other Operating Expenses	2,283.99	8,700.00	26.25%	6,416.01
<b>Total Expenses</b>	<b>97,443.75</b>	<b>294,105.31</b>		<b>196,661.56</b>

Net Admin Income (Loss)	(645.98)
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>(645.98)</b>
Housing Authority's Portion	<b>(0.06)</b>

# Consolidated 2023 Budget Report for Housing Choice Voucher - As of March 31, 2023

	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	840.00		965.33	965.33	3,360.00		3,360.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants/Landlords	-		367.00	367.00			-
6 HAP Fraud Recovery & FSS Forfeitures	187.50		858.00	858.00	750.00		750.00
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	7,720.15		8,057.00	8,057.00	30,880.60		30,880.60
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	81,006.00		82,595.00	82,595.00	324,024.00		324,024.00
12 Incoming Billable Admin Fees/Oper Sub	500.00		818.10	818.10	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	728,750.00		750,670.00	750,670.00	2,915,000.00		2,915,000.00
15 Operating Subsidy	-			-			-
<b>Total Income</b>	<b>819,003.65</b>		<b>844,330.43</b>	<b>844,330.43</b>	-	3,276,014.60	3,276,014.60

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
<b>Administrative Expenses</b>							
16 Admin Salaries	50,129.12		47,074.05	47,074.05	200,516.49		200,516.49
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	17,531.09		15,043.96	15,043.96	70,124.36		70,124.36
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	12.50			-	50.00		50.00
21 Legal	125.00			-	500.00		500.00
22 Staff Training	437.50			-	1,750.00		1,750.00
23 Travel	62.50		37.01	37.01	250.00		250.00
24 Accounting Consultants	1,441.00		520.00	520.00	5,764.00		5,764.00
25 Audit Fee	2,750.00		242.00	242.00	11,000.00		11,000.00
26 Telephone	277.68		286.10	286.10	1,110.70		1,110.70
27 Postage	-			-			-
28 Office Supplies	500.00		485.52	485.52	2,000.00		2,000.00
29 Memberships & Publications	175.00		180.22	180.22	700.00		700.00
30 Bank Fees	1,053.05		1,070.13	1,070.13	4,212.20		4,212.20
31 Computer Maintenance	-			-			-
32 Copier Expenses	476.45		759.96	759.96	1,905.80		1,905.80
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	875.00		820.36	820.36	3,500.00		3,500.00
35 Software Maintenance	1,437.50		1,163.16	1,163.16	5,750.00		5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	875.00		1,540.56	1,540.56	3,500.00		3,500.00
38 Port-In HAP Expense	-		8,057.00	8,057.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	-			-		-
41	HAP Expense (net fraud recovery to HUD)	718,332.00		758,737.00	758,737.00	2,873,328.00	2,873,328.00
	HAP Overfunding (Underfunding)	10,605.50		(7,209.00)		42,422.00	42,422.00
	<b>Maintenance Expenses</b>	-					
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	125.00			-	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	89.25			-	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	-			-		-
	<b>Utilities Expenses</b>	-					
65	Water/Sewer	-			-		-
66	Electricity	-			-		-
67	Natural Gas	-			-		-
	<b>Other Operating Expenses</b>	-					
68	Protective Services Contract	-			-		-
69	Insurance	624.53		552.98	552.98	2,498.10	2,498.10
70	PILOT	-			-		-
71	Compensated Absences	-			-		-
72	Collection Losses	-			-		-
73	Replacement Reserves & Debt Pmt-Princ	-			-		-
74	Other General Expense/Asset Mgmt Fees	1,100.00			-	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	<b>Total Expense</b>	<b>809,034.66</b>		<b>836,570.01</b>	<b>836,570.01</b>	-	3,193,716.65
							3,236,138.65

**Net Income/(Loss):**

7,760.42

**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
As of 3/31/2023**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	965.33	3,360.00	28.73%	(2,394.67)
Other Income	8,424.00	33,630.60	25.05%	(25,206.60)
HUD Admin Fees	82,595.00	324,024.00	25.49%	(241,429.00)
HUD Grants/Subsidies	752,346.10	2,915,000.00	25.81%	(2,162,653.90)
<b>Total Income</b>	<b>844,330.43</b>	<b>3,276,014.60</b>		<b>(2,431,684.17)</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	62,118.01	270,640.85	22.95%	208,522.84
Office Expenses	4,361.54	30,836.90	14.14%	26,475.36
Office Contracted Services	2,743.48	11,155.80	24.59%	8,412.32
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	758,737.00	2,873,328.00	26.41%	2,114,591.00
HAP Payments Port In	8,057.00		0.00%	(8,057.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	552.98	2,498.10	22.14%	1,945.12
PILOT		-		-
Other Operating Expenses	-	4,400.00	0.00%	4,400.00
<b>Total Expenses</b>	<b>836,570.01</b>	<b>3,193,716.65</b>		<b>2,357,146.64</b>

**Net Income/(Loss):** 7,760.42

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4c		
<b>Topic:</b>	April 2023 Financial Report		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	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 April 30, 2023.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$241,475.34 and the LIPH expenses were \$192,566.37. There was a surplus of \$48,908.97 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$84,803.83 and related grant expenses total \$84,803.83.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$586.27. The PBV had a deficit of \$586.27. 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 \$126,957.25 and the expenses were \$125,656.75. Phase 1 had a surplus of \$1,300.50. Of this surplus, \$0.13 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$123,542.04 and the expenses were \$123,689.37. Phase 2 had a deficit of \$147.33. Of this deficit, \$0.01 is the Housing Authority's portion. A deficit at the end of this reporting period is the result of experiencing significant maintenance contracted service costs and greater than anticipated maintenance personnel payroll expense required to ready Phase 2 units for REAC inspection.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$1,126,541.57 and expenses were \$1,116,913.91. The HCV program had a surplus of \$9,627.66.

Debts owed BHA collected through April 2023: Total \$6,849.07  
 TRIP Program: \$6,849.07 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**

April 2023 Financial Report

## Consolidated 2023 Budget Report for LIPH/PBV - As of April 30, 2023

	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	16.67		238.75			238.75	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	1,000.00					-	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	9,333.33					-	28,000.00	28,000.00
9 Other Income - CFP/Operations Money	100,000.00		68,394.59	63,877.94		132,272.53	300,000.00	300,000.00
10 Other Income - Sale of Asset Gain/Loss	-					-		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	7,189.25					-	21,567.76	21,567.76
13 ROSS/FSS Grant	33,976.95			20,925.89		20,925.89	101,930.86	101,930.86
14 HAP Subsidy	-					-		-
15 Operating Subsidy	148,143.33		172,842.00			172,842.00	444,430.00	444,430.00
<b>Total Income</b>	<b>299,659.54</b>		<b>241,475.34</b>	<b>84,803.83</b>	-	<b>326,279.17</b>	898,978.62	898,978.62
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
<b>Administrative Expenses</b>								
16 Admin Salaries	25,727.45		24,185.09			24,185.09	77,182.34	77,182.34
17 ROSS/FSS Coordinator Admin Salaries	28,158.40			14,991.20		14,991.20	84,475.20	84,475.20
18 Admin Employee Benefits	12,997.81		10,369.00			10,369.00	38,993.44	38,993.44
19 ROSS/FSS Coordinator Admin Benefits	5,768.55			5,934.69		5,934.69	17,305.66	17,305.66
20 Advertising & Marketing	16.67					-	50.00	50.00
21 Legal	33.33					-	100.00	100.00
22 Staff Training	833.33			1,424.00		1,424.00	2,500.00	2,500.00
23 Travel	66.67		56.33			56.33	200.00	200.00
24 Accounting Consultants	2,416.67		1,635.00		362.00	1,997.00	7,250.00	7,250.00
25 Audit Fee	3,813.33		4,920.00			4,920.00	11,440.00	11,440.00
26 Telephone	466.67		521.43			521.43	1,400.00	1,400.00
27 Postage	1,250.00		1,431.69			1,431.69	3,750.00	3,750.00
28 Office Supplies	133.33		109.31			109.31	400.00	400.00
29 Memberships & Publications	682.67		298.22			298.22	2,048.00	2,048.00
30 Bank Fees	-					-		-
31 Computer Maintenance	-					-		-
32 Copier Expenses	833.33		972.93			972.93	2,500.00	2,500.00
33 Office Equipment Maintenance	-					-		-
34 Postage Machine	-					-		-
35 Software Maintenance	1,333.33		1,448.20			1,448.20	4,000.00	4,000.00
36 Outgoing Portable Admin Fees	-					-		-
37 Sundry Administration/Compliance Fees	233.33		1,810.00			1,810.00	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)	-					-		-



	<b>Maintenance Expenses</b>	-							
42	Maintenance Salaries	1,000.00			-	3,000.00			3,000.00
43	Casual Labor - Maintenance	-			-				-
44	Maintenance Benefits	333.33			-	1,000.00			1,000.00
45	Maintenance Materials & Supplies	166.67			-	500.00			500.00
46	Plumbing Supplies	-	17.49		17.49				-
47	Locks, Locksets & Keys	-			-				-
48	Electrical Supplies	-			-				-
49	Painting Supplies	-			-				-
50	Cleaning Supplies	66.67	144.66		144.66	200.00			200.00
51	Equipment Repair Parts	-			-				-
52	Maintenance Contracted Services	500.00	221.50		221.50	1,500.00			1,500.00
53	Refuse Removal Services	33.33			-	100.00			100.00
54	Plumbing Repair Services	-			-				-
55	Heating/AC Repair Services	-			-				-
56	Electric Repair Service	-			-				-
57	Window Repair Service	-			-				-
58	Automotive Repairs/Fuel	33.33			-	100.00			100.00
59	Elevator Repair & Maintenance	500.00	1,551.84		1,551.84	1,500.00			1,500.00
60	Pest Control Services	-			-				-
61	Cable TV	-			-				-
62	Answering Service	1,066.67	1,539.05		1,539.05	3,200.00			3,200.00
63	Misc Contracts	-			-				-
64	Clean/Paint Units	-			-				-
	<b>Utilities Expenses</b>	-							
65	Water/Sewer	533.33	558.69	73.23	631.92	1,600.00			1,600.00
66	Electricity	1,833.33	2,012.76	46.74	2,059.50	5,500.00			5,500.00
67	Natural Gas	833.33	1,533.77		1,533.77	2,500.00			2,500.00
	<b>Other Operating Expenses</b>	-							
68	Protective Services Contract	666.67	662.48		662.48	2,000.00			2,000.00
69	Insurance	5,716.94	8,357.48	104.30	8,461.78	17,150.82			17,150.82
70	PILOT	-			-				-
71	Compensated Absences	-			-				-
72	Collection Losses	-			-				-
73	Replacement Reserves & Debt Pmt-Princ	-			-				-
74	Other General Expense/Asset Mgmt Fees	91,142.20	128,209.45		128,209.45	273,426.60			273,426.60
75	Casualty Losses - Non Capitalized	-			-				-
76	Capital/Operations Expenditures	64,500.00	62,453.94		62,453.94	193,500.00			193,500.00
77	Transfer In / Out	-			-				-
	<b>Total Expense</b>	<b>253,690.69</b>	<b>192,566.37</b>	<b>84,803.83</b>	<b>586.27</b>	<b>277,956.47</b>	761,072.06	-	761,072.06

**Net Income/(Loss):**

48,908.97	-	(586.27)	48,322.70
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**Cash Flow Statement**  
**Beloit Housing Authority**  
**LIPH/PBV**  
**As of 4/30/2023**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	238.75		50.00	0.00%	188.75
Other Income	-	63,877.94	331,000.00	19.30%	(267,122.06)
HUD Admin Fees			-		-
HUD Grants/Subsidies	241,236.59	20,925.89	567,928.62	46.16%	(305,766.14)
<b>Total Income</b>	<b>241,475.34</b>	<b>84,803.83</b>	<b>898,978.62</b>		<b>(572,699.45)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	34,554.09	20,925.89	217,956.64	25.45%	162,476.66
Office Expenses	11,143.98	1,424.00	33,838.00	37.14%	21,270.02
Office Contracted Services	2,421.13		6,500.00	37.25%	4,078.87
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	162.15	-	700.00	23.16%	537.85
Maintenance Contracts	3,312.39		6,400.00	51.76%	3,087.61
Utilities	4,225.19		9,600.00	44.01%	5,374.81
Other Operating					
Protective Services	662.48		2,000.00	33.12%	1,337.52
Insurance	8,461.78		17,150.82	49.34%	8,689.04
PILOT	-		-	0.00%	-
Other Operating Expenses	128,209.45	62,453.94	466,926.60	40.83%	276,263.21
<b>Total Expenses</b>	<b>193,152.64</b>	<b>84,803.83</b>	<b>761,072.06</b>		<b>483,115.59</b>

Net Admin Income (Loss)	48,322.70	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>48,322.70</b>	<b>-</b>			

## Consolidated 2023 Budget Report for Phase 1 - As of April 30, 2023

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	39,333.33	47,412.21	47,412.21	118,000.00	118,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	66.67	1,169.51	1,169.51	200.00	200.00
4	Income - Transfer In from Other Funds	9,267.24	-	-	27,801.71	27,801.71
5	Other Income - Tenants	7,717.29	3,461.86	3,461.86	23,151.88	23,151.88
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	1,666.67	3,011.00	3,011.00	5,000.00	5,000.00
8	Other Income - Laundry/Copy Fees/Misc	-	41.85	41.85	-	-
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	44,642.20	71,860.82	71,860.82	133,926.60	133,926.60
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	<b>Total Income</b>	<b>102,693.40</b>	<b>126,957.25</b>	<b>126,957.25</b>	308,080.19	308,080.19

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
	<b>Administrative Expenses</b>					
16	Admin Payroll Expenses	26,508.09	25,498.54	25,498.54	79,524.27	79,524.27
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	16.67	-	-	50.00	50.00
20	Legal	733.33	-	-	2,200.00	2,200.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	2,100.00	1,234.00	1,234.00	6,300.00	6,300.00
24	Audit Fee	4,000.00	13,630.00	13,630.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	86.67	153.55	153.55	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	27.60	27.50	27.50	82.80	82.80
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	1,105.96	1,401.44	1,401.44	3,317.88	3,317.88
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees/TP	1,866.67	4,451.95	4,451.95	5,600.00	5,600.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	2,246.66	2,226.42	2,226.42	6,739.98	6,739.98

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Payroll Expenses	31,227.06	24,217.58	24,217.58	93,681.19	93,681.19	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	2,666.67	8,445.21	8,445.21	8,000.00	8,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	4,000.00	22,525.23	22,525.23	12,000.00	12,000.00	
52	Refuse Removal Services	416.67	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	333.33	741.00	741.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	1,161.84	735.49	735.49	3,485.52	3,485.52	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	333.33	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
64	Water/Sewer	1,833.33	1,230.00	1,230.00	5,500.00	5,500.00	
65	Electricity	466.67	532.60	532.60	1,400.00	1,400.00	
66	Natural Gas	333.33	949.04	949.04	1,000.00	1,000.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
67	Protective Services Contract	3,333.33	1,250.00	1,250.00	10,000.00	10,000.00	
68	Insurance	4,963.82	7,501.30	7,501.30	14,891.47	14,891.47	
69	PILOT	3,833.33	4,572.58	4,572.58	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	1,091.67	4,333.32	4,333.32	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>94,686.04</b>	<b>125,656.75</b>	<b>125,656.75</b>	284,058.11	-	284,058.11

<b>Net Income/(Loss):</b>	<u>1,300.50</u>	<u>1,300.50</u>
<b>Housing Authority's Portion of Net Income/(Loss):</b>	<u>0.13</u>	

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 1**  
**As of 4/30/2023**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	47,412.21	118,000.00	40.18%	(70,587.79)
Interest on Investments	1,169.51	200.00	584.76%	969.51
Other Income	78,375.53	162,078.48	48.36%	(83,702.95)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,801.71		(27,801.71)
<b>Total Income</b>	<b>126,957.25</b>	<b>308,080.19</b>		<b>(181,122.94)</b>
		16,486.89		

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	25,498.54	79,524.27	32.06%	54,025.73
Office Expenses	20,898.44	26,492.80	78.88%	5,594.36
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	2,226.42	6,739.98	33.03%	4,513.56
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	24,217.58	93,681.19	25.85%	69,463.61
Materials & Supplies	8,445.21	8,000.00	105.57%	(445.21)
Maintenance Contracts	24,001.72	18,735.52	128.11%	(5,266.20)
Utilities	2,711.64	7,900.00	34.32%	5,188.36
Other Operating				
Protective Services	1,250.00	10,000.00	12.50%	8,750.00
Insurance	7,501.30	14,891.47	50.37%	7,390.17
PILOT	4,572.58	11,500.00	39.76%	6,927.42
Other Operating Expenses	4,333.32	3,275.00	132.32%	(1,058.32)
<b>Total Expenses</b>	<b>125,656.75</b>	<b>284,058.11</b>		<b>158,401.36</b>

Net Admin Income (Loss)	1,300.50
Net HAP Income (Loss)	-
<b>Total YTD Income (Loss)</b>	<b>1,300.50</b>
Housing Authority's Portion	0.13

## Consolidated 2023 Budget Report for Phase 2 - As of April 30, 2023

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	47,000.00	62,315.00	62,315.00	141,000.00	141,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	250.00	2,282.03	2,282.03	750.00	750.00
4 Income - Transfer In from Other Funds	9,135.94	-	-	27,407.83	27,407.83
5 Other Income - Tenants	400.00	2,545.94	2,545.94	1,200.00	1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	1,666.67	50.44	50.44	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	46,500.00	56,348.63	56,348.63	139,500.00	139,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
<b>Total Income</b>	<b>104,952.61</b>	<b>123,542.04</b>	<b>123,542.04</b>	<b>314,857.83</b>	<b>314,857.83</b>

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
<b>Administrative Expenses</b>						
16 Admin Payroll Expenses	21,850.84	22,305.84	22,305.84	65,552.53	65,552.53	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	16.67	-	-	50.00	50.00	
20 Legal	500.00	440.00	440.00	1,500.00	1,500.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	2,100.00	1,034.00	1,034.00	6,300.00	6,300.00	
24 Audit Fee	3,666.67	13,630.00	13,630.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	86.67	153.53	153.53	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	16.67	-	-	50.00	50.00	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	1,105.96	1,401.45	1,401.45	3,317.87	3,317.87	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees/TP	1,875.00	3,585.52	3,585.52	5,625.00	5,625.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	4,942.59	5,369.52	5,369.52	14,827.78	14,827.78	

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Payroll Expenses	23,609.95	26,845.97	26,845.97	70,829.84	70,829.84	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	2,666.67	2,167.68	2,167.68	8,000.00	8,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	4,000.00	8,360.45	8,360.45	12,000.00	12,000.00	
52	Refuse Removal Services	1,000.00	2,817.00	2,817.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	400.00	-	-	1,200.00	1,200.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	840.56	705.28	705.28	2,521.68	2,521.68	
58	Elevator Repair & Maintenance	916.67	2,488.97	2,488.97	2,750.00	2,750.00	
59	Pest Control Services	166.67	-	-	500.00	500.00	
60	Cable TV	583.33	2,734.93	2,734.93	1,750.00	1,750.00	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
64	Water/Sewer	2,833.33	2,600.46	2,600.46	8,500.00	8,500.00	
65	Electricity	6,000.00	5,393.73	5,393.73	18,000.00	18,000.00	
66	Natural Gas	3,000.00	4,583.60	4,583.60	9,000.00	9,000.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
67	Protective Services Contract	3,666.67	1,817.64	1,817.64	11,000.00	11,000.00	
68	Insurance	5,456.87	8,011.98	8,011.98	16,370.61	16,370.61	
69	PILOT	3,833.33	4,196.50	4,196.50	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	2,900.00	3,045.32	3,045.32	8,700.00	8,700.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>98,035.10</b>	<b>123,689.37</b>	<b>123,689.37</b>	294,105.31	-	294,105.31

Net Income/(Loss):

(147.33)

(147.33)

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

(0.01)

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 2**  
**As of 4/30/2023**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	62,315.00	141,000.00	44.20%	(78,685.00)
Interest on Investments	2,282.03	750.00	304.27%	1,532.03
Other Income	58,945.01	145,700.00	40.46%	(86,754.99)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,407.83		(27,407.83)
<b>Total Income</b>	<b>123,542.04</b>	<b>314,857.83</b>		<b>(191,315.79)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	22,305.84	65,552.53	34.03%	43,246.69
Office Expenses	20,244.50	24,785.00	81.68%	4,540.50
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	5,369.52	14,827.78	36.21%	9,458.26
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	26,845.97	70,829.84	37.90%	43,983.87
Materials & Supplies	2,167.68	8,000.00	27.10%	5,832.32
Maintenance Contracts	17,106.63	23,721.68	72.11%	6,615.05
Utilities	12,577.79	35,500.00	35.43%	22,922.21
Other Operating				
Protective Services	1,817.64	11,000.00	16.52%	9,182.36
Insurance	8,011.98	16,370.61	48.94%	8,358.63
PILOT	4,196.50	11,500.00	36.49%	7,303.50
Other Operating Expenses	3,045.32	8,700.00	35.00%	5,654.68
<b>Total Expenses</b>	<b>123,689.37</b>	<b>294,105.31</b>		<b>170,415.94</b>

Net Admin Income (Loss)	(147.33)
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>(147.33)</b>
Housing Authority's Portion	(0.01)



## Consolidated 2023 Budget Report for Housing Choice Voucher - As of April 30, 2023

		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	1,120.00		1,288.75		3,360.00	3,360.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants/Landlords	-		367.00			-
6	HAP Fraud Recovery & FSS Forfeitures	250.00		1,224.00		750.00	750.00
7	Other Income - Bad Debt Collections	-		-			-
8	Other Income - Laundry/Copy Fees/Misc	10,293.53		10,730.00		30,880.60	30,880.60
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	108,008.00		109,838.00		324,024.00	324,024.00
12	Incoming Billable Admin Fees/Oper Sub	666.67		1,091.82		2,000.00	2,000.00
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	971,666.67		1,002,002.00		2,915,000.00	2,915,000.00
15	Operating Subsidy	-		-			-
	<b>Total Income</b>	<b>1,092,004.87</b>		<b>1,126,541.57</b>		<b>-</b>	<b>3,276,014.60</b>
Expenses	Approved YTD		HCV	HCV Total		HCV	Total
<b>Administrative Expenses</b>							
16	Admin Salaries	66,838.83		62,532.53		200,516.49	200,516.49
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	23,374.79		19,985.99		70,124.36	70,124.36
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	16.67		-		50.00	50.00
21	Legal	166.67		-		500.00	500.00
22	Staff Training	583.33		-		1,750.00	1,750.00
23	Travel	83.33		56.34		250.00	250.00
24	Accounting Consultants	1,921.33		795.00		5,764.00	5,764.00
25	Audit Fee	3,666.67		4,920.00		11,000.00	11,000.00
26	Telephone	370.23		444.48		1,110.70	1,110.70
27	Postage	-		-			-
28	Office Supplies	666.67		590.01		2,000.00	2,000.00
29	Memberships & Publications	233.33		228.22		700.00	700.00
30	Bank Fees	1,404.07		1,429.66		4,212.20	4,212.20
31	Computer Maintenance	-		-			-
32	Copier Expenses	635.27		972.94		1,905.80	1,905.80
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	1,166.67		1,192.29		3,500.00	3,500.00
35	Software Maintenance	1,916.67		1,568.21		5,750.00	5,750.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	1,166.67		2,224.28		3,500.00	3,500.00
38	Port-In HAP Expense	-		10,730.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	-			-		-
41	HAP Expense (net fraud recovery to HUD)	957,776.00		1,008,138.00	1,008,138.00	2,873,328.00	2,873,328.00
	HAP Overfunding (Underfunding)	14,140.67		(4,912.00)		42,422.00	42,422.00
	<b>Maintenance Expenses</b>	-					
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	166.67			-	500.00	500.00
54	Plumbing Repair Services	-			-		-
55	Heating/AC Repair Services	-			-		-
56	Electric Repair Service	-			-		-
57	Window Repair Service	-			-		-
58	Automotive Repairs/Fuel	119.00			-	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	-			-		-
	<b>Utilities Expenses</b>	-					
65	Water/Sewer	-			-		-
66	Electricity	-			-		-
67	Natural Gas	-			-		-
	<b>Other Operating Expenses</b>	-					
68	Protective Services Contract	-			-		-
69	Insurance	832.70		1,105.96	1,105.96	2,498.10	2,498.10
70	PILOT	-			-		-
71	Compensated Absences	-			-		-
72	Collection Losses	-			-		-
73	Replacement Reserves & Debt Pmt-Princ	-			-		-
74	Other General Expense/Asset Mgmt Fees	1,466.67			-	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	<b>Total Expense</b>	<b>1,078,712.88</b>		<b>1,116,913.91</b>	<b>1,116,913.91</b>	-	3,193,716.65
							3,236,138.65

**Net Income/(Loss):**

9,627.66

**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
As of 4/30/2023**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	1,288.75	3,360.00	38.36%	(2,071.25)
Other Income	11,097.00	33,630.60	33.00%	(22,533.60)
HUD Admin Fees	109,838.00	324,024.00	33.90%	(214,186.00)
HUD Grants/Subsidies	1,004,317.82	2,915,000.00	34.45%	(1,910,682.18)
<b>Total Income</b>	<b>1,126,541.57</b>	<b>3,276,014.60</b>		<b>(2,149,473.03)</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	82,518.52	270,640.85	30.49%	188,122.33
Office Expenses	10,687.99	30,836.90	34.66%	20,148.91
Office Contracted Services	3,733.44	11,155.80	33.47%	7,422.36
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,008,138.00	2,873,328.00	35.09%	1,865,190.00
HAP Payments Port In	10,730.00		0.00%	(10,730.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,105.96	2,498.10	44.27%	1,392.14
PILOT		-		-
Other Operating Expenses	-	4,400.00	0.00%	4,400.00
<b>Total Expenses</b>	<b>1,116,913.91</b>	<b>3,193,716.65</b>		<b>2,076,802.74</b>

**Net Income/(Loss):** 9,627.66

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4d		
<b>Topic:</b>	Beloit Housing Authority Public Housing Phase 1 Roof Replacement		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

The approved Capital Fund Program (CFP) includes \$150,000 for Phase 1 Roof Replacement.

## Key Issues

1. The Beloit Housing Authority (BHA) staff has determined that the replacement of roofs is necessary at 13 Public Housing Phase 1 units.
2. The BHA solicited proposals from roofing contractors to provide the necessary services at its Public Housing Phase 1 units.
3. Five bids were received as follows:
  - H.C. Anderson Roofing Co., Inc. - \$141,190.00
  - C.P.R. Roofing, Inc. - \$141,450.00
  - Total Exteriors, LLC. - \$150,887.13.00
  - Buckshot General Contracting - \$165,449.00
  - Midwest Roofing and Construction, LLC. - \$194,927.00
4. BHA staff recommends awarding the Public Housing Phase 1 roof replacement contract to H.C. Anderson Roofing Co., Inc. who is the lowest responsible bidder.
5. The total contract price of \$155,309 includes a 10 percent construction contingency.

## Conformance with Strategic Plan

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

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

## Sustainability

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

## Action Required/Recommendation

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

\$150,000 was allocated in BHA's 2023 CFP budget for Phase 1 roof replacement. The remainder will be paid from 2022 CFP funds.

## Attachments

Resolution 2023-08

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2023-08**

**AWARDING CONTRACT FOR ROOF REPLACEMENT SERVICES FOR BELOIT HOUSING  
AUTHORITY PUBLIC HOUSING PHASE 1 UNITS**

**WHEREAS**, the Beloit Housing Authority (BHA) has determined that the replacement of roofs is necessary at 13 Public Housing Phase 1 units; and

**WHEREAS**, the BHA solicited proposals from contractors to provide the necessary services at its Public Housing Phase 1 units; and

**WHEREAS**, five bids for the replacement of roofs at Public Housing Phase 1 units were submitted, with the lowest in the amount of \$141,190 from H.C. Anderson Roofing Co., Inc., and the final contract price will include a 10 percent contingency.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners award the contract for Public Housing Phase 1 roof replacement services to H.C. Anderson Roofing Co., Inc. in the amount of \$155,309, and that the Executive Director is authorized to execute a contract and any and all documents related to the Public Housing Phase 1 roof replacement.

Adopted this 28th day of June, 2023

**Community Development Authority**

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Philip Gorman, Chairperson

**Attest:**

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Julie Christensen, Executive Director

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4e		
<b>Topic:</b>	Beloit Housing Authority Public Housing Scattered Site Gutter and Soffit Replacement		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

The approved Capital Fund Program (CFP) includes \$70,000 for Scattered Site Gutter and Soffit Replacement.

## Key Issues

1. The Beloit Housing Authority (BHA) staff has determined that the replacement of gutters and soffits is necessary at seven Public Housing Phase 2 Scattered Site units.
2. The BHA solicited proposals from gutter and soffit contractors to provide the necessary services at its Phase 2 Scattered Site units.
3. One bid was received from Hillison’s Seamless Gutters for \$89,250, which was found to be consistent with BHA’s independent cost estimate.
4. The BHA has allocated \$70,000 in its 2023 Capital Fund budget for gutter replacement. We are recommending amending the CFP budget to move \$19,000 from Operations to this project. The remainder of the contract costs will be paid from Phase 2 Replacement Reserves, pending the approval of National Equity Fund (NEF).
5. BHA staff recommends awarding the Public Housing Scattered Site Gutter and Soffit Replacement contract to Hillison’s Seamless Gutters.
6. The total contract price of \$98,175 includes a 10 percent construction contingency.

## Conformance with Strategic Plan

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

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

## Sustainability

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

N/A

## Action Required/Recommendation

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

\$70,000 was allocated in BHA’s 2023 CFP budget for Phase 2 gutter and soffit replacement. As part of this approval, an additional \$19,000 will be allocated to this project. The remainder will be paid from Phase 2 replacement reserves.

## Attachments

Resolution 2023-09

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2023-09**

**AWARDING CONTRACT FOR GUTTER AND SOFFIT REPLACEMENT SERVICES FOR BELOIT HOUSING AUTHORITY PUBLIC HOUSING PHASE 2 SCATTERED SITE UNITS**

**WHEREAS**, the Beloit Housing Authority (BHA) has determined that the replacement of gutters and soffits is necessary at seven Public Housing Phase 2 Scattered Site units; and

**WHEREAS**, the BHA solicited proposals from contractors to provide the necessary services at its Public Housing Scattered Site units; and

**WHEREAS**, requests for bids for the replacement of gutters and soffits at Public Housing Scattered Site units resulted in one bid being submitted in the amount of \$89,250 from Hillison's Seamless Gutters; and

**WHEREAS**, the BHA is proposing to amend the Capital Fund Program (CFP) budget to move \$19,000 from Operations to the Scattered Site Gutter and Soffit Replacement project which will result in \$89,000 being budgeted towards the replacement of Phase 2 Scattered Site gutters and soffits, with the remainder of the contract cost to be paid from Phase 2 Replacement Reserves pending the approval of National Equity Fund.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners amends the 2023 CFP Budget to move \$19,000 from 1406 Operations to Phase 2 Scattered Site Gutter and Soffit Replacement (1480).

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the CDA Board of Commissioners award the contract for gutter and soffit replacement services at Beloit Housing Authority's Public Housing Scattered Site units to Hillison's Seamless Gutters in the amount of \$98,175 which includes a 10 percent contingency, and that the Executive Director is authorized to execute a contract and any and all documents related to the Scattered Site gutter and soffit replacement.

Adopted this 28th day of June 2023

**Community Development Authority**

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Philip Gorman, Chairperson

**Attest:**

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Julie Christensen, Executive Director

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4f		
<b>Topic:</b>	HUD Fiscal Year 2023 Emergency Safety and Security Grant (ESSG) Application		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

The Department of Housing and Urban Development (HUD) has made Fiscal Year 2023 Emergency Safety and Security Grant (ESSG) funding available. The Beloit Housing Authority (BHA) wishes to submit an application for funding.

## Key Issues

1. In April 2023 the Department of Housing and Urban Development (HUD) published PIH Notice 2023-10 announcing the availability of Emergency Safety and Security Grant (ESSG) funding.
2. The Beloit Housing Authority (BHA) intends to prepare and submit a grant application in the amount of \$44,869.06 to replace hardwired and battery-operated combination Smoke/Carbon Dioxide detectors and strobe light warning devices in all 131 Public Housing units.
3. The replacement of these devices will allow the BHA to remain in compliance with HUD’s new NSPIRE (formerly REAC) property safety guidelines.
4. The successful receipt of the ESSG Grant funding will have a positive effect on BHA’s 2023 Consolidated Budget.
5. Due to the short timeline for the grant application submission, we have already submitted the grant application. However, if the Community Development Authority (CDA) Board of Commissioners does not approve of the application, the BHA will not accept the grant funding upon award from HUD.

## Conformance with Strategic Plan

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

## Sustainability

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

## Action Required/Recommendation

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

Receipt of funding will have a positive effect on BHA’s 2023 Consolidated Budget

## Attachments

Resolution 2023-10



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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2023-10**

**APPROVING THE BELOIT HOUSING AUTHORITY'S (BHA) 2023 EMERGENCY SAFETY AND SECURITY (ESSG) GRANT APPLICATION SUBMISSION**

**WHEREAS**, the Department of Housing and Urban Development (HUD) has made 2023 Emergency Safety and Security Grant (ESSG) funding available; and

**WHEREAS**, the Beloit Housing Authority (BHA) wishes to apply for ESSG funding to replace combination Smoke/Carbon Dioxide detectors and strobe light warning devices in 131 Public Housing units in order to remain in compliance with HUD regulations.

**NOW, THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners authorize BHA's ESSG grant application submission in the amount of \$44,869.06.

**BE IT FURTHER RESOLVED**, that the CDA authorizes the Director of the Beloit Housing Authority to execute any and all documents necessary to accomplish the purposes of this resolution, namely to submit the application and accept the grant.

Adopted this 28th day of June, 2023

**Community Development Authority**

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Philip Gorman, Chairperson

**Attest:**

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Julie Christensen, Executive Director

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	5a		
<b>Topic:</b>	Consideration of Resolution 2023-11, Recommending approval of the 2024 Community Development Block Grant (CDBG) Local Funding Priorities		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Teri Downing	<b>Division:</b>	Community & Housing Services

## Overview/Background Information

HUD recommends that municipalities establish local funding priorities in order to guide the allocation of local CDBG funds. The funding priorities approved at this CDA meeting will be recommended to City Council for approval during the July 17, 2023 City Council meeting. The priorities will then be incorporated into the 2024 application process which begins in mid to late July.

The City prepared the 2020-2024 Consolidated Plan, which is a 5-year strategic plan for the use of CDBG funds. Staff held three Steering Committee meetings with local agencies and community leaders to obtain input about the needs of the community and gaps in services. The following needs were identified in these meetings:

- Meeting 1: Housing and Homelessness
  - Need for housing assistance (emergency shelter, transitional living, long term, and permanent supportive housing)
  - Need for more case management and education in life education skills and financial/budgeting
  - Need for Advocates (Tenants and Housing Stock Conditions)
  - Need for activities that serve that comprehensively serve the neighborhood, not just the houses
  - Need for Preventative/Emergency Rental assistance
  - Need for tenant education, accessible community legal services, and protection from retaliation
  - Need for diverse resource/support systems
- Meeting 2: Non-homeless Special Needs
  - Elderly/Frail Elderly, Public Housing Residents, and Persons with Disabilities
    - Transportation, Access to food, Awareness and education, Financial Literacy, and Advocacy
  - Persons with AODA/HIV AIDS
    - Access to mental health care, medications, and intense need services. Access to immediate assistance
    - Increase in services available to avoid long wait lists.
    - Prevention/Intervention Services
    - Family Support
    - Advocacy
    - Access to education and preventative services
- Meeting 3: Community and Economic Development Needs
  - Childcare/Early Literacy
  - Transportation
  - Future Ready Skills (soft, life, and sex education skills)
  - Healthcare
  - Housing

The City also held listening sessions with the public as part of the Consolidated Planning process, in which the following needs were identified: employment training, youth programming, deteriorating and vacant properties, and job opportunities.

Beloit City Council held a public hearing to solicit public input on community development needs during their June 19, 2023 City Council meeting. During that public hearing, the following community needs were identified: affordable housing, transportation, transportation for youth programs, and community outreach by agencies to educate LMI residents about services available. Additionally, comments also emphasized the importance of ensuring that CDBG funds

are used to serve Beloit residents, and particularly to serve low- to moderate-income (LMI) residents with the greatest need for services. City staff explained that requirements for receiving CDBG funding require services to be provided to low-moderate income (LMI) City of Beloit residents and households. Subrecipients are required to document address and income of all beneficiaries receiving services through CDBG funding to demonstrate that they meet residency and income requirements. Subrecipient files are monitored each year to ensure compliance with these and other CDBG requirements.

### Key Issues

Based on the information above, staff recommends the following funding priorities:

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

Eligible CDBG project categories are also attached for your information.

### Conformance with Strategic Plan

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

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

### Sustainability

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

This request complies with Social Sustainability by giving the community an opportunity to give input on funding priorities. This will allow the City Council to set funding priorities that are in the best interest of the health and well-being of our residents.

### Action Required/Recommendation

Staff recommends approval of the attached resolution.

### Fiscal Note/Budget Impact

These funding priorities will allow the City to fund the highest priority needs with the CDBG grant dollars.

### Attachments

Resolution 2023-11, Recommending 2024 Community Development Block Grant Local Funding Priorities, Attachments A and B.

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2023-11**

**RECOMMENDING APPROVAL OF THE 2023 COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) LOCAL FUNDING PRIORITIES**

**WHEREAS**, the City of Beloit will be allocating Community Development Block Grant (CDBG) funds to eligible projects for 2024, and

**WHEREAS**, CDBG funds awarded to the City of Beloit are limited, and

**WHEREAS**, the Community Development Authority recommends that setting priorities for funding will ensure allocation to projects which will meet the greatest needs for the dollars spent.

**NOW THEREFORE BE IT RESOLVED**, that the 2024 CDBG local funding priorities are recommended to the City Council as shown on Attachment A.

Adopted this 28th day of June, 2023.

**Community Development Authority**

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Philip Gorman, Chairperson

ATTEST:

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Julie Christensen, Executive Director

**Attachment A**  
To CDA RESOLUTION 2023-11  
RECOMMENDING 2024 COMMUNITY DEVELOPMENT BLOCK GRANT  
LOCAL FUNDING PRIORITIES  
(6-28-2023)

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

## **NRSA VISION**

Establish safe, healthy, and stable neighborhoods and ensure all Beloit residents have meaningful opportunities for economic stability and growth.

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## **NRSA GOALS**

- Reduce crime, fear, and disorder.
- Provide opportunities for job growth and education that create meaningful jobs for unemployed and low-moderate income residents.
- Encourage collaboration and coordination between community organizations.
- Improve the physical environment of the City's neighborhoods.
- Provide positive outlets for youth in the community.
- Restore a strong sense of community pride.

## **NRSA STRATEGIES**

### **Neighborhood Revitalization**

Objective 1: Improve the quality of the housing stock.

Objective 2: Reduce property related nuisances.

Objective 3: Increase the percentage of long-term residents in the neighborhoods.

### **Resident Empowerment**

Objective 4: Increase programming for job training and life skills education.

Objective 5: Enhance programming activity for youth.

Objective 6: Increase the involvement of residents in their neighborhoods.

Objective 7: Connect residents to financial and supportive resources they need to be successful.

Objective 8: Enhance affordable and reliable transportation options for residents.

### **Public Safety**

Objective 9: Enhance Community Policing strategies.

Objective 10: Enhance statistical data analysis in order to assist with crime analysis, goals, and strategic development.

Objective 11: Improve transparency and communication regarding crime and prevalence of crime.

## Eligible CDBG Projects

**Public Services:** Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, or recreational needs.

**Housing:** This includes labor, materials, and other costs of rehabilitating houses; loans for financing indebtedness secured by a property being rehabilitated with CDBG funds; improvements to houses to increase energy efficiency; improvement to houses to increase water efficiency; connection of residential structures to water or sewer mains; administrative expenses related to a rehabilitation project funded with CDBG; and improvements to houses to improve the accessibility.

**Property Acquisition:** Acquisition of property for any public purpose which meets one of the national objectives.

**Demolition:** Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

**Code Enforcement:** Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation or services to be provided maybe expected to arrest the decline of the area.

**Commercial or Industrial Rehabilitation:** The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

**Micro-enterprise Assistance:** The provision of assistance to businesses having five or fewer employees.

**Planning:** Activities that consist of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

**Public Facilities and Improvements:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

**Special Economic Development Activities:** Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

**Fair Housing:** Provision of fair housing service and fair housing enforcement, education and outreach

**Interim Assistance:** In areas where there are signs of physical deterioration and immediate action is needed, the repair of public infrastructure and special garbage, trash, and debris removal may be

completed. Additionally, in emergency situations where public health and safety is at risk, the repair of streets, sidewalks, publicly owned utilities, and public buildings; the clearance of streets, and the improvement of private properties may be completed. These activities can only be completed to extent necessary to alleviate the emergency conditions.

**Privately-owned Utilities:** Acquire, construct, reconstruct, rehabilitate, or install distribution lines and facilities of privately-owned utilities.

**Technical Assistance:** Provide technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities.



# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda #:</b>	5b		
<b>Topic:</b>	Resolution 2023-12, Recommending Approval of the award of HOME Investment Partnership Program (HOME) funds to Community Action, Inc.		
<b>Date:</b>	June 28, 2023		
<b>Presenter:</b>	Julie Christensen	<b>Division:</b>	Community and Housing Services

### Overview/Background Information

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

### Key Issues

1. In November, 2022, the City Council approved a HOME budget which included \$724,000 for New Construction projects. All of these funds were allocated to either Community Action, Inc. (CAI) or Wisconsin Partnership for Housing Development (WPHD). \$584,000 of these funds were allocated to WPHD for 5 projects, and \$140,000 of these funds were allocated to CAI for the construction of 1312 Nelson. The CAI project is nearly completed, and they would like to begin a new project this summer/fall on Prairie Avenue. They had asked for additional HOME funds for this project. Since only one WPHD project is moving forward at this time, we reached out to WPHD about the ability to re-budget some these dollars. They were agreeable.
2. City staff requested applications for new construction projects in the NRSA neighborhoods and only received one application from Community Action, Inc. The application is attached. They have requested \$150,000 to complete a new construction project at 1418 Prairie Avenue.

### Conformance with Strategic Plan

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

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

### Sustainability

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

This application meets the goal of social sustainability by providing a new affordable house that someone can purchase.

### Action Required/Recommendation

Staff recommends approval of Resolution 2023-12.

### Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

### Attachments

Resolution 2023-12, Community Action’s application

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2023-12  
RECOMMENDING THE AWARD OF HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)  
FUNDS TO COMMUNITY ACTION, INC.**

**WHEREAS**, in November, 2022, the City Council of the City of Beloit allocated \$724,000 in HOME funds for new construction projects; and

**WHEREAS**, the City of Beloit has previously awarded \$584,000 in New Construction funds to Wisconsin Partnership for Housing Development for five new construction projects, but only has one project underway at this time; and

**WHEREAS**, Community Action, Inc. is finishing the New Construction project at 1312 Nelson Avenue and would like to begin another project this year.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends that the City Council allocate \$150,000 in HOME New Construction funds to Community Action, Inc. for the new construction project at 1418 Prairie Avenue.

Adopted this 28th day of June, 2023.

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Philip Gorman, Chairperson

ATTEST:

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Julie Christensen, Executive Director