



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, February 28, 2024

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS
 - 2.a. Election of Chairperson
 - 2.b. Election of Vice-Chairperson
3. MINUTES
 - 3.a. Consideration of the minutes of the December 20, 2023 Community Development Authority meeting
[Attachment](#)
4. PUBLIC COMMENT
5. BELOIT HOUSING AUTHORITY
 - 5.a. Presentation of the December 2023 Activity Report (Cole)
[Attachment](#)
 - 5.b. Presentation of the January 2024 Activity Report (Cole)
[Attachment](#)
 - 5.c. Presentation of the October 2023 Financial Report (Cole)
[Attachment](#)
 - 5.d. Presentation of the November 2023 Financial Report (Cole)
[Attachment](#)
 - 5.e. Consideration of Resolution 2024-01 Approving Beloit Housing Authority's Fiscal Year 2023 Section Eight Management Assessment Program (SEMAP) Submission (Cole)
[Attachment](#)
6. COMMUNITY AND HOUSING SERVICES
No business to discuss.
7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
No business to discuss.

8. 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, December 20, 2023

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 20, 2023 in the Forum of Beloit City Hall, 100 State Street.

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chairperson Philip Gorman at 4:31 p.m. Councilor Forbeck, Councilor Leavy, Commissioner Rodriguez and Commissioner Bullock were present. Vice Chairperson Hartke was absent.

2. MINUTES

2.a. Consideration of the minutes of the October 25, 2023 Community Development Authority meeting

Motion to amend the spelling of Chairperson Philip Gorman's name from Phillip to Philip by Councilor Leavy and seconded by Councilor Forbeck. Motion was approved, voice vote (5-0).

3. PUBLIC COMMENT

No Public Comments

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the October Activity Report

The October Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority. Councilor Forbeck asked why there were 442 Section 8 participants listed in October and then 452 in November. Clint stated that between October and November, ten more Section 8 participants successfully leased new units.

4.b. Presentation of the November Activity Report

The November Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority. Councilor Forbeck asked if BHA would perform inspections for any of the two proposed new housing developments in Beloit that may have affordable housing units. Clint stated that the BHA only inspects their own Public Housing and Section 8-assisted units. Julie added that any necessary inspections of the proposed units would be performed by City Inspectors.

4.c. Presentation of the September Financial Report

The September Financial Report was presented by Clinton Cole, Director of the Beloit Housing Authority.

4.d. **Public Hearing and Consideration of Resolution 2023-19, Approving Revisions to Beloit Housing Authority’s Public Housing Admission and Continued Occupancy Policy**

The Staff Report and Resolution 2023-19 were presented by Clinton Cole, Director of the Beloit Housing Authority. Chairperson Gorman opened and closed the Public Hearing. Motion to approve was made by Councilor Forbeck, seconded by Commissioner Rodriguez. Motion was approved, voice vote (5-0).

4.e. **Consideration of Resolution 2023-20, Approving Revisions to Beloit Housing Authority’s 2024 Operating Budget**

The Staff Report and Resolution 2023-20 were presented by Clinton Cole, Director of the Beloit Housing Authority. Motion to approve was made by Councilor Forbeck, seconded by Councilor Leavy. Motion was approved, voice vote (5-0).

5. **COMMUNITY AND HOUSING SERVICES**

There was no business to discuss.

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

There was no business to discuss.

7. **ADJOURNMENT**

Motion was made by Councilor Forbeck, seconded by Commissioner Rodriguez to adjourn the meeting at 4:49 p.m. Motion was approved, voice vote (5-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	December 2023 Activity Report		
Date:	February 28, 2024		
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. 14 annual and six interim certifications were completed. 18 public housing inspections were conducted.

Housing Choice Voucher (Section 8):
454 vouchers were housed on December 31, 2023, and five port-in vouchers were administered. The Housing Specialists completed 25 annual and 46 interim recertifications during this reporting period. 40 Housing Quality Standards (HQS) inspections were completed.

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

December 2023 Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 12/31/2023	131 Units	100% Occupancy
Vacancies on 12/31/2023	0 Units	0% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

17 annual inspections and one reinspection were completed during this reporting period.

Public Housing Activities

Annual Recertifications	14
Interim Recertifications	6
Tenant notices to Vacate *Not due to eviction	0
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

Section 8 Program

Total Under Lease on 12/31/2023	454 Vouchers
Total Portable Vouchers Paid	2 Vouchers
Total Port Out*	2 Vouchers
Total Port In*	5 Vouchers
December HCV HAP Funds Received	\$258,055
December HCV HAP Funds Expended	\$286,162
Current Per Unit Cost (PUC)	\$630

* 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 19 annual inspections, 16 reinspections, four initial inspections, and one special inspection during this reporting period.

Section 8 Activities

New Participants	6
Annual Recertifications	25
Interim Recertifications	46
Abatements	3
Unit Transfers	6
Possible Program Violations	1
End of Program	4
Port Ins	2
Port Outs	0

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	154
Public Housing West	150
Parker Bluff	340
Section 8 Program	462

Family Self-Sufficiency Participants

Section 8 – 18

Public Housing – 12

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5b		
Topic:	January Activity Report		
Date:	February 28, 2024		
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. Five annual and one interim certifications were completed. 17 public housing inspections were conducted.

On January 10th a HUD-contracted Inspector performed a National Standards for the Physical Inspection of Real Estate (NSPIRE) physical inspection of BHA's 16 Phase 2-Scattered Site units. The properties received a preliminary score of 95%. The purpose of the NSPIRE physical inspection is to ensure that Public Housing Authorities are maintaining their properties according to HUD-defined industry standards to provide decent, safe, and sanitary housing. In addition, the physical inspection scores are one of four criteria that are used to determine BHA's Public Housing Assessment System (PHAS) score.

Housing Choice Voucher (Section 8):
 457 vouchers were housed on January 31, 2024, and four port-in vouchers were administered. The Housing Specialists completed 22 annual and 36 interim recertifications during this reporting period. 59 Housing Quality Standards (HQS) inspections were completed.

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

January 2024 Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2024**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 1/31/2024	131 Units	100% Occupancy
Vacancies on 1/31/2024	0 Units	0% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

15 annual inspections and two reinspections were completed during this reporting period.

Public Housing Activities

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

Public Housing Briefings

Number Notified	0
Number Briefed	0

Section 8 Program

Total Under Lease on 1/31/2024	457 Vouchers
Total Portable Vouchers Paid	2 Vouchers
Total Port Out*	2 Vouchers
Total Port In*	4 Vouchers
January HCV HAP Funds Received	\$274,997
January HCV HAP Funds Expended	\$286,155
Current Per Unit Cost (PUC)	\$626

* 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 41 annual inspections, 10 reinspections, and eight initial inspections during this reporting period.

Section 8 Activities

New Participants	3
Annual Recertifications	22
Interim Recertifications	36
Abatements	3
Unit Transfers	6
Possible Program Violations	1
End of Program	2
Port Ins	1
Port Outs	1

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	151
Public Housing West	147
Parker Bluff	334
Section 8 Program	457

Family Self-Sufficiency Participants

Section 8 – 17

Public Housing – 12

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5c		
Topic:	October 2023 Financial Report		
Date:	February 28, 2024		
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 October 31, 2023.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$521,416.65 and the LIPH expenses were \$394,562.44. There was a surplus of \$126,854.21 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$361,352.19 and related grant expenses total \$361,352.19.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$1,485.46. The PBV had a deficit of \$1,485.46. 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 \$304,751.07 and the expenses were \$264,332.23. Phase 1 had a surplus of \$40,418.84. Of this surplus, \$4.04 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$323,520.81 and the expenses were \$291,605.51. Phase 2 had a surplus of \$31,915.30. Of this surplus, \$3.19 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,920,536.88 and expenses were \$2,906,328.69. The HCV program had a surplus of \$14,208.19.

Debts owed BHA collected through October 2023: Total \$8,751.07
TRIP Program: \$8,178.07 Repayments: \$573.00

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

October 2023 Financial Report

Consolidated 2023 Budget Report for LIPH/PBV - As of October 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	41.67	606.36				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	2,500.00	121.80				3,000.00		3,000.00
8 Other Income - Laundry/Copy Fees/Misc	23,333.33	365.05				28,000.00		28,000.00
9 Other Income - CFP/Operations Money	250,000.00	99,187.00	306,850.54			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	17,973.13	19,734.44				21,567.76		21,567.76
13 ROSS/FSS Grant	84,942.38		54,501.65			101,930.86		101,930.86
14 HAP Subsidy	-					-		-
15 Operating Subsidy	370,358.33	401,032.00				444,430.00		444,430.00
Total Income	749,148.85	521,416.65	361,352.19	-		882,768.84	898,978.62	898,978.62
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	64,318.62	62,433.51			62,433.51	77,182.34		77,182.34
17 ROSS/FSS Coordinator Admin Salaries	70,396.00		39,628.80		39,628.80	84,475.20		84,475.20
18 Admin Employee Benefits	32,494.53	26,578.80			26,578.80	38,993.44		38,993.44
19 ROSS/FSS Coordinator Admin Benefits	14,421.38		14,872.85		14,872.85	17,305.66		17,305.66
20 Advertising & Marketing	41.67	46.12			46.12	50.00		50.00
21 Legal	83.33				-	100.00		100.00
22 Staff Training	2,083.33		4,414.00		4,414.00	2,500.00		2,500.00
23 Travel	166.67	220.08			220.08	200.00		200.00
24 Accounting Consultants	6,041.67	3,439.00		914.00	4,353.00	7,250.00		7,250.00
25 Audit Fee	9,533.33	9,357.50			9,357.50	11,440.00		11,440.00
26 Telephone	1,166.67	1,472.06			1,472.06	1,400.00		1,400.00
27 Postage	3,125.00	3,364.53			3,364.53	3,750.00		3,750.00
28 Office Supplies	333.33	537.11			537.11	400.00		400.00
29 Memberships & Publications	1,706.67	586.22			586.22	2,048.00		2,048.00
30 Bank Fees	-	35.00			35.00			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	2,083.33	2,394.66			2,394.66	2,500.00		2,500.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	3,333.33	3,618.34			3,618.34	4,000.00		4,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	583.33	2,740.98			2,740.98	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	2,500.00				-	3,000.00		3,000.00
43	Casual Labor - Maintenance	-				-			-
44	Maintenance Benefits	833.33				-	1,000.00		1,000.00
45	Maintenance Materials & Supplies	416.67	23.80			23.80	500.00		500.00
46	Plumbing Supplies	-	26.47			26.47			-
47	Locks, Locksets & Keys	-				-			-
48	Electrical Supplies	-				-			-
49	Painting Supplies	-				-			-
50	Cleaning Supplies	166.67	462.15			462.15	200.00		200.00
51	Equipment Repair Parts	-				-			-
52	Maintenance Contracted Services	1,250.00	221.50			221.50	1,500.00		1,500.00
53	Refuse Removal Services	83.33		144.48		144.48	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	83.33	82.00			82.00	100.00		100.00
59	Elevator Repair & Maintenance	1,250.00	1,674.34			1,674.34	1,500.00		1,500.00
60	Pest Control Services	-				-			-
61	Cable TV	-				-			-
62	Answering Service	2,666.67	4,096.44			4,096.44	3,200.00		3,200.00
63	Misc Contracts	-				-			-
64	Clean/Paint Units	-				-			-
	Utilities Expenses		-						
65	Water/Sewer	1,333.33	1,554.48	74.25		1,628.73	1,600.00		1,600.00
66	Electricity	4,583.33	5,869.67	144.13		6,013.80	5,500.00		5,500.00
67	Natural Gas	2,083.33	1,722.78			1,722.78	2,500.00		2,500.00
	Other Operating Expenses		-						
68	Protective Services Contract	1,666.67	1,729.70			1,729.70	2,000.00		2,000.00
69	Insurance	14,292.35	16,714.95	208.60		16,923.55	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	227,855.50	243,560.25			243,560.25	273,426.60		273,426.60
75	Casualty Losses - Non Capitalized	-				-			-
76	Capital/Operations Expenditures	161,250.00		302,436.54		302,436.54	193,500.00		193,500.00
77	Transfer In / Out	-				-			-
	Total Expense	634,226.72	394,562.44	361,352.19	1,485.46	757,400.09	761,072.06	-	761,072.06

Net Income/(Loss):

126,854.21	-	(1,485.46)	125,368.75
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 10/31/2023**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	606.36		50.00	0.00%	556.36
Other Income	856.85	306,850.54	331,000.00	92.96%	(23,292.61)
HUD Admin Fees			-		-
HUD Grants/Subsidies	519,953.44	54,501.65	567,928.62	101.15%	6,526.47
Total Income	521,416.65	361,352.19	898,978.62		(16,209.78)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	89,012.31	54,501.65	217,956.64	65.85%	74,442.68
Office Expenses	22,712.60	4,414.00	33,838.00	80.17%	6,711.40
Office Contracted Services	6,013.00		6,500.00	92.51%	487.00
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	512.42	-	700.00	73.20%	187.58
Maintenance Contracts	6,218.76		6,400.00	97.17%	181.24
Utilities	9,365.31		9,600.00	97.56%	234.69
Other Operating					
Protective Services	1,729.70		2,000.00	86.49%	270.30
Insurance	16,923.55		17,150.82	98.67%	227.27
PILOT	-		-	0.00%	-
Other Operating Expenses	243,560.25	302,436.54	466,926.60	116.93%	(79,070.19)
Total Expenses	396,047.90	361,352.19	761,072.06		3,671.97

Net Admin Income (Loss)	125,368.75	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	125,368.75	-			

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

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	98,333.33	128,953.72	128,953.72	118,000.00	118,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	166.67	3,051.47	3,051.47	200.00	200.00
4	Income - Transfer In from Other Funds	23,168.09	27,801.71	27,801.71	27,801.71	27,801.71
5	Other Income - Tenants	19,293.23	11,230.30	11,230.30	23,151.88	23,151.88
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	4,166.67	3,718.30	3,718.30	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	111,605.50	129,953.72	129,953.72	133,926.60	133,926.60
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	256,733.49	304,751.07	304,751.07	308,080.19	308,080.19

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
	Administrative Expenses					
16	Admin Payroll Expenses	66,270.23	68,828.07	68,828.07	79,524.27	79,524.27
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	41.67	47.30	47.30	50.00	50.00
20	Legal	1,833.33	260.00	260.00	2,200.00	2,200.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	5,250.00	4,777.00	4,777.00	6,300.00	6,300.00
24	Audit Fee	10,000.00	13,630.00	13,630.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	216.67	368.37	368.37	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	69.00	35.10	35.10	82.80	82.80
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	2,764.90	4,061.07	4,061.07	3,317.88	3,317.88
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees/TP	4,666.67	7,786.53	7,786.53	5,600.00	5,600.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	5,616.65	6,186.56	6,186.56	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	78,067.66	64,482.34	64,482.34	93,681.19	93,681.19	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	6,666.67	17,606.38	17,606.38	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	10,000.00	33,788.58	33,788.58	12,000.00	12,000.00	
52	Refuse Removal Services	1,041.67	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	833.33	1,703.00	1,703.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	2,904.60	2,279.06	2,279.06	3,485.52	3,485.52	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	833.33	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	4,583.33	(634.02)	(634.02)	5,500.00	5,500.00	
65	Electricity	1,166.67	818.80	818.80	1,400.00	1,400.00	
66	Natural Gas	833.33	961.99	961.99	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	8,333.33	3,750.00	3,750.00	10,000.00	10,000.00	
68	Insurance	12,409.56	15,002.60	15,002.60	14,891.47	14,891.47	
69	PILOT	9,583.33	12,635.20	12,635.20	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	2,729.17	5,958.30	5,958.30	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	236,715.09	264,332.23	264,332.23	284,058.11	-	284,058.11

Net Income/(Loss):

40,418.84 40,418.84

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

4.04

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 10/31/2023

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	128,953.72	118,000.00	109.28%	10,953.72
Interest on Investments	3,051.47	200.00	1525.74%	2,851.47
Other Income	172,745.88	162,078.48	106.58%	10,667.40
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,801.71		(27,801.71)
Total Income	304,751.07	308,080.19		(3,329.12)
		16,486.89		

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	68,828.07	79,524.27	86.55%	10,696.20
Office Expenses	30,965.37	26,492.80	116.88%	(4,472.57)
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	6,186.56	6,739.98	91.79%	553.42
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	64,482.34	93,681.19	68.83%	29,198.85
Materials & Supplies	17,606.38	8,000.00	220.08%	(9,606.38)
Maintenance Contracts	37,770.64	18,735.52	201.60%	(19,035.12)
Utilities	1,146.77	7,900.00	14.52%	6,753.23
Other Operating				
Protective Services	3,750.00	10,000.00	37.50%	6,250.00
Insurance	15,002.60	14,891.47	100.75%	(111.13)
PILOT	12,635.20	11,500.00	109.87%	(1,135.20)
Other Operating Expenses	5,958.30	3,275.00	181.93%	(2,683.30)
Total Expenses	264,332.23	284,058.11		19,725.88

Net Admin Income (Loss)	40,418.84
Net HAP Income (Loss)	
Total YTD Income (Loss)	40,418.84
Housing Authority's Portion	4.04

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

		YTD Actual			Annual Board Approved Budget	
Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total
1 Dwelling Rental	117,500.00	168,905.00	168,905.00	141,000.00		141,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	625.00	5,869.71	5,869.71	750.00		750.00
4 Income - Transfer In from Other Funds	22,839.86	27,407.83	27,407.83	27,407.83		27,407.83
5 Other Income - Tenants	1,000.00	7,404.30	7,404.30	1,200.00		1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	4,166.67	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	116,250.00	113,606.53	113,606.53	139,500.00		139,500.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	262,381.53	323,520.81	323,520.81	314,857.83		314,857.83

		Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total
Expenses							
Administrative Expenses							
16 Admin Payroll Expenses	54,627.11	62,119.80	62,119.80	65,552.53		65,552.53	
17 FSS Coordinator Admin Salaries	-		-			-	
18 FSS Coordinator Admin Benefits	-		-			-	
19 Advertising & Marketing	41.67	76.28	76.28	50.00		50.00	
20 Legal	1,250.00	1,217.90	1,217.90	1,500.00		1,500.00	
21 Staff Training	-		-			-	
22 Travel	-		-			-	
23 Accounting Consultants	5,250.00	4,577.00	4,577.00	6,300.00		6,300.00	
24 Audit Fee	9,166.67	13,630.00	13,630.00	11,000.00		11,000.00	
25 Telephone	-		-			-	
26 Postage	-		-			-	
27 Office Supplies	216.67	677.73	677.73	260.00		260.00	
28 Memberships & Publications	-		-			-	
29 Bank Fees	41.67		-	50.00		50.00	
30 Computer Maintenance	-		-			-	
31 Copier Expenses	-		-			-	
32 Office Equipment Maintenance	-		-			-	
33 Postage Machine	-		-			-	
34 Software Maintenance	2,764.89	4,051.90	4,051.90	3,317.87		3,317.87	
35 Outgoing Portable Admin Fees	-		-			-	
36 Sundry Administration/Compliance Fees/TP	4,687.50	5,066.90	5,066.90	5,625.00		5,625.00	
37 Port-In HAP Expense	-		-			-	
38 Management Fees	12,356.48	13,547.88	13,547.88	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	59,024.87	69,727.16	69,727.16	70,829.84	70,829.84	
43	Casual Labor - Maintenance	-		-		-	
44	Maintenance Materials & Supplies	6,666.67	5,674.32	5,674.32	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	10,000.00	22,377.85	22,377.85	12,000.00	12,000.00	
52	Refuse Removal Services	2,500.00	3,426.00	3,426.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-		-		-	
54	Heating/AC Repair Services	1,000.00	124.00	124.00	1,200.00	1,200.00	
55	Electric Repair Service	-		-		-	
56	Window Repair Service	-		-		-	
57	Automotive Repairs/Fuel	2,101.40	1,852.91	1,852.91	2,521.68	2,521.68	
58	Elevator Repair & Maintenance	2,291.67	3,791.57	3,791.57	2,750.00	2,750.00	
59	Pest Control Services	416.67		-	500.00	500.00	
60	Cable TV	1,458.33	6,194.83	6,194.83	1,750.00	1,750.00	
61	Answering Service	-		-		-	
62	Misc Contracts	-		-		-	
63	Clean/Paint Units	-		-		-	
	Utilities Expenses						
64	Water/Sewer	7,083.33	7,251.37	7,251.37	8,500.00	8,500.00	
65	Electricity	15,000.00	16,976.29	16,976.29	18,000.00	18,000.00	
66	Natural Gas	7,500.00	5,280.66	5,280.66	9,000.00	9,000.00	
	Other Operating Expenses						
67	Protective Services Contract	9,166.67	5,174.62	5,174.62	11,000.00	11,000.00	
68	Insurance	13,642.18	16,023.96	16,023.96	16,370.61	16,370.61	
69	PILOT	9,583.33	13,853.28	13,853.28	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	7,250.00	8,911.30	8,911.30	8,700.00	8,700.00	
74	Casualty Losses - Non Capitalized	-		-		-	
75	Capital Expenditures	-		-		-	
76	Transfer In / Out	-		-		-	
	Total Expense	245,087.76	291,605.51	291,605.51	294,105.31	-	294,105.31

Net Income/(Loss):

31,915.30

31,915.30

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

3.19

**Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 10/31/2023**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	168,905.00	141,000.00	119.79%	27,905.00
Interest on Investments	5,869.71	750.00	782.63%	5,119.71
Other Income	148,746.10	145,700.00	102.09%	3,046.10
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,407.83		(27,407.83)
Total Income	323,520.81	314,857.83		8,662.98

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	62,119.80	65,552.53	94.76%	3,432.73
Office Expenses	29,297.71	24,785.00	118.21%	(4,512.71)
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	13,547.88	14,827.78	91.37%	1,279.90
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	69,727.16	70,829.84	98.44%	1,102.68
Materials & Supplies	5,674.32	8,000.00	70.93%	2,325.68
Maintenance Contracts	37,767.16	23,721.68	159.21%	(14,045.48)
Utilities	29,508.32	35,500.00	83.12%	5,991.68
Other Operating				
Protective Services	5,174.62	11,000.00	47.04%	5,825.38
Insurance	16,023.96	16,370.61	97.88%	346.65
PILOT	13,853.28	11,500.00	120.46%	(2,353.28)
Other Operating Expenses	8,911.30	8,700.00	102.43%	(211.30)
Total Expenses	291,605.51	294,105.31		2,499.80

Net Admin Income (Loss)	31,915.30
Net HAP Income (Loss)	
Total YTD Income (Loss)	31,915.30
Housing Authority's Portion	3.19

Consolidated 2023 Budget Report for Housing Choice Voucher - As of October 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	2,800.00		3,279.99	3,279.99	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	625.00		4,617.50	4,617.50	750.00		750.00
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	25,733.83		25,739.00	25,739.00	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	270,020.00		283,488.00	283,488.00	324,024.00		324,024.00
12 Incoming Billable Admin Fees/Oper Sub	1,666.67		2,622.39	2,622.39	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	2,429,166.67		2,600,423.00	2,600,423.00	2,915,000.00		2,915,000.00
15 Operating Subsidy	-			-			-
Total Income	2,730,012.17		2,920,536.88	2,920,536.88	-	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	167,097.08		155,226.82	155,226.82	200,516.49		200,516.49
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	58,436.97		48,916.18	48,916.18	70,124.36		70,124.36
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	41.67			-	50.00		50.00
21 Legal	416.67		2,649.24	2,649.24	500.00		500.00
22 Staff Training	1,458.33			-	1,750.00		1,750.00
23 Travel	208.33		328.84	328.84	250.00		250.00
24 Accounting Consultants	4,803.33		4,850.00	4,850.00	5,764.00		5,764.00
25 Audit Fee	9,166.67		9,357.50	9,357.50	11,000.00		11,000.00
26 Telephone	925.58		1,229.85	1,229.85	1,110.70		1,110.70
27 Postage	-			-			-
28 Office Supplies	1,666.67		1,928.98	1,928.98	2,000.00		2,000.00
29 Memberships & Publications	583.33		516.22	516.22	700.00		700.00
30 Bank Fees	3,510.17		3,599.26	3,599.26	4,212.20		4,212.20
31 Computer Maintenance	-			-			-
32 Copier Expenses	1,588.17		2,394.71	2,394.71	1,905.80		1,905.80
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	2,916.67		3,526.17	3,526.17	3,500.00		3,500.00
35 Software Maintenance	4,791.67		7,296.53	7,296.53	5,750.00		5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	2,916.67		9,894.26	9,894.26	3,500.00		3,500.00
38 Port-In HAP Expense	-		25,739.00	25,739.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	-			-		-
41	HAP Expense (net fraud recovery to HUD)	2,394,440.00		2,626,379.00	2,626,379.00	2,873,328.00	2,873,328.00
	HAP Overfunding (Underfunding)	35,351.67		(21,338.50)		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	416.67			-	500.00	500.00
54	Plumbing Repair Services	-			-		-
55	Heating/AC Repair Services	-			-		-
56	Electric Repair Service	-			-		-
57	Window Repair Service	-			-		-
58	Automotive Repairs/Fuel	297.50		284.21	284.21	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	2,081.75		2,211.92	2,211.92	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	3,666.67			-	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	Total Expense	2,696,782.21		2,906,328.69	2,906,328.69	-	3,193,716.65
							3,236,138.65

Net Income/(Loss):

14,208.19

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 10/31/2023**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	3,279.99	3,360.00	97.62%	(80.01)
Other Income	26,106.00	33,630.60	77.63%	(7,524.60)
HUD Admin Fees	283,488.00	324,024.00	87.49%	(40,536.00)
HUD Grants/Subsidies	2,607,662.89	2,915,000.00	89.46%	(307,337.11)
Total Income	2,920,536.88	3,276,014.60		(355,477.72)

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	204,143.00	270,640.85	75.43%	66,497.85
Office Expenses	34,354.15	30,836.90	111.41%	(3,517.25)
Office Contracted Services	13,217.41	11,155.80	118.48%	(2,061.61)
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,626,379.00	2,873,328.00	91.41%	246,949.00
HAP Payments Port In	25,739.00		0.00%	(25,739.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies	284.21	357.00	79.61%	72.79
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,211.92	2,498.10	88.54%	286.18
PILOT		-		-
Other Operating Expenses	-	4,400.00	0.00%	4,400.00
Total Expenses	2,906,328.69	3,193,716.65		287,387.96

Net Income/(Loss): 14,208.19

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5d		
Topic:	November 2023 Financial Report		
Date:	February 28, 2024		
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 November 30, 2023.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$563,697.46 and the LIPH expenses were \$417,197.85. There was a surplus of \$146,499.61 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$400,706.03 and related grant expenses total \$400,706.03.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$1,600.95. The PBV had a deficit of \$1,600.95. 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 \$325,160.79 and the expenses were \$284,956.09. Phase 1 had a surplus of \$40,204.70. Of this surplus, \$4.02 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$348,257.54 and the expenses were \$315,927.22. Phase 2 had a surplus of \$32,330.32. Of this surplus, \$3.23 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$3,231,113.46 and expenses were \$3,192,620.66. The HCV program had a surplus of \$38,492.80.

Debts owed BHA collected through November 2023: Total \$8,751.07
TRIP Program: \$8,178.07 Repayments: \$573.00

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

November 2023 Financial Report

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

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-	-				-		-
2 Excess Utilities	-	-				-		-
3 Interest on Unrestricted Fund Investments	45.83	666.47			666.47	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	2,750.00	121.80			121.80	3,000.00		3,000.00
8 Other Income - Laundry/Copy Fees/Misc	25,666.67	365.05			365.05	28,000.00		28,000.00
9 Other Income - CFP/Operations Money	275,000.00	99,187.00	341,038.34		440,225.34	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	19,770.45	21,707.14			21,707.14	21,567.76		21,567.76
13 ROSS/FSS Grant	93,436.62		59,667.69		59,667.69	101,930.86		101,930.86
14 HAP Subsidy	-				-			-
15 Operating Subsidy	407,394.17	441,280.00			441,280.00	444,430.00		444,430.00
Total Income	824,063.74	563,697.46	400,706.03	-	964,403.49	898,978.62		898,978.62
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	70,750.48	68,718.73			68,718.73	77,182.34		77,182.34
17 ROSS/FSS Coordinator Admin Salaries	77,435.60		43,419.20		43,419.20	84,475.20		84,475.20
18 Admin Employee Benefits	35,743.99	29,268.42			29,268.42	38,993.44		38,993.44
19 ROSS/FSS Coordinator Admin Benefits	15,863.52		16,248.49		16,248.49	17,305.66		17,305.66
20 Advertising & Marketing	45.83	46.12			46.12	50.00		50.00
21 Legal	91.67				-	100.00		100.00
22 Staff Training	2,291.67		4,630.54		4,630.54	2,500.00		2,500.00
23 Travel	183.33	388.15			388.15	200.00		200.00
24 Accounting Consultants	6,645.83	3,657.00		990.00	4,647.00	7,250.00		7,250.00
25 Audit Fee	10,486.67	9,357.50			9,357.50	11,440.00		11,440.00
26 Telephone	1,283.33	1,623.21			1,623.21	1,400.00		1,400.00
27 Postage	3,437.50	3,701.59			3,701.59	3,750.00		3,750.00
28 Office Supplies	366.67	540.22			540.22	400.00		400.00
29 Memberships & Publications	1,877.33	634.22			634.22	2,048.00		2,048.00
30 Bank Fees	-	105.00			105.00			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	2,291.67	2,631.82			2,631.82	2,500.00		2,500.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	3,666.67	3,923.69			3,923.69	4,000.00		4,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	641.67	2,507.67			2,507.67	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	2,750.00			-	3,000.00			3,000.00
43	Casual Labor - Maintenance	-			-				-
44	Maintenance Benefits	916.67			-	1,000.00			1,000.00
45	Maintenance Materials & Supplies	458.33	23.80		23.80	500.00			500.00
46	Plumbing Supplies	-	26.47		26.47				-
47	Locks, Locksets & Keys	-			-				-
48	Electrical Supplies	-			-				-
49	Painting Supplies	-			-				-
50	Cleaning Supplies	183.33	479.93		479.93	200.00			200.00
51	Equipment Repair Parts	-			-				-
52	Maintenance Contracted Services	1,375.00	221.50		221.50	1,500.00			1,500.00
53	Refuse Removal Services	91.67		160.48	160.48	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	91.67	82.00		82.00	100.00			100.00
59	Elevator Repair & Maintenance	1,375.00	1,674.34		1,674.34	1,500.00			1,500.00
60	Pest Control Services	-			-				-
61	Cable TV	-			-				-
62	Answering Service	2,933.33	4,911.27		4,911.27	3,200.00			3,200.00
63	Misc Contracts	-			-				-
64	Clean/Paint Units	-			-				-
	Utilities Expenses	-							
65	Water/Sewer	1,466.67	1,705.97	82.50	1,788.47	1,600.00			1,600.00
66	Electricity	5,041.67	6,452.17	159.37	6,611.54	5,500.00			5,500.00
67	Natural Gas	2,291.67	1,763.62		1,763.62	2,500.00			2,500.00
	Other Operating Expenses	-							
68	Protective Services Contract	1,833.33	1,907.57		1,907.57	2,000.00			2,000.00
69	Insurance	15,721.59	16,714.95	208.60	16,923.55	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	250,641.05	254,130.92		254,130.92	273,426.60			273,426.60
75	Casualty Losses - Non Capitalized	-			-				-
76	Capital/Operations Expenditures	177,375.00		336,407.80	336,407.80	193,500.00			193,500.00
77	Transfer In / Out	-			-				-
	Total Expense	697,649.39	417,197.85	400,706.03	1,600.95	819,504.83	761,072.06	-	761,072.06

Net Income/(Loss):

146,499.61	-	(1,600.95)	144,898.66
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 11/30/2023**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	666.47		50.00	0.00%	616.47
Other Income	856.85	341,038.34	331,000.00	103.29%	10,895.19
HUD Admin Fees			-		-
HUD Grants/Subsidies	562,174.14	59,667.69	567,928.62	109.49%	53,913.21
Total Income	563,697.46	400,706.03	898,978.62		65,424.87

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	97,987.15	59,667.69	217,956.64	72.33%	60,301.80
Office Expenses	23,550.68	4,630.54	33,838.00	83.28%	5,656.78
Office Contracted Services	6,555.51		6,500.00	100.85%	(55.51)
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	530.20	-	700.00	75.74%	169.80
Maintenance Contracts	7,049.59		6,400.00	110.15%	(649.59)
Utilities	10,163.63		9,600.00	105.87%	(563.63)
Other Operating					
Protective Services	1,907.57		2,000.00	95.38%	92.43
Insurance	16,923.55		17,150.82	98.67%	227.27
PILOT	-		-	0.00%	-
Other Operating Expenses	254,130.92	336,407.80	466,926.60	126.47%	(123,612.12)
Total Expenses	418,798.80	400,706.03	761,072.06		(58,432.77)

Net Admin Income (Loss)	144,898.66	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	144,898.66	-			

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

		YTD Actual			Annual Board Approved Budget	
Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total
1 Dwelling Rental	108,166.67	144,130.21	144,130.21	118,000.00		118,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	183.33	3,368.75	3,368.75	200.00		200.00
4 Income - Transfer In from Other Funds	25,484.90	27,801.71	27,801.71	27,801.71		27,801.71
5 Other Income - Tenants	21,222.56	11,503.22	11,503.22	23,151.88		23,151.88
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	4,583.33	3,718.30	3,718.30	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	122,766.05	134,596.75	134,596.75	133,926.60		133,926.60
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	282,406.84	325,160.79	325,160.79	308,080.19		308,080.19

		Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total
Expenses							
Administrative Expenses							
16 Admin Payroll Expenses	72,897.25	74,661.46	74,661.46	79,524.27		79,524.27	
17 FSS Coordinator Admin Salaries	-		-			-	
18 FSS Coordinator Admin Benefits	-		-			-	
19 Advertising & Marketing	45.83	47.30	47.30	50.00		50.00	
20 Legal	2,016.67	507.50	507.50	2,200.00		2,200.00	
21 Staff Training	-		-			-	
22 Travel	-		-			-	
23 Accounting Consultants	5,775.00	5,246.00	5,246.00	6,300.00		6,300.00	
24 Audit Fee	11,000.00	13,630.00	13,630.00	12,000.00		12,000.00	
25 Telephone	-		-			-	
26 Postage	-		-			-	
27 Office Supplies	238.33	370.39	370.39	260.00		260.00	
28 Memberships & Publications	-		-			-	
29 Bank Fees	75.90	35.10	35.10	82.80		82.80	
30 Computer Maintenance	-		-			-	
31 Copier Expenses	-		-			-	
32 Office Equipment Maintenance	-		-			-	
33 Postage Machine	-		-			-	
34 Software Maintenance	3,041.39	4,364.42	4,364.42	3,317.88		3,317.88	
35 Outgoing Portable Admin Fees	-		-			-	
36 Sundry Administration/Compliance Fees/TP	5,133.33	8,628.91	8,628.91	5,600.00		5,600.00	
37 Port-In HAP Expense	-		-			-	
38 Management Fees	6,178.32	7,010.84	7,010.84	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	85,874.42	72,606.36	72,606.36	93,681.19	93,681.19	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	7,333.33	18,845.87	18,845.87	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	11,000.00	34,741.53	34,741.53	12,000.00	12,000.00	
52	Refuse Removal Services	1,145.83	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	916.67	1,703.00	1,703.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	3,195.06	2,370.30	2,370.30	3,485.52	3,485.52	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	916.67	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	5,041.67	(814.80)	(814.80)	5,500.00	5,500.00	
65	Electricity	1,283.33	840.15	840.15	1,400.00	1,400.00	
66	Natural Gas	916.67	961.99	961.99	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	9,166.67	3,750.00	3,750.00	10,000.00	10,000.00	
68	Insurance	13,650.51	15,002.60	15,002.60	14,891.47	14,891.47	
69	PILOT	10,541.67	14,218.04	14,218.04	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	3,002.08	6,229.13	6,229.13	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	260,386.60	284,956.09	284,956.09	284,058.11	-	284,058.11

Net Income/(Loss):

40,204.70 40,204.70

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

4.02

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 11/30/2023

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	144,130.21	118,000.00	122.14%	26,130.21
Interest on Investments	3,368.75	200.00	1684.38%	3,168.75
Other Income	177,661.83	162,078.48	109.61%	15,583.35
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,801.71		(27,801.71)
Total Income	325,160.79	308,080.19		17,080.60
		16,486.89		

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	74,661.46	79,524.27	93.89%	4,862.81
Office Expenses	32,829.62	26,492.80	123.92%	(6,336.82)
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	7,010.84	6,739.98	104.02%	(270.86)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	72,606.36	93,681.19	77.50%	21,074.83
Materials & Supplies	18,845.87	8,000.00	235.57%	(10,845.87)
Maintenance Contracts	38,814.83	18,735.52	207.17%	(20,079.31)
Utilities	987.34	7,900.00	12.50%	6,912.66
Other Operating				
Protective Services	3,750.00	10,000.00	37.50%	6,250.00
Insurance	15,002.60	14,891.47	100.75%	(111.13)
PILOT	14,218.04	11,500.00	123.64%	(2,718.04)
Other Operating Expenses	6,229.13	3,275.00	190.20%	(2,954.13)
Total Expenses	284,956.09	284,058.11		(897.98)

Net Admin Income (Loss)	40,204.70
Net HAP Income (Loss)	
Total YTD Income (Loss)	40,204.70
Housing Authority's Portion	4.02

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

		YTD Actual			Annual Board Approved Budget	
Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total
1 Dwelling Rental	129,250.00	186,840.00	186,840.00	141,000.00		141,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	687.50	6,466.75	6,466.75	750.00		750.00
4 Income - Transfer In from Other Funds	25,123.84	27,407.83	27,407.83	27,407.83		27,407.83
5 Other Income - Tenants	1,100.00	7,681.35	7,681.35	1,200.00		1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	4,583.33	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	127,875.00	119,534.17	119,534.17	139,500.00		139,500.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	288,619.68	348,257.54	348,257.54	314,857.83		314,857.83

		Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total
Expenses							
Administrative Expenses							
16 Admin Payroll Expenses	60,089.82	67,726.27	67,726.27	65,552.53		65,552.53	
17 FSS Coordinator Admin Salaries	-		-			-	
18 FSS Coordinator Admin Benefits	-		-			-	
19 Advertising & Marketing	45.83	76.28	76.28	50.00		50.00	
20 Legal	1,375.00	1,217.90	1,217.90	1,500.00		1,500.00	
21 Staff Training	-		-			-	
22 Travel	-		-			-	
23 Accounting Consultants	5,775.00	5,046.00	5,046.00	6,300.00		6,300.00	
24 Audit Fee	10,083.33	13,630.00	13,630.00	11,000.00		11,000.00	
25 Telephone	-		-			-	
26 Postage	-		-			-	
27 Office Supplies	238.33	679.75	679.75	260.00		260.00	
28 Memberships & Publications	-		-			-	
29 Bank Fees	45.83		-	50.00		50.00	
30 Computer Maintenance	-		-			-	
31 Copier Expenses	-		-			-	
32 Office Equipment Maintenance	-		-			-	
33 Postage Machine	-		-			-	
34 Software Maintenance	3,041.38	4,355.25	4,355.25	3,317.87		3,317.87	
35 Outgoing Portable Admin Fees	-		-			-	
36 Sundry Administration/Compliance Fees/TP	5,156.25	5,407.87	5,407.87	5,625.00		5,625.00	
37 Port-In HAP Expense	-		-			-	
38 Management Fees	13,592.13	14,696.30	14,696.30	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	64,927.35	74,324.99	74,324.99	70,829.84	70,829.84	
43	Casual Labor - Maintenance	-		-		-	
44	Maintenance Materials & Supplies	7,333.33	7,479.21	7,479.21	8,000.00	8,000.00	
45	Plumbing Supplies	-		-		-	
46	Locks, Locksets & Keys	-		-		-	
47	Electrical Supplies	-		-		-	
48	Painting Supplies	-		-		-	
49	Cleaning Supplies	-		-		-	
50	Equipment Repair Parts	-		-		-	
51	Maintenance Contracted Services	11,000.00	26,794.04	26,794.04	12,000.00	12,000.00	
52	Refuse Removal Services	2,750.00	3,426.00	3,426.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-		-		-	
54	Heating/AC Repair Services	1,100.00	218.00	218.00	1,200.00	1,200.00	
55	Electric Repair Service	-		-		-	
56	Window Repair Service	-		-		-	
57	Automotive Repairs/Fuel	2,311.54	1,940.92	1,940.92	2,521.68	2,521.68	
58	Elevator Repair & Maintenance	2,520.83	3,791.57	3,791.57	2,750.00	2,750.00	
59	Pest Control Services	458.33		-	500.00	500.00	
60	Cable TV	1,604.17	6,194.83	6,194.83	1,750.00	1,750.00	
61	Answering Service	-		-		-	
62	Misc Contracts	-		-		-	
63	Clean/Paint Units	-		-		-	
	Utilities Expenses	-		-		-	
64	Water/Sewer	7,791.67	8,328.94	8,328.94	8,500.00	8,500.00	
65	Electricity	16,500.00	18,744.79	18,744.79	18,000.00	18,000.00	
66	Natural Gas	8,250.00	5,482.56	5,482.56	9,000.00	9,000.00	
	Other Operating Expenses	-		-		-	
67	Protective Services Contract	10,083.33	5,327.88	5,327.88	11,000.00	11,000.00	
68	Insurance	15,006.39	16,023.96	16,023.96	16,370.61	16,370.61	
69	PILOT	10,541.67	15,341.28	15,341.28	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	7,975.00	9,672.63	9,672.63	8,700.00	8,700.00	
74	Casualty Losses - Non Capitalized	-		-		-	
75	Capital Expenditures	-		-		-	
76	Transfer In / Out	-		-		-	
	Total Expense	269,596.53	315,927.22	315,927.22	294,105.31	-	294,105.31

Net Income/(Loss):

32,330.32 32,330.32

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

3.23

**Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 11/30/2023**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	186,840.00	141,000.00	132.51%	45,840.00
Interest on Investments	6,466.75	750.00	862.23%	5,716.75
Other Income	154,950.79	145,700.00	106.35%	9,250.79
HUD Admin Fees		-		-
HUD Grants/Subsidies		27,407.83		(27,407.83)
Total Income	348,257.54	314,857.83		33,399.71

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	67,726.27	65,552.53	103.32%	(2,173.74)
Office Expenses	30,413.05	24,785.00	122.71%	(5,628.05)
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	14,696.30	14,827.78	99.11%	131.48
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	74,324.99	70,829.84	104.93%	(3,495.15)
Materials & Supplies	7,479.21	8,000.00	93.49%	520.79
Maintenance Contracts	42,365.36	23,721.68	178.59%	(18,643.68)
Utilities	32,556.29	35,500.00	91.71%	2,943.71
Other Operating				
Protective Services	5,327.88	11,000.00	48.44%	5,672.12
Insurance	16,023.96	16,370.61	97.88%	346.65
PILOT	15,341.28	11,500.00	133.40%	(3,841.28)
Other Operating Expenses	9,672.63	8,700.00	111.18%	(972.63)
Total Expenses	315,927.22	294,105.31		(21,821.91)

Net Admin Income (Loss)	32,330.32
Net HAP Income (Loss)	
Total YTD Income (Loss)	32,330.32
Housing Authority's Portion	3.23

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

	YTD Actual				Annual Board Approved Budget		
	Income	Approved YTD	HCV	HCV Total	HCV	Total	
1 Dwelling Rental	-			-			-
2 Excess Utilities	-			-			-
3 Interest on Unrestricted Fund Investments	3,080.00		3,614.87	3,614.87	3,360.00		3,360.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants/Landlords	-		653.50	653.50			-
6 HAP Fraud Recovery & FSS Forfeitures	687.50		4,617.50	4,617.50	750.00		750.00
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	28,307.22		27,516.00	27,516.00	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	297,022.00		311,797.00	311,797.00	324,024.00		324,024.00
12 Incoming Billable Admin Fees/Oper Sub	1,833.33		2,808.59	2,808.59	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	2,672,083.33		2,880,106.00	2,880,106.00	2,915,000.00		2,915,000.00
15 Operating Subsidy	-			-			-
Total Income	3,003,013.38		3,231,113.46	3,231,113.46	-	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	183,806.78		169,968.68	169,968.68	200,516.49		200,516.49
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	64,280.66		53,632.46	53,632.46	70,124.36		70,124.36
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	45.83			-	50.00		50.00
21 Legal	458.33		2,974.24	2,974.24	500.00		500.00
22 Staff Training	1,604.17			-	1,750.00		1,750.00
23 Travel	229.17		475.97	475.97	250.00		250.00
24 Accounting Consultants	5,283.67		5,415.00	5,415.00	5,764.00		5,764.00
25 Audit Fee	10,083.33		9,357.50	9,357.50	11,000.00		11,000.00
26 Telephone	1,018.14		1,353.56	1,353.56	1,110.70		1,110.70
27 Postage	-			-			-
28 Office Supplies	1,833.33		1,944.52	1,944.52	2,000.00		2,000.00
29 Memberships & Publications	641.67		564.22	564.22	700.00		700.00
30 Bank Fees	3,861.18		3,979.28	3,979.28	4,212.20		4,212.20
31 Computer Maintenance	-			-			-
32 Copier Expenses	1,746.98		2,631.87	2,631.87	1,905.80		1,905.80
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	3,208.33		4,002.16	4,002.16	3,500.00		3,500.00
35 Software Maintenance	5,270.83		7,607.02	7,607.02	5,750.00		5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	3,208.33		10,727.69	10,727.69	3,500.00		3,500.00
38 Port-In HAP Expense	-		27,516.00	27,516.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	-			-		-
41	HAP Expense (net fraud recovery to HUD)	2,633,884.00		2,887,890.00	2,887,890.00	2,873,328.00	2,873,328.00
	HAP Overfunding (Underfunding)	38,886.83		(3,166.50)		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	458.33			-	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	327.25		368.57	368.57	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	2,289.93		2,211.92	2,211.92	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	4,033.33			-	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	Total Expense	2,966,460.43		3,192,620.66	3,192,620.66	-	3,193,716.65

Net Income/(Loss):

38,492.80

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 11/30/2023**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	3,614.87	3,360.00	107.59%	254.87
Other Income	28,169.50	33,630.60	83.76%	(5,461.10)
HUD Admin Fees	311,797.00	324,024.00	96.23%	(12,227.00)
HUD Grants/Subsidies	2,887,532.09	2,915,000.00	99.06%	(27,467.91)
Total Income	3,231,113.46	3,276,014.60		(44,901.14)

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	223,601.14	270,640.85	82.62%	47,039.71
Office Expenses	36,791.98	30,836.90	119.31%	(5,955.08)
Office Contracted Services	14,241.05	11,155.80	127.66%	(3,085.25)
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,887,890.00	2,873,328.00	100.51%	(14,562.00)
HAP Payments Port In	27,516.00		0.00%	(27,516.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies	368.57	357.00	103.24%	(11.57)
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,211.92	2,498.10	88.54%	286.18
PILOT		-		-
Other Operating Expenses	-	4,400.00	0.00%	4,400.00
Total Expenses	3,192,620.66	3,193,716.65		1,095.99

Net Income/(Loss): 38,492.80

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5e		
Topic:	Approval of the FYE 12/31/2023 Section 8 Management Assessment Program (SEMAP) Submission		
Date:	February 28, 2024		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

The BHA has prepared the 2023 Section 8 Management Assessment Program (SEMAP) report as required by HUD.

Key Issues

1. HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program (SEMAP) report.
2. SEMAP measures fourteen (14) key indicators of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, Housing Quality Standards compliance, Family Self-Sufficiency participation, and Deconcentration monitoring.
3. The Beloit Housing Authority has completed the SEMAP certification report to accurately indicate the management of the Section 8 program in FYE 12/31/23.

Conformance with Strategic Plan

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

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

Sustainability

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

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

N/A

Attachments

Resolution 2024-01 and SEMAP Certification Report

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2024-01

APPROVING THE FYE 12/31/2023 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) REPORT FOR THE BELOIT HOUSING AUTHORITY

WHEREAS, the Department of Housing and Urban Development (HUD) requires all public housing agencies to submit an annual management report for the Section 8 program; and

WHEREAS, the Section 8 Management Assessment Program report has been reviewed and discussed by the CDA.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does hereby approve the Beloit Housing Authority's FYE 12/31/2023 SEMAP report and authorizes the BHA Director to submit the report to HUD via PIC online systems.

Adopted this 28th day of February, 2024

Community Development Authority

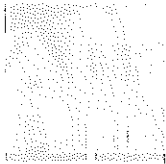
Chairperson

Attest:

Julie Christensen, Executive Director

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Assessment
Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Clinton Cole
(MNT813)
PIC Main

Field Office: 5IPH MILWAUKEE PROGRAM CENTER
Housing Agency: WI064 BELOIT HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2023

SEMAP

Logoff

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

Page 1 of 2

[Go to Comments](#)

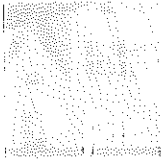
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Assessment Profile | Reports | Submission

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Summary

Certification

Profile

Comments

Clinton Cole (MNT813)
PIC Main

SEMAP

Logoff

Field Office: **5IPH MILWAUKEE PROGRAM CENTER**
 Housing Agency: **WI064 БЕЛОIT HOUSING AUTHORITY**
 PHA Fiscal Year End: **12/31/2023**

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR
 PS PS PS PS PS

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

Deconcentration Addendum

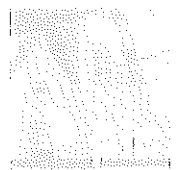
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Clinton Cole (MNT813) POC Main

Field Office: 5IPH MILWAUKEE PROGRAM CENTER
 Housing Agency: WI064 BELOIT HOUSING AUTHORITY
 PHA Fiscal Year End: 12/31/2023

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SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 2/15/2024

PHA Name: BELOIT HOUSING AUTHORITY
 Principal Operating Area of PHA: Beloit, Wisconsin

(The geographic entity for which the Census tabulates data)
Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area: 23

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, the PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1 a Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- b Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- c Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2 a Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.
- b Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- c Number of Section 8 families with children who moved during the last completed PHA FY.
- d Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3 a Percent of all Section 8 families with children that residing in low poverty census tracts in the PHAs principle operating area at the end of the second to last completed PHA FY.
- b Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.

- c** Number of Section 8 families with children who moved during the last two completed PHA FYs.
- d** Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
Is line d at least two percentage points higher than line a? **Yes** **No**

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points. See instructions above concerning bonus points for State and regional PHAs.

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