



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, October 25, 2023

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the September 27, 2023 Community Development Authority meeting
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the September Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the August Financial Report (Cole)
[Attachment](#)
 - 4.c. Public Hearing and Consideration of Resolution 2023-14 Approving the Beloit Housing Authority's 2024 Annual Plan (Cole)
[Attachment](#)
 - 4.d. Consideration of Resolution 2023-18 Approving Beloit Housing Authority's 2024 Operating Budget (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss.
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
No business to discuss.
7. ADJOURNMENT

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

MINUTES
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, September 27, 2023

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chairperson Phillip Gorman at 4:30 p.m. Councilor Leavy, Councilor Forbeck, Commissioners Hartke and Rodriguez were present.

2. MINUTES

2.a. Consideration of the minutes of the August 23, 2023 Community Development Authority meeting

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

3. PUBLIC COMMENT

No public comments were made.

4. BELOIT HOUSING AUTHORITY

4.a Presentation of the August Activity Report 2023

The August Activity Report was presented by Clinton Cole, Beloit Housing Authority Director.

4.b Presentation of the July Financial Report 2023

The July Financial Report was presented by Clinton Cole, Beloit Housing Authority Director.

4.c Public Hearing and Consideration of Resolution 2023-13 Approving Revisions to Beloit Housing Authority's Public Housing Residential Lease

Clinton Cole, Beloit Housing Authority Director presented the revisions to the public housing lease. Councilor Leavy asked why BHA provided cable services to Parker Bluff residents. Clint stated that this was in place before he started with the agency, and Community Development Director Julie Christensen added that the BHA provided cable services to residents of the Parker Bluff site prior to its redevelopment. Motion was made by Councilor Forbeck to approve Resolution 2023-13, seconded by Councilor Leavy. Motion was approved, voice vote (5-0).

4.d Consideration of Resolution 2023-16 Amending Beloit Housing Authority's Phase 1 Roof Replacement Contract

Clinton Cole, Beloit Housing Authority Director presented the staff report and recommendation. Councilor Forbeck asked what the useful life expectancy of new roofs was, and Clint stated said he believed it to be around 30 years. Chairperson Gorman asked when the roofs were last replaced, Clint stated that several of the units'

roofs we replaced in 2012. Motion was made by Councilor Forbeck to approve Resolution 2023-16, seconded by Councilor Leavy. Motion was approved, voice vote (5-0).

5. COMMUNITY AND HOUSING SERVICES

5.a. Consideration of Resolution 2023-17 recommending approval of the 2024 Home Investment Partnership Program (HOME) Budget.

Julie Christensen, Community Development Director presented the staff report and recommendation. Chairperson Gorman asked if there was anything that could be done to speed up the expenditure of HOME funds. Ms. Christensen explained that we will be working with our non-profit partners to get projects going in 2024. Councilor Forbeck made a motion to approve Resolution 2023-13, seconded by Vice Chairperson Hartke. Motion was approved, voice vote (5-0).

5.b. Consideration of Resolution 2023-15 Recommending Approval of the 2024 Community Development Block Grant (CDBG) Budget and 2024 Annual Plan

Megan McBride, Grants Administrator, presented the staff report and recommendation. Vice Chairperson Hartke stated that she would like The Youth Unite to receive some funding. Megan stated that there will be a Youth ARPA program released later this year and that Youth Unite, may apply for funding.

Councilor Leavy proposed to shift \$1,500 from Project 16:49, Beloit Meals on Wheels, ECHO, HealthNet of Rock County, Inc., and Family Promise and provide those funds Messiah Lutheran Church Food Pantry. Vice Chairperson Hartke agreed with the proposal.

Councilor Forbeck asked if the funds are utilized to provide services solely for Beloit residents, and how agencies can confirm that individuals are residents of Beloit. Megan stated that the funded agencies provide an estimated number of residents served, which is in the CAPER each year.

Chairperson Gorman proposed to move \$1,200 from The Salvation Army and shift those funds to Beloit City Wide Youth Softball League. Councilor Leavy suggested that the proposals be combined, which would result in the following: City Wide Softball at \$13,000; Beloit Meals on Wheels at \$11,500; ECHO at \$11,500; Family Promise at \$11,500; HealthNet at \$11,500; Messiah Food Pantry at \$7,500; Project 16:49 at \$11,500; and Salvation Army at \$8,150.

Chairperson Gorman opened it up for public comment, and a representative from Messiah Lutheran Church spoke expressing support for funds for their program.

Councilor Forbeck made a motion to approve the budget as amended, seconded by Commissioner Hartke. Motion was approved, roll call vote 5-0.

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

No business to discuss.

7. ADJOURNMENT

Motion was made by Councilor Forbeck, seconded by Councilor Leavy to adjourn the meeting at 5:31 p.m. Motion was approved, voice vote (5-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September Activity Report		
Date:	October 25, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

Public Housing:

At the end of this reporting period, there were no public housing vacancies. 10 annual and 13 interim certifications were completed. 17 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

444 vouchers were housed on September 30, 2023, and five port-in vouchers were administered. The Housing Specialists completed 31 annual and 21 interim recertifications during this reporting period. 55 Housing Quality Standards (HQS) inspections were completed.

On September 13, HUD notified the BHA that our Emergency Safety and Security Grant (ESSG) application was approved in the amount of \$44,462. These funds will be used to replace hardwired and battery-operated combination Smoke/Carbon Dioxide detectors and strobe light warning devices in all 131 Public Housing units.

Conformance with Strategic Plan

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

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

Sustainability

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

N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

September 2023 Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 9/30/2023	131 Units	100% Occupancy
Vacancies on 9/30/2023	0 Units	0% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

17 annual inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	10
Interim Recertifications	13
Tenant notices to Vacate *Not due to eviction	0
New Tenants	1
Transfers	0
Lease Terminations	0
Possible Program Violations	2
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

Section 8 Program

Total Under Lease on 9/30/2023	444 Vouchers
Total Portable Vouchers Paid	0 Vouchers
Total Port Out*	0 Vouchers
Total Port In*	5 Vouchers
September HCV HAP Funds Received	\$265,504
September HCV HAP Funds Expended	\$277,234
Current Per Unit Cost (PUC)	\$624

* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority

* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities

Section 8 Inspections

The BHA Inspector completed 34 annual inspections, 12 reinspections, six initial inspections, and three special inspections during this reporting period.

Section 8 Activities

New Participants	5
Annual Recertifications	31
Interim Recertifications	21
Abatements	1
Unit Transfers	3
Possible Program Violations	0
End of Program	2
Port Ins	1
Port Outs	1

Section 8 Briefings

Number Notified	36
Number Briefed/Vouchers Issued	22

APPLICATIONS ON WAITING LIST

Public Housing East	143
Public Housing West	141
Parker Bluff	305
Section 8 Program	404

Family Self-Sufficiency Participants

Section 8 – 21

Public Housing – 13

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	August 2023 Financial Report		
Date:	October 25, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant as of August 31, 2023.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$435,607.19 and the LIPH expenses were \$324,279.27. There was a surplus of \$111,327.92 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$156,359.71 and related grant expenses total \$156,359.71.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$1,255.63. The PBV had a deficit of \$1,255.63. 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 \$257,793.32 and the expenses were \$220,896.58. Phase 1 had a surplus of \$36,896.74. Of this surplus, \$3.69 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$266,664.00 and the expenses were \$235,683.01. Phase 2 had a surplus of \$30,980.99. Of this surplus, \$3.10 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,320,157.06 and expenses were \$2,301,850.53. The HCV program had a surplus of \$18,306.53.

Debts owed BHA collected through August 2023: Total \$8,178.07

TRIP Program: \$8,178.07 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

August 2023 Financial Report

Consolidated 2023 Budget Report for LIPH/PBV - As of August 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	33.33		484.29			484.29	50.00	50.00
4 Income - Transfer In from Other Funds	-					-		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-		370.00			370.00		-
7 Other Income - Bad Debt Collections	2,000.00					-	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	18,666.67		365.05			365.05	28,000.00	28,000.00
9 Other Income - CFP/Operations Money	200,000.00		99,187.00	114,771.48		213,958.48	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	14,378.51		15,729.85			15,729.85	21,567.76	21,567.76
13 ROSS/FSS Grant	67,953.91			41,588.23		41,588.23	101,930.86	101,930.86
14 HAP Subsidy	-					-		-
15 Operating Subsidy	296,286.67		319,471.00			319,471.00	444,430.00	444,430.00
Total Income	599,319.08		435,607.19	156,359.71	-	591,966.90	898,978.62	898,978.62
Expenses								
	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	51,454.89	50,417.79			50,417.79	77,182.34		77,182.34
17 ROSS/FSS Coordinator Admin Salaries	56,316.80		30,152.80		30,152.80	84,475.20		84,475.20
18 Admin Employee Benefits	25,995.63	21,469.65			21,469.65	38,993.44		38,993.44
19 ROSS/FSS Coordinator Admin Benefits	11,537.11		11,435.43		11,435.43	17,305.66		17,305.66
20 Advertising & Marketing	33.33				-	50.00		50.00
21 Legal	66.67				-	100.00		100.00
22 Staff Training	1,666.67		1,424.00		1,424.00	2,500.00		2,500.00
23 Travel	133.33	165.71			165.71	200.00		200.00
24 Accounting Consultants	4,833.33	2,943.00		818.00	3,761.00	7,250.00		7,250.00
25 Audit Fee	7,626.67	5,795.00			5,795.00	11,440.00		11,440.00
26 Telephone	933.33	1,277.09			1,277.09	1,400.00		1,400.00
27 Postage	2,500.00	2,714.91			2,714.91	3,750.00		3,750.00
28 Office Supplies	266.67	364.86			364.86	400.00		400.00
29 Memberships & Publications	1,365.33	490.22			490.22	2,048.00		2,048.00
30 Bank Fees	-	35.00			35.00			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	1,666.67	1,836.14			1,836.14	2,500.00		2,500.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	2,666.67	2,657.69			2,657.69	4,000.00		4,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	466.67	2,455.50			2,455.50	700.00		700.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	-				-			-
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses		-						
42	Maintenance Salaries	2,000.00				-	3,000.00		3,000.00
43	Casual Labor - Maintenance	-				-			-
44	Maintenance Benefits	666.67				-	1,000.00		1,000.00
45	Maintenance Materials & Supplies	333.33	23.80			23.80	500.00		500.00
46	Plumbing Supplies	-	17.49			17.49			-
47	Locks, Locksets & Keys	-				-			-
48	Electrical Supplies	-				-			-
49	Painting Supplies	-				-			-
50	Cleaning Supplies	133.33	434.42			434.42	200.00		200.00
51	Equipment Repair Parts	-				-			-
52	Maintenance Contracted Services	1,000.00	221.50			221.50	1,500.00		1,500.00
53	Refuse Removal Services	66.67		112.48		112.48	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	66.67				-	100.00		100.00
59	Elevator Repair & Maintenance	1,000.00	1,551.84			1,551.84	1,500.00		1,500.00
60	Pest Control Services	-				-			-
61	Cable TV	-				-			-
62	Answering Service	2,133.33	3,452.86			3,452.86	3,200.00		3,200.00
63	Misc Contracts	-				-			-
64	Clean/Paint Units	-				-			-
	Utilities Expenses		-						
65	Water/Sewer	1,066.67	1,274.66	57.75		1,332.41	1,600.00		1,600.00
66	Electricity	3,666.67	4,497.66	110.95		4,608.61	5,500.00		5,500.00
67	Natural Gas	1,666.67	1,691.89			1,691.89	2,500.00		2,500.00
	Other Operating Expenses		-						
68	Protective Services Contract	1,333.33	1,373.96			1,373.96	2,000.00		2,000.00
69	Insurance	11,433.88	12,536.22	156.45		12,692.67	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	182,284.40	204,580.41			204,580.41	273,426.60		273,426.60
75	Casualty Losses - Non Capitalized	-				-			-
76	Capital/Operations Expenditures	129,000.00		113,347.48		113,347.48	193,500.00		193,500.00
77	Transfer In / Out	-				-			-
	Total Expense	507,381.37	324,279.27	156,359.71	1,255.63	481,894.61	761,072.06	-	761,072.06

Net Income/(Loss):

111,327.92	-	(1,255.63)	110,072.29
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Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 8/31/2023

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	484.29		50.00	0.00%	434.29
Other Income	735.05	114,771.48	331,000.00	34.90%	(215,493.47)
HUD Admin Fees			-		-
HUD Grants/Subsidies	434,387.85	41,588.23	567,928.62	83.81%	(91,952.54)
Total Income	435,607.19	156,359.71	898,978.62		(307,011.72)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	71,887.44	41,588.23	217,956.64	52.06%	104,480.97
Office Expenses	17,059.29	1,424.00	33,838.00	54.62%	15,354.71
Office Contracted Services	4,493.83		6,500.00	69.14%	2,006.17
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	475.71	-	700.00	67.96%	224.29
Maintenance Contracts	5,338.68		6,400.00	83.42%	1,061.32
Utilities	7,632.91		9,600.00	79.51%	1,967.09
Other Operating					
Protective Services	1,373.96		2,000.00	68.70%	626.04
Insurance	12,692.67		17,150.82	74.01%	4,458.15
PILOT	-		-	0.00%	-
Other Operating Expenses	204,580.41	113,347.48	466,926.60	68.09%	148,998.71
Total Expenses	325,534.90	156,359.71	761,072.06		279,177.45

Net Admin Income (Loss)	110,072.29	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	110,072.29	-			

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

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1
1 Dwelling Rental	78,666.67	103,568.21	103,568.21	118,000.00	118,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	133.33	2,407.13	2,407.13	200.00	200.00
4 Income - Transfer In from Other Funds	18,534.47	27,801.71	27,801.71	27,801.71	27,801.71
5 Other Income - Tenants	15,434.59	10,316.41	10,316.41	23,151.88	23,151.88
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	3,333.33	3,618.30	3,618.30	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	89,284.40	110,039.71	110,039.71	133,926.60	133,926.60
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	205,386.79	257,793.32	257,793.32	308,080.19	308,080.19

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	53,016.18	55,945.39	55,945.39	79,524.27	79,524.27	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	33.33	47.30	47.30	50.00	50.00	
20 Legal	1,466.67	-	-	2,200.00	2,200.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	4,200.00	4,113.00	4,113.00	6,300.00	6,300.00	
24 Audit Fee	8,000.00	13,630.00	13,630.00	12,000.00	12,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	173.33	342.33	342.33	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	55.20	35.10	35.10	82.80	82.80	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	2,211.92	2,604.94	2,604.94	3,317.88	3,317.88	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees/TP	3,733.33	6,393.99	6,393.99	5,600.00	5,600.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	4,493.32	4,939.68	4,939.68	6,739.98	6,739.98	

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	62,454.13	50,071.79	50,071.79	93,681.19	93,681.19	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	5,333.33	16,163.96	16,163.96	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	8,000.00	30,791.31	30,791.31	12,000.00	12,000.00	
52	Refuse Removal Services	833.33	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	666.67	1,529.00	1,529.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	2,323.68	2,042.30	2,042.30	3,485.52	3,485.52	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	666.67	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	3,666.67	1,223.50	1,223.50	5,500.00	5,500.00	
65	Electricity	933.33	733.92	733.92	1,400.00	1,400.00	
66	Natural Gas	666.67	961.99	961.99	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	6,666.67	2,500.00	2,500.00	10,000.00	10,000.00	
68	Insurance	9,927.65	11,251.95	11,251.95	14,891.47	14,891.47	
69	PILOT	7,666.67	10,158.49	10,158.49	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	2,183.33	5,416.64	5,416.64	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	189,372.07	220,896.58	220,896.58	284,058.11	-	284,058.11

Net Income/(Loss):

36,896.74 36,896.74

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

3.69

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 8/31/2023

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	103,568.21	118,000.00	87.77%	(14,431.79)
Interest on Investments	2,407.13	200.00	1203.57%	2,207.13
Other Income	151,817.98	162,078.48	93.67%	(10,260.50)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,801.71		(27,801.71)
Total Income	257,793.32	308,080.19		(50,286.87)
		16,486.89		

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	55,945.39	79,524.27	70.35%	23,578.88
Office Expenses	27,166.66	26,492.80	102.54%	(673.86)
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	4,939.68	6,739.98	73.29%	1,800.30
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	50,071.79	93,681.19	53.45%	43,609.40
Materials & Supplies	16,163.96	8,000.00	202.05%	(8,163.96)
Maintenance Contracts	34,362.61	18,735.52	183.41%	(15,627.09)
Utilities	2,919.41	7,900.00	36.95%	4,980.59
Other Operating				
Protective Services	2,500.00	10,000.00	25.00%	7,500.00
Insurance	11,251.95	14,891.47	75.56%	3,639.52
PILOT	10,158.49	11,500.00	88.33%	1,341.51
Other Operating Expenses	5,416.64	3,275.00	165.39%	(2,141.64)
Total Expenses	220,896.58	284,058.11		63,161.53

Net Admin Income (Loss)	36,896.74
Net HAP Income (Loss)	
Total YTD Income (Loss)	36,896.74
Housing Authority's Portion	3.69

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

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	94,000.00	133,581.00	133,581.00	141,000.00	141,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	500.00	4,657.25	4,657.25	750.00	750.00
4 Income - Transfer In from Other Funds	18,271.89	27,407.83	27,407.83	27,407.83	27,407.83
5 Other Income - Tenants	800.00	6,149.78	6,149.78	1,200.00	1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	3,333.33	327.44	327.44	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	93,000.00	94,540.70	94,540.70	139,500.00	139,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	209,905.22	266,664.00	266,664.00	314,857.83	314,857.83

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	43,701.69	50,946.70	50,946.70	65,552.53	65,552.53	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	33.33	48.49	48.49	50.00	50.00	
20 Legal	1,000.00	1,217.90	1,217.90	1,500.00	1,500.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	4,200.00	3,913.00	3,913.00	6,300.00	6,300.00	
24 Audit Fee	7,333.33	13,630.00	13,630.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	173.33	651.69	651.69	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	33.33	-	-	50.00	50.00	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	2,211.91	2,595.78	2,595.78	3,317.87	3,317.87	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees/TP	3,750.00	4,542.53	4,542.53	5,625.00	5,625.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	9,885.19	10,790.17	10,790.17	14,827.78	14,827.78	

39	Eviction & Collection Agent Fees	-		-		-	
40	HAP Expense (net fraud recovery to HUD)	-		-		-	
	HAP Overfunding (Underfunding)	-				-	
	Maintenance Expenses	-					
42	Maintenance Payroll Expenses	47,219.89	58,452.35	58,452.35	70,829.84	70,829.84	
43	Casual Labor - Maintenance	-		-		-	
44	Maintenance Materials & Supplies	5,333.33	4,820.14	4,820.14	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	8,000.00	13,802.01	13,802.01	12,000.00	12,000.00	
52	Refuse Removal Services	2,000.00	3,411.00	3,411.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-		-		-	
54	Heating/AC Repair Services	800.00		-	1,200.00	1,200.00	
55	Electric Repair Service	-		-		-	
56	Window Repair Service	-		-		-	
57	Automotive Repairs/Fuel	1,681.12	1,616.15	1,616.15	2,521.68	2,521.68	
58	Elevator Repair & Maintenance	1,833.33	3,464.57	3,464.57	2,750.00	2,750.00	
59	Pest Control Services	333.33		-	500.00	500.00	
60	Cable TV	1,166.67	5,479.65	5,479.65	1,750.00	1,750.00	
61	Answering Service	-		-		-	
62	Misc Contracts	-		-		-	
63	Clean/Paint Units	-		-		-	
	Utilities Expenses	-					
64	Water/Sewer	5,666.67	4,908.75	4,908.75	8,500.00	8,500.00	
65	Electricity	12,000.00	12,860.54	12,860.54	18,000.00	18,000.00	
66	Natural Gas	6,000.00	5,144.49	5,144.49	9,000.00	9,000.00	
	Other Operating Expenses	-					
67	Protective Services Contract	7,333.33	3,635.24	3,635.24	11,000.00	11,000.00	
68	Insurance	10,913.74	12,017.97	12,017.97	16,370.61	16,370.61	
69	PILOT	7,666.67	10,994.25	10,994.25	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	5,800.00	6,739.64	6,739.64	8,700.00	8,700.00	
74	Casualty Losses - Non Capitalized	-		-		-	
75	Capital Expenditures	-		-		-	
76	Transfer In / Out	-		-		-	
	Total Expense	196,070.21	235,683.01	235,683.01	294,105.31	-	294,105.31

Net Income/(Loss):

30,980.99

30,980.99

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

3.10

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 8/31/2023

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	133,581.00	141,000.00	94.74%	(7,419.00)
Interest on Investments	4,657.25	750.00	620.97%	3,907.25
Other Income	128,425.75	145,700.00	88.14%	(17,274.25)
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,407.83		(27,407.83)
Total Income	266,664.00	314,857.83		(48,193.83)

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	50,946.70	65,552.53	77.72%	14,605.83
Office Expenses	26,599.39	24,785.00	107.32%	(1,814.39)
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	10,790.17	14,827.78	72.77%	4,037.61
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	58,452.35	70,829.84	82.53%	12,377.49
Materials & Supplies	4,820.14	8,000.00	60.25%	3,179.86
Maintenance Contracts	27,773.38	23,721.68	117.08%	(4,051.70)
Utilities	22,913.78	35,500.00	64.55%	12,586.22
Other Operating				
Protective Services	3,635.24	11,000.00	33.05%	7,364.76
Insurance	12,017.97	16,370.61	73.41%	4,352.64
PILOT	10,994.25	11,500.00	95.60%	505.75
Other Operating Expenses	6,739.64	8,700.00	77.47%	1,960.36
Total Expenses	235,683.01	294,105.31		58,422.30

Net Admin Income (Loss)	30,980.99
Net HAP Income (Loss)	
Total YTD Income (Loss)	30,980.99
Housing Authority's Portion	<u>3.10</u>

Consolidated 2023 Budget Report for Housing Choice Voucher - As of August 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	2,240.00		2,626.17	2,626.17	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	500.00		4,331.00	4,331.00	750.00		750.00
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	20,587.07		21,115.00	21,115.00	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	216,016.00		220,146.00	220,146.00	324,024.00		324,024.00
12 Incoming Billable Admin Fees/Oper Sub	1,333.33		2,156.89	2,156.89	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	1,943,333.33		2,069,415.00	2,069,415.00	2,915,000.00		2,915,000.00
15 Operating Subsidy	-			-			-
Total Income	2,184,009.73		2,320,157.06	2,320,157.06	-	3,276,014.60	3,276,014.60

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
Administrative Expenses							
16 Admin Salaries	133,677.66		125,936.73	125,936.73	200,516.49		200,516.49
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	46,749.57		39,679.29	39,679.29	70,124.36		70,124.36
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	33.33			-	50.00		50.00
21 Legal	333.33			-	500.00		500.00
22 Staff Training	1,166.67			-	1,750.00		1,750.00
23 Travel	166.67		205.04	205.04	250.00		250.00
24 Accounting Consultants	3,842.67		4,185.00	4,185.00	5,764.00		5,764.00
25 Audit Fee	7,333.33		5,795.00	5,795.00	11,000.00		11,000.00
26 Telephone	740.47		1,049.86	1,049.86	1,110.70		1,110.70
27 Postage	-			-			-
28 Office Supplies	1,333.33		1,364.71	1,364.71	2,000.00		2,000.00
29 Memberships & Publications	466.67		420.22	420.22	700.00		700.00
30 Bank Fees	2,808.13		2,878.64	2,878.64	4,212.20		4,212.20
31 Computer Maintenance	-			-			-
32 Copier Expenses	1,270.53		1,836.17	1,836.17	1,905.80		1,905.80
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	2,333.33		2,608.22	2,608.22	3,500.00		3,500.00
35 Software Maintenance	3,833.33		2,793.05	2,793.05	5,750.00		5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	2,333.33		8,719.21	8,719.21	3,500.00		3,500.00
38 Port-In HAP Expense	-		21,115.00	21,115.00			-

39	Management Fees	-		-		-	
40	Eviction & Collection Agent Fees	-		-		-	
41	HAP Expense (net fraud recovery to HUD)	1,915,552.00		2,081,558.00	2,081,558.00	2,873,328.00	2,873,328.00
	HAP Overfunding (Underfunding)	28,281.33		(7,812.00)		42,422.00	42,422.00
	Maintenance Expenses	-					
42	Maintenance Salaries	-		-		-	
43	Casual Labor - Maintenance	-		-		-	
44	Maintenance Benefits	-		-		-	
45	Maintenance Materials & Supplies	-		-		-	
46	Plumbing Supplies	-		-		-	
47	Locks, Locksets & Keys	-		-		-	
48	Electrical Supplies	-		-		-	
49	Painting Supplies	-		-		-	
50	Cleaning Supplies	-		-		-	
51	Equipment Repair Parts	-		-		-	
52	Maintenance Contracted Services	-		-		-	
53	Refuse Removal Services	333.33		-		500.00	500.00
54	Plumbing Repair Services	-		-		-	
55	Heating/AC Repair Services	-		-		-	
56	Electric Repair Service	-		-		-	
57	Window Repair Service	-		-		-	
58	Automotive Repairs/Fuel	238.00		47.45	47.45	357.00	357.00
59	Elevator Repair & Maintenance	-		-		-	
60	Pest Control Services	-		-		-	
61	Cable TV	-		-		-	
62	Answering Service	-		-		-	
63	Misc Contracts	-		-		-	
64	Clean/Paint Units	-		-		-	
	Utilities Expenses	-					
65	Water/Sewer	-		-		-	
66	Electricity	-		-		-	
67	Natural Gas	-		-		-	
	Other Operating Expenses	-					
68	Protective Services Contract	-		-		-	
69	Insurance	1,665.40		1,658.94	1,658.94	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	2,933.33		-		4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-		-		-	
76	Capital Expenditures	-		-		-	
77	Transfer In / Out	-		-		-	
	Total Expense	2,157,425.77		2,301,850.53	2,301,850.53	-	3,193,716.65
							3,236,138.65

Net Income/(Loss):

18,306.53

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 8/31/2023**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	2,626.17	3,360.00	78.16%	(733.83)
Other Income	21,482.00	33,630.60	63.88%	(12,148.60)
HUD Admin Fees	220,146.00	324,024.00	67.94%	(103,878.00)
HUD Grants/Subsidies	2,075,902.89	2,915,000.00	71.21%	(839,097.11)
Total Income	2,320,157.06	3,276,014.60		(955,857.54)

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	165,616.02	270,640.85	61.19%	105,024.83
Office Expenses	24,617.68	30,836.90	79.83%	6,219.22
Office Contracted Services	7,237.44	11,155.80	64.88%	3,918.36
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,081,558.00	2,873,328.00	72.44%	791,770.00
HAP Payments Port In	21,115.00		0.00%	(21,115.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies	47.45	357.00	13.29%	309.55
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,658.94	2,498.10	66.41%	839.16
PILOT		-		-
Other Operating Expenses	-	4,400.00	0.00%	4,400.00
Total Expenses	2,301,850.53	3,193,716.65		891,866.12

Net Income/(Loss): 18,306.53

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	2024 Beloit Housing Authority PHA Annual Plan		
Date:	October 25, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Department of Housing and Urban Development (HUD) requires all Public Housing Authorities (PHAs) to submit an Annual PHA Plan in order to outline the programs that will be operated by the PHA in the upcoming fiscal year, as well as to review what was accomplished in the previous fiscal year.

Key Issues

1. The Beloit Housing Authority (BHA) has prepared the 2024 PHA Annual Plan, held a 45-day public comment period, and a public hearing will be held at the October 25, 2023 meeting as required by HUD. No comments have been submitted.
2. As the BHA was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments, the agency is eligible to submit a Streamlined Annual PHA Plan.
3. The PHA Annual Plan also includes updates of the progress towards meeting the mission and goals described in the most recent PHA Five-Year Plan.

Conformance with Strategic Plan

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

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

Sustainability

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

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

N/A

Attachments

Resolution 2023-14 and 2024 Beloit Housing Authority Annual Plan

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2023-14

**APPROVING THE BELOIT HOUSING AUTHORITY’S (BHA)
2024 PUBLIC HOUSING AUTHORITY (PHA) ANNUAL PLAN**

WHEREAS, the Beloit Housing Authority (BHA) is required to submit a Public Housing Authority (PHA) Annual Plan to the Department of Housing and Urban Development (HUD) outlining the programs that will be operated by the BHA in the coming fiscal year;

WHEREAS, the BHA has prepared the 2024 PHA Annual Plan, held a 45-day public comment period, and held a public hearing as required by HUD;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approve the 2024 PHA Annual Plan as attached.

Adopted this 25th day of October, 2023

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Y N</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input type="checkbox"/> Pet Policy. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Megan McBride, the City of Beloit Grants Administrator
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Beloit Community Development Authority
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the

City of Beloit
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

The City of Beloit's Consolidated Plan seeks to develop a variety of housing alternatives in order to satisfy a wider range of housing needs by using existing programs and resources to improve Beloit's older housing stock, support programs that enable homeowners to retain their homes, support the conversion of rental to owner-occupied housing in neighborhoods with unusually high percentages of rental properties, and promote homeownership. To that end, the Beloit Housing Authority (BHA) partners with NeighborWorks Blackhawk Region and ACTS Housing to provide homeownership opportunities for residents. In addition, the BHA works with community partners to provide volunteer opportunities for residents and applicants which expose extremely low, low, and moderate-income families to utilize to opportunities to increase their job training skills, people skills, and self-sufficiency. The BHA also encourages extremely low-income, low-income, and moderate-income families to utilize the least restrictive housing opportunities available to them. The BHA provides a choice of programs including Low-Income Public Housing, the Housing Choice Voucher program, and Family Self-Sufficiency programming.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Megan McBride

Title

Grants Administrator

Signature

Megan McBride

Date

10/18/2023

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or _X_ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 01/01/2024, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD’s Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Beloit Housing Authority
PHA Name

WI064
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2024

5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director Clinton Cole		Name Board Chairman Philip Gorman	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

BHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis. The PHA will strive to make sure higher income residents are included in each of its neighborhood family sites.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

BHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

BHA Policy

BHA will analyze incomes to determine those outside EIR and resident lease-ups adjust to assure developments are consistent with the goals of the PHA.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	2024 Beloit Housing Authority Operating Budget		
Date:	October 25, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

1. The 2024 Beloit Housing Authority (BHA) Operating Budget was prepared using 2023 actual program costs and revenues to date as a guide. This budget is an estimate of anticipated revenue and expenses.
2. The Operating Budget includes the Low-Income Public Housing, Phase 1 (consisting of one “AMP”), Phase 2 (consisting of three “AMPs”), Housing Choice Voucher, and Project-Based Section 8 programs, as well as BHA administrative expenses.
3. The Operating Budget, once submitted, may be amended by Board approval at any time to reflect changes in unanticipated revenue, costs, or administrative expenses.
4. We are proposing a flat budget overall, and notable modifications include a decrease in Phase 1 and Phase 2 maintenance costs; which were greater than anticipated due to multiple HUD REAC inspections in 2023. This budget was prepared anticipating the continued rise in cost of consumable goods such as fuel, utilities, and maintenance supply items. Any budget surpluses realized in 2024 will be added to the respective reserve accounts.
5. Also included is funding for the FY2024 Family Self-Sufficiency Coordinator grant which is in the proposed LIPH budget. The majority of Capital Funds will be used for the continued replacement of Phase 1 roofs and Phase 2 Scattered Site gutters and soffits. These funds are also included in the LIPH budget.

Conformance with Strategic Plan

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

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

Sustainability

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

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

2024 Beloit Housing Authority Operating Budget; Resolution 2023-18

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2023-18
APPROVING THE 2024 BELOIT HOUSING AUTHORITY OPERATING BUDGET

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

WHEREAS, the BHA has prepared the 2024 Operating Budget based upon projected income and expenses.

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves the 2024 Beloit Housing Authority Operating Budget as presented and appropriates funds, including those monies received from intergovernmental Aids and Grants upon HUD award and disbursement of the HUD funds to the CDA.

Adopted this 25th day of October, 2023.

Community Development Authority

Philip Gorman, Chairperson

ATTEST:

Julie Christensen, CDA Executive Director

Entity Wide FY 2024 Budget - CDA Beloit Housing Authority - WI064

Proposed FY 2024 Budget					
	Proposed LIPH/PBV FY 2024	Proposed Phase 1 FY 2024	Proposed Phase 2 FY 2024	Proposed HCV FY 2024	Proposed Entity Wide FY 2024
Income					
1 Dwelling Rental	-	149,210.42	193,662.00	-	342,872.42
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	750.00	3,500.00	6,889.84	3,800.00	14,939.84
4 Income - Transfer In from Other Funds	-	28,635.76	28,230.06	-	56,865.82
5 Other Income - Tenants	-	17,155.44	1,200.00	-	18,355.44
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	1,000.00	1,000.00
7 Other Income - Bad Debt Collections	3,000.00	5,000.00	5,000.00	-	13,000.00
8 Other Income - Laundry/Copy Fees/Misc	15,000.00	100.00	-	32,224.00	47,324.00
9 Other Income - CFP Operation Money	315,000.00	-	-	-	315,000.00
11 Admin Fees Earned - HUD	-	-	-	328,660.00	328,660.00
12 Incoming Billable Admin Fees/Oper Sub	22,803.88	175,000.00	165,000.00	2,800.00	365,603.88
13 ROSS/FSS Grant	68,457.36	-	-	-	68,457.36
14 HAP Subsidy	-	-	-	3,096,818.00	3,096,818.00
15 Operating Subsidy	476,920.00	-	-	-	476,920.00
Total Income	901,931.24	378,601.62	399,981.90	3,465,302.00	5,145,816.76
Expenses					
Administrative Expenses					
16 Admin Salaries	79,495.89	81,117.75	66,682.88	209,292.42	436,588.94
17 ROSS/FSS Coordinator Admin Salaries	50,753.46	-	-	-	50,753.46
18 Admin Employee Benefits	33,265.67	-	-	64,414.75	97,680.42
19 ROSS/FSS Coordinator Admin Benefits	17,553.90	-	-	-	17,553.90
20 Advertising & Marketing	50.00	100.00	100.00	50.00	300.00
21 Legal	100.00	2,200.00	1,500.00	2,000.00	5,800.00
22 Staff Training	2,500.00	-	-	1,750.00	4,250.00
23 Travel	200.00	-	-	250.00	450.00
24 Accounting Consultants	7,250.00	6,300.00	6,300.00	6,110.00	25,960.00
25 Audit Fee	13,500.00	13,750.00	14,500.00	13,500.00	55,250.00
26 Telephone	1,800.00	-	-	1,317.32	3,117.32
27 Postage	3,750.00	2,000.00	1,800.00	-	7,550.00
28 Office Supplies	400.00	850.00	850.00	2,000.00	4,100.00
29 Memberships & Publications	2,048.00	-	-	700.00	2,748.00
30 Bank Fees	100.00	70.20	50.00	4,297.94	4,518.14
31 Computer Maintenance	-	-	-	-	-
32 Copier Expenses	2,500.00	-	-	2,768.60	5,268.60
33 Office Equipment Maintenance	-	-	-	-	-
34 Postage Machine	-	-	-	3,750.00	3,750.00
35 Software Maintenance	4,000.00	3,317.88	3,317.87	5,750.00	16,385.75
36 Outgoing Portable Admin Fees	-	-	-	-	-
37 Sundry Administration/Compliance Fees/TP	2,500.00	5,600.00	5,625.00	3,500.00	17,225.00
38 Port-In HAP Expense	-	-	-	-	-
39 Management Fees	-	6,983.10	15,820.78	-	22,803.88
40 Eviction & Collection Agent Fees	-	-	-	-	-
41 HAP Expense (net fraud recovery to HUD)	-	-	-	3,082,552.00	3,082,552.00
HAP Overfunding (Underfunding)	-	-	-	15,266.00	15,266.00
Maintenance Expenses	-	-	-	-	-

Entity Wide FY 2024 Budget - CDA Beloit Housing Authority - WI064

		Proposed FY 2024 Budget				
Income	Proposed LIPH/PBV FY 2024	Proposed Phase 1 FY 2024	Proposed Phase 2 FY 2024	Proposed HCV FY 2024	Proposed Entity Wide FY 2024	
42	Maintenance Salaries	3,000.00	97,013.13	73,297.32	-	173,310.45
43	Casual Labor - Maintenance	-			-	-
44	Maintenance Benefits	1,000.00			-	1,000.00
45	Maintenance Materials & Supplies	500.00	10,000.00	10,000.00	-	20,500.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	500.00	-	-	-	500.00
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	1,500.00	14,000.00	14,000.00	-	29,500.00
53	Refuse Removal Services	100.00	1,250.00	3,500.00	500.00	5,350.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	-	2,000.00	1,200.00	-	3,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	100.00	3,597.70	3,000.00	500.00	7,197.70
59	Elevator Repair & Maintenance	2,000.00	-	4,000.00	-	6,000.00
60	Pest Control Services	-	1,000.00	1,500.00	-	2,500.00
61	Cable TV	-	-	-	-	-
62	Answering Service	3,200.00	-	-	-	3,200.00
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	1,800.00	5,500.00	8,500.00	-	15,800.00
66	Electricity	6,500.00	1,400.00	18,000.00	-	25,900.00
67	Natural Gas	3,500.00	2,000.00	10,000.00	-	15,500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	2,000.00	10,000.00	11,000.00	-	23,000.00
69	Insurance	16,653.51	16,130.41	18,407.33	2,798.76	53,990.00
70	PILOT	-	15,350.00	16,700.00	-	32,050.00
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	26,900.00	-	-	-	26,900.00
74	Other General Expense/Asset Mgmt Fees	340,000.00	5,250.00	9,000.00	4,400.00	358,650.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	215,000.00	-	-	-	215,000.00
77	Transfer In / Out	-	-	-	-	-
	Total Expense	846,020.43	306,780.17	318,651.17	3,412,201.79	4,883,653.56
	Net Income/(Loss):	55,910.81	71,821.45	81,330.73	53,100.21	262,163.20

WI064 FY 2024 BHA Budget for LIPH/PBV

		Actual FY 2023				Proposed FY 2023 Budget		
Income		LIPH Rev(s) As of 6/30/2023	Grants Rev(s) As of 6/30/2023	PBV Rev(s) As of 6/30/2023	Total All Rev(s). As of 6/30/2023	Proposed LIPH/PBV FY 2024	Last Year FY 2023	Difference
1	Dwelling Rental				-			-
2	Excess Utilities				-			-
3	Interest on Unrestricted Fund Investments	360.42			360.42	750.00	50.00	700.00
4	Income - Transfer In from Other Funds				-			-
5	Other Income - Tenants				-			-
6	HAP Fraud Recovery & FSS Forfeitures				-			-
7	Other Income - Bad Debt Collections				-	3,000.00	3,000.00	-
8	Other Income - Laundry/Copy Fees/Misc	365.05			365.05	15,000.00	28,000.00	(13,000.00)
9	Other Income - CFP/Operation/Grant Money	60,433.60	74,194.74		134,628.34	315,000.00	300,000.00	15,000.00
10	Other Income - Sale of Asset Gain/Loss				-			-
11	Admin Fees Earned - HUD				-			-
12	Incoming Billable Admin Fees/Oper Sub	11,401.94			11,401.94	22,803.88	21,567.76	1,236.12
13	ROSS/FSS Grant		31,256.15		31,256.15	68,457.36	101,930.86	(33,473.50)
14	HAP Subsidy				-			-
15	Operating Subsidy	238,460.00			238,460.00	476,920.00	444,430.00	32,490.00
Total Income		311,021.01	105,450.89	-	416,471.90	901,931.24	898,978.62	2,952.62

Expenses		LIPH Exp(s) As of 6/30/2023	Grants Exp(s) As of 6/30/2023	PBV Exp(s) As of 6/30/2023	Total All Exp(s). As of 6/30/2023	Proposed LIPH/PBV FY 2024	Last Year FY 2023	Difference
Administrative Expenses								
16	Admin Salaries	36,140.86			36,140.86	79,495.89	77,182.34	2,313.55
17	ROSS/FSS Coordinator Admin Salaries		22,572.00		22,572.00	50,753.46	84,475.20	(33,721.74)
18	Admin Employee Benefits	15,465.79			15,465.79	33,265.67	38,993.44	(5,727.77)
19	ROSS/FSS Coordinator Admin Benefits		8,684.15		8,684.15	17,553.90	17,305.66	248.24
20	Advertising & Marketing				-	50.00	50.00	-
21	Legal				-	100.00	100.00	-
22	Staff Training		1,424.00		1,424.00	2,500.00	2,500.00	-
23	Travel	100.87			100.87	200.00	200.00	-
24	Accounting Consultants	2,507.00		666.00	3,173.00	7,250.00	7,250.00	-
25	Audit Fee	5,795.00			5,795.00	13,500.00	11,440.00	2,060.00
26	Telephone	857.40			857.40	1,800.00	1,400.00	400.00
27	Postage	2,048.63			2,048.63	3,750.00	3,750.00	-
28	Office Supplies	137.29			137.29	400.00	400.00	-
29	Memberships & Publications	394.22			394.22	2,048.00	2,048.00	-
30	Bank Fees				-	100.00		100.00
31	Computer Maintenance				-			-
32	Copier Expenses	1,384.28			1,384.28	2,500.00	2,500.00	-
33	Office Equipment Maintenance				-			-
34	Postage Machine				-			-
35	Software Maintenance	2,055.54			2,055.54	4,000.00	4,000.00	-
36	Outgoing Portable Admin Fees				-			-
37	Sundry Administration/Compliance Fees	2,455.50			2,455.50	2,500.00	700.00	1,800.00
38	Port-In HAP Expense				-			-
39	Management Fees				-			-
40	Eviction & Collection Agent Fees				-			-
41	HAP Expense (net fraud recovery to HUD)				-			-
	HAP Overfunding (Underfunding)				-			-
Maintenance Expenses								

WI064 FY 2024 BHA Budget for LIPH/PBV

		Actual FY 2023				Proposed FY 2023 Budget		
Income	LIPH Rev(s) As of 6/30/2023	Grants Rev(s) As of 6/30/2023	PBV Rev(s) As of 6/30/2023	Total All Rev(s). As of 6/30/2023	Proposed LIPH/PBV FY 2024	Last Year FY 2023	Difference	
42	Maintenance Salaries			-	3,000.00	3,000.00	-	
43	Casual Labor - Maintenance			-			-	
44	Maintenance Benefits			-	1,000.00	1,000.00	-	
45	Maintenance Materials & Supplies			-	500.00	500.00	-	
46	Plumbing Supplies	17.49		17.49			-	
47	Locks, Locksets & Keys			-			-	
48	Electrical Supplies			-			-	
49	Painting Supplies			-			-	
50	Cleaning Supplies	277.80		277.80	500.00	200.00	300.00	
51	Equipment Repair Parts			-			-	
52	Maintenance Contracted Services	221.50		221.50	1,500.00	1,500.00	-	
53	Refuse Removal Services		80.48	80.48	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			-	100.00	100.00	-	
59	Elevator Repair & Maintenance	1,551.84		1,451.74	2,000.00	1,500.00	500.00	
60	Pest Control Services			-			-	
61	Cable TV			-			-	
62	Answering Service	2,609.18		2,609.18	3,200.00	3,200.00	-	
63	Misc Contracts			-			-	
64	Clean/Paint Units			-			-	
	Utilities Expenses						-	
65	Water/Sewer	884.83	41.25	926.08	1,800.00	1,600.00	200.00	
66	Electricity	3,101.54	78.31	3,179.85	6,500.00	5,500.00	1,000.00	
67	Natural Gas	1,650.54		1,650.54	3,500.00	2,500.00	1,000.00	
	Other Operating Expenses						-	
68	Protective Services Contract	1,018.22		1,018.22	2,000.00	2,000.00	-	
69	Insurance	8,357.48	104.30	8,461.78	16,653.51	17,150.82	(497.31)	
70	PILOT			-			-	
71	Compensated Absences			-			-	
72	Collection Losses			-			-	
73	Replacement Reserves & Debt Pmt-Princ			-	26,900.00		26,900.00	
74	Other General Expense/Asset Mgmt Fees	168,435.25		168,435.25	340,000.00	273,426.60	66,573.40	
75	Casualty Losses - Non Capitalized			-			-	
76	Capital/Grant Expenditures		72,770.74	72,770.74	215,000.00	193,500.00	21,500.00	
77	Transfer In / Out			-			-	
	Total Expense	257,468.05	105,450.89	970.34	363,789.18	846,020.43	761,072.06	84,948.37

Net Income/(Loss):	53,552.96	-	(970.34)	52,682.72	55,910.81	137,906.56
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WI064 FY 2024 Budget for AMP 4- Phase 1

		Actual FY 2023	Proposed FY 2024 Budget		
Income		Phase 1 Rev(s) As of 6/30/2023	Proposed Phase 1 FY 2024	Last Year FY 2023	Difference
1	Dwelling Rental	74,605.21	149,210.42	118,000.00	31,210.42
2	Excess Utilities				-
3	Interest on Unrestricted Fund Investments	1,765.48	3,500.00	200.00	3,300.00
4	Income - Transfer In from Other Funds		28,635.76	27,801.71	834.05
5	Other Income - Tenants	8,577.72	17,155.44	23,151.88	(5,996.44)
6	HAP Fraud Recovery & FSS Forfeitures				-
7	Other Income - Bad Debt Collections	3,524.00	5,000.00	5,000.00	-
8	Other Income - Laundry/Copy Fees/Misc	41.85	100.00		100.00
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	95,459.07	175,000.00	133,926.60	41,073.40
13	ROSS/CFP Grant				-
14	HAP Subsidy				-
15	Operating Subsidy				-
Total Income		183,973.33	378,601.62	308,080.19	70,521.43

		Phase 1 Exp(s) As of 6/30/2023	Proposed Phase 1 FY 2024	Last Year FY 2023	Difference
Administrative Expenses					
16	Admin Payroll Expenses	38,864.06	81,117.75	79,524.27	1,593.48
17	FSS Coordinator Admin Salaries				-
18	FSS Coordinator Admin Benefits				-
19	Advertising & Marketing	47.30	100.00	50.00	50.00
20	Legal		2,200.00	2,200.00	-
21	Staff Training				-
22	Travel				-
23	Accounting Consultants	3,110.00	6,300.00	6,300.00	-
24	Audit Fee	13,630.00	13,750.00	12,000.00	1,750.00
25	Telephone				-
26	Postage		2,000.00		2,000.00
27	Office Supplies	182.46	850.00	260.00	590.00
28	Memberships & Publications				-
29	Bank Fees	35.10	70.20	82.80	(12.60)
30	Computer Maintenance				-
31	Copier Expenses				-
32	Office Equipment Maintenance				-
33	Postage Machine				-
34	Software Maintenance	2,005.34	3,317.88	3,317.88	-
35	Outgoing Portable Admin Fees				-
36	Sundry Administration/Compliance Fees/TP	5,321.71	5,600.00	5,600.00	-
37	Port-In HAP Expense				-
38	Management Fees	3,491.55	6,983.10	6,739.98	243.12
39	Eviction & Collection Agent Fees				-
40	HAP Expense (net fraud recovery to HUD)				-
	HAP Overfunding (Underfunding)				-
Maintenance Expenses					-

WI064 FY 2024 Budget for AMP 4- Phase 1

		Actual FY 2023	Proposed FY 2024 Budget		
Income	Phase 1 Rev(s) As of 6/30/2023	Proposed Phase 1 FY 2024	Last Year FY 2023	Difference	
42	Maintenance Payroll Expenses	36,695.17	97,013.13	93,681.19	3,331.94
43	Casual Labor - Maintenance				-
44	Maintenance Materials & Supplies	15,390.46	10,000.00	8,000.00	2,000.00
45	Plumbing Supplies				-
46	Locks, Locksets & Keys				-
47	Electrical Supplies				-
48	Painting Supplies				-
49	Cleaning Supplies				-
50	Equipment Repair Parts				-
51	Maintenance Contracted Services	29,700.19	14,000.00	12,000.00	2,000.00
52	Refuse Removal Services		1,250.00	1,250.00	-
53	Plumbing Repair Services				-
54	Heating/AC Repair Services	1,135.00	2,000.00	1,000.00	1,000.00
55	Electric Repair Service				-
56	Window Repair Service				-
57	Automotive Repairs/Fuel	1,287.85	3,597.70	3,485.52	112.18
58	Elevator Repair & Maintenance				-
59	Pest Control Services		1,000.00	1,000.00	-
60	Cable TV				-
61	Answering Service				-
62	Misc Contracts				-
63	Clean/Paint Units				-
	Utilities Expenses				-
64	Water/Sewer	1,193.18	5,500.00	5,500.00	-
65	Electricity	648.87	1,400.00	1,400.00	-
66	Natural Gas	961.99	2,000.00	1,000.00	1,000.00
	Other Operating Expenses				-
67	Protective Services Contract	2,500.00	10,000.00	10,000.00	-
68	Insurance	7,501.30	16,130.41	14,891.47	1,238.94
69	PILOT	7,275.77	15,350.00	11,500.00	3,850.00
70	Compensated Absences				-
71	Collection Losses				-
72	Replacement Reserves & Debt Pmt-Princ				-
73	Other General Expense/Asset Mgmt Fees	4,874.98	5,250.00	3,275.00	1,975.00
74	Casualty Losses - Non Capitalized				-
75	Capital Expenditures				-
76	Transfer In / Out				-
	Total Expense	175,852.28	306,780.17	284,058.11	22,722.06
	Net Income/(Loss):	8,121.05	71,821.45	24,022.08	

WI064 FY 2024 Budget for AMPS 5, 6 & 7 - Phase 2

	Income	Actual FY 2023	Proposed FY 2024 Budget		
		Phase 2 Rev(s) As of 6/30/2023	Proposed Phase 2 FY 2024	Last Year FY 2023	Difference
1	Dwelling Rental	96,831.00	193,662.00	141,000.00	52,662.00
2	Excess Utilities				-
3	Interest on Unrestricted Fund Investments	3,444.92	6,889.84	750.00	6,139.84
4	Income - Transfer In from Other Funds		28,230.06	27,407.83	822.23
5	Other Income - Tenants	4,368.14	1,200.00	1,200.00	-
6	HAP Fraud Recovery & FSS Forfeitures				-
7	Other Income - Bad Debt Collections	327.44	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	72,976.18	165,000.00	139,500.00	25,500.00
13	ROSS/CFP Grant				-
14	HAP Subsidy				-
15	Operating Subsidy				-
	Total Income	177,947.68	399,981.90	314,857.83	85,124.07

	Expenses	Phase 2 Exp(s)	Proposed	Last Year	Difference
		As of 6/30/2023	Phase 2 FY 2024	FY 2023	
	Administrative Expenses				
16	Admin Payroll Expenses	34,654.68	66,682.88	65,552.53	1,130.35
17	FSS Coordinator Admin Salaries				-
18	FSS Coordinator Admin Benefits				-
19	Advertising & Marketing	48.49	100.00	50.00	50.00
20	Legal	820.00	1,500.00	1,500.00	-
21	Staff Training				-
22	Travel				-
23	Accounting Consultants	2,910.00	6,300.00	6,300.00	-
24	Audit Fee	13,630.00	14,500.00	11,000.00	3,500.00
25	Telephone				-
26	Postage		1,800.00		1,800.00
27	Office Supplies	385.85	850.00	260.00	590.00
28	Memberships & Publications				-
29	Bank Fees		50.00	50.00	-
30	Computer Maintenance				-
31	Copier Expenses				-
32	Office Equipment Maintenance				-
33	Postage Machine				-
34	Software Maintenance	1,996.18	3,317.87	3,317.87	-
35	Outgoing Portable Admin Fees				-
36	Sundry Administration/Compliance Fees/TP	4,273.92	5,625.00	5,625.00	-
37	Port-In HAP Expense				-
38	Management Fees	7,910.39	15,820.78	14,827.78	993.00
39	Eviction & Collection Agent Fees				-
40	HAP Expense (net fraud recovery to HUD)				-
	HAP Overfunding (Underfunding)				-
	Maintenance Expenses				-

WI064 FY 2024 Budget for AMPS 5, 6 & 7 - Phase 2

		Actual FY 2023	Proposed FY 2024 Budget		
Income		Phase 2 Rev(s) As of 6/30/2023	Proposed Phase 2 FY 2024	Last Year FY 2023	Difference
42	Maintenance Payroll Expenses	40,045.67	73,297.32	70,829.84	2,467.48
43	Casual Labor - Maintenance				-
44	Maintenance Materials & Supplies	3,593.64	10,000.00	8,000.00	2,000.00
45	Plumbing Supplies				-
46	Locks, Locksets & Keys				-
47	Electrical Supplies				-
48	Painting Supplies				-
49	Cleaning Supplies				-
50	Equipment Repair Parts				-
51	Maintenance Contracted Services	12,410.66	14,000.00	12,000.00	2,000.00
52	Refuse Removal Services	3,257.00	3,500.00	3,000.00	500.00
53	Plumbing Repair Services				-
54	Heating/AC Repair Services	124.00	1,200.00	1,200.00	-
55	Electric Repair Service				-
56	Window Repair Service				-
57	Automotive Repairs/Fuel	1,124.68	3,000.00	2,521.68	478.32
58	Elevator Repair & Maintenance	2,488.97	4,000.00	2,750.00	1,250.00
59	Pest Control Services	700.00	1,500.00	500.00	1,000.00
60	Cable TV	4,107.29	-	1,750.00	(1,750.00)
61	Answering Service				-
62	Misc Contracts				-
63	Clean/Paint Units				-
	Utilities Expenses				-
64	Water/Sewer	2,946.80	8,500.00	8,500.00	-
65	Electricity	8,803.44	18,000.00	18,000.00	-
66	Natural Gas	4,995.26	10,000.00	9,000.00	1,000.00
	Other Operating Expenses				-
67	Protective Services Contract	3,351.44	11,000.00	11,000.00	-
68	Insurance	8,011.98	18,407.33	16,370.61	2,036.72
69	PILOT	7,924.92	16,700.00	11,500.00	5,200.00
70	Compensated Absences				-
71	Collection Losses				-
72	Replacement Reserves & Debt Pmt-Princ				-
73	Other General Expense/Asset Mgmt Fees	5,216.98	9,000.00	8,700.00	300.00
74	Casualty Losses - Non Capitalized				-
75	Capital Expenditures				-
76	Transfer In / Out				-
	Total Expense	175,732.24	318,651.17	294,105.31	24,545.86

Net Income/(Loss): 2,215.44 81,330.73 20,752.52

WI064 FY 2024 Budget for Housing Choice Voucher

	Actual FY 2023	Proposed FY 2024 Budget		
Income	HCV Rev(s) As of 6/30/2023	Proposed HCV FY 2024	Last Year FY 2023	Difference
1 Dwelling Rental				-
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	1,955.84	3,800.00	3,360.00	440.00
4 Income - Transfer In from Other Funds				-
5 Other Income - Tenants	367.00			-
6 HAP Fraud Recovery & FSS Forfeitures	1,763.00	1,000.00	750.00	250.00
7 Other Income - Bad Debt Collections				-
8 Other Income - Laundry/Copy Fees/Misc	16,112.00	32,224.00	30,880.60	1,343.40
9 Other Income - CFP Operation Money				-
10 Other Income - Sale of Asset Gain/Loss				-
11 Admin Fees Earned - HUD	164,330.00	328,660.00	324,024.00	4,636.00
12 Incoming Billable Admin Fees/Oper Sub	1,644.84	2,800.00	2,000.00	800.00
13 ROSS/CFP Grant				-
14 HAP Subsidy	1,548,409.00	3,096,818.00	2,915,000.00	181,818.00
15 Operating Subsidy				-
Total Income	1,734,581.68	3,465,302.00	3,276,014.60	189,287.40

	HCV Exp(s) As of 6/30/2023	Proposed HCV FY 2024	Last Year FY 2023	Difference
Administrative Expenses				
16 Admin Salaries	90,735.91	209,292.42	200,516.49	8,775.93
17 FSS Coordinator Admin Salaries				-
18 Admin Employee Benefits	28,748.74	64,414.75	70,124.36	(5,709.61)
19 FSS Coordinator Admin Benefits				-
20 Advertising & Marketing		50.00	50.00	-
21 Legal		2,000.00	500.00	1,500.00
22 Staff Training		1,750.00	1,750.00	-
23 Travel	119.89	250.00	250.00	-
24 Accounting Consultants	3,055.00	6,110.00	5,764.00	346.00
25 Audit Fee	5,795.00	13,500.00	11,000.00	2,500.00
26 Telephone	658.66	1,317.32	1,110.70	206.62
27 Postage				-
28 Office Supplies	850.63	2,000.00	2,000.00	-
29 Memberships & Publications	324.22	700.00	700.00	-
30 Bank Fees	2,148.97	4,297.94	4,212.20	85.74
31 Computer Maintenance				-
32 Copier Expenses	1,384.30	2,768.60	1,905.80	862.80
33 Office Equipment Maintenance				-
34 Postage Machine	1,872.26	3,750.00	3,500.00	250.00
35 Software Maintenance	2,184.36	5,750.00	5,750.00	-
36 Outgoing Portable Admin Fees				-
37 Sundry Administration/Compliance Fees	6,662.27	3,500.00	3,500.00	-
38 Port-In HAP Expense	16,112.00			-
39 Management Fees				-
40 Eviction & Collection Agent Fees				-
41 HAP Expense (net fraud recovery to HUD)	1,541,276.00	3,082,552.00	2,873,328.00	
HAP Overfunding (Underfunding)	8,896.00	15,266.00	42,422.00	
Maintenance Expenses				
				-

WI064 FY 2024 Budget for Housing Choice Voucher

		Actual FY 2023	Proposed FY 2024 Budget		
Income	HCV Rev(s) As of 6/30/2023	Proposed HCV FY 2024	Last Year FY 2023	Difference	
42	Maintenance Salaries			-	
43	Casual Labor - Maintenance			-	
44	Maintenance Benefits			-	
45	Maintenance Materials & Supplies			-	
46	Plumbing Supplies			-	
47	Locks, Locksets & Keys			-	
48	Electrical Supplies			-	
49	Painting Supplies			-	
50	Cleaning Supplies			-	
51	Equipment Repair Parts			-	
52	Maintenance Contracted Services			-	
53	Refuse Removal Services	500.00	500.00	-	
54	Plumbing Repair Services			-	
55	Heating/AC Repair Services			-	
56	Electric Repair Service			-	
57	Window Repair Service			-	
58	Automotive Repairs/Fuel	500.00	357.00	143.00	
59	Elevator Repair & Maintenance			-	
60	Pest Control Services			-	
61	Cable TV			-	
62	Answering Service			-	
63	Misc Contracts			-	
64	Clean/Paint Units			-	
	Utilities Expenses			-	
65	Water/Sewer			-	
66	Electricity			-	
67	Natural Gas			-	
	Other Operating Expenses			-	
68	Protective Services Contract			-	
69	Insurance	1,105.96	2,798.76	300.66	
70	PILOT			-	
71	Compensated Absences			-	
72	Collection Losses			-	
73	Replacement Reserves & Debt Pmt-Princ			-	
74	Other General Expense/Asset Mgmt Fees		4,400.00	-	
75	Casualty Losses - Non Capitalized			-	
76	Capital Expenditures			-	
77	Transfer In / Out			-	
	Total Expense	1,703,034.17	3,412,201.79	3,193,716.65	9,261.14

Net Income/(Loss): 31,547.51 53,100.21

	Date	Initials
Prepared By:	9/14/2023	PJL
Reviewed By:		

	Total	BHA Admin	BHA PBV	LLC Phase 1 Amp 4	LLC Phase 2 Amp 5-7	HCV
Workers Comp	\$ 7,006.00	4,343.72				2,662.28
Liability Ins/Excess Liability	\$ 7,495.00	7,495.00				
Fleet Insurance	\$ 411.00	274.52				136.48
Property Insurance	\$ 39,078.00	4,309.71	230.56	16,130.41	18,407.33	0.00
Employment Practice	\$ 645.00	399.90				245.10
Telecommunications/Web	\$ 2,234.00	1,139.34				1,094.66