



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
December 12, 2013 at 4:30 pm  
Beloit City Hall  
Third Floor Conference Room  
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 October 21, 2013
4. Housing Authority
  - a. Presentation of the September Activity Report (Pollard)
  - b. Presentation of the September Financial Report (Pollard)
  - c. Presentation of the October Activity Report (Pollard)
  - d. Presentation of the October Financial Report (Pollard)
5. Community Development
  - a. Review and Consideration of Resolution 2013-38, Recommending the Reallocation of Unspent CDBG Dollars to Eligible Projects (Christensen)
  - b. Review and Consideration of Resolution 2013-39, Recommending the Allocation of 2012 and 2013 CHDO Dollars and City HOME Dollars to Eligible Projects (Christensen)
6. Adjournment

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

Notice Mailed: December 6, 2013

Approved: Julie Christensen, Executive 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

October 21, 2013

6:00 p.m.

A special meeting of the City of Beloit Community Development Authority was held on Monday, October 21, 2013 in the City Manager's Conference Room at City Hall.

1. Call to Order and Roll Call

Meeting was called to order at 6:00 p.m.

**Present:** Commissioners Evans, Jacobs, Luebke, and Van de Bogart

**Absent:** Commissioner Johnson

**Staff Present:** Julie Christensen, Cathy Pollard, Clinton Cole and Scott Schneider

2. Citizen Participation

None

3. Review and Consideration of the Minutes of the Regular Meeting held on September 25, 2013

Commissioner Luebke moved and Commissioner Jacobs seconded approval of the minutes as submitted.

Motion carried unanimously.

4. Housing Authority

a. Review and Consideration of Resolution 2013-34, Approval of the 2014 Beloit Housing Authority Public Housing, Section 8, and Administrative Budgets

Cathy Pollard presented the Resolution 2013-34. Commissioner Luebke thanked staff for keeping expenses down.

Commissioner Luebke moved and Commissioner Evans seconded approval of Resolution 2013-34.

b. Review and Consideration of Resolution 2013-35, Approval of the Beloit Housing Authority 2014 Annual Public Housing Authority Plan and Five Year Plan

Cathy Pollard presented Resolution 2013-34. Commissioner Van de Bogart asked why we only got 12 years out of the roofs. Cathy explained that last time, we didn't hire the best contractor and didn't use the best materials.

Commissioner Jacobs moved and Commissioner Luebke seconded approval of Resolution 2013-35.

5. Community Development

a. Review and Consideration of Resolution 2013-36, Amending the Marketability Contract for 932 Ninth Street

Scott Schneider presented Resolution 2013-36. Commissioner Luebke moved, and Commissioner Evans seconded approval of Resolution 2013-36.

Motion carried unanimously.

b. Review and Consideration of Resolution 2013-37, Accepting an Offer to Purchase for 122 Hackett Street

Julie Christensen presented Resolution 2013-37 and explained that the person buying the house would be using a BHA Homeownership Voucher. Cathy Pollard provided an overview of the homeownership voucher program.

Commissioner Luebke asked what if the property owner sells the property. Vicki Jentoft-Johnson, the realtor for the CDA, explained that the mortgaged would get paid off, and house would be sold to another income-eligible buyer.

Commissioner Luebke moved, and Commissioner Jacobs seconded approval of Resolution 2013-37.

Motion carried unanimously.

6. Adjournment

The meeting adjourned at 6:18 p.m.

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4a

**TOPIC:** September Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

#### Public Housing:

There was one vacancy in public housing units in September and one upcoming vacancy in October of 2013. Public housing accounts receivable on occupied units totaled \$4,432.47 and vacated units totaled \$9,262.41 at the end of September, 2013 which brings the totaled outstanding public housing accounts receivable to \$13,694.88. Seven applicants were pulled from the public housing waiting list in September; five applicants were briefed. Three public housing inspections and seven annual and interim re-certifications were completed in September.

#### Section 8:

557 vouchers were housed by September 30, 2013 with 35 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA in September with another 9 families waiting to Port-Out. 84 Section 8 inspections were completed in September, and the Housing Specialists completed 95 annual or interim re-certifications in September. 2 applicants were notified; 2 were briefed.

### **ATTACHMENTS:**

September Activity Report

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

**September Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 9/30/13</b>	<b>\$ 4,432.47</b>
<b>Outstanding Receivables – Vacated Units 9/30/13</b>	<b>\$ 9,262.41</b>
<b>Outstanding Receivables – Occupied Units 8/31/13</b>	<b>\$ 3,183.24</b>
<b>Outstanding Receivables – Vacated Units 8/31/13</b>	<b>\$ 9,262.41</b>
<b>Total September 30, 2013 Outstanding Receivables:</b>	<b>\$ 13,694.88</b>
<b>Total August 31, 2013 Outstanding Receivables:</b>	<b>\$ 12,445.65</b>
<b>Increase of:</b>	<b>\$ 1,249.23</b>

**Vacancies – 09/30/13**

**Total Public Housing Units**

131 Units  
99% Occupancy

1 Vacancy:

Elderly - 100% Occupancy  
Family - 99% Occupancy

**Public Housing Inspections**

3 Inspections completed. There were no annual inspections; there were no move-out inspections. There were 3 move-in inspections. There were no housekeeping inspections and no preventative maintenance inspections.

**Public Housing Activities**

Annual Recerts:	1
Interim Recerts:	6
Notice to Vacate:	0

New Tenants:	4
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	7
Evictions	0

Public Housing Briefings

Number Notified:	7
Number Briefed:	5

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

September

557 under lease - 93% Occupancy  
 14 Portable Vouchers –14 Not Absorbed (0/Port-In)  
 35 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

84 inspections were completed in September. 62 were annual inspections. 13 were initial inspections, 9 were re-inspections, 0 project based inspections and there were no special inspections.

Section 8 Activities

New Participants:	5	
Annual Recerts:	52	
Interim Recerts:	43	
Abatements:	3	
Movers:	14	
Possible Program Violations:	9	program violations
End of Program	7	

Section 8 Briefings

Number Notified:	2
Number Briefed:	2

**APPLICATIONS:**

Waiting List:                    248    Public Housing East  
   255    Public Housing West  
   72     Parker Bluff  
   56     Project-Based  
   684    Sec. 8

0 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**

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**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 September 30, 2013 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of September, the Low Income Public Housing (LIPH) program income was \$636,293, Project Based Voucher (PBV) program income was \$29,161 and the Housing Choice Voucher (HCV) program was \$2,276,636, for a combined income of \$2,942,089, which is \$491,493 less than budgeted year-to-date.

Through the month of September, the Low Income Public Housing (LIPH) program expenses were \$793,163, Project Based Voucher (PBV) program expenses were \$31,680 and the Housing Choice Voucher (HCV) program expenses were \$2,394,897. Combined program expenses are \$3,219,739, which is \$98,441 less than the approved budget year to date.

Through the month of September, the Housing Authority shows an overall deficit of (\$277,650) year-to-date. Public Housing deficit is (\$199,718), Redevelopment Phase 1 & 2 surplus is \$42,848, Project Based Voucher deficit is (\$2,519), Section 8 administrative deficit is (\$42,955), and Section 8 HAP deficit is (\$75,306).

Through the month of September, the FSS program has 15 of the 30 enrolled tenants holding escrow accounts totaling \$9,842.16. One new tenant enrolled in the FSS program in September. The Homeownership program has 2 tenants receiving homeownership assistance payments in September totaling \$1,073.

### **ATTACHMENTS:**

Monthly Financial Report



**Cash Flow Statement**  
**Beloit Housing Authority**  
**September 30, 2013**

	LLC		HCV YTD Actual	YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual			
<b>Income</b>					
Dwelling Rent/Utilities	30,771.00	95,108.66	-	181,721.25	(55,841.59)
Interest on Investments	272.22	309.01	148.77	615.00	115.00
Other Income	16,836.69	244,057.64	3,638.50	170,097.00	94,435.83
HUD Admin Fees	-	-	232,235.00	263,309.25	(31,074.25)
HUD Grants/Subsidies	278,097.95	-	2,040,613.56	2,817,839.25	(499,127.74)
<b>Total Income</b>	<b>325,977.86</b>	<b>339,475.31</b>	<b>2,276,635.83</b>	<b>3,433,581.75</b>	<b>(491,492.75)</b>

	LLC		HCV YTD Actual	YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual			
<b>Expenses</b>					
Administrative					
Salaries/Benefits	185,110.57	75,214.90	231,908.60	503,490.83	11,256.76
Office Expenses	28,654.76	40,950.35	32,640.86	65,996.25	(36,249.72)
Office Contracted Services	10,008.06	-	9,872.96	15,300.00	(4,581.02)
Oper Sub Transfer/Mgmt Fee Pd	-	8,071.55	-	19,950.00	11,878.45
Housing Assistance Pmts	-	-	2,115,919.44	2,257,281.75	141,362.31
Maintenance					
Salaries/Benefits	67,290.98	94,032.41	-	161,942.18	618.78
Materials & Supplies	3,716.78	10,620.59	-	6,831.00	(7,506.37)
Maintenance Contracts	9,957.25	14,701.94	-	22,762.50	(1,896.69)
Utilities	11,816.43	29,622.85	-	13,875.00	(27,564.28)
Other Operating					
Protective Services	1,230.64	3,416.93	-	5,100.00	452.43
Insurance	4,524.75	10,872.63	4,554.74	16,974.05	(2,978.07)
PILOT	2,468.53	6,548.58	-	21,920.25	12,903.14
Other Operating Expenses	203,436.35	2,574.92	-	206,756.25	744.98
<b>Total Expenses</b>	<b>528,215.10</b>	<b>296,627.65</b>	<b>2,394,896.60</b>	<b>3,318,180.05</b>	<b>98,440.70</b>
Net Admin Income (Loss)	(202,237.24)	42,847.66	(42,954.89)		
Net HAP Income (Loss)			(75,305.88)		
<b>Total YTD Income (Loss)</b>	<b>(202,237.24)</b>	<b>42,847.66</b>	<b>(118,260.77)</b>		

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4c

**TOPIC:** October Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

#### Public Housing:

There was one vacancy in public housing units in October and one upcoming vacancy in November of 2013. Public housing accounts receivable on occupied units totaled \$4,755.71 and vacated units totaled \$7,508.87 at the end of October, 2013 which brings the totaled outstanding public housing accounts receivable to \$12,264.58. Three applicants were pulled from the public housing waiting list in October; one applicant was briefed. 29 public housing inspections and 34 annual and interim re-certifications were completed in October.

#### Section 8:

552 vouchers were housed by October 31, 2013 with 53 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA in October with another 6 families waiting to Port-Out. 84 Section 8 inspections were completed in October, and the Housing Specialists completed 112 annual or interim re-certifications in October. 31 applicants were notified; 29 were briefed.

### **ATTACHMENTS:**

October Activity Report

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

**October Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 9/30/13</b>	<b>\$ 4,432.47</b>
<b>Outstanding Receivables – Vacated Units 9/30/13</b>	<b>\$ 9,262.41</b>
<b>Outstanding Receivables – Occupied Units 10/31/13</b>	<b>\$ 4,755.71</b>
<b>Outstanding Receivables – Vacated Units 10/31/13</b>	<b>\$ 7,508.87</b>
<b>Total September 30, 2013 Outstanding Receivables:</b>	<b>\$ 13,694.88</b>
<b>Total October 31, 2013 Outstanding Receivables:</b>	<b>\$ 12,264.58</b>
<b>Decrease of:</b>	<b>\$ 1,430.30</b>

**Vacancies – 10/31/13**

<b><u>Total Public Housing Units</u></b>	131 Units 98% Occupancy
2 Vacancies:	Elderly - 100% Occupancy Family - 98% Occupancy

**Public Housing Inspections**

29 Inspections completed. There were 26 annual inspections; there were no move-out inspections. There were 3 move-in inspections. There were no housekeeping inspections and no preventative maintenance inspections.

**Public Housing Activities**

Annual Recerts:	20
Interim Recerts:	14
Notice to Vacate:	0

New Tenants:	2
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	4
Evictions	0

Public Housing Briefings

Number Notified:	3
Number Briefed:	1

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

October 552 under lease - 93% Occupancy  
 14 Portable Vouchers –14 Not Absorbed (0/Port-In)  
 53 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

84 inspections were completed in October. 54 were annual inspections. 10 were initial inspections, 15 were re-inspections, no project based inspections and there was one special inspections.

Section 8 Activities

New Participants:	7	
Annual Recerts:	62	
Interim Recerts:	59	
Abatements:	6	
Movers:	16	
Possible Program Violations:	4	program violations
End of Program	3	

Section 8 Briefings

Number Notified:	31
Number Briefed:	29

**APPLICATIONS:**

Waiting List:                    183    Public Housing East  
   197    Public Housing West  
   58    Parker Bluff  
   67    Project-Based  
   489    Sec. 8

0 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 БЕЛОIT COMMUNITY DEVELOPMENT AUTHORITY**

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**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 October 31, 2013 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of October, the Low Income Public Housing (LIPH) program income was \$763,465, Project Based Voucher (PBV) program income was \$95,894 and the Housing Choice Voucher (HCV) program was \$2,529,172, for a combined income of \$3,388,530, which is \$426,561 less than budgeted year-to-date.

Through the month of October, the Low Income Public Housing (LIPH) program expenses were \$896,684, Project Based Voucher (PBV) program expenses were \$35,120 and the Housing Choice Voucher (HCV) program expenses were \$2,694,181. Combined program expenses are \$3,625,985, which is \$60,881 less than the approved budget year to date.

Through the month of October, the Housing Authority shows an overall deficit of (\$237,455) year-to-date. Public Housing deficit is (\$227,350), Redevelopment Phase 1 & 2 surplus is \$94,130, Project Based Voucher surplus is \$60,774, Section 8 administrative deficit is (\$50,546), and Section 8 HAP deficit is (\$114,463).

Through the month of October, the FSS program has 15 of the 30 enrolled tenants holding escrow accounts totaling \$10,806.62. The Homeownership program has 2 tenants receiving homeownership assistance payments in October totaling \$518.

### **ATTACHMENTS:**

Monthly Financial Report

**Cash Flow Statement  
Beloit Housing Authority  
October 31, 2013**

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance Over (Under)
	Actual	Actual	Actual		
<b>Income</b>					
Dwelling Rent/Utilities	36,290.00	105,444.09	-	201,912.50	(60,178.41)
Interest on Investments	294.61	363.24	164.96	683.33	139.48
Other Income	79,389.56	327,792.85	3,967.73	188,996.67	222,153.47
HUD Admin Fees	-	-	252,680.00	292,565.83	(39,885.83)
HUD Grants/Subsidies	309,784.01	-	2,272,359.27	3,130,932.50	(548,789.22)
<b>Total Income</b>	<b>425,758.18</b>	<b>433,600.18</b>	<b>2,529,171.96</b>	<b>3,815,090.83</b>	<b>(426,560.51)</b>
<b>Expenses</b>					
Administrative					
Salaries/Benefits	205,251.17	83,339.21	257,101.96	559,434.25	13,741.91
Office Expenses	30,897.43	52,103.47	35,006.31	73,329.17	(44,678.04)
Office Contracted Services	10,298.10	-	10,174.82	17,000.00	(3,472.92)
Oper Sub Transfer/Mgmt Fee Pd	-	8,635.12	-	22,166.67	13,531.55
Housing Assistance Pmts	-	-	2,386,822.39	2,508,090.83	121,268.44
Maintenance					
Salaries/Benefits	74,518.96	104,068.96	-	179,935.75	1,347.83
Materials & Supplies	3,014.23	12,622.80	-	7,590.00	(8,047.03)
Maintenance Contracts	10,239.83	16,613.70	-	25,291.67	(1,561.86)
Utilities	12,498.63	31,961.37	-	15,416.67	(29,043.33)
Other Operating					
Protective Services	1,269.34	3,868.96	-	5,666.67	528.37
Insurance	5,522.35	12,068.66	5,075.75	18,860.06	(3,806.70)
PILOT	3,017.00	7,348.27	-	24,355.83	13,990.56
Other Operating Expenses	235,806.92	6,839.59	-	229,729.17	(12,917.34)
<b>Total Expenses</b>	<b>592,333.96</b>	<b>339,470.11</b>	<b>2,694,181.23</b>	<b>3,686,866.73</b>	<b>60,881.42</b>
Net Admin Income (Loss)	(166,575.78)	94,130.07	(50,546.15)		
Net HAP Income (Loss)			(114,463.12)		
<b>Total YTD Income (Loss)</b>	<b>(166,575.78)</b>	<b>94,130.07</b>	<b>(165,009.27)</b>		



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 5a

**TOPIC:** Reallocating Unspent CDBG Dollars to Eligible Projects

**ACTION:** Approval of the attached resolution

**PRESENTER:** Julie Christensen

### **STAFF REPORT:**

In 2010, the Economic Development Department was awarded \$50,000 for its Economic Development Revolving Loan fund. They have been unable to spend most of these dollars because HUD requires cities to use their program income before they use any grant dollars. This program currently has more than \$200,000 in program income. At this point, \$40,312.95 of the original \$50,000 remain.

CDBG funds are required to be used in a timely manner. At this point, funds have not been drawn from this grant for more than 12 months. We need to either use the funds or lose them. Consequently, we are proposing to use these funds for other projects.

The City has an interest in using about \$10,000 of the remaining dollars for demolition of 310 Euclid Avenue and/or rehabilitation of 422 Bluff Street. The City purchased 422 Bluff Street/310 Euclid from Rock County as part of the tax foreclosure process. Since this property is located in the historic district, we would like to rehab the structure at 422 Bluff Street. Our options for the other house on the property include either demolishing the house or relocating the house to another property (see attached photos and map).

The DBA has requested \$29,000 for its Rental Assistance Program. This program provides \$500/month for a period of up to six months to a new business that locates in the DBA's Business Improvement District (see attached map). The businesses would create job opportunities for low to moderate-income individuals. The DBA currently has \$6,000 committed to the program and would like to expand the program. It would be used as an incentive to get businesses to move downtown (see attached CDBG application).

Due to the amount of the budget amendment, the Community Development Authority will be making a recommendation to the City Council and a Public Hearing will be held at the January 21, 2014 Council Meeting. A notice will be published in the Beloit Daily News giving notice of



the hearing and a 30-day public review period which will be held before the City Council takes action.

**STAFF RECOMMENDATION**

Staff recommends that the CDA approve the attached resolution, which reallocates the remaining balance in the 2010 grant to the Economic Development Revolving Loan Funds of \$40,312.95.

**ATTACHMENTS:**

Resolution 2013-38, Photos of 422 Bluff Street, Map of 422 Bluff Street, Business Improvement District Map, and DBA application

**RESOLUTION 2013-38**  
**RECOMMENDING AN AMENDMENT TO THE ANNUAL ACTION**  
**PLAN AND THE REALLOCATION OF PRIOR YEAR**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

**WHEREAS**, the City of Beloit has one CDBG-funded project with a balance remaining, and

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires the City of Beloit to reallocate funds which are not expended in a timely manner, and

**WHEREAS**, all recommended projects are consistent with the 2010-2014 Consolidated Plan, and

**WHEREAS**, all recommended projects are eligible CDBG activities, and

**WHEREAS**, the City is required to amend its Annual Action Plan for any substantial amendment to the budget or plan.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends the CDBG budget be amended as identified on the attached table, and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Community Development Authority recommends that the City Council adopt this amendment to the 2013 Annual Action Plan.

Adopted this 12th day of December, 2013.

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Thomas Johnson  
Chairman

ATTEST:

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Julie Christensen  
Executive Director

<b>CDBG Projects</b>	<b>Amount Currently Awarded</b>	<b>Proposed Grant Award</b>
Economic Development Revolving Loan Fund	\$40,312.95	\$0
DBA Rental Assistance Program	\$0	\$29,000
Demolition and/or Rehab of 310 Euclid and 422 Bluff Street	\$0	\$11,312.95

**Photos of 422 Bluff Street and 310 Euclid Avenue**

**422 Bluff Street**



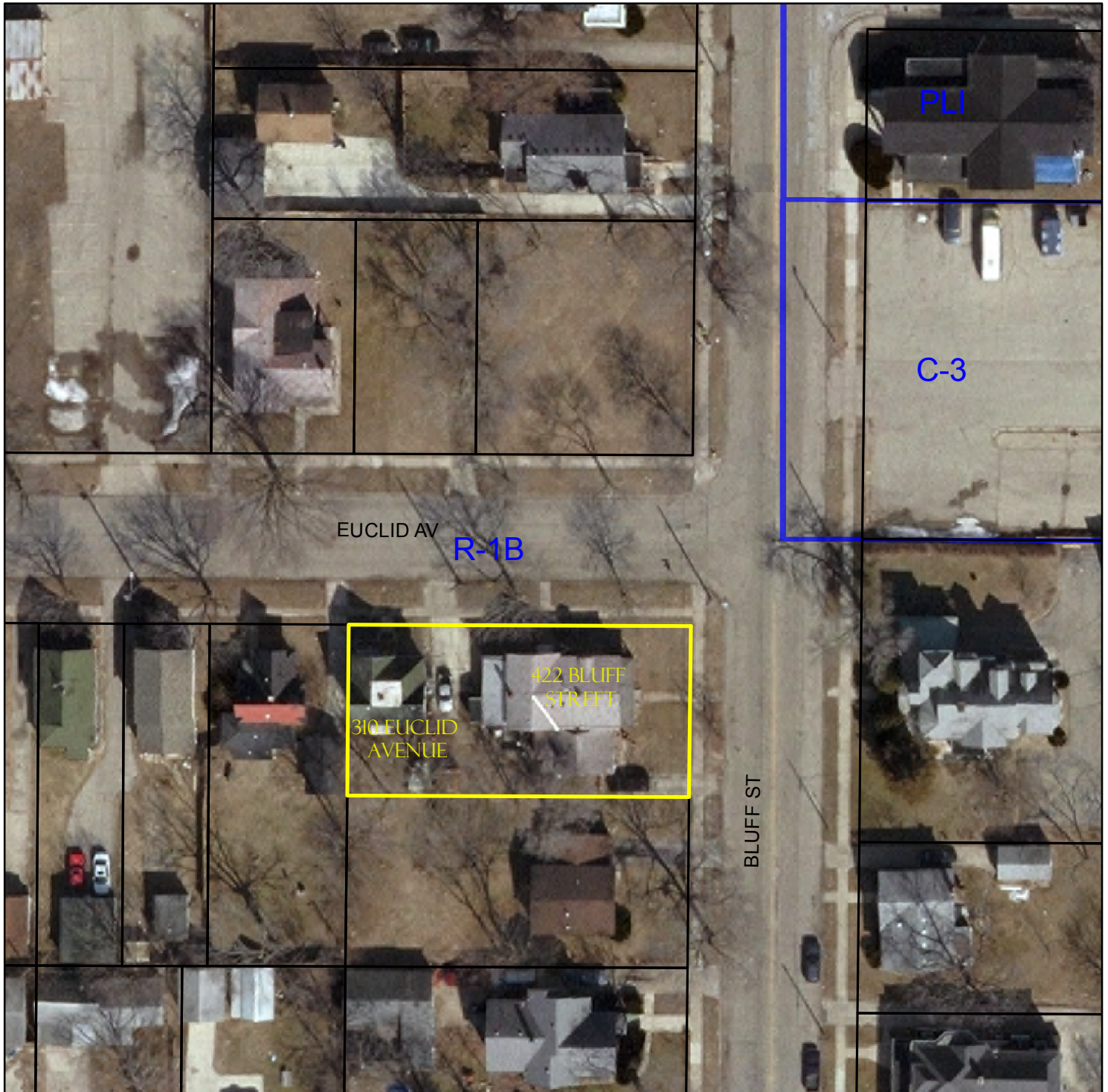
**310 Euclid Avenue**



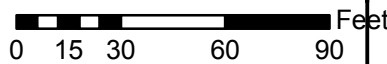


# Location & Zoning Map

422 Bluff Street / 310 Euclid Avenue



1 inch = 55 feet



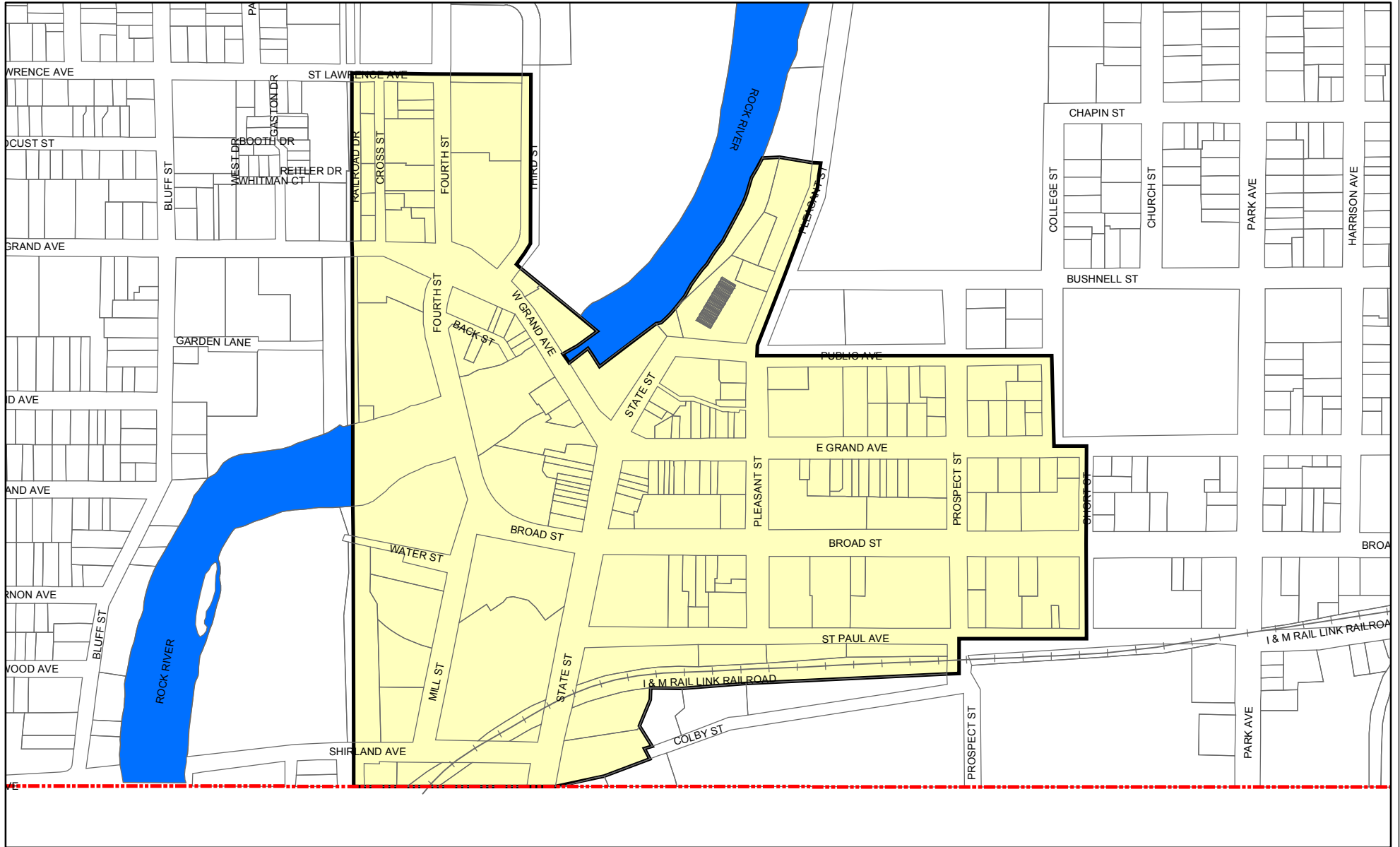
## Legend

- COB Parcels
- Zoning District

Map prepared by: Julie Christensen  
Date: December 2013  
For: City of Beloit Planning & Building Services  
Date of Aerial Photography: March 2011

COMMUNITY DEVELOPMENT DEPARTMENT

# Business Improvement District



## Legend

- Business Improvement District
- City Limits



0 250 500 1,000



1" = 500'

THIS MAP IS INTENDED TO BE AN INVENTORY OF REAL PROPERTY FOUND WITHIN THE CORPORATE LIMITS OF THE CITY OF BELOIT AND TO CREATE A GRAPHIC DISPLAY OF THAT REAL PROPERTY. ALTHOUGH THE MAP WAS COMPILED FROM PUBLIC RECORDS SUCH AS DEEDS, PLATS AND CSMS THE CITY OF BELOIT MAKES NO WARRANTY, WHETHER EXPRESS OR IMPLIED, THAT THE DIMENSIONS OF THE PROPERTIES AND OTHER DATA SHOWN ON THE MAP ARE ACCURATE. ANYONE WHO WISHES TO DETERMINE THE EXACT LOCATION OF ANY PROPERTY BOUNDARY SHOULD CONSULT WITH A TITLE COMPANY OR SURVEYOR FOR PRECISE INFORMATION. THIS MAP IS UPDATED ON AN ONGOING BASIS, BUT MAY NOT INCLUDE ALL RECENT CHANGES IN PROPERTY BOUNDARIES.

Drawn by: Kirby Benz  
Engineering Division  
September 14, 2004

## General Applicant and Project Information

Name of Project:	<u>Rental Assistance Program</u>
Amount Requested:	<u>\$29,000</u>
Name of Organization or Agency:	<u>Downtown Beloit Association</u>
Address:	<u>500 Public Ave.</u>
City, State, Zip:	<u>Beloit, WI 53511</u>
Phone:	<u>608-365-0150</u>
Fax:	<u>608-365-6850</u>
Executive Director/Chairperson:	<u>Shauna El-Amin</u>
E-mail Address:	<u>shauna@downtownbeloit.com</u>
Contact Person:	<u>Shauna El-Amin</u>
E-mail Address:	<u>shauna@downtownbeloit.com</u>
Legal Status:	<input checked="" type="checkbox"/> Private, Non-Profit
	<input type="checkbox"/> Municipal Department

Attach the following information with your application.

1. Members of your governing board and their City of residence  
Attached-see DBA Board 2013.
2. Name and title of key staff members and their responsibilities  
Attached-see DBA Board 2013.
3. A copy of your latest audit if one was completed (include only **one** copy of the audit)  
Attached-see Beloit BID FS.
4. Name and phone number of the person responsible for your accounting, the accounting software package used, and a description of your agency's experience in handling accounting records for a grant-funded program.  
Margaret Janke, MEJ Accounting, 608-365-9573  
MEJ Accounting uses Quickbooks.

## ***Project Type***

**1. Please select the type of project you are requesting funding for – Please check all that apply:**

**Public Services** - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance
- Other Eligible Activity (List below):  
\_\_\_\_\_

**Housing Rehabilitation:** This includes labor, materials, and other costs related to rehabilitating houses:

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

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

**Code Enforcement:** Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

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

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

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

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

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

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

**2. Briefly explain how your proposed project fits into the category selected above.**

The goal of the Rental Assistance Program is to encourage entrepreneurs to open a new venture or expand their current business with a new Downtown Beloit location. Downtown Beloit is looking for unique, feasible businesses with the ability to appeal to the community.



## ***National Objectives***

To be eligible for funding, the project and/or activity you are requesting funding for **must** address **one national objective**.

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

\_\_\_\_\_ The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

\_\_\_\_\_ The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

\_\_\_\_\_ The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers

\_\_\_\_\_ This project provides housing assistance to low- and moderate income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

  X   This project creates or retains jobs for low- and moderate-income persons.

\_\_\_\_\_ The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Explain how your program will address the national objective checked above.

The Rental Assistance Program is aimed at new businesses that want to open in Downtown Beloit, within the Business Improvement District. This would stimulate new investment and create new employment opportunities including for low- and moderate-income persons.

## ***Agency and Project Summary***

1. Briefly describe your agency:

The Downtown Beloit Association is designated a Wisconsin Main Street Organization committed to encourage and support Beloit's thriving downtown community through economic restructuring, design, historic preservation, streetscape care, promotion and organization.

2. Summarize the project for which you are requesting funding. What will the project / activity do or accomplish? What is the purpose of the project?

The purpose of the Rental Assistance Program is to provide relocated, expanding, or start-up businesses with an incentive to locate in Downtown Beloit. Essentially, we would like to offer \$500 per month for six months to a new business that locates in Downtown Beloit's Business Improvement District. Currently, we have a total of \$6,000 committed to the program and have four application already received. We would like to be able to serve more businesses to incentivize new growth and investment.

## ***Project Beneficiaries***

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

The target population is LMI's that are hired or retained.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

This is a Business Improvement District program. Attached-see Business Improvement District 2014 Final.

3. What services will be provided? What is the plan of action to be carried out?

The DBA Executive Director will work with applicants to ensure that all applications are complete and make recommendations to the DBA Economic Restructuring Committee to make final approvals. Once the applicant is approved, staff will process the Rental Assistance Program Agreement and process all draw requests. Staff will be directly involved in collection and reporting activities.

4. How will you track beneficiaries' data (income)?

Data will be collected annually via HUD approved job creation survey documents.

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Beloit.

Currently, there are no other grant dollars to offer relocating or new Downtown Beloit businesses. We have façade and sign grants to offer at minimal amounts. The City of Beloit has loan programs to offer to those who qualify.

6. Will you provide on-going case management to the people served by your program or project? If yes, how will you provide this on-going case management?

The DBA will track all payments given during the grant process. If the business does not remain open for two years, there is a repayment of loan process that the DBA staff will track.

## ***Project Beneficiaries (Continued)***

7. How will you verify and document City of Beloit residency and U.S. legal status of your beneficiaries?

The target audience will be residents of the Greater Beloit area that are seeking to establish or expand businesses into Downtown Beloit. Our target populations will put emphasis on minority, women-owned, and physically challenged individuals. Of particular interest will be their ability to create jobs for individuals that are considered “low- to moderate-income” (LMI) individuals.

The businesses will be selected by their formal applications reviewed by the Downtown Beloit Association’s Economic Restructuring Committee and tested for their ability to develop or expand a viable business employing Beloit citizens.

8. Estimate the number of individuals or households you expect to **directly** serve with the CDBG funds you are requesting.

Total number of recipients      up to 13  
(households, housing units, jobs)

Total low- and moderate-income recipients      up to 13  
(households, housing units, jobs)

9. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, 81-100% CMI			
Households, 51-80% CMI			
Households, 31-50% CMI			
Households, 0-30% CMI			
<b>Total</b>			<b>13</b>
<b><i>Race</i></b>			
<b><i>Single Race and Ethnicity</i></b>			
White (Hispanic)			
White (Non-Hispanic)			
Black/African American (Hispanic)			
Black/African American (Non-Hispanic)			
Asian (Hispanic)			
<i>Asian (Non-Hispanic)</i>			
American Indian/Alaska Native (Hispanic)			
Am. Indian/Alaska Native (Non-Hispanic)			
Native Hawaiian/Other Pacific Islander (Hispanic)			
Native Hawaiian/Other Pacific Islander (Non-Hispanic)			
<b><i>Multi-Race and Ethnicity</i></b>			
American Indian/Alaska Native and White (Hispanic)			
American Indian / Alaska Native and White (Non-Hispanic)			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-Hispanic)			
American Indian/Alaska Native & Black/African American (Hispanic)			
American Indian/Alaska Native & Black/African American (Non-Hispanic)			
<b>All Other Races (Hispanic)</b>			
<b>All Other Races (Non-Hispanic)</b>			
<b>TOTAL ALL RACES &amp; ETHNICITY</b>			<b>13</b>
Households with Children Under 18			
Households with Handicapped/Disabled Persons			
Households with Elderly (62+)			
Households with Male Head of Household			
Households with Female Head of Household			

CMI = County Median Income Adjusted for Household Size (See Attached Chart in Appendix A)

# 2014 CDBG Project Budget

1. Use the table below to show how you propose to use 2014 CDBG funds for this project.

### Project Information

<i>Type of Expenditure</i>	<i>Budget</i>
Direct Wages/Salaries/Fringes	
Direct Program Expenses	
Other-Grant Program	<i>\$29,000.00</i>
<b>TOTAL*</b>	<b><i>\$29,000.00</i></b>

\* **TOTAL** must match total request for 2014 CDBG.

2. If using the funds for wages/salaries, please list the names and titles of the people you will be paying.

NA

3. Please provide detail on the remaining budget items.

Funds will be used to fund grant program and given directly to the property owner.

4. Please provide **the budget for the ENTIRE PROGRAM in the box below**. Include CDBG and **ALL OTHER sources of revenue** for the program.

<b>Support and Revenue</b>	<b>Last Year's Actual</b>	<b>Current Year's Budget</b>	<b>Next Year's Proposed</b>
Community Development Block Grant (CDBG)			<i>\$29,000.00</i>
Contributions			
Foundations & Venture Grants			
Special Events			
Legacies & Bequests (unrestricted)			
Collected through local member units			
Contributed by Assoc. Organizations			
Other Government Fees & Grants			
Stateline United Way			
All other United Ways			
Membership Dues			
Program Service Fees			
Sales-Materials, Services			
Sales to the Public/Product Sales			
Investment Income			
Misc. Revenue (not otherwise listed)			
<b>Total Support and Revenue</b>	<b>\$</b>	<b>\$</b>	<b><i>\$29,000.00</i></b>
<b>Expenses</b>			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone			
Postage			
Occupancy (building, grounds, utilities)			
Equipment Rental & Maintenance			
Printing, Art Work, Publications			
Mileage for Staff			
Conferences, Conventions, Meetings			
Agency Dues			
Awards, Grants, & Individual Assistance			<i>\$29,000.00</i>
Officers & Directors Liability Insurance			
Misc. Expenses (not otherwise listed)			
<b>Total Expenses (Before Depreciation)</b>			<b><i>\$29,000.00</i></b>
<b>(Deficit) or Excess (Revenue - Expenses)</b>			<b><i>\$0.00</i></b>
Depreciation			
Payment to National Organization			

## ***Objectives (Purpose)***

1. State the objectives your program will accomplish during the 2014 program year. Objectives must be specific, concrete, and measurable and address short-term accomplishments. Please describe the overall program objectives which will be used to evaluate the program. What do you intend to accomplish and/or achieve through this project?

The objective of the program is to encourage small business development by providing grants to small businesses and entrepreneurs that complement Downtown Beloit.

2. Explain how your project positively impacts the City. What is the outcome of your project? Outcomes must be concrete and measurable.

The program will be evaluated against the successful ability to provide funds to new businesses locating in Downtown Beloit that will create or retain jobs in the area. Ideally, up to 13 grants and 13 jobs will be created if all money is granted out.



## ***Timetable***

Complete the timetable below to indicate how the program will accomplish the previously stated objectives during the funding cycle. **Applicants must identify the number of people to be served each quarter.**

### **Quarter 1** (January 1 – March 31, 2014)

The goal is to give out all funds as soon as possible, so a reasonable goal is to sign 4 Rental Assistance Program Agreements in this period which would open 4 new businesses and create 4 new jobs to the area.

### **Quarter 2** (April 1 – June 20, 2014)

The goal is to give out all funds as soon as possible, so a reasonable goal is to sign 4 Rental Assistance Program Agreements in this period which would open 4 new businesses and create 4 new jobs to the area.

### **Quarter 3** (July 1 – September 30, 2014)

The goal is to give out all funds as soon as possible, so a reasonable goal is to sign 4 Rental Assistance Program Agreements in this period which would open 4 new businesses and create 4 new jobs to the area.

### **Quarter 4** (October 1 – December 31, 2014)

The goal is to give out all funds as soon as possible, so a reasonable goal is to sign 1 Rental Assistance Program Agreements in this period which would open 1 new business and create 1 new job to the area.

## APPENDIX A

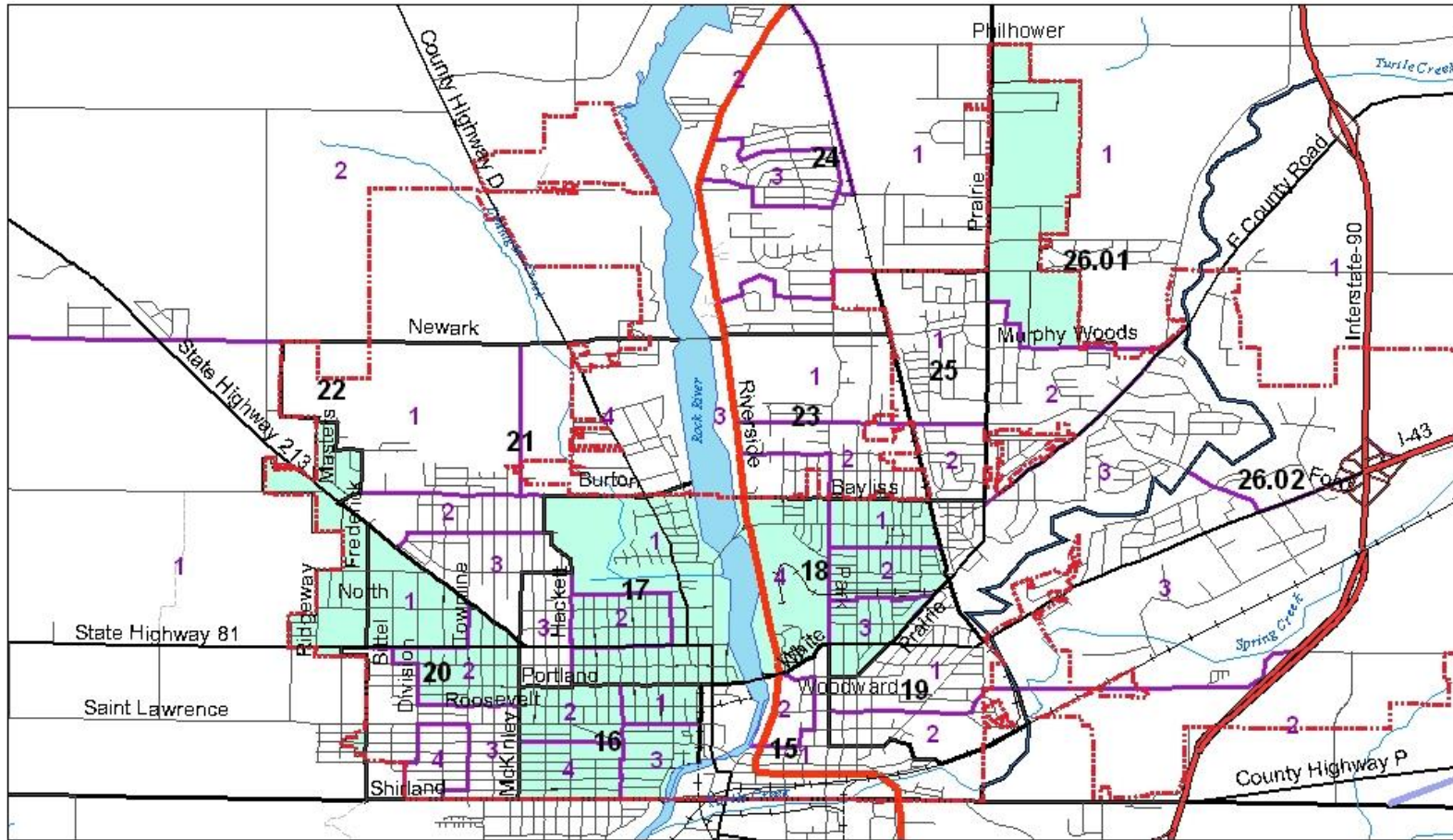
### MAXIMUM HOUSEHOLD INCOME LIMITS (as of December 11, 2012)

<b>Size of Household</b>	<b>0 – 30% CMI Extremely Low Income</b>	<b>31 – 50% CMI Very Low Income</b>	<b>51 – 80% CMI Low Income</b>
1-Person Household	\$13,100	\$21,800	\$34,850
2-Person Household	\$14,950	\$24,900	\$39,800
3-Person Household	\$16,800	\$28,000	\$44,800
4-Person Household	\$18,650	\$31,100	\$49,750
5-Person Household	\$20,150	\$33,600	\$53,750
6-Person Household	\$21,650	\$36,100	\$57,750
7-Person Household	\$23,150	\$38,600	\$61,700
8-Person Household	\$24,650	\$41,100	\$65,700

CMI – County Median Income Adjusted for Household Size

## APPENDIX B

### 2000 HUD - Defined Low to Moderate - Income Areas

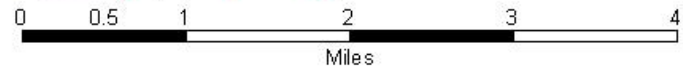


#### Legend

- 2000 HUD Defined Low to Moderate Income Areas
- 2000 Census Block Groups
- 2000 Census Tracts



THIS MAP IS PROVIDED BY AN ELECTRONIC COPY OF A PUBLIC PROPERTY INFORMATION SYSTEM. THE CITY OF BELOIT, WISCONSIN, IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY OCCUR IN THIS COPY. THE CITY OF BELOIT, WISCONSIN, IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, THAT MAY BE SUFFERED BY ANY PARTY AS A RESULT OF USING THIS COPY. THE CITY OF BELOIT, WISCONSIN, IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, THAT MAY BE SUFFERED BY ANY PARTY AS A RESULT OF USING THIS COPY.





CITY HALL • 100 STATE STREET • BELOIT, WI 53511

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 5b

**TOPIC:** Resolution Recommending the Allocation of 2012 and 2013 CHDO dollars and City HOME dollars

**ACTION:** Consideration of Resolution 2013-39

**PRESENTER:** Julie Christensen

### **STAFF REPORT:**

In July 2001, the City Council approved an intergovernmental agreement with Rock County and Janesville regarding a Rock County HOME Consortium. This agreement created the Consortium and made us eligible to receive an annual allocation of HOME dollars. According to HOME Investment Partnership Program guidelines, 15 percent must be allocated to a Community Housing Development Organization (CHDO). In this HOME agreement, it was determined that this 15 percent would be allocated to a CHDO in Beloit. This agreement also established that the City of Beloit would receive 19 percent of the Consortium dollars awarded.

In 2012, the CHDO funds awarded to the Consortium totaled \$60,738.30. In 2013, the CHDO dollars totaled \$65,866.20. The 2012 funds were originally awarded to NHS, and the 2013 funds were originally not awarded to any entity. Under the new HOME rules, which were recently approved by HUD, cities are required to do a more substantial review of proposed projects and agencies' capacity to complete those projects. These new rules apply to any projects not currently under contract. The City never initiated a contract with NHS due to the fact that NHS was still working on other contracts with the City, specifically 2009 and 2010. Therefore, the 2012 funds fall under these new rules. The 2013 rules since they were neither awarded nor contracted fall under these new rules.

At this point, the City is proposing to rehab a house we recently purchased from Rock County via the tax foreclosure process: 422 Bluff Street. We are also planning to either demolish or move the second house which is currently located on the same property. We would like to utilize the 2012 and 2013 CHDO dollars as well as \$40,000 of the City's HOME program income for this project. We would request proposals for the CHDO doing business in Rock County and select the best proposal. This requires the allocation of these funds to this project.

Secondly, we have received a request from a tax credit developer named Mirus Partners for some of our HOME dollars for a project they are proposing to construct north of Woodman's (see attached map). There are 59 single family residential lots located east of Fir Drive, south of Staborn Drive, and north of Burton Street. There are proposing to construct 57 single family affordable rental houses on these lots with one-car garages. After the tax credits expire (after 15 years), the units would be sold to owner-occupants.

The developer has requested \$120,000 of our HOME dollars. At this point, we do have \$100,000 in HOME program income and \$177,000 in unallocated 2011, 2012, and 2013 HOME funds which need to be spent, so we are recommending we award these funds to Mirus Partners, contingent upon them receiving the tax credits. If they are not awarded the tax credits, the dollars would automatically be available for other projects.

**STAFF RECOMMENDATION:**

Staff recommends that the Resolution 2013-39 be approved.

**ATTACHMENTS:**

Resolution 2013-39, Map of the Project Site

**RESOLUTION 2013-39**  
**RECOMMENDING APPROVAL OF THE 2014 HOME INVESTMENT**  
**PARTNERSHIP (HOME) BUDGET**

**WHEREAS**, the Rock County Consortium has \$60,738.30 in 2012 CHDO dollars and \$65,866.20 in 2013 CHDO funds, and

**WHEREAS**, the City of Beloit currently has \$100,000 in HOME program income and \$177,000 in unallocated 2011, 2012, and 2013 HOME dollars, and

**WHEREAS**, CHDO dollars are required to be expended on development activities, and

**WHEREAS**, the City's HOME dollars are not being spent in a timely manner on housing rehab loans, and

**WHEREAS**, the two recommended projects are consistent with the City's Consolidated Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority recommends that the City Council allocate the 2012 and 2013 CHDO dollars and \$40,000 of the City's HOME dollars to the 422 Bluff Street project and \$120,000 of the City's HOME dollars to the tax credit development on the Burton Street land owned by the City of Beloit

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Community Development Authority recommends that the \$120,000 recommended to the tax credit development on the Burton Street land owned by the City of Beloit be contingent upon the developer, Mirus Partners, receiving tax credits from WHEDA.

Adopted this 12th day of December, 2013.

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Thomas M. Johnson, Chairman  
Beloit Community Development Authority

**ATTEST:**

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Julie Christensen, Executive Director  
Beloit Community Development Authority



12230100  
82

9

10

11

12

ADA ST

12250010  
1.84

12810060  
27  
17.05

12250240  
2.53

22

City of Beloit

12250035  
2.67

12250190  
1.85

12250385  
1.85

POFF'S 4TH SUN VALLEY

12250335  
0.81

12250550  
6.32

ASPEN DR

FAIRVIEW DR

12250500  
0.81

DELL DR

ROLLING HILLS

BURTON ST

12780500  
5.4

12780800  
2.98

FIR DR

FIR DR

DELL DR

