



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
May 4, 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 March 23, 2016
4. Beloit Housing Authority
 - a. Presentation of January Activity Reports (Pollard)
 - b. Presentation of February Activity Reports (Pollard)
 - c. Presentation of March Activity Reports (Pollard)
 - d. Discussion of the Process of Handling Program Violations (Pollard)
 - e. Review and Consideration of Resolution 2016-06, Approval of 2016 First Quarter Write-offs (Cole)
5. Neighborhood Revitalization Activities
 - a. Review and Consideration of Resolution 2016-05, Authorizing the CDA to Acquire 715 West Grand Avenue and Award the Demolition Contract for 715 W Grand Avenue (Downing)
6. Adjournment

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

Notice Mailed: April 29, 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
March 23, 2016
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, March 23, 2016, in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Evans at 4:31 p.m.

Present: Commissioners Baker, Casares, Evans, Kelly, and Kincaid

Absent: Commissioner Ellison

Staff Present: Julie Christensen and Teri Downing

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on February 24, 2016.**

Motion was made by Commissioner Baker and seconded by Commissioner Kelly to approve the minutes of the Regular Meeting held on February 24, 2016.

4. **Community Development Block Grant**

a. **Public Hearing and Presentation of the Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program**

Teri Downing, Director of Community and Housing Services, gave a brief summary of the 2015 Community Development Block Grant (CDBG) Program.

She explained that the 2015 CAPER is available for public review at the Beloit Public Library and on the City website until March 29, 2015. The CDBG budget spreadsheet for public service activities which were approved and allocated in 2015 was reviewed.

After revising their application, NHS Homeownership Program had a balance of \$11,746 that was not needed. Teri indicated that we will need to reallocate the entire \$12,956 allocated to the Salvation Army after several failed attempts to contact them. Because Voluntary Action Center had to close its doors, the unused portion of their funds will also be reallocated. Caritas along with Hands of Faith will consider picking up the Senior Chore Service but funds are available if any not-for-profit agency takes over.

It is very unusual to have allocated CDBG money left over. A decision will be made on how to disperse the \$27,328 unused balance while trying to keep the funds in the public service arena.

Commissioner Evans opened the Public Hearing at 4:56 p.m. The Public Hearing was closed at 4:58 p.m. without any participants.

Julie stated that we are in the process of preparing a neighborhood revitalization plan for the Hackett and Merrill neighborhoods. As part of those planned developments, we are targeting some of our housing resources through CDBG in the neighborhood located west of Bluff Street. We are proposing an evening bus tour of this area, which includes the CDA Board and City Council members, to discuss future housing ideas.

5. **Adjournment:**
Motion by Commissioner Baker and seconded by Commissioner Kelly to adjourn at 5:10 p.m. Motion carried.

**REPORT TO THE BELOIT COMMUNITY
DEVELOPMENT AUTHORITY**

AGENDA ITEM: 4a

TOPIC: January 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 January and one upcoming vacancy in February of 2016. Public housing accounts receivable on occupied units totaled \$6,896.06 and vacated units totaled \$12,944.86 at the end of January, 2016 which brings the totaled outstanding public housing accounts receivable to \$19,840.92. Five applicants were pulled from the public housing waiting list in January; three applicants were briefed. 13 public housing inspections and 19 annual and interim re-certifications were completed in January.

Section 8:

570 vouchers were housed by January 31, 2016 with 29 voucher holders either searching for units or waiting for passed inspections. 8 portable vouchers were paid by BHA in January with 5 families waiting to Port-Out. 82 Section 8 inspections were completed in January, and the Housing Specialists completed 84 annual or interim re-certifications in January. 10 applicants were notified: 8 were briefed.

ATTACHMENTS:

January Activity Report

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

January (2016) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 01/31/16	\$ 6,896.06
Outstanding Receivables – Vacated Units 01/31/16	\$ 12,944.86
Outstanding Receivables – Occupied Units 12/31/15	\$ 12,485.05
Outstanding Receivables – Vacated Units 12/31/15	\$ 9,966.20
Total January 31, 2016 Outstanding Receivables:	\$ 19,840.92
Total December 31, 2015 Outstanding Receivables:	\$ 22,451.25
Decrease of:	\$ 2,610.33

Vacancies – 1/31/16

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
2 Vacancies:	1 Elderly - 100% Occupancy 1 Family - 99% Occupancy

Public Housing Inspections

15 Inspections completed. There were 11 annual inspections; there were 2 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:	10
Interim Recerts:	9
Notice to Vacate:	0

New Tenants:	2
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	22 (snow removal)
Evictions	1

Public Housing Briefings

Number Notified:	5
Number Briefed:	3

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

January

570 under lease - 93% Occupancy
 8 Portable Vouchers –8 Not Absorbed (1/Port-In)
 29 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

82 inspections were completed in January. 39 were annual inspections. 9 were initial inspections, 16 were re-inspections, 0 project based inspections, 11 were WHEDA and there were 5 special inspections.

Section 8 Activities

New Participants:	7
Annual Recerts:	32
Interim Recerts:	52
Abatements:	3
Movers:	8
Possible Program Violations:	13 program violations
End of Program	2

Section 8 Briefings

Number Notified:	10
Number Briefed:	8

APPLICATIONS:

Waiting List: 141 Public Housing East
 144 Public Housing West
 131 Parker Bluff
 87 Project-Based
 427 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: 4b

TOPIC: February 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 February and one upcoming vacancy in March of 2016. Public housing accounts receivable on occupied units totaled \$2,349.05 and vacated units totaled \$15,188.88 at the end of February, 2016 which brings the totaled outstanding public housing accounts receivable to \$17,537.93. Six applicants were pulled from the public housing waiting list in February; one applicant was briefed. 8 public housing inspections and 27 annual and interim re-certifications were completed in February.

Section 8:

570 vouchers were housed by February 29, 2016 with 21 voucher holders either searching for units or waiting for passed inspections. 8 portable vouchers were paid by BHA in February with 2 families waiting to Port-Out. 65 Section 8 inspections were completed in February, and the Housing Specialists completed 98 annual or interim re-certifications in February. No applicants were notified: none were briefed.

ATTACHMENTS:

February Activity Report

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

February (2016) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 01/31/16	\$ 6,896.06
Outstanding Receivables – Vacated Units 01/31/16	\$ 12,944.86
Outstanding Receivables – Occupied Units 02/29/16	\$ 2,349.05
Outstanding Receivables – Vacated Units 02/29/16	\$ 15,188.88
Total January 31, 2016 Outstanding Receivables:	\$ 19,840.92
Total February 29, 2016 Outstanding Receivables:	\$ 17,537.93
Decrease of:	\$ 2,302.99

Vacancies – 02/29/2016

<u>Total Public Housing Units</u>	131 Units
	99% Occupancy
1 Vacancy:	0 Elderly - 100% Occupancy
	1 Family - 99% Occupancy

Public Housing Inspections

8 Inspections completed. There were 6 annual inspections; there was 1 move-out inspection. There was 1 move-in inspection. There was 0 housekeeping inspection, 0 exterior inspections and no re-inspections.

Public Housing Activities

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

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

Public Housing Briefings

Number Notified:	3
Number Briefed:	1

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

February

570 under lease - 93% Occupancy
 8 Portable Vouchers –8 Not Absorbed (1/Port-In)
 21 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

65 inspections were completed in February. 43 were annual inspections. 5 were initial inspections, 16 were re-inspections, 0 project based inspections, none were WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	3	
Annual Recerts:	54	
Interim Recerts:	44	
Abatements:	3	
Movers:	7	
Possible Program Violations:	7	program violations
End of Program	1	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 148 Public Housing East
 148 Public Housing West
 144 Parker Bluff
 93 Project-Based
 452 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: March 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 March and no upcoming vacancies in April of 2016. Public housing accounts receivable on occupied units totaled \$5,350.86 and vacated units totaled \$16,721.32 at the end of March, 2016 which brings the totaled outstanding public housing accounts receivable to \$22,072.18. Five applicants were pulled from the public housing waiting list in March; one applicant was briefed. 8 public housing inspections and 16 annual and interim re-certifications were completed in March.

Section 8:

573 vouchers were housed by March 31, 2016 with 9 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in March with 2 families waiting to Port-Out. 71 Section 8 inspections were completed in March, and the Housing Specialists completed 111 annual or interim re-certifications in March. No applicants were notified: none were briefed.

ATTACHMENTS:

March Activity Report

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

March (2016) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 03/31/16	\$ 5,350.86
Outstanding Receivables – Vacated Units 03/31/16	\$ 16,721.32
Outstanding Receivables – Occupied Units 02/29/16	\$ 2,349.05
Outstanding Receivables – Vacated Units 02/29/16	\$ 15,188.88
Total March 31, 2016 Outstanding Receivables:	\$ 22,072.18
Total February 29, 2016 Outstanding Receivables:	\$ 17,537.93
Increase of:	\$ 4,534.25

Vacancies – 03/31/2016

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
1 Vacancy:	0 Elderly - 100% Occupancy
	1 Family - 99% Occupancy

Public Housing Inspections

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

Public Housing Activities

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

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

Public Housing Briefings

Number Notified:	7
Number Briefed:	0

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

March

573 under lease - 93% Occupancy
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)
 9 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

71 inspections were completed in March. 50 were annual inspections. 7 were initial inspections, 8 were re-inspections, 0 project based inspections, 6 were WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	3	
Annual Recerts:	72	
Interim Recerts:	39	
Abatements:	4	
Movers:	4	
Possible Program Violations:	3	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 155 Public Housing East
 157 Public Housing West
 160 Parker Bluff
 95 Project-Based
 469 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: 4d

TOPIC: Discussion of Process of Handling Program Violations

REQUESTED ACTION: No Action Required

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD has required that PHA's adopt a process of handling violations of the Family Obligations, Crime Free Addendum, Leases and other infractions of the rules and HUD regulations. In order to assure an equal and fair process, HUD has set forth several guidelines each PHA must adhere to.

STAFF RECOMENDATION: No Action

ATTACHMENTS:

Chapter 16 of the Housing Choice Voucher Guidebook

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CHAPTER 16 INFORMAL REVIEWS AND HEARINGS

16.1 CHAPTER OVERVIEW

Families seeking admission to or already participating in the housing choice voucher program have the right to receive an informal review or hearing in most circumstances in which a PHA makes a decision affecting their eligibility or amount of assistance. The purpose of an informal review or hearing is to resolve applicant or participant disputes with the PHA without legal action and to correct PHA errors that might have occurred in the decision-making process.

With the exception of decisions related to restrictions on non-citizens, an *informal review* is for program applicants and an *informal hearing* is for program participants. Decisions related to restrictions on assistance to non-citizens always require an *informal hearing* regardless of whether the family is an applicant or a participant.

16.2 NOTICE OF RIGHTS

Certain PHA actions or decisions require an offer of informal review or hearing. Following these actions or decisions, a PHA must give an applicant or participant prompt written notice of the family's right to ask for an informal review or an informal hearing to determine whether the PHA's decision is in accordance with the law, HUD regulations, and PHA policies. The notice must contain the following information:

- A brief statement of reasons for the decision;
- A statement that if the family does not agree with the decision, the family may request an informal review or informal hearing; and
- The deadline for the family to submit its request.

Upon receiving the family's request the PHA must proceed with the informal review or informal hearing in a reasonably expeditious manner.

The PHA has latitude in establishing reasonable timeframes for families to request a review or hearing.

16.3 CIRCUMSTANCES WHICH REQUIRE THE OFFER OF AN INFORMAL REVIEW OR HEARING

PHAs are not required to conduct an informal review or informal hearing to reconsider every PHA action or decision.

An informal review is not required for decisions concerning:

- Determination of unit size under the PHA's subsidy standards;

- Determination that a unit does not meet or comply with housing quality standards;
- Denial of a request to extend or suspend a voucher term;
- General policy issues or class grievances;
- Discretionary administrative determinations by the PHA; and
- A PHA refusal to grant approval of the tenancy.

In all other circumstances, a PHA must give a program applicant an opportunity for an *informal review* of a decision when the applicant requests it.

An informal hearing is not required for the following:

- Determination that a unit does not comply with housing quality standards;
- Refusal to extend or suspend a voucher term;
- Discretionary administrative determinations by the PHA;
- General policy issues or class grievances;
- How the PHA established its utility allowance schedule;
- PHA refusal to approve a unit or tenancy;
- Determination that a unit does not meet housing quality standards due to family size or change in composition; and
- A determination to exercise or not to exercise any rights or remedy against the owner.

PHA decisions regarding the following determinations require that a program participant be given an opportunity for an *informal hearing*:

- Determination of the family's annual or adjusted income;
- Calculation of total tenant payment;
- Determination of appropriate utility allowance from the PHA's utility allowance schedule;
- Termination of assistance;
- Determination of unit size for participants under the PHA's subsidy standards; and
- Denial of a hardship exemption to the minimum rent requirement;

Hearings to Consider a Determination of Ineligible Immigration Status

Whenever the PHA makes a determination of ineligible immigration status, the PHA must offer an applicant or participant family the opportunity to request an informal hearing. A family may request an informal hearing within 30 days of receipt of the ineligibility determination from the U.S. Immigration and Naturalization Service (INS), or the PHA's decision to delay, terminate, or deny assistance.

The PHA must keep all denial or termination of assistance documents related to immigration status for a minimum of five years. These include any applications for initial or continued assistance.

With good cause, PHAs may extend the period to request an informal hearing related to immigration status.

16.4 TIMING OF INFORMAL HEARINGS

In cases where the PHA decides to terminate or reduce a family's assistance, the PHA must send a notice which explains the reason for the decision and provides the family the opportunity to request an informal hearing prior to the PHA's terminating or reducing assistance.

A PHA may implement the following changes prior to an informal hearing:

- Changes in total tenant payment or family share;
- Denial of a new voucher for a family that wants to move; or
- Unit size determinations for a family that wants to move.

16.5 INFORMAL REVIEW OR HEARING PROCESS

A PHA's administrative plan must clearly state the procedures for conducting informal reviews for applicants and informal hearings for participants. In addition, the PHA's briefing packet, provided to all voucher holders, must include a description of the procedures for requesting informal reviews and informal hearings.

Informal Review Process

Any person or persons designated by the PHA may conduct an informal review, other than the person or a subordinate of that person who made or approved the decision under review.

The program applicant must be given an opportunity to present written or oral objections to the PHA decision.

The PHA must notify the applicant of its final decision after the informal review, including a brief written statement of the reasons for the final decision.

Informal Hearing Process

An informal hearing is conducted by a hearing officer or officers appointed as described in the PHA administrative plan. The hearing officer may be any person or persons designated by the PHA, with the exception of the person or a subordinate of the person who made or approved the decision under review. The person who conducts the hearing may regulate the conduct of the hearing according to the procedures described in the PHA administrative plan.

APPROACHES TO SELECTING AND APPOINTING HEARING OFFICERS

- Many PHAs appoint PHA staff members to serve as hearing officers. The staff members selected for the role vary significantly from one PHA to another. In some PHAs, the hearing officer is a staff member who has the same title but serves on a separate functional team as the person who made the decision under review.
- In other PHAs, the hearing officer may be a staff member in another department. A staff member in another department may have the ability to be more impartial in reviewing decisions made by PHA staff.
- Some PHAs appoint hearing officers from outside the PHA. Civic-minded individuals from the wider community may be willing to serve as hearing officers, especially if the term is limited. Often attorneys offer to serve although the role does not require any legal knowledge. When hearing officers from outside the PHA are used, it is important to ensure they know the rules and PHA policy related to decisions under dispute and are informed of the limits to decisions that can be made in an informal hearing.
- Some PHAs use panels of hearing officers for informal hearings. In some cases, the panel consists of a mix of housing choice voucher program participants, staff members and outside, impartial representatives. A PHA commissioner may serve as the chairperson of the informal hearing panel. Coordination of a panel may be more difficult. It generally works best if hearings are held according to a regular schedule—once a month or every other week. The advantage to a panel may be that it provides both impartiality and knowledge of program requirements.

Before the hearing the family must be given the opportunity to examine any PHA documents directly relevant to the hearing. The family must be allowed to copy any such documents at the family's expense. If the family requests a relevant document and the PHA does not make it available, the PHA may not rely on the document at the hearing.

Similarly, the PHA administrative plan may require that the PHA be given the opportunity to examine, at the PHA offices, any family documents that are directly relevant to the hearing. The PHA must be allowed to copy these relevant documents at its expense. If the family does not make such documents available after receiving the PHA's request, the family may not rely on the documents at the hearing.

Representation and Evidence

The family is entitled to representation by a lawyer or other spokesperson at its own expense. Both the PHA and the family must be given the opportunity to present evidence, and each may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The person who conducts the hearing must issue a written decision that briefly states the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a “preponderance of the evidence” presented at the hearing. A copy of the hearing decision must be promptly furnished to the family.

The PHA is not always bound by a decision made at an informal hearing. The PHA is not bound when a decision is made:

- Concerning a matter for which the PHA is not required to provide an opportunity for an informal hearing;
- Concerning a matter that exceeds the authority of the person conducting the hearing under the PHA’s hearing procedures; or
- That is contrary to HUD regulations or requirements, or otherwise contrary to federal, state, or local law.

If the PHA determines that it is not bound by a hearing decision, it must notify the family and inform the family of the reasons the PHA has determined that the decision is not binding.

INFORMAL HEARING DECISIONS: UNDERSTANDING THE BOUNDARIES

Occasionally, hearing officers express opinions or make decisions that exceed the issue put before the hearing officer. On some occasions, hearing officers have made decisions that are contrary to program rules or even relevant law. The following examples are types of situations that may arise:

- A family may request an informal hearing when it believes its total tenant payment has been incorrectly calculated. In such an instance, the hearing officer may look to see if annual income has been determined according to program regulations and that calculations are correct based on information verified by income sources and program rules. The hearing officer may determine in favor of the family, if, for example, he or she finds that staff mistakenly calculated family income by multiplying an hourly wage by 40 hours for a family member who is working only 20 hours a week. The hearing officer could not, however, decide that it was inappropriate or unfair to include the amount of child support paid out to another household in annual income.
- In an informal hearing requested to review a notice of intent to terminate assistance due to family absence from the unit, the hearing officer may decide that the evidence, presenting that the family was not absent and in violation of the PHA’s stated policy, is convincing. However, the officer may not decide that the PHA’s policy is too restrictive and that the family should not be made to abide by it.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4e.

TOPIC: Resolution No. 2016-06: Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable First Quarter 2016 Debts

REQUESTED ACTION: Approval of Resolution No. 2016-06

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.

Four (4) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the first quarter 2016 is \$10,225.67. 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. 2016-06

ATTACHMENTS:

Resolution No. 2016-06 and listing of debtors

RESOLUTION NO. 2016-06

BELOIT HOUSING AUTHORITY

**AUTHORIZATION TO WRITE-OFF BELOIT HOUSING AUTHORITY PUBLIC
HOUSING TENANTS ACCOUNTS RECEIVABLE FIRST QUARTER 2016
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 \$10,225.67 be written off the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 4th day of May, 2016

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

Public Housing Write Offs for March 2015 (1st Qtr)

BHA

Name	M/O Date	Total	Rent	Repmt / Utility	Maint	Late Fees	Legal Fees
0							

LLC Phase I

Name	M/O Date	Total	Rent	Repmt / Utility	Maint	Late Fees	Legal Fees
McAllister, Jamea	12/28/2015	1672.42	307.83	307.83	147.54	1217.05	\$25.00

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt / Utility	Maint	Late Fees	Legal Fees
Lofton, Patricia	2/25/2016	4766.22	22.00		3895.03		849.19
Upshaw, Charetta	1/15/2016	3506.3		2440	108.49	957.81	
Boyd, Alicia	11/30/2015	280.73			280.73		

Total for 1st Quarter '15		10225.67	329.83	2747.83	256.03	6350.62	\$25.00	849.19
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CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Resolution 2016-05 Authorizing CDA to Acquire 715 W Grand Avenue and Award the Demolition Contract to Earth Construction LLC for 715 W Grand Avenue

REQUESTED ACTION: Approval of Resolution 2016-05

PRESENTER: Teri Downing

STAFF REPORT:

The Neighborhood Stabilization Program (NSP) is authorized under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties. The City of Beloit originally received \$772,111 of these NSP grant funds to be utilized in Beloit's neighborhoods most affected by foreclosures. These funds have continually been used to buy foreclosed houses and either rehabilitate and resell them or demolish them. The funds received from sale of those properties revolve back into the program to continue the program.

The City of Beloit acquired the properties located at 715 W. Grand Avenue and 349 Euclid Avenue for \$1.00 plus back taxes owed to Rock County. The commercial/residential building at 715 W. Grand is in blighted condition and needs to be demolished.

The City of Beloit Building Inspection staff inspected the interior of the building and determined that it is not in a condition to be rehabilitated. The City also hired an independent structural engineer to inspect the building and provide an opinion on the building's structural condition. That report indicated that many building components are deficient and many are structurally unsafe, such as floor joists, wooden support columns, and overall flooring. The City would like to demolish the building and restore the lot to grass with NSP1 funds. Once the building is demolished, the lot will be offered for sale to the adjoining neighbors.

The property is currently owned by the City of Beloit and will need to be transferred to the CDA before the demolition occurs. The City Council has delegated the authority to

implement the NSP program to CDA. Since we are using NSP funds to demolish the building, the CDA must be the owner of the property in order to use these funds for demolition. Due to the building's close proximity to Hackett Elementary School, the demolition has been scheduled to start after the last day of school this year.

On April 14, 2016 we received two bids for the demolition of 715 W Grand Avenue, which are listed below. The lowest bid was from Earth Construction LLC for \$23,200.

Name of Contractor	Bid Amount
Earth Construction	\$23,200.00
CCI	\$23,375.00

STAFF RECOMENDATION:

Staff recommends that the Community Development Authority approve Resolution 2016-05, Authorizing the CDA to Acquire 715 W Grand Avenue and Award the Demolition Contract to Earth Construction LLC For 715 W Grand Avenue

ATTACHMENTS:

Resolution 2016-05

RESOLUTION 2016-05

**AUTHORIZING THE CDA TO ACQUIRE 715 W GRAND AVENUE AND
AWARD THE DEMOLITION CONTRACT FOR 715 W GRAND AVENUE**

WHEREAS, the City of Beloit has received \$772,111 for the Neighborhood Stabilization Program (NSP) under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, the City of Beloit currently owns the property known as 715 W Grand Avenue, and the building is so deteriorated as to make rehabilitation impractical, and the best outcome for this property is to demolish the building and return the site to grass, and

WHEREAS, the demolition of 715 W Grand Avenue will be funded with NSP1 funds, and the City Council has delegated the oversight and implementation of the NSP program to the Community Development Authority (CDA) and therefore the CDA must be the owner of 715 W Grand Avenue, and

WHEREAS, two bids for the demolition of the building were received, the low bid was from Earth Construction LLC for \$23,200.00, and Earth Construction LLC is a qualified bidder.

NOW THEREFORE BE IT RESOLVED, that the CDA agrees to purchase 715 W Grand from the City of Beloit, in an amount not to exceed \$2,500.00 and authorizes the Executive Director of the CDA to complete all paperwork required for the transfer of ownership, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the contracts for the demolition of 715 W Grand Avenue, and hereby is, awarded to Earth Construction LLC, Orfordville, Wisconsin, in the following amounts:

Earth Construction LLC 11602 Hafeman Rd Orfordville, WI 53576	\$23,200.00
TOTAL PROJECT COST	\$23,200.00

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$23,200.00 be, and hereby is, funded as follows:

FUNDING:

73675200-524028-10479 NSP Demo – Beloit	\$ 2,500.00
73675200-524028-10479 NSP Demo – Beloit	\$ 23,200.00
TOTAL AVAILABLE FUNDING	<u>\$ 25,700.00</u>

Adopted this 4th day of May, 2016.

Loretta Evans, CDA Chairperson

ATTEST:

Julie Christensen, Executive Director