



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
March 22, 2017 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 February 22, 2017
4. Housing Authority
  - a. Presentation of January Activity Reports (Pollard)
  - b. Presentation of January Financial Reports (Pollard)
  - c. Review and Consideration of Resolution 2017-06, Authorization for the Beloit Housing Authority to Update the Public Housing Lease and No Smoking Lease Addendum (Melito)
5. Community and Housing Services
  - a. Review and Consideration of Resolution 2017-04, Awarding the Demolition Contract for 206 Eighth Street (Downing)
  - b. Public Hearing and Presentation of the 2016 Comprehensive Annual Performance Evaluation Report (CAPER) (Downing)
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: March 16, 2017

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**  
**February 22, 2017**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, February 22, 2017 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 4:35 p.m.

**Present:** Commissioners Baker, DeBrock, Evans, Hendrix, Kenitzer and Preuschl

**Absent:** Commissioner Ellison

**Staff Present:** Julie Christensen, Clinton Cole and Ann Purifoy

2. **Election of Officers**

a. **Nomination and election of Chairperson**

The nomination for Chairperson was opened. Commissioner Baker was nominated. Commissioner Evans accepted the nomination and was elected by a unanimous vote.

b. **Nomination and election of Vice-Chairperson**

The nomination for Vice-Chairperson was opened. Commissioner DeBrock was nominated. Commissioner DeBrock accepted the nomination and was elected by a unanimous vote.

3. **Citizen Participation:**

None

4. **Review and Consideration of the Minutes of the Regular Meeting held on January 25, 2017**

A motion was made by Commissioner Kenitzer and seconded by Commissioner DeBrock to approve the minutes of the Regular Meeting held on January 25, 2017.

Motion carried unanimously.

5. **Housing Authority:**

a. **Presentation of December Activity Report**

Clinton Cole, Programs Manager, gave a brief summary of the report.

Commissioner Preuschl asked what the six program violations involved. Clint stated that he could not recall the reason for these specific program violations; generally, they are for unreported income which is considered fraud.

b. **Presentation of December Financial Report**

Clinton Cole gave a brief summary of the report.

- c. Review and Consideration of Resolution 2017-03, Submission of 2017 SEMAP  
Clinton Cole presented the staff report and recommendation.

Commissioner Hendrix moved and Commissioner Evans seconded a motion to approve Resolution 2017-03.

Motion carried unanimously.

6. **Conflict of Interest**

Julie Christensen made Board members aware of potential conflicts of interest. Under CDBG rules, Board members cannot sit on any board or work for any agency funded with CDBG money. Informational handouts will be provided at a future Board meeting.

7. **Adjournment:**

Motion by Commissioner DeBrock and seconded by Commissioner Preuschl to adjourn at 4:57 p.m. Motion carried.

**REPORT TO THE  
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**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 2017. Public Housing accounts receivable on occupied units totaled \$6,407.15 and vacated units totaled \$2,925.95 at the end of January, 2017 which brings the totaled outstanding public housing accounts receivable to \$9,333.10. Five applicants were pulled from the Public Housing waiting list in January; two applicants were briefed. Eight Public Housing inspections and twenty-nine annual and interim re-certifications were completed in January.

Section 8:

577 vouchers were housed by January 31, 2017 with 28 voucher holders either searching for units or waiting for passed inspections. 10 portable vouchers were paid by BHA in January with 3 families waiting to Port-Out. 57 Section 8 inspections were completed in January, and the Housing Specialists completed 60 annual or interim re-certifications in January. No applicants were notified: none were briefed.

**ATTACHMENTS:**

January Activity Report

**Beloit Community Development Authority  
Activity Report to Board for March 2017**

**January (2017) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 01/30/17</b>	<b>\$ 6,407.15</b>
<b>Outstanding Receivables – Vacated Units 01/30/17</b>	<b>\$ 2,925.95</b>
Outstanding Receivables – Occupied Units 12/31/16	\$ 8,102.28
Outstanding Receivables – Vacated Units 12/31/16	\$ 7,767.78
<b>Total January 31, 2017 Outstanding Receivables:</b>	<b>\$ 9,333.10</b>
<b>Total December 31, 2016 Outstanding Receivables:</b>	<b>\$ 15,870.06</b>
<b>Decrease of:</b>	<b>\$ 6,537.56</b>

**Vacancies – 01/31/2017**

<b><u>Total Public Housing Units</u></b>	131 Units
	97% Occupancy
2 Vacancies:	0 Elderly - 100% Occupancy
	2 Family - 97% Occupancy

**Public Housing Inspections**

8 Inspections completed. There were 6 annual inspections; there were 2 move-out inspections. There were 0 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and 0 special inspections.

**Public Housing Activities**

Annual Recerts:	12
Interim Recerts:	17
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	5
Number Briefed:	2

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

January

577 under lease - 97% Occupancy  
 10 Portable Vouchers – 10 Not Absorbed (2/Port-In)  
 28 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

57 inspections were completed in January. 36 were annual inspections. 12 were initial inspections, 9 were re-inspections, 0 project based inspections, and there were 0 special inspections.

Section 8 Activities

New Participants:	10	
Annual Recerts:	19	
Interim Recerts:	41	
Abatements:	2	
Movers:	4	
Possible Program Violations:	5	program violations
End of Program	1	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:                    96     Public Housing East  
   98     Public Housing West  
   175    Parker Bluff  
   97     Project-Based  
   307    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

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**AGENDA ITEM:** 4b

**TOPIC:** January Monthly Report

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

**PRESENTER:** Cathy Pollard

## **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending January 31, 2017.

Through the month of January, the Low Income Public Housing (LIPH) program income was \$34,164.10 and the LIPH expenses were \$42,414.46. There was a \$(8,250.36) deficit in LIPH. The Operating Reserve for LIPH was \$5,275,638.00 at the 12/31/2016 FYE. At 2017 Period End the Operating Reserve is \$5,267,387.64. The actual physical LIPH Operating Reserve at 2017 Period End is \$(112,686.38).

Through the month of January, the Project Based Voucher (PBV) program income was \$8,364.29 and the expenses were \$6,661.98. The PBV surplus was \$1,702.31. The PBV Operating Reserve at this Period End is \$99,508.31.

Through the month of January, Phase 1 and Phase 2 program income was \$46,742.65 and the expenses were \$40,525.71. Phase 1 and Phase 2 had a surplus of \$6,216.94. The Operating Reserve for these programs at this Period End is \$129,126.94.

Through the month of January, the Housing Choice Voucher (HCV) program income was \$273,508.61 and expenses were \$267,778.24. The HCV program had a deficit of \$(4,248.63). The HCV Operating Reserve at this Period End is \$277,474.37.

Attachment(s):

January 2017 Financial Reports



# Consolidated 2017 Budget Report for Beloit Housing Authority - January 2017

	YTD Actual						Annual Board Approved Budget			
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
<b>Income</b>										
1 Dwelling Rental	24,357.92			6,382.00	19,065.00		25,447.00	292,295.00		292,295.00
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investments	189.17	8.44			67.47	9.09	85.00	770.00	1,500.00	2,270.00
4 Interest on HAP Res Fund Investments	-						-			-
5 Other Income - Tenants	2,585.00			1,982.29	6,841.29		8,823.58	31,020.00		31,020.00
6 HAP Fraud Recovery & FSS Forfeitures	-						-			-
7 Other Income - Bad Debt Collections	-	280.73					280.73			-
8 Other Income - Laundry/Copy Fees/Misc	2,736.67	1,704.93				196.52	1,901.45	32,840.00		32,840.00
9 Other Income - CFP Operation Money	5,000.00						-	60,000.00		60,000.00
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HJJD	26,427.83					26,309.00	26,309.00		317,134.00	317,134.00
12 Incoming Billable Admin Fees/Oper Sub	18,750.00				20,768.89		20,768.89			225,000.00
13 HAP Subsidy	-					246,994.00	246,994.00			
14 Operating Subsidy	267,886.33	32,170.00					32,170.00	395,970.00	2,818,666.00	3,214,636.00
<b>Total Income</b>	<b>347,932.92</b>	<b>34,164.10</b>	<b>-</b>	<b>8,364.29</b>	<b>46,742.65</b>	<b>273,508.61</b>	<b>362,779.65</b>	<b>1,037,895.00</b>	<b>3,137,300.00</b>	<b>4,175,195.00</b>
<b>Expenses</b>										
<b>Administrative Expenses</b>										
15 Admin Salaries	37,086.17	6,424.44		1,100.28	8,555.46	16,640.32	32,720.50	242,078.00	202,956.00	445,034.00
16 FSS Coordinator Admin Salaries	-	3,216.00					3,216.00			-
17 Admin Employee Benefits	19,447.33	3,939.76		448.54		8,114.69	12,502.99	127,711.00	105,657.00	233,368.00
18 FSS Coordinator Admin Benefits	-	2,346.41					2,346.41			-
19 Advertising & Marketing	441.67						-	4,300.00	1,000.00	5,300.00
20 Legal	41.67						-	250.00	250.00	500.00
21 Staff Training	416.67					2,650.00	2,650.00	2,500.00	2,500.00	5,000.00
22 Travel	41.67						-	250.00	250.00	500.00
23 Accounting Consultants	2,458.33	155.00		47.00	686.00	305.00	1,193.00	24,500.00	5,000.00	29,500.00
24 Audit Fee	1,625.00						-	19,500.00		19,500.00
25 Telephone	637.50	42.35					42.35	3,552.00	4,098.00	7,650.00
26 Postage	750.00	164.40					164.40	2,700.00	6,300.00	9,000.00
27 Office Supplies	458.33	305.20				305.20	610.40	3,420.00	2,080.00	5,500.00
28 Memberships & Publications	409.25	608.94					608.94	3,683.00	1,228.00	4,911.00
29 Bank Fees	150.00	5.00		1.75		220.57	227.32		1,800.00	1,800.00
30 Computer Maintenance	-						-			-
31 Copier Expenses	608.33	332.30				332.30	664.60		7,300.00	7,300.00
32 Office Equipment Maintenance	1,525.00						-	8,967.00	9,333.00	18,300.00
33 Postage Machine	-						-			-
34 Software Maintenance	916.67	245.00					500.00		11,000.00	11,000.00
35 Outgoing Portable Admin Fees	-						-			-
36 Sundry Administration/Compliance Fees	1,483.33					538.95	538.95	9,970.00	7,830.00	17,800.00
37 Management Improvements	-						-			-
38 Management Fees	1,500.00						1,704.93	18,000.00		18,000.00
39 Eviction & Collection Agent Fees	333.33				1,704.93		-	2,800.00	1,200.00	4,000.00
40 HAP Expense (net fraud recovery to HU)	234,888.83					237,015.00	237,015.00		2,818,666.00	2,818,666.00
HAP Overfunding (Underfunding)	-					9,979.00	-			-
<b>Maintenance Expenses</b>										
41 Maintenance Salaries	10,238.08	133.31		398.55	11,346.54		11,878.40	122,857.00		122,857.00
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	4,991.42			190.01			190.01	59,897.00		59,897.00
44 Maintenance Materials & Supplies	1,187.50	633.30		24.90	94.18		752.38	14,250.00		14,250.00
45 Plumbing Supplies	-						-			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	317.22					317.22			-
48 Painting Supplies	-						-			-
49 Cleaning Supplies	-	556.68					556.68			-
50 Equipment Repair Parts	-						-			-

51	Maintenance Contracted Services	1,000.00	135.00			1,597.47	12,000.00	1,732.47	12,000.00
52	Refuse Removal Services	375.00				(197.50)	4,500.00	(197.50)	4,500.00
53	Plumbing Repair Services	125.00				-	1,500.00	-	1,500.00
54	Heating/AC Repair Services	266.67				-	3,200.00	-	3,200.00
55	Electric Repair Service	41.67				-	500.00	-	500.00
56	Window Repair Service	83.33				-	1,000.00	-	1,000.00
57	Automotive Repairs/Fuel	416.67	253.67			253.67	5,000.00		5,000.00
58	Elevator Repair & Maintenance	275.00				-	3,300.00	-	3,300.00
59	Pest Control Services	666.67				-	8,000.00	-	8,000.00
60	Cable TV	-				(1,148.00)	1,800.00	(1,148.00)	1,800.00
61	Answering Service	150.00	265.08			265.08	7,000.00		7,000.00
62	Misc Contracts	583.33				-	800.00	-	800.00
63	Clean/Paint Units	66.67				-	800.00	-	800.00
	<b>Utilities Expenses</b>								
64	Water/Sewer	1,629.17		(517.20)		838.81	19,550.00	321.61	19,550.00
65	Electricity	2,125.00				103.96	25,500.00	103.96	25,500.00
66	Natural Gas	1,083.33				107.05	13,000.00	107.05	13,000.00
	<b>Other Operating Expenses</b>								
67	Protective Services Contract	3,741.67	674.76			54.00	44,900.00	728.76	44,900.00
68	Insurance	3,240.17	891.75			1,899.64	33,673.00	3,592.32	38,882.00
69	PLOT	2,185.67				1,801.52	26,228.00	1,966.24	26,228.00
70	Compensated Absences	-				-	-	-	-
71	Collection Losses	333.33		4,608.67		12,171.03	4,000.00	16,779.70	4,000.00
72	Replacement Reserves & Debt Pmt-Prior	-				-	-	-	-
73	Other General Expense/Asset Mgmt Fee	19,608.33	20,768.89			908.87	235,300.00	276.64	235,300.00
74	Casualty Losses - Non Capitalized	83.33				-	1,000.00	-	1,000.00
75	Capital Expenditures - Operations	166.67				-	2,000.00	-	2,000.00
	<b>Total Expense</b>	<b>359,882.75</b>	<b>42,414.46</b>	<b>-</b>	<b>6,661.98</b>	<b>40,525.71</b>	<b>1,124,936.00</b>	<b>357,380.39</b>	<b>3,193,657.00</b>
									<b>4,318,593.00</b>

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/16	5,275,638.00	-	97,806.00	122,910.00	281,723.00	5,778,077.00	5,496,354.00	-	5,496,354.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(8,250.36)	-	1,702.31	6,216.94	(4,248.63)	(4,579.74)	(87,041.00)	(56,357.00)	(143,398.00)
Operating Reserve at end Period for 2017	5,267,387.64	-	99,508.31	129,126.94	277,474.37	5,773,497.26	5,409,313.00	(56,357.00)	5,352,956.00
<b>*LIPH Operating Reserve includes \$5,380,074.02 of money unavailable due to tax credit revenue on paper only</b>									
Physical Operating Reserve at end of Period for 2017	(112,686.38)	-	99,508.31	129,126.94	277,474.37	1,689,104.43			

**SECTION 8 Funding Analysis**

**HAP**

HAP Funding received from HUD YTD	246,994.00
Fraud Recovery/FSS Forfeitures	-
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	237,015.00
<b>Under (Over) spending YTD</b>	<b>9,979.00</b>
HAP Reserve FYE 12/31/16 *	-
HAP Reserve Balance at end of Period for 2017	9,979.00

**ADMIN FEES**

Administrative Funding received from HUD YTD	26,309.00
Income from other funding sources	205.61
Administrative Expenses YTD	30,763.24
<b>Under (Over) spending YTD</b>	<b>(4,248.63)</b>
Admin Fee Reserve FYE 12/31/16	281,723.00
FSS Grant Shortage at end of Period for 2017	-
Admin Fee Reserve Balance at end of Period for 2017	277,474.37

<b>FSS Grant Tracking</b>	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
<b>Under (Over) spending YTD</b>	<b>-</b>
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

**Cash Flow Statement  
Beloit Housing Authority  
1/31/2017**

	BHA YTD	LLC		YTD Budget	Variance
	Actual	Phase 1 & 2 Actual	HCV YTD Actual		Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	6,382.00	19,065.00		-	25,447.00
Interest on Investments	8.44	67.47	9.09	-	85.00
Other Income	3,967.95	27,610.18	196.52	-	31,774.65
HUD Admin Fees			26,309.00	-	26,309.00
HUD Grants/Subsidies	32,170.00		246,994.00	-	279,164.00
<b>Total Income</b>	<b>42,528.39</b>	<b>46,742.65</b>	<b>273,508.61</b>	<b>-</b>	<b>362,779.65</b>

	BHA YTD	LLC		YTD Budget	Variance
	Actual	Phase 1 & 2 Actual	HCV YTD Actual		Under (Over)
<b>Expenses</b>					
<b>Administrative</b>					
Salaries/Benefits	17,475.43	8,555.46	24,755.01	-	(50,785.90)
Office Expenses	1,327.89	687.75	4,019.72	-	(6,035.36)
Office Contracted Services	577.30		1,107.45	-	(1,684.75)
Oper Sub Transfer/Mgmt Fee Pd		1,704.93		-	(1,704.93)
Housing Assistance Pmts			237,015.00	-	(237,015.00)
<b>Maintenance</b>					
Salaries/Benefits	721.87	11,346.54		-	(12,068.41)
Materials & Supplies	1,532.10	94.18		-	(1,626.28)
Maintenance Contracts	653.75	251.97		-	(905.72)
Utilities	(517.20)	1,049.82		-	(532.62)
<b>Other Operating</b>					
Protective Services	674.76	54.00		-	(728.76)
Insurance	1,088.26	1,899.64	604.42	-	(3,592.32)
PILOT	164.72	1,801.52		-	(1,966.24)
Other Operating Expenses	25,377.56	13,079.90	276.64	-	(38,734.10)
<b>Total Expenses</b>	<b>49,076.44</b>	<b>40,525.71</b>	<b>267,778.24</b>	<b>-</b>	<b>(357,380.39)</b>
Net Admin Income (Loss)	(6,548.05)	6,216.94	(4,248.63)		
Net HAP Income (Loss)			9,979.00		
<b>Total YTD Income (Loss)</b>	<b>(6,548.05)</b>	<b>6,216.94</b>	<b>5,730.37</b>		

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

**AGENDA ITEM:** 4c.

**TOPIC:** Resolution No. 2017-06: Authorization for the Beloit Housing Authority (BHA) to revise and update the Public Housing Lease and No Smoking Lease Addendum

**REQUESTED ACTION:** Approval of Resolution No. 2017-06

**PRESENTER:** Rebecca Melito

### **STAFF REPORT:**

The U.S. Department of Housing and Urban Development (HUD) requires the Beloit Housing Authority (BHA) periodically review and update policies.

The Public Housing Lease needed to be reviewed and revised per HUD requirements, updating the No Smoking Lease Addendum to reflect no smoking within 25 feet of public housing buildings. The BHA has again reviewed the Public Housing Lease and made general updates to remain in compliance;

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2017-06

### **ATTACHMENTS:**

Resolution No. 2017-06, Public Housing Lease and No Smoking Lease Addendum

**RESOLUTION NUMBER 2017-06**

**AUTHORIZATION FOR THE BELOIT HOUSING AUTHORITY (BHA) TO  
REVISE AND UPDATE THE PUBLIC HOUSING LEASE AND NO SMOKING  
LEASE ADDENDUM**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires the Beloit Housing Authority (BHA) periodically review and update policies; and

**WHEREAS**, the Public Housing Lease was reviewed and revised per HUD requirements, updating the No Smoking Lease Addendum. The BHA has again reviewed the Public Housing Lease and made general updates to remain in compliance;

**NOW THEREFORE BE IT RESOLVED** that the Community Development Authority (CDA) Board of Commissioners again approve the Public Housing Lease and No Smoking Lease Addendum as attached.

Adopted this 22nd day of March, 2017

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David Baker, Chairman  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority



Beloit Housing Authority  
210 Portland Ave  
Beloit, WI 53511  
(608) 364-8752  
(608)364-8742 - FAX  
www.ci.beloit.wi.us

## NO SMOKING LEASE ADDENDUM

Address of Premises: \_\_\_\_\_

**“Smoking” is defined as carrying, inhaling, exhaling, burning or handling of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment containing any burning substance or product, including tobacco that is intended for human consumption by means of inhaling the smoke therefrom.**

Tenant and all persons on the premises with the tenant’s permission or under the tenant’s control shall comply with the non-smoking policy as set out below:

Smoking is only permitted in limited areas. You must be 25 feet from any public housing buildings and administrative offices per 24 CFR 965.653(a).

The rule prohibits the use of all lit tobacco products and hookahs (or water pipes) inside all units, common areas, PHA Administrative offices and in all areas within 25 feet of buildings.

Other: \_\_\_\_\_

**Smoking is PROHIBITED in the units and common areas.**

By the signature(s) below I/we also acknowledge the Provisions of this Lease Addendum have been received and thoroughly explained to me/us.

TENANT: \_\_\_\_\_ DATE \_\_\_\_\_

CO-TENANT: \_\_\_\_\_ DATE \_\_\_\_\_

CO-TENANT: \_\_\_\_\_ DATE \_\_\_\_\_

PHA Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

Beloit Housing Redevelopment – Phase I & II, LLC  
210 Portland Avenue  
Beloit, WI 53511  
(608) 364-8740

PUBLIC HOUSING LEASE

1. IDENTIFICATION OF THE PARTIES AND PREMISES

The Beloit Housing Redevelopment – Phase I & II, LLC of the City of Beloit, Wisconsin, (Landlord) hereby leases to \_\_\_\_\_ (Resident) \_\_\_\_\_ (address) in the City of Beloit, County of Rock, Wisconsin 53511, under the following conditions to be OCCUPIED BY THE FOLLOWING HOUSEHOLD MEMBERS ONLY:

1. \_\_\_\_\_ 6. \_\_\_\_\_
2. \_\_\_\_\_ 7. \_\_\_\_\_
3. \_\_\_\_\_ 8. \_\_\_\_\_
4. \_\_\_\_\_ 9. \_\_\_\_\_
5. \_\_\_\_\_ 10. \_\_\_\_\_

LEASE TERM: From \_\_\_\_\_ to \_\_\_\_\_.

The lease is subject to annual renewal. This lease remains in effect on a month to month basis until a new lease is signed. A new lease must be signed every year during recertification.

2. PAYMENTS DUE UNDER THE LEASE

I have the choice of rent I wish to pay. Rent may be paid based upon 30% of my household adjusted income or I may choose to pay a flat rent. I may choose flat rent only at recertification. If I choose flat rent and my income changes I may at any point ask to have my rent changed to income based rent. However, should an income increase go into effect, I cannot then ask for my rent to be readjusted to flat rent until my next recertification.

Initial Choice:

\_\_\_\_\_ I agree to pay a flat rent of \$ \_\_\_\_\_ per month.

\_\_\_\_\_ I agree to pay rent based upon 30% of my income.

Monthly rent of \$ \_\_\_\_\_ is due in advance on the first (1st) day of each month beginning \_\_\_\_\_, 20\_\_\_\_. A late payment penalty of \$ \_\_\_\_\_ shall be assessed if the rent payment is not received by 5:00 p.m. on the fifth (5th) working day following the due date. **THE LEASE MAY BE TERMINATED WHEN RENT PAYMENTS ARE LATE THREE TIMES IN ANY 12-MONTH PERIOD, PER THE DISCRETION OF THE БЕЛОИТ HOUSING REDEVELOPMENT – PHASE I & II, LLC.**

### 3. SECURITY DEPOSIT

Upon lease of the premises, the Resident shall pay a security deposit in the amount of \$ \_\_\_\_\_ for repair of damages and cleaning of the premises beyond normal wear and tear, consumption of excess utility charges, and any rent or other charges owed by Resident after vacating the premises. Provisions may be made to pay the security deposit in no more than four (4) monthly installments. If such arrangements are made, the monthly installments shall be \$ \_\_\_\_\_, payable with the first four months' occupancy, due on \_\_\_\_\_, and \_\_\_\_\_.

Landlord shall return the security deposit to Resident within 21 days of when Resident vacates, less any deductions for any of the estimated costs of repairs and cleaning, excess utility charges or rents indicated above. If such deductions are made, Landlord will send to the Resident a written statement of any such charges deducted from the security deposit. The security deposit MAY NOT be used to pay rent or other charges while Resident occupies the premises. The charges for the repair of damages and excess utilities are determined in accordance with the schedule of charges for repair and utility charges posted at the Office of the Landlord. Any charges in excess of the security deposit are due and payable within 30 days of billing or in accordance with a written payment plan agreeable to the Authority. Charges not paid within 30 days will be referred to a collection agency and/or the courts unless a payment plan has been agreed upon.

Failure to keep a payment plan current may or may not result in the entire balance becoming due and payable on the first of the following month.

### 4. UTILITIES

**A. Elderly/Disabled designated - ONE BEDROOM UNITS:** Landlord shall furnish the following utilities: Gas, Electricity, Water and Sewer service. Cable television is provided to the resident at a bulk rate of \$ \_\_\_\_\_ per month per unit. This rate will continue until charges are revised by the Cable TV Company. Elderly may have their own air conditioner installed with Beloit Housing Redevelopment – Phase I & II, LLC approval and pay the utility charge of \$ \_\_\_\_\_ a month until revised by the Board and approved by HUD. Costs associated with installation and removal of air conditioners including repair of any damages are the Resident's responsibility.

### **B. FAMILY DUPLEXES AND SINGLE FAMILY DWELLINGS:**

Landlord is not obliged to furnish utilities. Before the move-in date, Resident must make personal arrangements in the name of the head or co-head of household for payment of utilities (gas, electricity). The Beloit Housing Redevelopment – Phase I & II, LLC will verify utilities are in the proper name at time of move-in/move-out.

The Beloit Housing Redevelopment – Phase I & II, LLC receives a bill from the City of Beloit for water and sewer services for resident's unit. The City of Beloit invoices will be billed to the resident as received from the City, ~~preferably monthly~~. The resident is responsible for paying these charges by the ~~24<sup>th</sup> day of the month they are charged~~. The resident is required to maintain utility service so as to prevent damage to the premises. Resident must notify the Beloit Housing Redevelopment – Phase I & II, LLC (immediately) if resident is notified by **Alliant Energy** that gas or electricity is to be disconnected. Disconnection of utility service or failure to report disconnections will be grounds for termination and eviction. Any damages caused as a result of the tenant not providing the required utilities will be charged to Resident. The Resident must make arrangements with Alliant within 72 hours upon receipt of a disconnect notice to avoid disconnection of utilities. **Two or more disconnections within a 12 month period may result in termination and eviction.**

Resident will receive a utility allowance of \$ \_\_\_\_\_ per month. Any overages of utilities are the responsibility of the Resident. Any credits will be used to pay resident's water and sewer bill. If a credit still remains, the balance will be sent by the Beloit Housing Redevelopment – Phase I & II, LLC to Alliant referencing the account number provided by the Resident.



## 5. REDETERMINATION OF RENT, DWELLING SIZE AND ELIGIBILITY

**A. REGULAR RENTAL REDETERMINATION:** At least annually, per HUD Regulations, at the request of the Beloit Housing Redevelopment – Phase I & II, LLC, Resident shall provide accurate and complete information on income, expenses, family size and other information in order to determine the correct rent, dwelling size and eligibility for continued occupancy.

Failure to complete required forms accurately and supply requested information is grounds for termination and eviction. Resident must report all changes to the Landlord within ten (10) calendar days. Resident agrees to move to an appropriate size dwelling unit based on family composition upon appropriate notice by Landlord that such a dwelling is available. Resident is responsible for moving costs.

**B. INTERIM RENTAL REDETERMINATION:** The rent stated above will remain in effect between rent redetermination unless:

- (1) Resident documents a change in circumstances (such as a decrease or increase in income, family size or allowances) which would justify a change or such other circumstances as would create a hardship for Resident, based on the Beloit Housing Redevelopment – Phase I & II, LLC’s determination.
- (2) Resident intentionally misrepresents or fails to inform Landlord of facts upon which the rent is based, in which case any increase in rent shall be made retro-active to the date the rent would have increased, and the lease may be terminated. Based on the situation, the Beloit Housing Redevelopment – Phase I & II, LLC may agree to a repayment agreement.

**C. NOTICE OF RENTAL REDETERMINATION:** In the event of any rental redetermination, Landlord shall mail a “Notice of Rent Adjustment” as stated herein.

If the rent decreases, the decrease will take effect the first day of the following month after the change has been reported. If the rent increases, the increase will take effect the first day of the second following month, unless the rent increase results from circumstances calling for a retroactive increase in rent, as stated previously.

## 6. RESIDENT’S RIGHT TO USE AND OCCUPY

Resident shall have the right to exclusive use and occupancy of the leased premises. Resident shall not assign this lease, nor sublet or transfer possession of the premises, nor give accommodation to boarders or lodgers. Only the persons whose names appear on the lease may use the address of the residence: **no one else can receive mail or checks at this address if they are not listed on the lease. ANY PROPOSED CHANGE IN THE NUMBER OF PERSONS OCCUPYING THE DWELLING MUST BE APPROVED BY THE BELOIT HOUSING REDEVELOPMENT – PHASE I & II, LLC BEFORE ANYONE ELSE CAN MOVE INTO THE UNIT.** Failure to comply is grounds for immediate termination or eviction.

Resident is permitted to have occasional overnight guests not to exceed 14 calendar days within a 12-month period. Approval for extended visitations must be requested by the Resident and approved by the Authority in writing. Failure to do so may result in lease termination.

Resident shall not use or permit the use of the premises for any purpose other than as a private dwelling solely for Resident and Resident’s household members, except, with the written permission of Landlord. Resident may care for foster children and provide live-in care for a member of Resident’s family if doing so does not break occupancy rules of Beloit Housing Redevelopment – Phase I & II, LLC for that unit size. The premises may not be used for any commercial enterprise, including babysitting, day care services, laundry service, catering, beautician work, or other home businesses without specific prior written approval of the Authority, and compliance with state and local ordinances.

Resident shall abide by such necessary and reasonable rules and regulations as may be made by the Landlord for the benefit and well being of the Beloit Housing Redevelopment – Phase I & II, LLC and Residents. The rules and regulations are attached to this lease and posted in the office of the Landlord.

Neither the Resident, a member of the Resident's household, nor a guest of the Resident, may occupy for sleeping purposes, any basement area at any time.

#### 7. DAMAGE, REPAIR AND MAINTENANCE OF PREMISES

Resident will use reasonable care to prevent health or sanitation problems from arising in, at, or around the dwelling unit.

Resident shall notify Landlord immediately of known need for repairs to the premises and of known unsafe conditions in the rental unit, in the common areas and grounds of the property. Failure to report immediately the need for repairs may result in charges to Resident for repairs of damages caused by not reporting immediately.

CHARGES: Except for normal wear and tear, Resident agrees to pay reasonable charges for repair to leased premises, common areas, or to the grounds; and/or to other properties owned by the Authority, caused by Resident, other household members or visitors. Such charges will be billed to Resident and will specify the damaged items involved, corrective action taken, and the cost, based on actual costs incurred by the Beloit Housing Redevelopment – Phase I & II, LLC or on the posted schedule of charges if applicable.

Landlord agrees to accept rental money without regard to any other charges owed by Resident; but, Landlord will take action to terminate the lease or evict if other charges are not paid after 2 months of billing unless a formal payment plan is arranged and kept current.

Beloit Housing Redevelopment – Phase I & II, LLC may contract with an exterminator to spray, fog, or otherwise treat Resident's units on a regular schedule or as deemed necessary to control pests. Resident shall be notified of the scheduled times. Failure to admit the Exterminator, without prior approval for good reason or failure to prepare unit for Exterminator in accordance with instructions shall result in charges (time lost) to Resident. If two (2) consecutive scheduled exterminations are missed because of Resident's actions, the Authority may, at its option, enter and provide extermination services, after appropriate notice to the Resident. ~~If infestation is caused by Resident's housekeeping or habits, the Resident will be charged each time extermination services are necessary to eradicate the problem.~~

If repairs of defects hazardous to life, health, and safety are not made or temporary alternative accommodations offered to the Resident within 12 hours of Resident's reporting same to management, and it was within management's ability to correct the defect or obtain the correction thereof, then Resident's rent shall abate during the entire period of the existence of such defect while he/she is residing in the unrepaid dwelling.

In the case of emergency repairs through no fault of the Resident, the Beloit Housing Redevelopment – Phase I & II, LLC will assist in, but is not responsible for, finding temporary living quarters until the unit can be reoccupied. If the Resident is responsible for the condition, no responsibility for finding temporary accommodations or permitting the Resident to return to occupancy accrues to the Authority.

In addition, the Resident agrees to remove personal possessions at the request of the Authority or the Authority may do so at the expense of the Resident. The Authority will have no responsibility whatsoever for Resident's possessions.

#### 8. INSPECTIONS

**A. MOVE-IN:** At the beginning of the Tenancy, a Beloit Housing Redevelopment – Phase I & II, LLC representative and the Resident will inspect the premises and a written statement will be

prepared noting any defects or damage to the premises or the equipment in it. Both parties shall sign the move-in inspection report. Resident has the right to report in writing any other defects found within 7 calendar days of the move-in date.

**B. PERIODIC:** Periodic inspection shall be made at least annually, per HUD regulations, at the discretion of the Landlord to determine condition of the unit, including the need for repairs and improved housekeeping. Resident shall permit the authorized agent of the Landlord to enter Resident's dwelling unit for the purpose of making the inspection, and the entry may be made only during reasonable hours, after advance notice in writing or by telephone to the Resident specifying the intended date and time. The Resident may not unreasonably withhold permission to inspect. In addition, the Landlord has the right to enter Resident's dwelling unit for purposes of inspection or to make repairs without prior notice, if Landlord reasonably believes an emergency exists which requires such entrance.

**C. MOVE-OUT:** The Landlord's representative, preferably with Resident in attendance, shall conduct the move-out inspection on the last date of the rental period or at such earlier time as is mutually convenient if the Resident can be contacted by telephone or mail; and after personal belongings, trash and debris have been or are believed to have been removed from the unit.

Since the units are thoroughly cleaned and often freshly painted when tenants move in, Resident must leave the apartment/house in the same clean condition when vacating. Charges will be incurred by the Resident for cleaning and repairs to the unit when vacated.

Resident must return all keys to the Beloit Housing Redevelopment – Phase I & II, LLC at the time of the move-out inspection or a charge will be assessed for a \$10.00 fee plus \$2.95 for each missing key. Any charges to Resident will be based on the actual or estimated costs of cleaning and/or repairs and will be discussed with Resident and noted on the inspection report. Should the Resident not keep the move-out inspection appointment or otherwise not be available to reschedule, the BHA will proceed with the inspection.

At the Beloit Housing Redevelopment – Phase I & II, LLC's option, videotape or digital photographs may be used to document the condition of the unit after the Resident's move-out.

**D. INSPECTION REPORT:** The original inspection report shall be maintained by the Landlord. A copy shall be given to the Resident. If the Resident disagrees with comments and/or charges, the Resident shall note such on the inspection report at the time of inspection which will then be reviewed and a determination made by the Beloit Housing Redevelopment – Phase I & II, LLC Management. Likewise, the Resident may request to view the video or photos if made, and to provide written comment.

## 9. LEGAL NOTICES

**A. NOTICE BY LANDLORD:** Any notice required under this agreement shall be in writing and delivered to Resident or a member of Resident's household residing in the dwelling age 13 or over; or may be sent by prepaid first-class mail properly addressed to Resident. As an alternate because of time or other constraints, such that notice cannot be given as outlined above, the Landlord or Landlord's representative may affix a copy of the notice in a conspicuous place on the premises where it can be conveniently read, and mail a copy by first class mail addressed to the Resident.

**B. NOTICE BY RESIDENT:** Any notice given by or required of a Resident shall be in writing, delivered to the Beloit Housing Redevelopment – Phase I & II, LLC office or sent by prepaid first-class mail, properly addressed to **Beloit Housing Redevelopment – Phase I & II, LLC, 210 Portland Avenue, Beloit, WI 53511.**

Notice of an emergency nature should be made by telephoning the Authority's 24 hour Emergency Answering Service at **608-364-8740**.

## 10. TERMINATION

This agreement may be terminated by Resident at any time after the first year by giving at least thirty (30) days written notice **on or before the first day of the month**, in the manner specified herein. Resident shall schedule a move-out inspection with the Landlord at the time the notice to vacate is given.

The Beloit Housing Redevelopment – Phase I & II, LLC will not terminate or refuse to renew the lease other than for serious or repeated violations of material terms of this agreement, such as non compliance with the Community Service requirements, Resident’s failure to disclose all household income, make payments due under this agreement, permit unauthorized persons extended visitation privileges, failure to provide a drug-free environment, or to fulfill the tenant obligations stated herein, or for other good cause.

The Beloit Housing Redevelopment – Phase I & II, LLC will give written notice of termination of the lease per the following schedule:

- a. 14 days in the case of failure to pay rent;
- b. 28-days in all other cases such as provided by law.

The notice of termination to Resident shall state reasons for the termination, shall inform Resident of his/her right to make such reply as he/she may wish and of his/her right to request a hearing in accordance with the Beloit Housing Redevelopment – Phase I & II, LLC’s Grievance Procedure.

## 11. GRIEVANCE PROCEDURE

All grievances or appeals arising under this lease shall be processed and resolved according to the grievance policies in effect at the time of the appeal. The policy is posted in the office of the Landlord and is incorporated herein by reference. A copy may be obtained from the Landlord by request.

## 12. THE BELOIT HOUSING AUTHORITY OBLIGATIONS

Landlord shall:

- A. Maintain the premises in decent, safe and sanitary condition;
- B. Comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
- C. Make necessary repairs to the premises in a timely manner;
- D. Maintain buildings, facilities and common areas, not otherwise assigned to the Resident for maintenance and upkeep, in a clean and safe condition;
- E. Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, including elevators, supplied or required to be supplied by the Beloit Housing Redevelopment – Phase I & II, LLC;
- F. Provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Resident family) for the deposit of garbage, rubbish, and other waste removed from the premises by the Resident as outlined below. Recycling bins destroyed or removed by the Resident will be charged to the Resident.
- G. Supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year (according to local custom and usage) except where heat or hot water is generated by an installation within the exclusive control of the Resident and supplied by a direct utility connection; and

H. Maintain all smoke detectors, which are hard-wired, in Beloit Housing Redevelopment – Phase I & II, LLC housing units. Smoke detectors are not to be removed or tampered with by the Resident. Any problem with the smoke detector should be reported to the Landlord immediately. Resident will be responsible for Resident-caused damage to the smoke detector.

### 13. RESIDENT'S OBLIGATIONS

The Resident will:

- A. Per HUD regulations, [PIH-2015-12], all Public Housing residents who are not elderly, disabled, handicapped, are not working 30 hours, receiving W-2, enrolled in the FSET program with Rock County, or going to school MUST do 8 hours of community service EACH month – no exception. Failure to comply will mean lease termination.
- B. Not assign the lease or sublease the premises;
- C. Not provide accommodations for boarders/lodgers, for extended visits by family or others; and/or allow others to use their address.
- D. Use the premises solely as a private dwelling for the Resident and the Resident's household as identified in the lease, and will not use or permit its use for any other unapproved purpose;
- E. Abide by necessary and reasonable rules and regulations set forth by the BHA for the benefit and well-being of the Authority and the Residents which will be posted in the Landlord's Office and are incorporated by reference in the lease;
- F. Comply with all obligations imposed upon Residents by applicable provisions of building and housing codes materially affecting health and safety;
- G. Keep the premises and such other areas as may be assigned to you for your exclusive use in a clean and safe condition;
- H. Dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner;
- I. Use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and attachments including elevators;
- J. Refrain from, and require Resident's household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or property;
- K. Pay reasonable charges (other than for normal wear and tear) for the repair of damages to the premises, buildings, facilities, fixtures, furnishings, or common areas caused by the Resident, your household or guests (Repeated damages may result in lease termination);
- L. Conduct yourself and require other persons who are on the premises with your consent to conduct themselves in a manner which will not violate applicable laws or disturb the neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the property in a decent, safe and sanitary condition;
- M. Refrain from, and require Resident's household members and guests to refrain from engaging in criminal activity, including drug-related criminal activity, drug or alcohol abuse, gang related activity or other illegal activity as stated in the Crime Free Lease Addendum, while the Resident is a tenant in public housing. Such activity will be cause for termination of tenancy (**The term "drug-related criminal activity" means illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a**

**controlled substance [as defined in section 102 of the Controlled Substances Act (21 U.S.C. 892)]). The BHA has adopted a “Crime Free Policy” which is strictly enforced for any drug, violent criminal, or history of criminal activity.**

#### 14. ABANDONED PROPERTY

Any property left in the unit or on the property of the unit, which has been leased and remains after the unit has been vacated will be considered abandoned. Abandoned property will NOT be stored. Abandoned property will be disposed of by the Beloit Housing Redevelopment – Phase I & II, LLC staff through refuge (waste) removal services or donation pick-up services, whichever is most cost effective for the Beloit Housing Redevelopment – Phase I & II, LLC. **INNO EVENT WILL THE HOUSING AUTHORITY OR ITS STAFF KEEP, STORE, OR HOLD ANY ABANDONED PROPERTY.**

All items such as memorabilia, pictures, birth certificates, Social Security cards, wedding certificates, etc will be disposed of through the refuse (waste) system.

A 24 hour notice will posted on the front door of the unit if the Beloit Housing Redevelopment – Phase I & II, LLC has reason to believe the tenant has skipped out on the lease or abandoned the unit and/or property. No further notice will be given to tenant.

#### 15. CHANGES

This agreement, together with any future adjustments of rent or change of dwelling unit, evidences the entire agreement between Landlord and Resident. No changes, other than those mentioned in this lease, shall be made except in writing, signed, and dated by both parties.

#### 16. RULES AND REGULATIONS

Occupancy and use of the premises by Resident shall be subject to such other and further rules and regulations as may be established from time to time by Resolutions of the Community Development Authority Board of Commissioners on behalf of the BHA. Said rules and regulations are attached as part of the lease and shall be available at the Office of the Beloit Housing Redevelopment – Phase I & II, LLC; and affected Residents will be informed with their next rent statement.

#### 17. PROHIBITED EQUIPMENT

The Beloit Housing Redevelopment – Phase I & II, LLC prohibits the use, operation, collection, or storage of pools, hot tubs, Jacuzzis, saunas, ponds, wading pools, swing sets, and trampolines on Public Housing property.

#### FRAUD AND MISREPRESENTATION

Do not sign any form unless you have read it, understand it, and are sure all information is complete and accurate. By signing the application and the certification/recertification forms, you are certifying that they are complete and accurate to the best of your knowledge and belief. You may be committing fraud if you sign a form knowing that it contains false or misleading information. **The same is true of the “CRIME FREE ADDENDUM”.**

The Beloit Housing Redevelopment – Phase I & II, LLC will verify information you give on your application. In addition, HUD may do computer matches of the income you report with various Federal, State or a private agency to verify that it is correct.

The United States Department of HUD places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house;
- Required to repay all overpaid rental assistance you received;
- Fined up to \$10,000.00;
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

**18. IN CASES OF EVICTION**

Any tenant or tenant's household members evicted by the Landlord will not be allowed on any property owned, operated, or managed by Landlord. Any person or persons evicted by Landlord will be considered trespassing and a no-trespass order may be issued, and enforced by law enforcement.

**CERTIFICATIONS**

I certify I have read and/or been explained the lease for which I am signing. I further certify that I have received a copy of the following items:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Protecting Your Family from Lead | <input checked="" type="checkbox"/> Crime Free Lease Addendum |
| <input checked="" type="checkbox"/> 10 Day Policy                    | <input checked="" type="checkbox"/> Household Composition     |
| <input checked="" type="checkbox"/> Minimum Rent Hardship            | <input checked="" type="checkbox"/> Community Service Rules   |
| <input checked="" type="checkbox"/> Pet Policy                       | <input type="checkbox"/> Other _____                          |

IN WITNESS WHEREOF, the parties understand, execute and agree to the above terms of this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Beloit, Wisconsin.

THE Beloit Housing Redevelopment – Phase I & II, LLC

By \_\_\_\_\_  
(Beloit Housing Redevelopment – Phase I & II, LLC  
Representative)

Title Public Housing Coordinator

Tenant \_\_\_\_\_ Tenant \_\_\_\_\_  
(Head of Household) (Co-head of Household)

Tenant \_\_\_\_\_  
(Other member of Household over 18)

Tenant \_\_\_\_\_  
(Other member of Household over 18)

**RULES OF OCCUPANCY**  
(Public Housing Rules and Regulations)

1. Tenant, members of his/her household and visitors will comply with all laws and city ordinances.
2. **Quiet Hours are from 10:00 p.m. to 6:00 a.m.**
3. The Tenant will not conduct, nor permit, loud parties or noisy activities in his dwelling, or in any manner create any disturbances which would cause annoyance or discomfort to others tenants or to the community.
4. Tenant, and his/her guest, shall refrain from any criminal activity that threatens the health, safety, or right to peaceful enjoyment on or near the premises by other tenants or any drug-related criminal activity on or near such premises engaged in by any member, or guest, of the tenant's household.
5. The Tenant shall keep the premises in a **CLEAN** and **SANITARY** condition.
6. Open containers of alcoholic beverages are prohibited outside of the apartments/houses. No open containers of alcoholic beverages in common areas.
7. Waterbeds are permitted with proof of renters insurance **PRIOR** to the waterbed being installed. Failure to comply may result in the termination of your lease.
8. The Beloit Housing Redevelopment – Phase I & II, LLC insures the buildings. Resident property and personal possessions are not insured by the Beloit Housing Redevelopment – Phase I & II, LLC. The Beloit Housing Redevelopment – Phase I & II, LLC recommends renters insurance on personal belongings.
9. The Tenant shall display no signs, nor may articles of any description be hung from the windows or doors or placed on exterior windowsills, nor shall anything be thrown from the windows nor swept nor thrown out the doors of any dwelling.
10. The Tenant shall notify office **promptly** of the need of any repairs to the premises. No outside vendor repairs are permitted as we maintain our own units.
11. The Tenant shall use only such picture hooks and other fasteners as approved by management. Painting of the unit is not allowed by the tenant unless **WRITTEN** permission has been granted by the management. Tenant may not install wallpaper or wallpaper border in any part of the unit. When Tenant vacates a unit, and has lived there less than 3 years, if the unit needs to be painted, the tenant will be charged for the painting and any patching that needs to be done.
12. No antenna of any description (including satellite dishes) shall be installed on the buildings or hung from the windows.
13. Plumbing, electrical or gas burning equipment shall not be used for any other purpose than those for which they are intended. Exhaust fans in bathrooms and over stoves are **STRONGLY** recommended to be used.
14. Electrical circuits are protected with circuit breakers which can be reset by the resident after they have been tripped by an overload. Instructions are on the switch box. If in doubt, ask for a demonstration to reset them. If breakers will not reset or continue to trip, call management and submit a work order.
15. Only toilet paper or scrub water should be flushed down the toilet. Foreign objects found in clogged plumbing will result in a charge to the tenants. Grease is **NEVER** to be put in the sink, tub or toilet drains. **GREASE** and all cooking oils should be disposed of by placing in a container in the waste bin provided by the waste removal company.
16. No shades, curtains, awnings, or window guards shall be used except such as shall be put up or approved by management.



17. Management shall not be responsible for any articles or personal property, including mail, left with employees.
18. Matches, lighters, candles, incenses, and other combustible items that may cause a fire are to remain out of reach of all children. Failure to do so is considered negligence and resulting property damage will result in resident charges, and possible termination of the lease.
19. **NO DOGS OR CATS ARE ALLOWED ON THE PREMISES, EVEN FOR A SHORT TIME**, unless the tenant has signed the Pet Policy and paid the pet deposit. No visiting animals or “pet sitting.”
20. Inflammables, gasoline, naphtha, solvents, etc, gas powered equipment/engines (lawn movers, weed eaters, snow blowers, etc.) **MUST NOT** be kept in the dwelling unit.
21. The Tenant shall deposit all garbage, trash and rubbish in the receptacles provided by waste removal company, and recycling bins. Rubbish must not be burned or stored in garages or storage sheds.
22. 2 Cars allowed per unit (1 car at Parker Bluff). Cars shall be parked only in designated parking areas. **ONLY** Residents in Resident parking and Visitors in Visitor. **Cars are NOT to be driven on the grass. Cars should be parked in the driveway of all units and not on the street.**
23. Repair of automobiles, including oil changes, will not be allowed on any of the Public Housing units or grounds. All vehicles that are not operating or abandoned will be towed away at the owner’s expense.
24. Each Tenant will be held responsible for keeping their area clean. Any clean up done by Maintenance will be charged to the Tenant. Household or other property must not be stored outside the dwelling. All objects (i.e. sofas, chairs, mattresses, aluminum cans, etc.) will be removed from in front of and in the back of each apartment unit at the Tenant’s expense. A shed or garage is provided for storage.
25. Tenant is responsible for the mowing, weeding, and trimming of the yard, trees, shrubs, and flowers. (Does not apply to Parker Bluff apartments). Tenants must not dig up lawns to make gardens except when WRITTEN permission has been granted by the Beloit Housing Redevelopment – Phase I & II, LLC. Tenants who fail to remove weeds or yard debris are in violation of their lease.
26. Tenant is responsible for cleaning sidewalks of snow and ice within 24 hours of a snow fall. (Does not apply to Parker Bluff apartments)
27. After hours lock out charges are billed to tenant based on current maintenance fee schedule.
28. The Rules of Occupancy have been explained to me/us. I/We understand that failure to abide by these rules can result in eviction

Head of Household	_____	Date
Spouse or Other Adult	_____	Date
Other Adult	_____	Date
HA Representative	_____	Date



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5a

**TOPIC:** Resolution 2017-04, Awarding the Demolition Contract for 206 Eighth Street

**REQUESTED ACTION:** Approval of Resolution 2017-04

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

The Neighborhood Stabilization Program (NSP) provides grant funds to cities for the redevelopment of abandoned and foreclosed homes and residential properties. The Department of Housing and Urban Development awarded \$38,779,123 in NSP funds to the State of Wisconsin. \$772,111 of these NSP grant funds were awarded to the City of Beloit and will be utilized in Beloit's neighborhoods most affected by foreclosures. These funds are being used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

In September, 2016, Rock County foreclosed on 206 Eighth Street, and it was subsequently purchased through the foreclosure process by the City of Beloit. In October, 2016, the CDA authorized the purchase of this property with NSP1 funds, with the intent to rehabilitate the property. The property was transferred to the Community Development Authority in December, 2016. The bids for rehabilitation received in February 2017 were higher than expected, and staff had concerns about the federal expenditure deadlines associated with the funds. The decision was made that demolition of the house should be pursued. Once the house is demolished, the lot will be offered for sale to the adjoining neighbors. Attached to the staff report is a location map and photos of the house.

On March 3, 2017 we received three bids for the demolition of 206 Eighth Street. They are listed on the next page. The lowest bid was from McIntyre Concrete Inc. at \$9,700.

<b>Name of Contractor</b>	<b>Bid Amount</b>
McIntyre Concrete Inc	\$9,700
Earth Construction LLC	\$11,400
CCI	\$14,990

**STAFF RECOMMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2017-04, Awarding the Demolition Contract to McIntyre Concrete Inc.

**ATTACHMENTS:**

Resolution 2017-04, Location Map, Photos

**RESOLUTION 2017-04  
AWARDING THE DEMOLITION CONTRACT FOR  
206 EIGHTH STREET**

**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**, 206 Eighth Street is located in one of the NSP1 areas, and demolition is an eligible activity under NSP; and

**WHEREAS**, three bids for the demolition of the house were received, the low bid was from McIntyre Concrete Inc. for \$9,700.00, and McIntyre Concrete Inc. is a qualified bidder.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the award of the contract for the demolition of 206 Eighth Street is hereby given to McIntyre Concrete, Inc., in the amount below and that the Executive Director is authorized to execute a contract and any and all documents related to the demolition of 206 Eighth Street; and

McIntyre Concrete Inc 12510 South Roy Rd Beloit, WI 53511	\$9,700.00
<b>TOTAL PROJECT COST</b>	<b>\$9,700.00</b>

**BE IT FURTHER RESOLVED**, that the amount of \$9,700.00 be, and hereby is, funded as follows:

<b>FUNDING:</b>	
73675200-524023-10479 NSP Demo – Beloit	\$ 9,700.00
<b>TOTAL AVAILABLE FUNDING</b>	<b><u>\$ 9,700.00</u></b>

Adopted this 22nd day of March, 2017.

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Dave Baker, CDA Chairperson

ATTEST:

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Julie Christensen, Executive Director

# Location Map - 206 Eighth Street

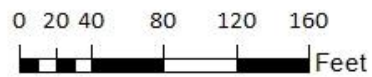




Photo of 206 Eighth Street





CITY HALL • 100 STATE STREET • BELOIT, WI 53511

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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5b

**TOPIC:** CAPER Public Hearing

**ACTION:** Hold Public Hearing on the 2016 Consolidated Annual Performance Evaluation Report (CAPER)

**PRESENTER:** Teri Downing

**STAFF REPORT:**

The Department of Housing and Urban Development (HUD) requires each CDBG Formula Grantee to submit a Consolidated Annual Performance Report (CAPER) at the end of each program year. This year-end report includes the activities and accomplishments of the City's Community Development Block Grant funding for 2016.

Any comments submitted during the 30-day public review period and public hearing will be incorporated into the CAPER for submission to HUD.

The CAPER will be submitted to HUD on March 31, 2017.

**STAFF RECOMMENDATION:**

No action. Hold public hearing only.

**ATTACHMENTS:**

2016 CAPER, PR26, GPR Narrative



# 2016 CAPER (PY2)

The 2016 Consolidated Annual Performance and Evaluation Report (CAPER) includes Narrative Responses to questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the

Consolidated Planning Regulations. (PY = Program Year)

## **GRANTEE: City of Beloit** **CON PLAN PERIOD: 2015 to 2019**

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### **CR-05 - Goals and Outcomes**

#### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City funded the following agencies and programs in 2016:

Employment Skills: Stateline Literacy Council (SLC) assisted 146 residents with increasing literacy skills, and people who have limited English proficiency (LEP), which increases the potential in obtaining living-wage employment. Community Action provided supportive services 29 residents through the Fatherhood Initiative and Skills Enhancement program, which focus on developing employment skills through training and education to increase earned income potential. Family Services also provided job training 12 home companions on dementia and trained 15 new individuals to become employed as home companions. A total of 51 companions were employed under this program in 2016.

Senior Programs: Family Services Beloit Home Companion Registry helped 58 seniors and/or disabled individuals by providing personal home care. Meals on Wheels provided home delivered meal service to 70 seniors in 2016. These services make it possible for seniors/disabled to remain living independently in their current homes.

Homeless Programs: Domestic Violence Center provided short-term emergency housing and case management to 110 survivors of domestic violence, which is a rise from 2015 in which 79 people were assisted. Hands of Faith also had an increase in the number of individuals they provided short-term emergency housing and case management to, with 79 homeless individuals assisted compared to only 49 in 2015.

Health Services: HealthNet provided free medical and dental services to 43 individuals with no insurance. These services allow people to obtain medical services they would not otherwise be able to



afford or obtain, which assists with people maintaining employment and affordable living expenses.

Housing Rehabilitation: The City's Housing Rehab Loan Program provided home improvement loans at with no or low interest, deferred, grants, or forgivable terms to 24 households (81 individuals, 24 units.)

Code Enforcement helps keep neighborhoods clean and helps prevent properties from deteriorating. In 2016, there were a total of 6,217 exterior and interior inspections performed, of which 3,880 inspections were completed in low-to-moderate income areas. This program ensures that properties throughout the City meet minimum property maintenance standards.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g).**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Please see Table 1 below.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	700	1010	144.29%			
Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	20	32	160.00%	10	13	130.00%
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	32	160.00%	10	11	110.00%
Case Management Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	1059	105.90%	400	1156	289.00%
Homeless Services	Homeless	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	1	10.00%			
Homeless Services	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	380	310	81.58%	190	189	99.47%
Homeless Services	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	380	753	198.16%	50	202	404.00%
Improve Housing Stock	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	32	320.00%	10	13	130.00%
Improve Housing Stock	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	21	210.00%	10	11	110.00%
Improve Housing Stock	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	8000	7760	97.00%	4000	3880	97.00%
Job Skills Training	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	425	60.71%	350	175	50.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The Community Development Authority and City Council set the following funding priorities for the 2016 CDBG Program Year:

1. Public Service Programs which focus on comprehensive case management strategies, with priority given to neighborhood stabilization activities, education in budgeting and life skills, and employment training that corresponds with local employment opportunities.
2. Code Enforcement
3. Housing Rehabilitation
4. Economic Development Activities, with priority given to Technical Job Training
5. Program Administration
6. Fair Housing

With declining dollars, the amount of public services we can fund declines each year. We attempt to fund as many public service activities as we can in order to serve the most critical needs.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>
White	832
Black or African American	133
Asian	5
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>977</b>
Hispanic	635
Not Hispanic	342

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The above chart is prepopulated and seems inaccurate. The total beneficiaries should be 1156.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		2,132,246	247,812

Table 3 – Resources Made Available

### Narrative

The City's Economic Development loan program began processing one loan in the amount of \$100,000 in 2016. The loan is expected to close in the first quarter of 2017

The Economic Development Loan Program has seen a sharp decline in the number of applications since 2008. There were no loan applications submitted in 2015. The Economic Development Revolving Loan Fund had a balance of \$289,831.16 in December of 2015. This program was reevaluated and in 2016, the City underwent planning and drafting of two NRSAs. The NRSAs will be submitted as a substantial amendment in the second quarter of 2017, which will reprogram most of this money.

Other economic development programs that continued to see almost no activity in 2016 are the Downtown Business Association (DBA) Rental Assistance, DBA Upper Story Development, and DBA Storefront Improvements. There is currently a balance of \$104,800 for these three programs. These programs were also reevaluated in 2016, and the funds will be reprogrammed as part of the NRSAs.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

CDBG programming was provided City-wide, with priority given to those areas with minority or low-income concentrations. Census tracts 16, 17, 18 and 23 are classified as areas of minority concentration are classified as areas of low-to-moderate income concentrations.

The Merrill Community Center is located in census tracts 18 provided programming to children residing within this census tract. However, in 2016 the agency had to close due to funding shortages. Of the \$17,844.05 that was awarded to the Merrill Center, \$16,000 is being reprogrammed to Community Action to fund a Resources Navigatory position. This position will work directly with residents in LMI Census Tracts 16 and 18 conducting outreach to residents, identifying resident needs, connecting residents to resources that will address those needs, and providing case management.

The City's code enforcement program is conducted citywide, but is funded through CDBG for activities conducted in the City's LMI census tracts. In 2016, \$178,494 in entitlement and \$104,000 in program income was allocated for inspection and code enforcement activities.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Most non-profits that receive CDBG funds from the City used these funds as match to leverage other funding sources. Examples of other resources are funds received from United Way, the School District of Beloit, Department of Corrections, Americorps private donations, and funds from local foundations.

Although there are no matching requirements for CDBG funds, the City and local agencies leveraged CDBG with the following resources:

- Neighborhood Housing Services uses HOME, NSP, Federal Home Loan Bank, and NeighborWorks funding to provide down payment assistance to households in the City's targeted neighborhoods.
- Community Action receives funding from a variety of state and federal sources for its Fresh Start program, including US Department of Labor YouthBuild; WI National & Community Service Board; The State of Wisconsin, Department of Commerce, Division of Community Development; American Recovery & Reinvestment Act; Community Service Block Grant; and the Wisconsin Employment & Training Assistance Program. Community Action also received CSBG, SHP, ESG, and private donations to help support their Fresh Start, Fatherhood Initiative, HUB Teen Connection, HUB Transitional Living, and Skills Enhancement programs. They receive funding from United Way to continue the Fatherhood Initiative, which is a program which helps participants develop job skills to become gainfully employed while enhancing their parenting skills. And they receive ETH funding which assists in supportive services and emergency needs of participants. Community Action's Merrill Housing Initiative has also received HOME funds from the HOME Consortium, which the City of Beloit is part of. The Merrill Housing Initiative also receives funds through YouthBuild and other private and government sources.
- The business community helps raise money for organizations such as the Merrill Community Center, Community Action, and Stateline Literacy Council.
- The Stateline United Way funds many of the social service agencies that are served by the City's CDBG funds to meet critical needs.
- Local churches provide funding to some organizations which assist homeless individuals such as Hands of Faith.
- The City of Beloit received HOME, Lead Hazard Control Grant in conjunction with CDBG for its City Housing Rehabilitation Loans. This keeps rehabilitation expenses at an affordable level for our LMI households and LMI housing providers.
- The City of Beloit continued to use NSP1 and NSP3 grant and program income funding to purchase and rehabilitate foreclosed properties in LMI Census Tracts. Completed homes are then sold to LMI households.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units		
Number of non-homeless households to be provided affordable housing units		
Number of special-needs households to be provided affordable housing units		
<b>Total</b>		

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through Rehab of Existing Units	42	24
<b>Total</b>	<b>42</b>	<b>24</b>

Table 6 - Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The one-year goal of 42 was automatically populated by the IDIS system and is inaccurate. The City has a goal of assisting at least 10 homeowners and 10 rental units per year with rehabilitation of their properties. The City exceeding that goal in 2016.

### Discuss how these outcomes will impact future annual action plans.

The City will have expended the last of the Lead Hazard Reduction grant funds in mid-2017. Without these grant funds to offset the costly removal lead hazards, the City expects to see a decline in the number of overall assisted units, but an increase in individual loan amounts. This will likely be reflected in future annual action plans. The City is exploring whether to apply for more lead hazard funding.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	252	Reported by Janesville
Low-income	85	Reported by Janesville
Moderate-income	15	Reported by Janesville
<b>Total</b>	<b>352</b>	<b>Reported by Janesville</b>

**Table 7 – Number of Persons Served**

### **Narrative Information**

The table above was manually populated as the prepopulated table provided by HUD’s IDIS system showed all zeros. The City and its subrecipients served a total of 354 individuals and households that benefitted from affordable housing activities. Two of the households were over 80% MFI.

Under Public Services for housing benefit the City funded the following agencies: Family Services, Beloit Domestic Violence Shelter served 110 people. Family Services, Home Companion Registry served 58 people. Hands of Faith, Emergency Shelter for Families served 79 people. Meals on Wheels served 70 people. And Project 16:49, Robin House Transitional Living Program served 13 people.

The City’s Housing Rehab Loan Program provided loans to rehabilitate 24 units, which assisted 21 households (81 individuals). All individuals and households are required under the City of Beloit programs and subrecipient programs to be below 80% AMI, so 100% of beneficiaries served were Extremely Low, Low, and/or Moderate Income.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City continued to support agencies that provide services and facilities for homeless persons in the City of Beloit.

The City of Beloit has continued to partner with local agencies, non-profit organizations, and the Continuum of Care through the Homeless Intervention Task Force (HITF) which provides a comprehensive response to the needs of homeless individuals and families.

The City of Beloit provided CDBG funds to Hands of Faith for its homeless program. Funds were also provided to the Domestic Violence Shelter operated by Family Services which assists victims of domestic violence. The City continues to participate in the Homeless Intervention Task Force and its subcommittees. This group works collaboratively on a countywide basis to address the needs of homeless individuals and families.

City staff also connects people to HITF resources when they become homeless due to housing that has been deemed unfit, condemned, or that has been damaged by flood, fire, or other disaster. The HITF agency then assists these residents in navigating the social service system to connect them with an appropriate agency that can serve their needs.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City continued to support agencies that provide services and facilities for homeless persons in the City of Beloit. The City also continued to support programs that provide a comprehensive strategy to address clients' needs including case management, supportive housing, and client advocacy.

The City provided funding to Hands of Faith, which provides case management to homeless families to enable them to make the transition from the program to permanent housing. Hands of Faith also works to connect homeless families to the resources they need to obtain employment and housing.

The City provided funding to Family Services, which short-term shelter to victims of domestic violence. Supportive services are also provided to these clients to assist them into moving to long term, sustainable housing. Community Action provided scattered site transitional housing program which is a subsidized rental assistance program that assists clients for up to two years.

The City provided funding to Project 16:49's Robin House Transitional Living Program which provides housing to unaccompanied homeless female students ages 18-21 (17 with court approval) to work towards completing their high school education and transition to independent living. The residents of Robin House are provided with safe, stable housing, assistance with basic needs, and case management

services for up to 18 months while they are in school. Staff addresses five key issues of education, housing, employment/income, health, and social-emotional well being in order to prepare the resident for stable independent living.

Rock Valley Community Programs is located between Beloit and Janesville and provides shelter, transitional living, case management, mental health counseling and support, and AODA services to homeless veterans in Rock County.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Beloit Housing Authority provides 131 public housing units, 9 project based Section 8 units, and 598 Housing Choice Vouchers. The Housing Authority administers a Family Self-Sufficiency program for both Section 8 and Public Housing tenants; which helps participants increase their earned income and move off welfare programs and into self-sufficiency. This program has a full-time case manager who works with individuals and families on five-year goals to help move them towards self-sufficient living.

The City has continued to fund programs that provide supportive services to households in order to keep them in their homes, such as Community Action's Fatherhood Program, Meals on Wheels, Family Services Home Companion Registry, and Health Net, and the City's Housing Rehab Loan Program. All of these programs provide supportive or financial assistance to households by subsidizing household expenses or services that may otherwise cause someone to be unable to live independently and lose their housing.

The City will also continue serving on the Homeless Intervention Task Force and its subcommittee, the Displacement Action Response Team, which provides a planned emergency response to mobilize resources in the event of a mass displacement of residents due to unfit conditions or condemnations.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City provides funding to agencies that provide homeless services and facilities, transitional housing for the homeless, and permanent housing for low-to-moderate income populations.

The Domestic Violence Center received funds to provide short-term emergency housing to victims of domestic violence. They also provide a food and clothing pantry and offer support groups. Hands of Faith received funds to operate its homeless program, which houses families up to 30 days and provides case management and transportation services in order to assist the household in obtaining permanent

housing.

The City of Beloit provides funding to NHS of Beloit for its Foreclosure Prevention program. NHS provides foreclosure prevention counseling and loans to residents in Beloit who are in danger of losing their homes to foreclosure. NHS assisted 28 households with foreclosure prevention services in 2015.

The City is providing 2016 CDBG funding to Community Action to fund a Resources Navigator position which will work to connect people in the City's LMI Census Tracts of 16 and 18 to resources within the community and provide ongoing case management. The City's consolidating planning process revealed a need to assist people in the City with identifying and connecting to the various resources in the community before, during, and after homelessness.

The City is a member of the Rock County County Continuum of Care and attends monthly Homeless Intervention Task Force (HITF) Disaster Action Response Team (DART). This group responds to resident displacement due to man-made situations such as foreclosures or unfit postings of multi-unit buildings.

Other agencies that provide homeless services within the City include the City called Sparrow's Nest, which has shelter facilities for 18 individuals and one family. The Britton House is a Single Room Occupancy (SRO) building which provides 45 subsidized rooming units for homeless men. Community Action provides a transitional housing program for homeless pregnant teens and teen parents that provides 18 months of housing assistance and 24 months of case management.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Beloit Housing Authority (BHA) will network with local agencies, departments, and businesses to inform the public of available services for extremely low-income, low-income, and moderate-income individuals.

Actions planned during the next year to address the needs to public housing:

- The BHA will work with Neighborhood Housing Services (NHS) to provide homeownership opportunities for its residents.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income, and moderate-income households to opportunities to increase their job training skills, people skills, and self-sufficiency.
- The BHA will market available programs through local newspapers and radio stations. BHA staff will attend area Senior, Health, and Family events.
- The BHA will encourage extremely low-income, low-income, and moderate-income families to utilize the least restrictive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership, Project-Based Section 8, and Family Self-Sufficiency.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The BHA will encourage residents to participate in the management of BHA through opportunities to serve on a resident council or the governing board, the Community Development Authority (CDA). There is currently one Public Housing resident on the CDA. In addition, the BHA administers a Family Self-Sufficiency (FSS) program that is open to public housing and Housing Choice Voucher participants. The FSS program allows residents to set educational and career goals in order to allow them to increase their self-sufficiency and decrease their dependency on public assistance programs. As the FSS participant's income increases, their portion of the rent increases accordingly. The BHA will deposit the difference in this rental amount in an escrow account that the FSS participant can use for a down payment on a home upon successful completion of the program.

### **Actions taken to provide assistance to troubled PHAs**

The BHA is not currently providing assistance to any troubled PHAs; however the BHA would offer technical assistance and support should a troubled PHA request assistance.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the**

### **return on residential investment. 91.220 (j); 91.320 (i)**

The City has revised its underwriting guidelines for the Housing Rehab Loan Program to provide a more generous Loan to Value (LTV) ratio due to the extremely low assessed values in Beloit. The LTV allows more low-to-moderate income households to qualify for home improvement loans through the City because it increases eligibility by increasing available equity level. In addition, the City modified its underwriting guidelines to allow for a portion of the loan to be deferred or forgiven so households with lower income could qualify for more assistance.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

- The City provided funding to the Stateline Literacy Council for literacy services. This will help persons with limited English proficiency (LEP) obtain employment and have better income opportunities. In 2016, they served 146 people, with 137 of these being Latino.
- The City provided funding to Latino Service Providers Coalition, which assists people with limited English proficiency (LEP) with navigation of the various social service and resource agencies in the community. In 2016, LSPC assisted 605 people, 605 of these being Latino.
- The City has provided funding to youth organizations, such as the Merrill Community Center, to meet the needs of the young people in one of our low-to-moderate income neighborhoods. However, the agency closed in 2016. The City plans to reprogram this 2016 funding to another agency that will provide similar services to the youth in LMI census tract 18.
- The City and NHS provide housing rehabilitation loans and grants to low-to-moderate income persons to enable them to live in quality housing units with modern amenities. NHS also provides down payment assistance grants to low-to-moderate income households.
- The BHA operates a Family Self-Sufficiency (FSS) program for both Public Housing and Section 8 participants. The FSS program provides training opportunities and intensive case management with the goal of increasing the family's income and reducing their dependence on public assistance programs.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City of Beloit has funds dedicated to promote lead-safe and healthy homes. Provide lead hazard control and healthy homes intervention measures to mitigate lead hazards, lead paint poisoning and health hazards in households with children under the age of 6 and/or where children under the age of 6 are likely to reside. Housing rehabilitation funds are used in conjunction with the lead funds to address other rehabilitation work needed to bring the home to code compliance. In 2016, the City provided lead paint control grants to 19 households (72 individuals and 18 units).

The Rock County Health Department (RCHD) utilizes their current Birth Certificate Program to identify newborns in housing built prior to 1950 and seek to enroll those households in the Grant Program. Children with identified lead poisoning and elevated blood lead levels are currently referred to Health department for follow up and will also be candidates for referral to the City's Lead Hazard Control grant program. In 2016, the City continued to partner with the RCHD in their Healthy Homes program, lead risk assessments, and lead clearances.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

In 2016, the Housing Authority continued administration of their Public Housing and Section 8 Family Self-Sufficiency programs. These programs provide individual case management to enrollees to assist with achievement of employment, educational, financial, and homeownership goals.

The Housing Authority enforced HUD's policy requiring all public housing tenants to perform eight hours of community service per month when the participating adult does not have a disability, is unemployed, and is not participating in any self-sufficiency activities. This practice is helping residents learn new skills.

The City provided CDBG funds to Community Action Inc. for two programs that provide education and employment training; Fatherhood Initiative, and Skills Enhancement. Fatherhood Initiative participants gain employment through case management and Program agreements with employers. The Skills Enhancement Program helps participants who are currently employed increase their earning potential by supporting enrollment in educational and training programs that qualify them for higher paying jobs.

The City also provided funding to Home Companion Registry, which assists low-to-moderate residents with education and training in partnership with Blackhawk Technical College to become certified home care professionals and / or Certified Nursing Assistants. Home Companion Registry then provides employment opportunities to these residents.

The City provided CDBG funds to non-profit agencies that provided services to seniors and disabled residents. Funds were awarded to the Beloit Home Companion Registry which provides inexpensive home health care assistance to enable them to remain in their homes. Stateline Literacy Council provided literacy services to individuals with Limited English Proficiency (LEP) increase their potential in obtaining living-wage employment.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

As part of BHA's FSS program, Public Housing and Section 8 participants are directly linked with Federal, State, and local social service agencies to provide a variety of opportunities and resources to allow them to become more self-sufficient. The BHA employs a full-time FSS Coordinator, who acts as a liaison to link these agencies with those in need of services.

City staff participates in the HITF Disaster Action Response Team (DART) which developed an organized two-county response plan in the event of a resident displacement due to man-made situations, i.e. foreclosure of a multi-unit building, a multi-unit building being posted unfit for human habitation due to disrepair by property owner, etc. Man-made displacements are not covered by typical disaster displacement funding such as Red Cross or FEMA.

The City also works with Community Action of Rock and Walworth Counties and Neighborhood Housing Services of Beloit in partnership to try to more effectively target our resources.

The City is part of a partnership with the City of Janesville, Rock County Planning, and Rock County Health Department, that administers the Lead Hazard Control/Healthy Homes Program. Funds are used for the reduction of lead elements to make houses lead safe. Housing Rehab funds are often paired with the lead funds for other rehab work the home may need.

The City continues to work closely with the City of Janesville. Both Cities have Section 3 Plans with

similar procedures, with universal forms and reports that can be used by Section 3 Businesses and Section 3 Residents in both communities. Due to the close proximity of the two cities, many contractors and residents work in both communities.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

As part of BHA's FSS program, Public Housing and Section 8 participants are directly linked with Federal, State, and local social service agencies to provide a variety of opportunities and resources to allow them to become more self-sufficient. The BHA employs a full-time FSS Coordinator, who acts as a liaison to link these agencies with those in need of services.

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**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City's current Analysis of Impediments to Fair Housing identified a number of impediments to fair housing which the City has addressed with a variety of activities. The City of Beloit's Equal Opportunities Commission (EOC) adopted an Annual Strategy to Address Impediments to Fair Housing at its February 19, 2014 meeting in order to address the impediments. This strategy was continued throughout 2016.

The EOC also administers and enforces the City's local Fair Housing Ordinance which prohibits housing discrimination. The EOC takes complaints, contracts with an Investigator, and facilitates conciliation and mediation. The EOC then hears administrative appeals regarding determinations of probable cause, and conducts full hearing when necessary to determine whether housing discrimination has occurred. The EOC has the authority to impose fines and award damages.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

When preparing the Annual Action Plan and preparing the CDBG budget, staff works to ensure that these are both consistent with the strategic plan. Once the budget has been approved and funds are available, staff prepares contracts for subgrantees which outline the performance requirements of each agency. This includes number of persons served as well as meeting other objectives included in the strategic plan. The subgrantees are then required to report progress made each quarter through their quarterly reports. The City conducts on-site monitoring with each Subgrantee annually.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Public notices were published announcing the 30-day public review period and the public hearing in the Beloit Daily News on February 25, 2017, and in the Stateline News on February 26, 2017, and on the City's website on February 28, 2017. The public comment period was held from March 1, 2017 through March 30, 2017. A public hearing was held at the regularly scheduled Community Development Authority meeting on March 22, 2017. **No comments were submitted during the 30-day public review period and nobody commented during the public hearing.**



**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City does not anticipate any changes in program objectives.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,752,221.58
02 ENTITLEMENT GRANT	568,204.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	396,429.67
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,716,855.25

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	469,094.14
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	469,094.14
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	129,380.60
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	598,474.74
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	2,118,380.51

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	414,414.14
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	414,414.14
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	88.34%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	72,312.05
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	33,658.05
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	32,634.93
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	73,335.17
32 ENTITLEMENT GRANT	568,204.00
33 PRIOR YEAR PROGRAM INCOME	242,783.93
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	810,987.93
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	9.04%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	129,380.60
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	31,049.04
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	43,498.78
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	116,930.86
42 ENTITLEMENT GRANT	568,204.00
43 CURRENT YEAR PROGRAM INCOME	396,429.67
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	964,633.67
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	12.12%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	3	866	COB - Multi-Unit Housing Rehab Revolving Loan Fund	14B	LMH	\$46,887.88
2015	3	881	COB - Multi-Unit Housing Rehab RLF (Loans)	14B	LMH	\$7,792.12
				14B	Matrix Code	<u>\$54,680.00</u>
Total						\$54,680.00

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	3	859	5942984	COB - 422 Bluff Street - Demo	04	LMA	\$800.00
					04	Matrix Code	<u>\$800.00</u>
2015	5	883	5914848	CAI - Fatherhood Initiative & Skills Enhancement	05	LMC	\$86.55
2016	5	902	5976866	CAI - Fatherhood Initiative and Skills Enhancement	05	LMC	\$12,004.08
2016	5	905	5974805	HOF-Emergency Shelter for Homeless Families	05	LMC	\$9,500.00
2016	5	909	5976866	P1649-Robin House Transitional Living Program	05	LMC	\$4,905.05
2016	5	910	5974805	SLC-Hispanic Outreach for Comprehensive Literacy	05	LMC	\$13,482.55
					05	Matrix Code	<u>\$39,978.23</u>
2015	5	886	5914848	FS - Home Companion Registry for Senior Personal Care	05A	LMC	\$190.64
2016	5	901	5974805	MOW-Home Delivered Meals Assistance	05A	LMC	\$7,604.85
2016	5	904	5976866	FS-Home Companion Registry for Senior Personal Care	05A	LMC	\$6,966.58
					05A	Matrix Code	<u>\$14,762.07</u>
2016	5	903	5974805	FS-Beloit Domestic Violence Center: Emergency Housing	05G	LMC	\$6,771.75
					05G	Matrix Code	<u>\$6,771.75</u>
2016	5	906	5974805	HN-Primary Care - Medical, Dental, Vision Clinic	05M	LMC	\$10,800.00
					05M	Matrix Code	<u>\$10,800.00</u>
2015	3	899	5976938	NHS - Direct Homeownership Assistance	13	LMH	\$3,141.16
2015	3	899	5977232	NHS - Direct Homeownership Assistance	13	LMH	\$181.22
2016	3	916	5977232	NHS - Housing Loan Program	13	LMH	\$3,032.97
					13	Matrix Code	<u>\$6,355.35</u>
2014	3	862	5960361	COB - Single Unit Rehab Revolving Loan Fund	14A	LMH	\$2,136.12
2016	3	913	5960364	COB - Single Family Housing Rehabilitation Revolving Loan Fund	14A	LMH	\$81,946.99
2016	3	913	5968378	COB - Single Family Housing Rehabilitation Revolving Loan Fund	14A	LMH	\$6,746.81
2016	3	913	5974805	COB - Single Family Housing Rehabilitation Revolving Loan Fund	14A	LMH	\$25,880.96
2016	3	913	5976866	COB - Single Family Housing Rehabilitation Revolving Loan Fund	14A	LMH	\$14,800.00
					14A	Matrix Code	<u>\$131,510.88</u>
2016	3	915	5960364	COB - Housing Rehab Administration	14H	LMH	\$58,440.60
2016	3	915	5968378	COB - Housing Rehab Administration	14H	LMH	\$1,084.26
2016	3	915	5974805	COB - Housing Rehab Administration	14H	LMH	\$1,610.07
					14H	Matrix Code	<u>\$61,134.93</u>
2015	1	879	5914848	COB - Code Enforcement Program	15	LMA	\$45,405.99
2015	1	879	5942984	COB - Code Enforcement Program	15	LMA	\$42,450.45
2015	1	879	5968378	COB - Code Enforcement Program	15	LMA	\$1,785.37
2016	1	912	5960364	COB - Code Enforcement/Inspection Program	15	LMA	\$21,392.54
2016	1	912	5968378	COB - Code Enforcement/Inspection Program	15	LMA	\$9,144.60
2016	1	912	5974805	COB - Code Enforcement/Inspection Program	15	LMA	\$10,667.48
					15	Matrix Code	<u>\$130,846.43</u>
2013	2	857	5914848	COB - Economic Development Loan Program	18A	LMJ	\$504.50



NARRATIVE FOR FINANCIAL SUMMARY  
 YEAR 2016  
 fi:cdbgnarrative

<b>Line 1</b>	Unexpended Funds at End of Previous Program Year (see prior year report line 16)		1,752,221.58
<b>Line 5/Line 7</b>	<u>Program Income received by Grantee:</u>		
	Rehabilitation Loans		212,157.91
	Rental Permits		93,200.00
	Business Development Loans		84,956.64
	Total City of Beloit		390,314.55
	Subrecipient program Income (NHS)		3,634.13
	<b>TOTAL PROGRAM INCOME</b>		<b>393,948.68</b>
<b>Line 7</b>	Adjust current year program income		-
<b>Line 28:</b>	Public Service unliquidated at end of 12/31/16		
	888 Healthnet-Primary Care	36.00	
	904 Home Companion	9,173.42	
	903 Fam Serv-DomViol-EmerHousing	1,228.25	
	908 Merrill Center Youth/Senior	17,844.05	
	907 Latino Service Providers	5,331.33	
	909 Project 16:49-Robin House	45.00	
			<b>33,658.05</b>
<b>Line 29:</b>	Public Service unliquidated at end of 12/31/15		<b>32,634.93</b>
<b>Line 34:</b>	Adjust prior year program income		-
<b>Line 38:</b>	Planning and Admin unliquidated at end of 12/31/16		
	900 CAI-NRSA Planning	13,323.30	
	895 EOC-Fair Housing	2,725.74	
	864 EOC-Fair Housing	5,000.00	
	895 EOC-Fair Housing	10,000.00	
			<b>31,049.04</b>
<b>Line 39</b>	Planning and Admin unliquidated at end of 12/31/15		43,498.78
<b>Line 44:</b>	Adjust current year program income		-
<b>C.</b>			
	1 Not applicable		
	2 a. Outstanding loans (installment)		
	Housing rehab loan balance		769,892.63
	Count - 79 loans		
	Economic development loan balance		37,041.72
	Count - 2 loans		
	b. Outstanding loans (deferred)		
	Housing rehab loan balance		1,422,121.39
	Count - 100 loans		
	Economic development loan balance		300,000.00
	Count - 2 loans		
	Total		2,529,055.74
	3 Written off loans 2016		
	Total loans	104,267.41	
	4 Parcels purchased with CDBG funds owned at 12/31/16		
	na		