



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
February 24, 2016 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 23, 2015
4. Housing Authority
 - a. Presentation of October Activity Reports (Pollard)
 - b. Presentation of November Activity Reports (Pollard)
 - c. Presentation of December Activity Reports (Pollard)
 - d. Presentation of Fourth Quarter Financial Report (Pollard)
 - e. Review and Consideration of Resolution 2016-01, Approval of 2015 Fourth Quarter Write-offs (Cole)
 - f. Review and Consideration of Resolution 2016-02, Approval of Gutter Installation Bid (Cole)
 - g. Review and Consideration of Resolution 2016-03, Approval of the 2016 Operating Budget (Pollard)
 - h. Review and Consideration of Resolution 2016-04, Approval and Acceptance of the 2016 Capital Fund ACC (Pollard)
5. 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: February 19, 2016

Approved: Julie Christensen, Exec. 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 23, 2015
12 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Monday, November 23, 2015 at Beloit Housing Authority, 210 Portland Avenue.

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

Meeting was called to order by Commissioner Casares at 12:11 p.m.

Present: Commissioners Baker, Casares, Kelly and Kincaid

Absent: Commissioners Evans and Ellison

Staff Present: Julie Christensen, Cathy Pollard and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on September 29, 2015.**

Motion was made by Commissioner Kincaid and seconded by Commissioner Kelly to approve the minutes of the Regular Meeting held September 29, 2015.

Motion carried unanimously.

4. **Housing Authority:**

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

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

We were very busy in September with quite a few movers for various reasons.

Commissioner Kelly inquired as to why Parker Bluff was no longer designated for elderly and disabled housing. Cathy explained that HUD currently has several other senior/disabled housing resources in Beloit.

The U.S. Department of Housing and Urban Development has proposed a rule that would require all public housing authorities to implement smoke-free policies.

b. **Presentation of the July Financial Reports**

Cathy Pollard gave a brief summary of the Consolidated 2015 Budget Report for Beloit Housing Authority – July 2015.

Our three-day preliminary audit will occur on Monday, November 30; our full audit is scheduled for April.

We currently are operating without one of our fulltime Section 8 Specialists. This is good news, financially, because we are not incurring all of the staff costs involved. Another Section 8 Specialist will be leaving in January, which means we will be hiring two (2) Section 8 Specialists in the near future.

- c. Review and Consideration of Resolution 2015-17, Approval of the Beloit Housing Authority 2016 Annual Public Housing Authority Plan and the Five Year Plan

Cathy Pollard presented the staff report and recommendation.

Cathy explained that BHA is not included in the City general budget; the City bills us for services performed for BHA.

Commissioner Kelly moved and Commissioner Baker seconded a motion to approve Resolution 2015-17.

Motion carried unanimously.

- d. Review and Consideration of Resolution 2015-18, 2015 Third Quarter Write-Offs
Cathy Pollard presented the staff report and recommendation.

Commissioner Kincaid moved and Commissioner Kelly seconded a motion to approve Resolution 2015-18.

Motion carried unanimously.

5. **Adjournment:**

Meeting was adjourned at 12:54 p.m.

REPORT TO THE BELOIT 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 no vacancies in public housing units in October and one upcoming vacancy in November of 2015. Public housing accounts receivable on occupied units totaled \$5,058.37 and vacated units totaled \$7,213.15 at the end of October, 2015 which brings the totaled outstanding public housing accounts receivable to \$12,271.52. Seven applicants were pulled from the public housing waiting list in October; seven applicants were briefed. 22 public housing inspections and 9 annual and interim re-certifications were completed in October.

Section 8:

556 vouchers were housed by October 31, 2015 with 51 voucher holders either searching for units or waiting for passed inspections. 7 portable vouchers were paid by BHA in October with 6 families waiting to Port-Out. 70 Section 8 inspections were completed in October, and the Housing Specialists completed 104 annual or interim re-certifications in October. 32 applicants were notified: 30 were briefed.

ATTACHMENTS:

October Activity Report

**Beloit Community Development Authority
Activity Report to Board for February 2016**

October (2015) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 09/30/15	\$ 4,440.08
Outstanding Receivables – Vacated Units 09/30/15	\$ 6,506.96
Outstanding Receivables – Occupied Units 10/31/15	\$ 5,058.37
Outstanding Receivables – Vacated Units 10/31/15	\$ 7,213.15
Total September 30, 2015 Outstanding Receivables:	\$ 10,947.04
Total October 31, 2015 Outstanding Receivables:	\$ 12,271.52
Increase of:	\$ 1,324.48

Vacancies – 10/31/15

<u>Total Public Housing Units</u>	131 Units
	100% Occupancy
0 Vacancy:	0 Elderly - 100% Occupancy
	0 Family - 100% Occupancy

Public Housing Inspections

22 Inspections completed. There were 17 annual inspections; there were 0 move-out inspections. There were 5 move-in inspections. There were 0 housekeeping inspections, 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	2
Interim Recerts:	7
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	7
Number Briefed:	7

Section 8 Program

Total Section 8 Vouchers 598 Vouchers

October 556 under lease - 92% Occupancy
 7 Portable Vouchers –7 Not Absorbed (1/Port-In)
 51 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

70 inspections were completed in October. 36 were annual inspections. 12 were initial inspections, 13 were re-inspections, 0 project based inspections, 8 were WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	3	
Annual Recerts:	53	
Interim Recerts:	51	
Abatements:	6	
Movers:	9	
Possible Program Violations:	3	program violations
End of Program	4	

Section 8 Briefings

Number Notified:	32
Number Briefed:	30

APPLICATIONS:

Waiting List:

123 Public Housing East
132 Public Housing West
107 Parker Bluff
74 Project-Based
367 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
2 Applicants removed over income
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: November 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 November and no upcoming vacancies in December of 2015. Public housing accounts receivable on occupied units totaled \$7,677.36 and vacated units totaled \$9,414.42 at the end of November, 2015 which brings the totaled outstanding public housing accounts receivable to \$17,091.78. No applicants were pulled from the public housing waiting list in November; no applicants were briefed. 15 public housing inspections and 27 annual and interim re-certifications were completed in November.

Section 8:

561 vouchers were housed by November 30, 2015 with 39 voucher holders either searching for units or waiting for passed inspections. 6 portable vouchers were paid by BHA in November with 2 families waiting to Port-Out. 67 Section 8 inspections were completed in November, and the Housing Specialists completed 77 annual or interim re-certifications in November. 0 applicants were notified: 0 were briefed.

ATTACHMENTS:

November Activity Report

**Beloit Community Development Authority
Activity Report to Board for February 2016**

November (2015) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 11/30/15	\$ 7,677.36
Outstanding Receivables – Vacated Units 11/30/15	\$ 9,414.42
Outstanding Receivables – Occupied Units 10/31/15	\$ 5,058.37
Outstanding Receivables – Vacated Units 10/31/15	\$ 7,213.15
Total November 30, 2015 Outstanding Receivables:	\$ 17,091.78
Total October 31, 2015 Outstanding Receivables:	\$ 12,271.52
Increase of:	\$ 4,820.26

Vacancies – 11/30/15

Total Public Housing Units

131 Units
99% Occupancy

1 Vacancy:	0	Elderly - 100% Occupancy
	1	Family - 99% Occupancy

Public Housing Inspections

15 Inspections completed. There were 12 annual inspections; there were 0 move-out inspections. There were 2 move-in inspections. There was 1 housekeeping inspection, 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	17
Interim Recerts:	10
Notice to Vacate:	0

New Tenants:	2
Transfers:	1
Lease Terminations:	2
Possible Program Violations:	4
Evictions	0

Public Housing Briefings

Number Notified:	0
Number Briefed:	0

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

November

561 under lease - 92% Occupancy
 6 Portable Vouchers –6 Not Absorbed (1/Port-In)
 39 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

67 inspections were completed in November. 35 were annual inspections. 19 were initial inspections, 13 were re-inspections, 0 project based inspections, 0 were WHEDA and there were no special inspections.

Section 8 Activities

New Participants:	10	
Annual Recerts:	25	
Interim Recerts:	52	
Abatements:	1	
Movers:	4	
Possible Program Violations:	11	program violations
End of Program	2	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 129 Public Housing East
 137 Public Housing West
 118 Parker Bluff
 82 Project-Based
 387 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed over income
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: 4c

TOPIC: December 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 December and no upcoming vacancies in January of 2016. Public housing accounts receivable on occupied units totaled \$12,485.05 and vacated units totaled \$9,966.20 at the end of December, 2015 which brings the totaled outstanding public housing accounts receivable to \$22,451.25. Five applicants were pulled from the public housing waiting list in December; five applicants were briefed. 8 public housing inspections and 18 annual and interim re-certifications were completed in December.

Section 8:

564 vouchers were housed by December 31, 2015 with 34 voucher holders either searching for units or waiting for passed inspections. 7 portable vouchers were paid by BHA in December with 3 families waiting to Port-Out. 65 Section 8 inspections were completed in December, and the Housing Specialists completed 86 annual or interim re-certifications in December. 7 applicants were notified: 1 was briefed.

ATTACHMENTS:

December Activity Report

**Beloit Community Development Authority
Activity Report to Board for February 2016**

December (2015) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 11/30/15	\$ 7,677.36
Outstanding Receivables – Vacated Units 11/30/15	\$ 9,414.42
Outstanding Receivables – Occupied Units 12/31/15	\$ 12,485.05
Outstanding Receivables – Vacated Units 12/31/15	\$ 9,966.20
Total November 30, 2015 Outstanding Receivables:	\$ 17,091.78
Total December 31, 2015 Outstanding Receivables:	\$ 22,451.25
Increase of:	\$ 5,359.47

Vacancies – 12/31/15

Total Public Housing Units

131 Units
99% Occupancy

2 Vacancies:	1	Elderly - 100% Occupancy
	1	Family - 99% Occupancy

Public Housing Inspections

8 Inspections completed. There were 6 annual inspections; there were 0 move-out inspections. There were 2 move-in inspections. There was 0 housekeeping inspection, 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	12
Interim Recerts:	6
Notice to Vacate:	0

New Tenants:	5
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	2
Evictions	1

Public Housing Briefings

Number Notified:	5
Number Briefed:	5

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

December 564 under lease - 93% Occupancy
 7 Portable Vouchers - 7 Not Absorbed (1/Port-In)
 34 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

65 inspections were completed in December. 43 were annual inspections. 12 were initial inspections, 10 were re-inspections, 0 project based inspections, 0 were WHEDA and there were no special inspections.

Section 8 Activities

New Participants:	16	
Annual Recerts:	33	
Interim Recerts:	53	
Abatements:	1	
Movers:	6	
Possible Program Violations:	7	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	7
Number Briefed:	1

APPLICATIONS:

Waiting List: 130 Public Housing East
 135 Public Housing West
 130 Parker Bluff
 81 Project-Based
 406 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed over income
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: 4e.

TOPIC: Resolution No. 2016-01: Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable Fourth Quarter 2015 Debts

REQUESTED ACTION: Approval of Resolution No. 2016-01

PRESENTER: Clinton Cole

STAFF REPORT:

HUD has recommended that the Beloit Housing Authority write off Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of the year and damage the agency's 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 fourth quarter 2015 is \$2,537.90. This amount will be removed from the BHA's books, and reported to Happy Software and the Tax Refund Intercept Program for collection.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2016-01

ATTACHMENTS:

Resolution No. 2016-01 and listing of debtors

Public Housing Write Offs for 2015 (4th Qtr)

BHA

LLC Phase 1

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Scott, Mercedes		780.27				780.27		
Blote, Lucia		332.31				332.31		

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Boyd, Alicia		280.73				280.73		
Jackson, Joan		568.58				568.58		
Miller, Erica		576.01			44.10	531.91		

Total for 4th Quarter '15		2537.90		0	44.10	2493.80	\$0.00	0
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RESOLUTION NO. 2016-01

BELOIT HOUSING AUTHORITY

**AUTHORIZATION TO WRITE-OFF BELOIT HOUSING AUTHORITY PUBLIC
HOUSING TENANTS ACCOUNTS RECEIVABLE FOURTH QUARTER 2015
DEBTS**

WHEREAS, three 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;

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

THEREFORE BE IT RESOLVED that \$2,537.90 be written off the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 24th day of February, 2016

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4f.

TOPIC: Resolution No. 2016-02: CDA Award of Gutter Installation Contract for BHA Public Housing Sites

REQUESTED ACTION: Approval of Resolution No. 2016-02

PRESENTER: Clinton Cole

STAFF REPORT:

While inspecting BHA Public Housing sites, staff has determined that the installation of gutters and downspouts will reduce water runoff and basement flooding at five units which have had problems recently. Staff prepared a list of specific sites where gutter installation is recommended. Four firms submitted bids in response to a request for proposals to complete the necessary work. The BHA received the following quotes:

ABC Seamless of Janesville, Inc. - \$15,143.00

Toubl Contracting Inc. - \$10,998.00

Brickson Brothers - \$6,214.00

Hillison's Seamless Gutters - \$7,000.00

The bids submitted from Brickson Brothers and Hillison's Seamless Gutters were ruled incomplete, as they did not submit the necessary paperwork as outlined in the request for bids. Due to bid irregularities, all firms were contacted after their bid submissions and asked to provide additional breakdown of the costs. Upon review, the bid submitted by Toubl Contracting Inc. was determined by staff to be unrealistic due to their breakdown of materials and labor cost, and ABC Seamless of Janesville, Inc. was chosen as the most responsible bidder.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2016-02

ATTACHMENTS:

Resolution No. 2016-02

RESOLUTION NO. 2016-02

BELOIT HOUSING AUTHORITY

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD CONTRACT FOR GUTTER INSTALLATION
SERVICES AT BELOIT HOUSING AUTHORITY'S PUBLIC HOUSING SITES**

WHEREAS, Beloit Housing Authority (BHA) staff has determined that the installation of gutters is necessary at several Public Housing sites;

WHEREAS, the Beloit Housing Authority (BHA) solicited proposals from gutter contractors to provide the necessary services at its Public Housing sites, and ABC Seamless of Janesville, Inc. provided a quote of \$15,143.00;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners award contract for gutter installation services at Beloit Housing Authority's Public Housing sites to ABC Seamless of Janesville, Inc. in the amount of \$15,143.00.

Adopted this 24th day of February, 2016

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4g

TOPIC: Resolution No.2016-03
Approval of the Beloit Housing Authority (BHA)
2016 Annual Public Housing, Section 8,
and Administrative Budgets

REQUESTED ACTION: Approval of Resolution No. 2016-03

PRESENTER: Cathy Pollard

STAFF REPORT:

The 2016 Beloit Housing Authority budgets were completed by the fee accountant in their standard template, using the 2016 actual program costs and revenues to date as a guideline for making any additions/subtractions. This is an estimation of costs, as always.

The BHA budget, once submitted, can be amended by Board approval at any time necessary to reflect changes in unanticipated expenses, revenues, or staff.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2016-03

ATTACHMENTS:

Resolution No. 2016-03

2016 BHA Budgets

RESOLUTION NO. 2016-03

**APPROVAL OF THE 2016 БЕЛОIT HOUSING AUTHORITY (BHA)
PUBLIC HOUSING, SECTION 8, AND
ADMINISTRATIVE BUDGETS**

WHEREAS, the Beloit Housing Authority is required to be fiscally responsible and provide for efficient use of funds; and

WHEREAS, the Beloit Housing Authority has prepared 2016 program budgets based upon projected income and expenses;

THEREFORE BE IT RESOLVED that the Beloit Housing Authority through the Community Development Authority Board of Commissioners resolve to approve the attached 2016 budgets;

NOW BE IT FURTHER RESOLVED that the Chairman is hereby authorized to sign the HUD required forms approving the budgets on behalf of the Beloit Housing Authority.

Adopted this 24th day of February, 2016

Loretta Evans, Chairperson
Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Beloit Apartments Redevelopment, LLC - Phase 2
2016 Preliminary Budget - July 31, 2015

	2015 Actual YTD	2015 Projected	2016 Proposed	Net Change
Operating Receipts				
Gross Potential Rents	244,265.00	418,740.00	418,740.00	0.00
Vacancy Loss	7,327.95	12,562.20	12,562.20	0.00
Net Dwelling Rental	251,592.95	431,302.20	431,302.20	0.00
Operating Subsidy	71,785.94	123,061.61	123,061.61	(0.00)
Net Dwelling Rental & Operating Subsidy	323,378.89	554,363.81	554,363.81	(0.00)
Other Income (inc replacement reserves)	10,982.00	18,826.29	20,000.00	1,173.71
Amortized Deferred Revenue - TC	0.00	0.00	0.00	0.00
Interest on Project Operations & Reserves	7.04	12.07	20.00	7.93
Operating Income	10,989.04	18,838.35	20,020.00	1,181.65
Total Operating Receipts	334,367.93	573,202.17	574,383.81	1,181.64
Operating Expenses				
Leasing Labor Expense/Benefits	25,333.46	43,428.79	47,000.00	3,571.21
Management Consultants	0.00	0.00	0.00	0.00
Advertising & Marketing	0.00	0.00	150.00	150.00
Office Expenses (Admin/Leasing Office)	0.00	0.00	150.00	150.00
Management Fees	7,691.66	13,185.70	13,200.00	14.30
Asset Management Fees	4,207.00	6,600.00	6,800.00	200.00
Legal Expense	0.00	1,000.00	1,000.00	0.00
Audit Expense	9,025.00	9,025.00	9,025.00	0.00
Bookkeeping Fees/Accounting Services	3,618.53	6,203.19	10,000.00	3,796.81
Bad Debts Expense	13,659.92	23,417.01	24,000.00	582.99
Miscellaneous Administrative Expenses	290.06	(1,624.18)	2,800.00	4,424.18
Net Administrative Expenses	63,825.63	101,235.51	114,125.00	12,889.49
Electricity Expense	5,243.52	8,988.89	10,000.00	1,011.11
Water Expense*	3,869.68	6,633.74	6,800.00	166.26
Natural Gas Expense	10,399.52	17,827.75	19,000.00	1,172.25
Sewer Expense*	7,191.17	12,327.72	13,500.00	1,172.28
Maintenance Supplies	1,362.08	2,334.99	3,000.00	665.01
Maintenance Labor Expense/Benefits	84,089.42	144,153.29	150,000.00	5,846.71
Maintenance Contractor Expense	6,684.00	11,458.29	13,000.00	1,541.71
Extermination Services	4,396.00	7,536.00	2,000.00	(5,536.00)
Elevator Maintenance & Inspections	1,349.21	1,254.72	1,500.00	245.28
Lawn Care & Snow Removal	0.00	0.00	0.00	0.00
Garbage & Trash Removal **	5,231.70	10,463.40	12,000.00	1,536.60
Heating/Cooling Repairs/Maintenance	580.50	995.14	1,200.00	204.86
Miscellaneous Operating/Maintenance Expense	0.00	0.00	1,000.00	1,000.00
Net Maintenance Expenses	130,396.80	223,973.93	233,000.00	9,026.07
Real Estate Taxes/PILOT	7,366.92	7,366.92	9,500.00	2,133.08
Property & Liability Insurance	4,079.40	6,993.26	7,500.00	506.74
Security Services Expense***	2,040.51	3,498.02	3,750.00	251.98
Miscellaneous Taxes/Licenses/Permits & Fees	0.00	0.00	25.00	25.00
Net Operating Expenses	13,486.83	17,858.19	20,775.00	2,916.81
Amortization Expenses	5,164.11	8,852.76	8,852.76	0.00
Interest Expense - First Mortgage	2,802.45	4,804.20	4,804.20	0.00
Interest Expense - Capital Lease	39,327.82	67,419.12	68,000.00	580.88
Replacement Reserves	0.00	20,394.00	21,000.00	606.00
Depreciation	255,424.75	437,871.00	440,000.00	2,129.00
Net Organization Expenses	302,719.13	539,341.08	542,656.96	3,315.88
Total Operating Expenses	510,428.39	882,408.71	910,556.96	28,148.25
Net Income (Loss)	(176,060.46)	(309,206.55)	(336,173.15)	(26,966.60)

2016 LIPH Budgeting Information

Maintenance Expenses

Type	Amount
Cleaning Supplies	1,500
Vehicle Repairs/Service/Fuel	4,500
Elevator Repair & Maintenance (Admin)	2,000
Answering Service	1,400
Security Services - Properties	40,000
Protective Services-Alarm (Admin Bldg)	1,400
	\$ 49,300

Membership & Publications

Type	Amount
Beloit Daily News (Agency Sub)	160
ENUG (Agency Membership)	250
NAHRO (Agency Membership)	975
PHADA (Agency Membership)	-
Nan McKay & Assoc (Revision Svc)	1,250
WAHA (Agency Membership)	50
	\$ 2,685

Maintenance Expenses for Maint Svcs to PB HCV

Type	Amount
Maint Materials	1,500
Plumbing Supplies	500
Electrical Supplies/Lights	500
Painting Supplies	750
Plumbing Repair Services	1,500
Heating/AC Repair Services	1,200
Electrical Repair Service	500
Window Repair Services	850
Clean Carpets/Paint Vacants	800
	\$ 8,100

Administrative Contracts (Admin/S8)

Type	Amount
Computer Maintenance	-
Postage Machine	-
Copier Lease	7,300
Software Maintenance	11,000
	\$ 18,300

Insurance

Type	Amount
Auto	288
Fidelity Bond	250
Fire & Extended Coverage	2,343
General Liability	6,777
Public Officials	300
Unemployment Insurance	1,000
Workmen Compensation	12,932
	\$ 23,890

Utilities (estimates based on 2014 usage - Admin bldg ONLY)

Type	Amount
Water/Sewer	1,300
Electricity	7,500
Gas	4,500
	\$ 13,300

Other Administrative Expenses (30/70 LIPH/HCV)

Type	Amount
Postage/Fed Ex/UPS	9,000
Bank Fees (HCV only)	1,800
	\$ 10,800

Nonroutine Expenditures

Type	Amount
Collection Losses	2,000
Casualty Losses - Noncapitalized	1,000
Extraordinary Maintenance	1,000
Replacement of Nonexpendable Equip	1,000
	\$ 5,000

Schedule of Administrative Expenses 2016

Description	Total	Mgmt	Section 8
Legal Expenses	500	250	250
Advertising	2,500	1,250	1,250
Training	5,000	2,500	2,500
Travel (to Conventions & Meetings)	250	125	125
Other Travel (Training)	250	125	125
Total Travel	500	250	250
Accounting	10,000	5,000	5,000
Auditing	21,000	10,500	10,500
Sundry:			
Publications	1,410	705	705
Membership Dues & Fees	1,275	513	763
Telephone, Fax	5,000	2,200	2,800
Collection Agent Fees/Court Costs	4,000	2,800	1,200
Administrative Contracts	18,300	8,967	9,333
Forms, Stationery & Office Supplies	5,200	3,120	2,080
Travel within Jurisdiction (Inspections - BHA Vehicle)	-	-	-
Other Sundry Expenses	10,800	2,970	7,830
Total Sundry	45,985	21,275	24,711
Total Admin Expenses other than Salaries	85,485	41,025	44,461

BHA - 2016 BENEFITS

		TOTAL SALARY	TOTAL BENEFITS	WRS (6.5%)	FICA (7.65%)	HEALTH	LIFE INS	LIPH	Non ACC	LLC Phase 1	LLC Phase 2	HCV
Director	Pollard	77,656.16	20,879.34	5,047.65	5,940.69	9,470.00	421.00	12,318.81	1,461.55			7,098.98
Programs Manager	Cole	58,359.92	17,780.93	3,793.40	4,464.53	9,470.00	53.00	7,112.37	3,556.19			7,112.37
Accountant I	White	50,000.00	30,606.99	3,250.00	3,824.99	23,444.00	88.00	14,997.42	1,836.42			13,773.15
PH Coordinator	Melito	45,594.38	29,932.60	2,963.64	3,487.96	23,444.00	37.00			14,966.30	14,966.30	14,837.50
Secretary	Purfoy	42,042.40	29,675.00	2,732.76	3,216.24	23,444.00	282.00	14,837.50				30,349.80
Housing Specialist	Cobb	47,793.72	30,349.80	3,106.59	3,656.21	23,444.00	143.00					15,411.50
Housing Specialist	Lockhart	41,000.00	15,411.50	2,665.00	3,136.50	9,470.00	140.00					18,519.70
Housing Inspector	Bridges	51,852.70	30,866.16	3,370.43	3,966.73	23,444.00	85.00			6,173.23	6,173.23	
Spec Programs Coordinator	Alverson	41,230.03	29,350.04	2,679.95	3,154.09	23,444.00	72.00	29,350.04				
Custodian	Cortes	17,692.61	11,973.50	1,150.02	1,353.48	9,470.00	0.00	11,973.50				
Property Operations Mechanic	Champlin	47,168.40	30,197.33	3,065.95	3,608.38	23,444.00	79.00		2,113.82	13,890.77	14,192.74	
Property Operations Mechanic	Paar	47,404.04	16,226.67	3,081.27	3,626.40	9,470.00	49.00		1,135.87	7,464.27	7,626.53	
SUB-TOTALS:		567,794.36	293,249.83	36,906.63	43,436.20	211,458.00	1,449.00	90,589.63	10,103.84	42,494.57	42,958.80	107,103.00
Maintenance Overtime		6,000.00	807.00	420.00	459.00	0.00	0.00		56.49	371.22	379.29	
TOTALS:		573,794.36	294,056.83	37,326.63	43,895.20	211,458.00	1,449.00	90,589.63	10,160.33	42,865.79	43,338.09	107,103.00

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4h

TOPIC: Resolution 2016 - 04
Approval of Beloit Housing Authority (BHA) acceptance of
the FY2016 CFP Grant in the amount of \$ 252,287.00

REQUESTED ACTION: Review and Acceptance of 2016 FY CFP Grant

PRESENTER: Cathy Pollard

STAFF REPORT:

The Beloit Housing Authority's Public Housing Program has been approved and notified by the Department of Housing and Urban Development (HUD) to receive a 2016 FY Capital Fund Program (CFP) grant WI39-P064-50116 in the amount of \$252,287.

The funds issued through this grant will be utilized to maintain the 131 units of public housing in the City of Beloit. A Capital Fund Five-Year Plan has been submitted and approved by the HUD. All improvements and upgrades financed with these funds will be within the scope of that plan.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2016-04 Acceptance of the 2016 FY Capital Fund ACC

ATTACHMENTS:

2016 FY Capital Fund ACC
Annual Statement and Performance Report
5 Year action Plan

RESOLUTION NUMBER 2016 - 04

**APPROVAL TO ACCEPT HUD FUNDING FOR
THE 2016 CAPITAL FUND PROGRAM (CFP) GRANT and
AMEND THE ANNUAL CONTRIBUTIONS CONTRACT (ACC)
TO INCLUDE SAID 2016 WI39-P064-50116 CFP GRANT**

WHEREAS, the Beloit Housing Authority's Public Housing Program has been approved and notified by HUD to receive a 2016 Capital Fund Program (CFP) grant WI39-P064-50116 in the amount of \$252,287.00;

WHEREAS, the Beloit Housing Authority is required by HUD to submit an amended Annual Contributions Contract (ACC), an Annual Public Housing Authority (PHA) Plan, and a 2016 Capital Fund Program detailed budget;

WHEREAS, the Beloit Housing Authority is required by HUD to have the Beloit Community Development Authority Board of Commissioners' review and approve said grant, plan, and contract;

THEREFORE BE IT RESOLVED that the Beloit Community Development Authority Board of Commissioners approves the acceptance of the 2016 Capital Fund Program Grant and the revised Annual Contributions Contract.

Adopted this 24th day of February, 2016

Loretta Evans, CDA Board Chair
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

2016 Capital Fund

**Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Beloit Housing Authority WI064 (herein called the "PHA")

and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) C-9176 dated 2/2/1996

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 252,287.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number WI39P06450116
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 37

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development	PHA (Executive Director or authorized agent)
By _____ Date: _____	By <u>Cathy J. Pelland</u> Date: <u>02/15/2016</u>
Title _____	Title <u>Executive Director</u>

Part I: Summary			
PHA Name: Beloit Housing Authority	Grant Type and Number Capital Fund Program Grant No: W139-064-50116 Replacement Housing Factor Grant No: Date of CFFP:		
		FFY of Grant: 2016	FFY of Grant Approval: 2016

Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report							
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:							
1	Total non-CFFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³		60,000.				
3	1408 Management Improvements		7,000.				
4	1410 Administration (may not exceed 10% of line 21)		25,000				
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures		90,287.				
11	1465.1 Dwelling Equipment—Nonexpendable		10,000.				
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						
18a	1501 Collateralization or Debt Service paid by the PHA		60,000.				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant:: (sum of lines 2 - 19)		252,287.				

21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Cathy J. Ballard</i>		Date <i>03/15/2016</i>	Signature of Public Housing Director		Date

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Beloit Housing Authority

Grant Type and Number
 Capital Fund Program Grant No: W139-064-50116
 CEFP (Yes/No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2016

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
16-01 A 64-2	Operations	1406		30,000.				
16-01 B 64-3	Operations	1406		30,000				
	Total:			60,000				
16-02 A 64-2	Management Improvements	1408		3,500.				
16-02 B 64-3	Management Improvements	1408		3,500.				
	Total:			7,000.				
16-03 A 64-1	Management Fee	1410		8,000.				
16-03 B 64-2	Management Fee	1410		10,750.				
16-03 C 64-3	Management Fee	1410		6,250.				
	Total:			25,000.				
16-04 A 64-2	Appliances	1465		5,000.				
16-04 B 64-3	Appliances	1465		5,000.				
	Total:			10,000.				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages
 PHA Name: Beloit Housing Authority
 Grant Type and Number: Capital Fund Program Grant No: W139-064-50115
 CFFP (Yes/No):
 Replacement Housing Factor Grant No:

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
16-05 A 64-2	Dwelling Structures	1460		45,153.50				
16-05 B 64-3	Dwelling Structures	1460		45,153.50				
	Total:			90,287.				
16-06 A 64-2	Debt Service	1501		30,000.				
16-06 B 64-3	Debt Service	1501		30,000.				
	Total:			60,000.				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Beloit Housing Authority				Federal FFY of Grant: 2016	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	, 2018		, 2020		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/20011

Part I: Summary

PHA Name/Number WT-064		Locality (City/County & State) Beloit, WI			Original 5-Year Plan		Revision No:
Development Number and Name	Work Statement for Year 2016 FFY 2016	Work Statement for Year 2017 FFY 2017	Work Statement for Year 3 FFY 2018	Work Statement for Year 4 FFY 2019	Work Statement for Year 5 FFY 2020		
B. Physical Improvements Subtotal	Annual Statement 90,287.	33,700.	60,000	70,000	25,000.		
C. Management Improvements	7,000.	5,000.	5,000.	5,000.	10,000.		
D. PHA-Wide Non-dwelling Structures and Equipment	10,000.	5,000.	5,000.	5,000.	3,500.		
E. Administration	25,000	20,000	20,000	20,000	16,000		
F. Other							
G. Operations	60,000.	50,000.	50,000.	50,000.	50,000.		
H. Demolition							
I. Development							
J. Capital Fund Financing – Debt Service	60,000.	50,000	50,000.	50,000.	50,000.		
K. Total CFP Funds	252,287	163,700	190,000.	200,000.	184,500.		
L. Total Non-CFP Funds							
M. Grand Total	252,287.	163,700.	190,000.	200,000.	184,500.		

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/20011

Part II: Summative Pages – Physical Needs Work Statement(s)

Statement for Year 1 FFY 2016	Work Statement for Year FFY 2016			Work Statement for Year: 2017		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Improvements 1460: 64-2 Repair or replacement of driveways and approaches throughout Phase 1 properties. 64-2, Repair cracked and raised sidewalks as needed in Phase 1 areas.		\$40,287.	Improvements 1460: 64-3 Repair or replacement of driveways and approaches in Phase 2 Scattered site homes. 64-1 Window upgrade to Energy Efficient for Administration Building	16 units	\$15,800.
See	64-2, Phase 1 properties will receive gutters and downspouts to alleviate drainage issues and basement leaks.	65 units	\$40,000.			\$17,900.
Annual						
Statement						
			\$90,287.			\$33,700.
			<i>Subtotal of Estimated</i>			

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2016	Work Statement for Year FFY 2018			Work Statement for Year: FFY 2019			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
	Improvements 1460: 64-1 Roofing of Administration Building.		\$45,000.	Improvements 1460: 64-2, 64-3 Assess and replace or repair kitchen cabinets, counters and kitchen flooring as needed in Phase 1 units and Phase 2 Scattered Site homes.	81 units	\$45,800.	
	64-2 Replace Public Area carpet in Parker Bluff Building as needed.		\$5,000.	64-2, 64-3 Assess and replace carpets and flooring throughout Phase 1 units and Phase 2 Scattered site homes as needed.	81 units	\$24,200.	
See	64-2, 64-3 Landscaping; Tree Trimming throughout both Phase 1 and Phase 2 properties as needed		\$10,000.				
Annual							
Statement							
Subtotal of Estimated Cost			\$60,000.	Subtotal of Estimated Cost			\$70,000.

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY _____ 2016 _____	Work Statement for Year _____ FFY 2020		Work Statement for Year _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
	Improvements 1460: 64-2, 64-3 Assess and replace energy efficient measures as needed (windows, doors, lighting, furnaces and water heaters).	81 Units	\$54,500.	
	See			
Annual				
Statement				
Subtotal of Estimated Cost			\$54,500.	

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2016	Work Statement for Year		Estimated Cost	
	Development Number/Name	General Description of Major Work Categories		
See	64-1,2,3	Management Improvement 1408:	\$5,000.	
Annual		Staff Salary 1410: Ex. Director, Programs Manager	\$20,000	
Statement		Debt Service 1501:	\$50,000.	
		Non Dwelling Structures and Equipment 1470/1475	\$5,000.	
		1406 Operations	\$50,000.	
		Subtotal of Estimated Cost	\$130,000.	