



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
January 30, 2013 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on November 12, 2012
4. Housing Authority
 - a. Presentation of October Activity Report (Pollard)
 - b. Presentation of October Financial Report (Pollard)
 - c. Presentation of November Activity Report (Pollard)
 - d. Presentation of November Financial Report (Pollard)
 - e. Review and Consideration of Resolution 2013-01, Approval of Revision to Beloit Housing Authority's Public Housing Family Self-Sufficiency Action Plan (Cole)
 - f. Review and Consideration of Resolution 2013-02, Approval of Revision to Beloit Housing Authority's Housing Choice Voucher Family Self-Sufficiency Action Plan (Cole)
 - g. Review and Consideration of Resolution 2013-03, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable 2012 Fourth Quarter Vacated Residents (Pollard)
5. Community Development
 - a. Review and Consideration of Resolution 2013-04, Authorizing the Community Development Authority to Award the Rehabilitation Contract for 745 Vernon Avenue (Schneider)
6. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: January 24, 2013

Approved: Julie Christensen, Ex. Director

** 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 or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

November 7, 2012

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, November 7, 2012 in the Forum of Beloit City Hall, 100 State Street.

1. **Call to Order and Roll Call**

Meeting was called to order by Commissioner Johnson at 4:30 p.m.

Present: Commissioners Adama, Evans, Jacobs, Johnson, Leavy, and Luebke

Staff Present: Cathy Pollard, Julie Christensen, Clint Cole, Rebecca Melito, Scott Schneider and Ann Purifoy

2. **Approval of Minutes**

Motion was made by Commissioner Luebke and seconded by Commissioner Jacobs to approve the minutes of the Regular Meeting held on October 3, 2012.

3. **Citizen Participation**

None

4. **Housing Authority**

a. **Presentation of the September Activity and Financial Reports**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the reports.

Cathy explained that we are proposing to write off a large amount in our Tenants Accounts Receivable due to fraud discovered through our policy of checking tax returns. Units are vacant because tenants are not able to come up with the down payment to set up a repayment agreement.

b. **Discussion of Letter from the Department of Housing and Urban Development (HUD)**

Cathy Pollard expressed her shock when she received a letter from HUD stating that the Beloit Housing Authority had been designated as ‘Substandard Management’ due to the number of vacancies in 2011. She explained that we had received a failing Public Housing Assessment System management score of 5 (of 25) and an overall score of 75 (of 100) because the units were vacated for demolition and renovation. At this point, there seems to be nothing we can do to remove this blight from our records.

- c. Review and Consideration of Resolution 2012-51, Accepting the Public Housing Family Self-Sufficiency Grant from the Department of Housing and Urban Development
Rebecca Melito presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2012-51. Motion carried unanimously.

- d. Review and Consideration of Resolution 2012-52, Accepting the Housing Choice Voucher Family Self-Sufficiency Grant from the Department of Housing and Urban Development
Rebecca Melito presented the staff report and recommendation.

Commissioner Adama moved and Commissioner Jacobs seconded a motion to approve Resolution 2012-52. Motion carried unanimously.

- e. Review and Consideration of Resolution 2012-47, Approving a Family Self-sufficiency Addendum to the Housing Choice Voucher Administrative Plan
Clinton Cole presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Leavy seconded a motion to approve Resolution 2012-47. Motion carried unanimously.

- f. Review and Consideration of Resolution 2012-46, Approving a Family Self-Sufficiency Addendum to the Admissions and Continued Occupancy Plan (ACOP)
Clinton Cole presented the staff report and recommendation.

Commissioner Leavy moved and Commissioner Jacobs seconded a motion to approve Resolution 2012-46. Motion carried unanimously.

- g. Discussion of the Preference Points for Domestic Victims
Cathy Pollard explained that this is not the first time that this issue has come before the CDA. Some years ago, our policy stated that proof of a pattern of domestic violence, like police reports or court records, was needed to get the preference points. Recently, we have had an influx of people from surrounding cities come to our domestic violence shelters because our policy offered immediate housing for those coming to us from a shelter. HUD has a new form that the domestic violence shelter is using to give the preference points without any proof.

This has become an issue again. For the last three months we have not been able to house our own residents because most of those being housed are from the shelter list. We currently give ten (10) preference points for domestic violence, which is more than we give for our elderly, disabled and our veterans. So, right now we have several populations of people who are not being served because the domestic violence preference is so high. Cathy is asking that we "level the field" and take the domestic violence preference back to five (5) points and make it the same as it is for our veterans, disabled and low income.

Cathy responded to questions and concerns regarding residency at domestic violence shelter, legality of changing preference points, and other means of assuring that housing goes to those who really need it. In the end, the Board asked Cathy to do all she could, within her power, to give Beloit residents preference in housing.

- h. Review and Consideration of Resolution 2012-48, Authorizing the Beloit Housing Authority to Dispose of Non-Operating Appliances and Equipment
Cathy Pollard presented the staff report and recommendation.

Commissioner Luebke moved and Commissioner Leavy seconded a motion to approve Resolution 2012-48. Motion carried unanimously.

- i. Review and Consideration of Resolution 2012-53, Authorization to Write-off Beloit Housing Authority Public Housing Tenants Accounts Receivable Third Quarter 2012 Vacated Residents
Cathy Pollard presented the staff report and recommendation.

Commissioner Leavy moved and Commissioner Jacobs seconded a motion to approve Resolution 2012-53. Motion carried unanimously.

5. **Community Development**

- a. Review and Consideration of Resolution 2012-49, Approving the Bids for 823 St. Lawrence Avenue
Scott Schneider presented the staff report and recommendation. Commissioners inquired as to what determines when a contingency is paid in a contract. Scott stated that this is for unexpected work items and eliminates the need for an alternate contract.

Commissioner Luebke moved and Commissioner Leavy seconded a motion to approve Resolution 2012-49. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Leavy and seconded by Commissioner Jacobs to adjourn at 5 p.m. Motion carried.

REPORT TO THE БЕLOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: October Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were two vacancies in public housing units in October and one upcoming vacancy in November of 2012. Public housing accounts receivable on occupied units totaled \$790.77 and vacated units totaled \$13202.44 at the end of October, 2012 which brings the totaled outstanding public housing accounts receivable to \$13,993.21. Three applicants were pulled from the public housing waiting list in October; three applicants were briefed. Thirty public housing inspections and Seventeen annual and interim re-certifications were completed in October.

Section 8:

587 vouchers were housed by October 31, 2012 with 15 voucher holders either searching for units or waiting for passed inspections. Eleven portable vouchers were paid by BHA in October with another eight families waiting to Port-Out. 77 Section 8 inspections were completed in October, and the Housing Specialists completed 109 annual or interim re-certifications in October. No applicants were notified; four were briefed.

ATTACHMENTS:

October Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2013**

October Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 9/30/12	\$ 1,198.01
Outstanding Receivables – Vacated Units 9/30/12	\$ 11,937.67
Outstanding Receivables – Occupied Units 10/31/12	\$ 790.77
Outstanding Receivables – Vacated Units 10/31/12	\$ 13,202.44
Total September 30, 2012 Outstanding Receivables:	\$ 13,135.68
Total October 31, 2012 Outstanding Receivables:	\$ 13,993.21
Increase of:	\$ 790.77

Vacancies – 10/31/12

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
2 Vacancies:	Elderly - 100% Occupancy 2 Family - 99% Occupancy

Public Housing Inspections

30 Inspections completed. There were 17 annual inspections; there were 12 move-in inspections. There was 1 move-out inspection. There were no housekeeping inspections, or preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	10
Interim Recerts:	7
Notice to Vacate:	0

New Tenants:	2
Transfers:	0
Lease Terminations:	1
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	3
Number Briefed:	3

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

October 587 under lease - 99% Occupancy
 11 Portable Vouchers –11 Not Absorbed (0/Port-In)
 15 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

77 inspections were completed in August. 37 were annual inspections. 19 were initial inspections, 19 were re-inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	11	
Annual Recerts:	63	
Interim Recerts:	46	
Abatements:	5	
Movers:	19	
Possible Program Violations:	11	program violations
End of Program	5	

Section 8 Briefings

Number Notified:	0
Number Briefed:	4

APPLICATIONS

Applications Taken:	34	East	13
		Parker Bluff	5
		West	13
		Sec. 8	36
		Proj. Based	5

Waiting List:	207	Public Housing East
	216	Public Housing West
	77	Parker Bluff
	21	Project-Based
	628	Sec. 8

1 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending October 31, 2012 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report. After a meeting with the Fee Accountants, the 10 units not included in the redevelopment have been broken out separately as of July 1, 2012 when the replacement townhomes were leased up, and are now listed on the reports under Project Based Voucher (PBV) activities.

Through the month of October, the Low Income Public Housing (LIPH) program income was \$773,551, Project Based Voucher (PBV) program income was \$2,888 and the Housing Choice Voucher (HCV) program was \$2,748,146, for a combined income of \$3,524,585, which is \$287,369 less than budgeted year-to-date.

Through the month of October, the Low Income Public Housing (LIPH) program expenses were \$826,623, Project Based Voucher (PBV) program expenses were \$9,656.57 and the Housing Choice Voucher (HCV) program expenses were \$2,807,048. Combined program expenses are \$3,643,328, which is \$15,208 more than the approved budget year to date.

Through the month of October, the Housing Authority shows an overall deficit of (\$118,743) year-to-date. Public Housing deficit is (\$67,118), Redevelopment Phase 1 & 2 surplus is \$14,046, Project Based Voucher deficit is (\$6,769), Section 8 administrative deficit is (\$26,059), and Section 8 HAP deficit is (\$32,843).

Through the month of October, the FSS program has 8 of the 25 enrolled tenants holding escrow accounts totaling \$8,132.48. One new participant was enrolled this month. The Homeownership program has 4 tenants receiving homeownership assistance payments in October totaling \$1,889.

ATTACHMENTS:

Monthly Financial Report

**Cash Flow Statement
Beloit Housing Authority
October 31, 2012**

	LIPH YTD Actual	PBV YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income						
Dwelling Rent/Utilities	28,320.00	1,277.00	102,884.00	-	148,913.33	(16,432.33)
Interest on Investments	830.74	-	18.24	373.19	2,583.33	(1,361.16)
Other Income	178,108.65	1,610.69	153,218.74	19,744.76	492,717.50	(140,034.66)
HUD Admin Fees	-	-	-	271,972.00	283,131.67	(11,159.67)
HUD Grants/Subsidies	310,171.00	-	-	2,456,055.80	2,884,608.33	(118,381.53)
Total Income	517,430.39	2,887.69	256,120.98	2,748,145.75	3,811,954.17	(287,369.36)
Expenses						
	LIPH YTD Actual	PBV YTD Actual	Phase 1 & 2	HCV YTD Actual	YTD Budget	Variance Under (Over)
Administrative						
Salaries/Benefits	200,079.99	-	-	274,349.86	499,528.77	25,098.92
Office Expenses	42,531.02	-	28,960.57	40,324.21	151,558.33	39,742.53
Office Contracted Services	2,415.04	-	-	1,646.11	-	(4,061.15)
Oper Sub Transfer/Mgmt Fee Pd	122,250.00	1,582.46	64,952.49	-	-	(188,784.95)
Housing Assistance Pmts	-	-	-	2,488,898.72	2,607,845.00	118,946.28
Maintenance						
Salaries/Benefits	167,222.71	3,156.51	-	-	171,722.07	1,342.85
Materials & Supplies	(156.41)	1,753.30	575.62	-	6,416.67	4,244.16
Maintenance Contracts	10,401.48	676.62	111,476.10	-	138,025.00	15,470.80
Utilities	11,477.56	2,379.76	14,589.90	-	13,916.67	(14,530.55)
Other Operating						
Protective Services	1,388.90	-	1,353.69	-	1,083.33	(1,659.26)
Insurance	6,910.79	218.20	9,483.98	1,555.60	23,583.33	5,414.76
PILLOT	2,422.80	(110.28)	8,829.41	-	14,440.83	3,298.90
Other Operating Expenses	17,604.13	-	1,853.27	273.66	-	(19,731.06)
Total Expenses	584,548.01	9,656.57	242,075.03	2,807,048.16	3,628,120.00	(15,207.77)
Net Admin Income (Loss)	(67,117.62)	(6,768.88)	14,045.95	(26,059.49)		
Net HAP Income (Loss)				(32,842.92)		
Total YTD Income (Loss)	(67,117.62)	(6,768.88)	14,045.95	(58,902.41)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: November Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were two vacancies in public housing units in November and one upcoming vacancy in December of 2012. Public housing accounts receivable on occupied units totaled \$1,875.64 and vacated units totaled \$4,596.01 at the end of November, 2012 which brings the totaled outstanding public housing accounts receivable to \$6,471.65. Three applicants were pulled from the public housing waiting list in November; no applicants were briefed. Fifteen public housing inspections and Twenty-two annual and interim re-certifications were completed in November.

Section 8:

590 vouchers were housed by November 30, 2012 with 8 voucher holders either searching for units or waiting for passed inspections. 10 portable vouchers were paid by BHA in November with another 8 families waiting to Port-Out. 58 Section 8 inspections were completed in November, and the Housing Specialists completed 114 annual or interim re-certifications in November. No applicants were notified; none were briefed.

ATTACHMENTS:

November Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2013**

November Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 11/30/12	\$ 1,875.64
Outstanding Receivables – Vacated Units 11/30/12	\$ 4,596.01
Outstanding Receivables – Occupied Units 10/31/12	\$ 790.77
Outstanding Receivables – Vacated Units 10/31/12	\$ 13,202.44
Total November 30, 2012 Outstanding Receivables:	\$ 6,471.65
Total October 31, 2012 Outstanding Receivables:	\$ 13,993.21
Decrease of:	\$ 7,521.56

Vacancies – 11/30/12

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
2 Vacancies:	Elderly - 100% Occupancy 2 Family - 99% Occupancy

Public Housing Inspections

15 Inspections completed. There were 13 annual inspections; there were 12 move-in inspections. There were no move-out inspections. There were no housekeeping inspections, or preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	9
Interim Recerts:	13
Notice to Vacate:	0

New Tenants:	1
Transfers:	0
Lease Terminations:	1
Possible Program Violations:	1
Evictions	0

Public Housing Briefings

Number Notified:	3
Number Briefed:	0

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

November 590 under lease - 99% Occupancy
 10 Portable Vouchers –10 Not Absorbed (0/Port-In)
 8 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

58 inspections were completed in August. 28 were annual inspections. 12 were initial inspections, 18 were re-inspections and there was 1 special inspection.

Section 8 Activities

New Participants:	7	
Annual Recerts:	59	
Interim Recerts:	55	
Abatements:	1	
Movers:	10	
Possible Program Violations:	10	program violations
End of Program	6	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS

Applications Taken:	34	East	19
		Parker Bluff	7
		West	18
		Sec. 8	33
		Proj. Based	1

Waiting List:	223	Public Housing East
	231	Public Housing West
	84	Parker Bluff
	22	Project-Based
	660	Sec. 8

1 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending November 30, 2012 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of November, the Low Income Public Housing (LIPH) program income was \$852,194, Project Based Voucher (PBV) program income was \$3,003 and the Housing Choice Voucher (HCV) program was \$3,048,265, for a combined income of \$3,903,462, which is \$289,687 less than budgeted year-to-date.

Through the month of November, the Low Income Public Housing (LIPH) program expenses were \$922,559, Project Based Voucher (PBV) program expenses were \$11,265 and the Housing Choice Voucher (HCV) program expenses were \$3,070,226. Combined program expenses are \$4,004,050, which is \$35,891 less than the approved budget year to date.

Through the month of November, the Housing Authority shows an overall deficit of (\$100,588) year-to-date. Public Housing deficit is (\$84,699), Redevelopment Phase 1 & 2 surplus is \$14,334, Project Based Voucher deficit is (\$8,261), Section 8 administrative deficit is (\$11,106), and Section 8 HAP deficit is (\$10,856).

Through the month of November, the FSS program has 10 of the 26 enrolled tenants holding escrow accounts totaling \$9,348.86. One new participant was enrolled this month. The Homeownership program has 4 tenants receiving homeownership assistance payments in November totaling \$1,471.

ATTACHMENTS:

Monthly Financial Report

**Cash Flow Statement
Beloit Housing Authority
November 30, 2012**

	LIPH YTD Actual	PBV YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income						
Dwelling Rent/Utilities	28,320.00	1,375.00	114,221.00	-	163,804.67	(19,888.67)
Interest on Investments	850.23	-	20.42	391.57	2,841.67	(1,579.45)
Other Income	196,825.59	1,628.19	168,609.23	34,022.76	541,989.25	(140,903.48)
HUD Admin Fees	-	-	-	300,735.00	311,444.83	(10,709.83)
HUD Grants/Subsidies	343,348.00	-	-	2,713,115.31	3,173,069.17	(116,605.86)
Total Income	569,343.82	3,003.19	282,850.65	3,048,264.64	4,193,149.58	(289,687.28)
Expenses						
Administrative						
Salaries/Benefits	224,182.25	-	-	300,675.51	602,090.06	77,232.30
Office Expenses	46,300.85	-	31,795.93	41,572.03	163,114.17	43,445.36
Office Contracted Services	3,176.61	-	-	2,013.22	-	(5,189.83)
Oper Sub Transfer/Mgmt Fee Pd	136,034.41	1,927.91	72,108.20	-	-	(210,070.52)
Housing Assistance Pmts	-	-	-	2,723,971.03	2,868,629.50	144,658.47
Maintenance						
Salaries/Benefits	184,027.51	-	-	-	188,894.27	4,866.76
Materials & Supplies	399.75	1,753.30	845.12	-	7,058.33	4,060.16
Maintenance Contracts	11,464.43	4,507.76	121,901.10	-	151,827.50	13,954.21
Utilities	11,990.21	3,168.66	16,782.56	-	15,308.33	(16,633.10)
Other Operating						
Protective Services	1,427.60	-	1,561.12	-	1,191.67	(1,797.05)
Insurance	7,606.10	272.75	10,621.49	1,720.40	25,941.67	5,720.93
PILOT	2,422.80	(365.77)	9,743.84	-	15,884.92	4,084.05
Other Operating Expenses	25,009.86	-	3,157.70	273.66	-	(28,441.22)
Total Expenses	654,042.38	11,264.61	268,517.06	3,070,225.85	4,039,940.42	35,890.52
Net Admin Income (Loss)	(84,698.56)	(8,261.42)	14,333.59	(11,105.49)		
Net HAP Income (Loss)				(10,855.72)		
Total YTD Income (Loss)	(84,698.56)	(8,261.42)	14,333.59	(21,961.21)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4e.

TOPIC: Revision to Beloit Housing Authority's Public Housing Family Self-Sufficiency Action Plan.

REQUESTED ACTION: Approval of the revision to the Beloit Housing Authority's Public Housing Family Self-Sufficiency Action Plan.

PRESENTER: Clinton Cole

STAFF REPORT:

The Beloit Housing Authority operates a Public Housing Family Self-Sufficiency program with the purpose of increasing the economic self-sufficiency of Public Housing residents. This is accomplished by assisting these individuals to increase their educational level, employability, and ultimately their household income. As their income increases, the proportional rent increase is deposited into an escrow account that may be used upon an individual's completion of the FSS program. FSS participants may periodically request an escrow withdrawal for purposes that assist them to achieve their FSS goals. The proposed revision clarifies the language regarding FSS escrow withdrawals.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2013-01: Approval of the revision to the Beloit Housing Authority's Public Housing Family Self-Sufficiency Action Plan.

ATTACHMENTS:

Proposed revision to the Public Housing Family Self-Sufficiency Action Plan

RESOLUTION NUMBER 2013-01

APPROVAL OF REVISION TO BELOIT HOUSING AUTHORITY'S PUBLIC HOUSING FAMILY SELF-SUFFICIENCY ACTION PLAN

WHEREAS, the Beloit Housing Authority operates a Public Housing Family Self-Sufficiency (FSS) program through the United States Department of Housing and Urban Development (HUD) with the goal of increasing the economic self-sufficiency of Public Housing program participants;

WHEREAS, the Beloit Housing Authority currently has a Public Housing FSS Action Plan that guides the operation of, and outlines the rules and regulations of the FSS program;

WHEREAS, the Beloit Housing Authority must periodically revise the Public Housing FSS Action Plan to maintain compliance with HUD regulations, as well as to maximize program efficiency;

NOW THEREFORE BE IT RESOLVED that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the revision to the Public Housing FSS Action Plan.

Adopted this 30th day of January, 2013

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

7. **Escrow Account** - Families participating in GOALS may accumulate funds in an escrow account. When the family has an increase in earned income, their rent will increase. When the family pays the new (higher) rent to the housing authority, the portion of the rent resulting from the increase in earned income will be deposited into the escrow account. The escrow account is paid to the family when at Contract completion no family member receives federal or state welfare assistance as defined by HUD regulations and the family has completed the GOALS of the ITSP.

The BHA allows interim escrow withdrawals in accordance with HUD reg. 984.305(c)(2)(i) to increase a family's ability to achieve their GOALS while maintaining an incentive for program completion. Before requesting an escrow release, the family and FSS Coordinator will review the request for loan/grant eligibility.

Allowable Expenses: Families are able to request an escrow withdrawal for purposes that are consistent with their Contract of Participation such as:

1. To obtain or maintain employment
2. To deal with critical situations that may affect their economic and family stability
3. To complete GOALS related to higher education
4. To meet start-up expenses involved in creation of a small business
5. To repair credit
6. To purchase a home

Maximum amount to be released: Twenty-five percent of the total escrow deposited through the duration of the Participant's enrollment and active participation in the FSS program.

Release Criteria: Families will:

- Be in good standing in the program
- Have consistently achieved a minimum of 50 percent of their ITSP GOALS activities
- Not be eligible for funds through any other means

OUTREACH EFFORTS

To recruit for the GOALS Program, the BHA will market the program to all current Public Housing families. GOALS brochures and interest forms will be given to all BHA Public Housing families and to new admissions of the Public Housing Program.

During the annual recertification process, each family will be asked on the recertification questionnaire if they are interested in learning more about the GOALS Program. The Housing Manager will give the interested families a GOALS brochure and application to complete and return.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4f.

TOPIC: Approval of revision to Beloit Housing Authority's Housing Choice Voucher Family Self-Sufficiency Action Plan.

REQUESTED ACTION: Approval of the revision to the Beloit Housing Authority's Housing Choice Voucher Family Self-Sufficiency Action Plan.

PRESENTER: Clinton Cole

STAFF REPORT:

The Beloit Housing Authority operates a Housing Choice Voucher Family Self-Sufficiency (FSS) program with the purpose of increasing the economic self-sufficiency of Housing Choice Voucher participants. This is accomplished by assisting these individuals to increase their educational level, employability, and ultimately their household income. As their income increases, the proportional rent increase is deposited into an escrow account that may be used for a home down payment upon an individual's completion of the FSS program. FSS participants may periodically request an escrow withdrawal for purposes that assist them to achieve their FSS goals. The proposed revision clarifies the language regarding FSS escrow withdrawals.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2013-02: Approval of the revision to the Beloit Housing Authority's Housing Choice Voucher Family Self-Sufficiency Action Plan.

ATTACHMENTS:

Proposed revision to the Housing Choice Voucher Family Self-Sufficiency Action Plan

RESOLUTION NUMBER 2013-02

APPROVAL OF REVISION TO BELOIT HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY ACTION PLAN

WHEREAS, the Beloit Housing Authority operates a Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) program through the United States Department of Housing and Urban Development (HUD) with the goal of increasing the economic self-sufficiency of HCV program participants;

WHEREAS, the Beloit Housing Authority currently has a HCV FSS Action Plan that guides the operation of, and outlines the rules and regulations of the FSS program;

WHEREAS, the Beloit Housing Authority must periodically revise the HCV FSS Action Plan to maintain compliance with HUD regulations, as well as to maximize program efficiency;

NOW THEREFORE BE IT RESOLVED that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the revision to the HCV FSS Action Plan.

Adopted this 30th day of January, 2013

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

Escrow Release Policy

Beloit Housing Authority allows interim escrow withdrawals in accordance with HUD reg. 984.305(c)(2)(i) to increase a Participant's ability to achieve their GOALS while maintaining an incentive for program completion. Before requesting an escrow release, the Participant and FSS Coordinator will review the request for loan/grant eligibility.

Allowable Expenses: Participants are able to request an escrow withdrawal for purposes that are consistent with their Contract of Participation such as:

1. to obtain or maintain employment;
2. to deal with critical situations that may affect their economic and family stability;
3. to complete GOALS related to higher education;
4. to meet start-up expenses involved in creation of a small business;
5. to repair credit; and
6. to purchase a home.

Maximum amount to be released: Twenty-five percent of the total escrow deposited through the duration of the Participant's enrollment and active participation in the FSS program.

Release Criteria: Participants will:

- be in good standing in the program;
- have consistently achieved a minimum of 50 percent of their ITSP GOALS activities; and
- not be eligible for funds through any other means.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4g

TOPIC: Resolution No. 2013-03

Authorization To Write-Off Beloit Housing Authority
Public Housing Tenants Accounts Receivable 2012
Fourth Quarter Vacated Residents

REQUESTED ACTION: Approval of Resolution No. 2013-03

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD has recommended to the Beloit Housing Authority (BHA) that we write off our Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of year and damage our overall HUD management rating.

Five (5) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the above quarter is \$4,492.28. This will be reported to Happy Software and the Tax Refund Intercept Program for collection action.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2013-03

ATTACHMENTS:

Resolution No. 2013-03 and attached detail

**RESOLUTION NO. 2013-03
AUTHORIZATION TO WRITE -OFF
BELOIT HOUSING AUTHORITY
PUBLIC HOUSING TENANTS ACCOUNTS RECEIVABLE
FOURTH QUARTER 2012 VACATED RESIDENTS**

WHEREAS, four tenants have vacated their Public Housing units leaving a balance due for rent, late fees, sewer, water, maintenance charges, move-out charges, and/or damages; and

WHEREAS, efforts to collect the amount due have not been successful.

NOW THEREFORE BE IT RESOLVED that \$4,492.28 be written off of the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 30th day of January, 2013

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Public Housing Write Offs for December 2012 (4th Qtr)

AMP 102

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

AMP 103

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Bergeron, Bridgett	08/01/12	1,917.36				1,917.36		
		0.00						
	<i>Subtotal</i>	1,917.36	0.00	0.00	0.00	1,917.36	0.00	0.00

LLC Phase I

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Jarrett, Marteasha	02/16/12	763.51		763.51				
Jones, Lamond & Nichole	08/28/12	452.59	438.59			14.00		
Mechanic, Meredith	09/05/12	936.46				936.46		
Wright, Ashley	08/23/12	152.28		152.28				
		0.00						
	<i>Subtotal</i>	2,304.84	438.59	915.79	0.00	950.46	0.00	0.00

LLC Phase II

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Yarbrough, Sheryl	02/10/12	270.08				270.08		
		0.00						
	<i>Subtotal</i>	270.08	0.00	0.00	0.00	270.08	0.00	0.00

Total for January '13 Write Offs		4,492.28	438.59	915.79	0.00	3,137.90	0.00	0.00
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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Resolution 2013-04 Awarding Rehabilitation Contract for 745 Vernon

ACTION: Approve Resolution 2013-04

PRESENTER: Scott Schneider

STAFF REPORT:

The Wisconsin Neighborhood Stabilization Program 3 (WNSP 3) is authorized under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The Department of Housing and Urban Development awarded \$5,000,000 in NSP 3 funds to the State of Wisconsin Department of Commerce. \$1,293,000 of these NSP3 grant funds were awarded to the Rock County NSP Consortium of which \$655,750 will be utilized in Beloit's Census Tract 16, one of the areas most affected by foreclosures. These funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

The property at 745 Vernon is the third of four contractually obligated houses to be rehabbed by the Community Development Authority under the NSP3 program. The original purchase price for this property was \$24,500. Of the thirteen contractors solicited for bids, six returned bids. The low bid total was from Ron's Painting & Drywall for \$96,475. We expect to be able to sell this house upon completion for \$65,000 - \$70,000.

A summary of the bids are below:

Contractor	Bid
Ron's Painting & Drywall	\$96,475
Genesis Construction	\$97,385
Legendary Construction	\$98,990
Heartland Restoration	\$101,630
DBR Builders	\$124,945
Ballou General Contracting	\$134,226

Attached is Resolution 2013-04, Awarding Contracts for the Rehabilitation of 745 Vernon. This resolution, if approved, would award the bids to the lowest bidder for the rehab.

STAFF RECOMENDATION:

Staff recommends that the Community Development Authority approve Resolution 2013-04.

ATTACHMENTS: Resolution 2013-04

RESOLUTION 2013-04

AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO AWARD THE REHABILITATION CONTRACT FOR 745 VERNON

WHEREAS, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP3; and

WHEREAS, the request for bids for the rehabilitation of 745 Vernon, an NSP3 property, resulted in six bids being submitted, and

WHEREAS, Ron's Painting & Drywall submitted the low bid of \$96,475, and Ron's Painting & Drywall is a responsible bidder;

NOW THEREFORE BE IT RESOLVED THAT the Community Development Authority does hereby award a contract for rehabilitation of 745 Vernon Avenue with Ron's Painting & Drywall per the following:

Main body of contract	\$96,475.00
+10% contingency	\$9,647.50
CONTRACT AWARD	<u>\$ 106,122.50</u>

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$106,122.50 be, and hereby is, funded as follows:

FUNDING:

73675200-524023-10471	NSP3 Resale – Beloit	\$ 106,122.50
TOTAL AVAILABLE FUNDING		<u>\$ 106,122.50</u>

Adopted this 30th day of January, 2013.

Community Development Authority

Thomas Johnson, Chairperson

ATTEST:

Julie Christensen, Executive Director