



**PUBLIC NOTICE & AGENDA
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, December 09, 2020**

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Members of the media or the public may participate in the open session portion of this agenda by calling 1 (646) 749-3122, access code 465-515-021. All participants' phones will be muted. Attendance at the meeting in person will be limited. If you would like to provide comments for the any of the items on the agenda, please submit those to christensenj@beloitwi.gov by 12:00 noon on Wednesday, December 9, 2020.

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the November 18, 2020 Community Development Authority meeting
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the September Financial Report (Cole)
[Attachment](#)
 - 4.b. Public Hearing and Consideration of Resolution 2020-19 Approving the Beloit Housing Authority's 2021 Annual Plan (Cole)
[Attachment](#)
5. ADJOURNMENT

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

Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

November 18, 2020

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, November 18, 2020 in the Forum of Beloit City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Vice-Chairperson Leavy at 4:36 PM.

Present: Commissioners Douglas, Gorman and Roland; Councilor Leavy

Absent: Commissioner Ellison; Councilor Forbeck

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

2. Public Comment

None

3. Consideration of the Minutes of the September 23, 2020 regular meeting and the October 5, 2020 special meeting of the Community Development Authority.

Motion was made by Commissioner Gorman and seconded by Commissioner Roland to approve the minutes of the September 23, 2020 regular meeting and the October 5, 2020 special meeting of the Community Development Authority. Motion carried unanimously.

4. Beloit Housing Authority

a. Presentation of the September Activity Report

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

Councilor Leavy expressed concern regarding BHA restarting inspections during the COVID-19 pandemic since the City is trying to keep employees safe. Clint explained that HUD recommends that we conduct inspections to alleviate the volume of inspections required at a later date. Physical inspections are vital in ensuring the health and safety of the BHA residents.

Commissioner Gorman asked if there is a level when BHA would cease inspection. Clint stated that HUD does not have specific guidelines. Julie added that this would be a decision at the City level.

b. Presentation of the October Activity Report

Clinton Cole gave a brief summary of the report.

c. Presentation of the August Financial Report

Clinton Cole gave a brief summary of the report.

d. Review and Consideration of Resolution 2020-17, Approving the 2021 Beloit Housing Authority Operating Budget

Clinton Cole gave a brief summary of the report.

Commissioner Roland moved and Commissioner Gorman seconded a motion to approve Resolution 2020-17. Motion carried unanimously.

e. The Community Development Authority will adjourn into closed session pursuant to §19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular to discuss the potential sale of 745 Highland Avenue. The Community Development Authority may reconvene and take action on an item discussed in closed session.

Commissioner Roland moved and Commissioner Gorman seconded a motion to adjourn into closed session at 4:54 p.m. Motion carried (4-0), roll call vote.

Commissioner Gorman moved and Commissioner Roland seconded a motion to reconvene into open session at 4:59 p.m. Motion carried (4-0), roll call vote.

Commissioner Roland moved and Commissioner Gorman seconded approval of Resolution 2020-18. Motion carried unanimously.

5. **Adjournment**

Motion was made by Commissioner Gorman and seconded by Commissioner Roland to adjourn at 5 p.m. Motion carried.

Respectfully submitted, Ann Purifoy

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September 2020 Financial Report		
Date:	December 9, 2020		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

Each month, the Housing Authority provides a financial report to the Community Development Authority. This report is for information only.

Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending September 30, 2020.

Through the month of September, the Low Income Public Housing (LIPH) program income was \$535,678.79 and the LIPH expenses were \$397,515.49. There was a surplus of \$138,163.30 in LIPH. The increase in the surplus over August 2020 is primarily a result of the proceeds from sale of 1310 Strong in September being transferred to LIPH from the Project Based Fund.

Through the month of September, inflows of revenue from LIPH Grants total \$144,063.63 and related grant expenses total \$144,063.63.

Through the month of September, the Project Based Voucher (PBV) program income was \$126,566.39 and the expenses were \$191,570.16. The Project Based fund had a deficit of \$(65,003.77). The deficit is the result of the proceeds from the sales of the Project Based Units at 1310 Strong in September 2020 and 852 8th Street earlier this year being transferred to the LIPH Fund.

Through the month of September, Phase 1 program income was \$222,700.35 and the expenses were \$188,866.12. Phase 1 had a surplus of \$33,834.23. Of this surplus, \$3.38 is the Housing Authority's portion.

Through the month of September, Phase 2 program income was \$258,666.52 and the expenses were \$231,195.00. Phase 2 had a surplus of \$27,471.52. Of this surplus, \$2.75 is the Housing Authority's portion.

Through the month of September, the Housing Choice Voucher (HCV) program income was \$2,468,287.78 and expenses were \$2,371,557.64. The HCV program had a surplus of \$96,730.14.

Debts owed to BHA collected through September 2020:

Total \$14,066.70
SDC Program: \$12,236.74 Repayments: \$1,829.96

Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

September Financial Report

Consolidated 2020 Budget Report for LIPH/PBV - September 2020

		YTD Actual				Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV		Total
1 Dwelling Rental	31,863.75			20,772.00	20,772.00	42,485.00		42,485.00
2 Excess Utilities	-				-			-
3 Interest on Unrestricted Fund Investments	-	54.37			54.37			-
4 Income - Transfer In from Other Funds	-	151,912.08			151,912.08			-
5 Other Income - Tenants	1,125.00				-	1,500.00		1,500.00
6 HAP Fraud Recovery & FSS Forfeitures	-				-			-
7 Other Income - Bad Debt Collections	-	12,566.94		586.13	13,153.07			-
8 Other Income - Laundry/Copy Fees/Misc	86,179.50	12,431.40			12,431.40	114,906.00		114,906.00
9 Other Income - CFP Operation Money	52,500.00				-	70,000.00		70,000.00
10 Other Income - Sale of Asset Gain/Loss	90,000.00			105,208.26	105,208.26	120,000.00		120,000.00
11 Admin Fees Earned - HUD	-				-			-
12 Incoming Billable Admin Fees/Oper Sub	-				-			-
13 ROSS/CFP Grant	109,500.00		144,063.63		144,063.63	146,000.00		146,000.00
14 HAP Subsidy	-				-			-
15 Operating Subsidy	290,595.00	358,714.00			358,714.00	387,460.00		387,460.00
Total Income	661,763.25	535,678.79	144,063.63	126,566.39	806,308.81	882,351.00		882,351.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV		Total
Administrative Expenses								
16 Admin Salaries	119,643.75	57,757.54	5,817.26	5,287.20	68,862.00	159,525.00		159,525.00
17 FSS Coordinator Admin Salaries	-		38,180.17		38,180.17			-
18 Admin Employee Benefits	48,027.75	24,665.38		2,187.98	26,853.36	64,037.00		64,037.00
19 FSS Coordinator Admin Benefits	-		12,588.31		12,588.31			-
20 Advertising & Marketing	-				-			-
21 Legal	187.50				-	250.00		250.00
22 Staff Training	9,375.00		1,900.00		1,900.00	12,500.00		12,500.00
23 Travel	187.50	68.99			68.99	250.00		250.00
24 Accounting Consultants	6,345.00	2,534.00		620.00	3,154.00	8,460.00		8,460.00
25 Audit Fee	6,750.00				-	9,000.00		9,000.00
26 Telephone	4,104.00	1,288.47			1,288.47	5,472.00		5,472.00
27 Postage	1,608.75	1,720.92			1,720.92	2,145.00		2,145.00
28 Office Supplies	2,340.00	1,196.52			1,196.52	3,120.00		3,120.00
29 Memberships & Publications	598.50	523.03			523.03	798.00		798.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	2,111.25	1,832.10			1,832.10	2,815.00		2,815.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	4,687.50	3,860.28			3,860.28	6,250.00		6,250.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	375.00	620.71		1,904.81	2,525.52	500.00		500.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	2,100.00				-	2,800.00		2,800.00
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses	-							
42	Maintenance Salaries	10,362.75	5,840.53		2,385.00	8,225.53	13,817.00	13,817.00	
43	Casual Labor - Maintenance	-				-		-	
44	Maintenance Benefits	2,424.75	1,959.86		928.86	2,888.72	3,233.00	3,233.00	
45	Maintenance Materials & Supplies	3,562.50	1,187.23	895.00	609.77	2,692.00	4,750.00	4,750.00	
46	Plumbing Supplies	-				-		-	
47	Locks, Locksets & Keys	-				-		-	
48	Electrical Supplies	-				-		-	
49	Painting Supplies	-				-		-	
50	Cleaning Supplies	-	139.63			139.63		-	
51	Equipment Repair Parts	-				-		-	
52	Maintenance Contracted Services	5,775.00	160.31		1,729.78	1,890.09	7,700.00	7,700.00	
53	Refuse Removal Services	-				-		-	
54	Plumbing Repair Services	562.50			653.00	653.00	750.00	750.00	
55	Heating/AC Repair Services	375.00			2,400.00	2,400.00	500.00	500.00	
56	Electric Repair Service	187.50	50.00		200.39	250.39	250.00	250.00	
57	Window Repair Service	-				-		-	
58	Automotive Repairs/Fuel	-	886.65			886.65		-	
59	Elevator Repair & Maintenance	1,500.00	1,491.49			1,491.49	2,000.00	2,000.00	
60	Pest Control Services	-				-		-	
61	Cable TV	-				-		-	
62	Answering Service	-	5,055.63			5,055.63		-	
63	Misc Contracts	-				-		-	
64	Clean/Paint Units	300.00				-	400.00	400.00	
	Utilities Expenses	-							
65	Water/Sewer	1,612.50	824.76		237.78	1,062.54	2,150.00	2,150.00	
66	Electricity	4,875.00	5,016.10		597.22	5,613.32	6,500.00	6,500.00	
67	Natural Gas	2,250.00	894.88		664.38	1,559.26	3,000.00	3,000.00	
	Other Operating Expenses	-							
68	Protective Services Contract	31,050.00	11,410.44			11,410.44	41,400.00	41,400.00	
69	Insurance	6,747.75	5,650.71		2,123.52	7,774.23	8,997.00	8,997.00	
70	PILOT	-			140.47	140.47		-	
71	Compensated Absences	-				-		-	
72	Collection Losses	-				-		-	
73	Replacement Reserves & Debt Pmt-Princ	-		50,524.55		50,524.55		-	
74	Other General Expense/Asset Mgmt Fees	283,484.25	260,879.33		16,987.92	277,867.25	377,979.00	377,979.00	
75	Casualty Losses - Non Capitalized	-				-		-	
76	Capital Expenditures	55,500.00		34,158.34		34,158.34	74,000.00	74,000.00	
77	Transfer In / Out	-			151,912.08	151,912.08		-	
	Total Expense	619,011.00	397,515.49	144,063.63	191,570.16	733,149.28	825,348.00	-	825,348.00

Net Income/(Loss):

138,163.30	-	(65,003.77)	73,159.53
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Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
9/30/2020

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	20,772.00		42,485.00	48.89%	(21,713.00)
Interest on Investments	54.37		-	0.00%	54.37
Other Income	282,704.81		306,406.00	92.26%	(23,701.19)
HUD Admin Fees			-		-
HUD Grants/Subsidies	358,714.00	144,063.63	533,460.00	94.25%	(30,682.37)
Total Income	662,245.18	144,063.63	882,351.00		(76,042.19)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	89,898.10	56,585.74	223,562.00	65.52%	77,078.16
Office Expenses	10,477.45	1,900.00	42,495.00	29.13%	30,117.55
Office Contracted Services	5,692.38		11,865.00	47.98%	6,172.62
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	11,114.25		17,050.00	65.19%	5,935.75
Materials & Supplies	1,936.63	895.00	4,750.00	59.61%	1,918.37
Maintenance Contracts	12,627.25		11,600.00	108.86%	(1,027.25)
Utilities	8,235.12		11,650.00	70.69%	3,414.88
Other Operating					
Protective Services	11,410.44		41,400.00	27.56%	29,989.56
Insurance	7,774.23		8,997.00	86.41%	1,222.77
PILOT	140.47		-	0.00%	(140.47)
Other Operating Expenses	429,779.33	84,682.89	451,979.00	113.82%	(62,483.22)
Total Expenses	589,085.65	144,063.63	825,348.00		92,198.72

Net Admin Income (Loss)	73,159.53	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	73,159.53	-			

Consolidated 2020 Budget Report for Phase 1 - Sept. 2020

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	86,252.25	50,341.42	50,341.42	115,003.00	115,003.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	15.00	233.66	233.66	20.00	20.00
4	Income - Transfer In from Other Funds	-	63,718.50	63,718.50	-	-
5	Other Income - Tenants	-	9,041.71	9,041.71	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	37.47	37.47	-	-
8	Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9	Other Income - CFP Operation Money	-	-	-	-	-
10	Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11	Admin Fees Earned - HUD	-	-	-	-	-
12	Incoming Billable Admin Fees/Oper Sub	105,000.00	99,327.59	99,327.59	140,000.00	140,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
Total Income		191,267.25	222,700.35	222,700.35	255,023.00	255,023.00

		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Expenses						
Administrative Expenses						
16	Admin Payroll Expenses	50,828.25	54,108.84	54,108.84	67,771.00	67,771.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	37.50	-	-	50.00	50.00
20	Legal	750.00	-	-	1,000.00	1,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	6,000.00	3,215.00	3,215.00	8,000.00	8,000.00
24	Audit Fee	9,000.00	10,600.00	10,600.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	112.50	-	-	150.00	150.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	40.95	40.95	-	-
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	-	-	-	-	-
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	3,000.00	4,499.19	4,499.19	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	3,000.00	2,538.32	2,538.32	4,000.00	4,000.00

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	72,124.50	53,973.83	53,973.83	96,166.00	96,166.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	5,250.00	7,616.94	7,616.94	7,000.00	7,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	6,750.00	10,006.26	10,006.26	9,000.00	9,000.00	
52	Refuse Removal Services	937.50	703.58	703.58	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	750.00	319.00	319.00	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	-	847.34	847.34	-	-	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	1,125.00	-	-	1,500.00	1,500.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	3,093.75	1,017.64	1,017.64	4,125.00	4,125.00	
65	Electricity	562.50	926.70	926.70	750.00	750.00	
66	Natural Gas	375.00	672.02	672.02	500.00	500.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	-	15,000.00	15,000.00	-	-	
68	Insurance	11,945.25	12,320.40	12,320.40	15,927.00	15,927.00	
69	PILOT	8,222.25	4,772.64	4,772.64	10,963.00	10,963.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	15,159.75	5,687.47	5,687.47	20,213.00	20,213.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	199,023.75	188,866.12	188,866.12	265,365.00	-	265,365.00

Net Income/(Loss):

33,834.23 33,834.23

Housing Authority's Portion of Net Income/(Loss):

3.38

**Cash Flow Statement
Beloit Housing Authority
Phase 1
9/30/2020**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	50,341.42	115,003.00	43.77%	(64,661.58)
Interest on Investments	233.66	20.00	1168.30%	213.66
Other Income	172,125.27	140,000.00	122.95%	32,125.27
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	222,700.35	255,023.00		(32,322.65)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	54,108.84	67,771.00	79.84%	13,662.16
Office Expenses	18,355.14	25,200.00	72.84%	6,844.86
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	2,538.32	4,000.00	63.46%	1,461.68
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	53,973.83	96,166.00	56.13%	42,192.17
Materials & Supplies	7,616.94	7,000.00	108.81%	(616.94)
Maintenance Contracts	11,876.18	12,750.00	93.15%	873.82
Utilities	2,616.36	5,375.00	48.68%	2,758.64
Other Operating				
Protective Services	15,000.00	-		(15,000.00)
Insurance	12,320.40	15,927.00	77.36%	3,606.60
PILOT	4,772.64	10,963.00	43.53%	6,190.36
Other Operating Expenses	5,687.47	20,213.00	28.14%	14,525.53
Total Expenses	188,866.12	265,365.00		76,498.88

Net Admin Income (Loss)	33,834.23
Net HAP Income (Loss)	
Total YTD Income (Loss)	33,834.23
Housing Authority's Portion	3.38

Consolidated 2020 Budget Report for Phase 2 - Sept. 2020

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	105,001.50	100,346.00	100,346.00	140,002.00	140,002.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	562.50	497.93	497.93	750.00	750.00
4	Income - Transfer In from Other Funds	-	50,984.05	50,984.05	-	-
5	Other Income - Tenants	-	9,455.50	9,455.50	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	-	-	-	-
8	Other Income - Laundry/Copy Fees/Misc	-	9.30	9.30	-	-
9	Other Income - CFP Operation Money	-	-	-	-	-
10	Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11	Admin Fees Earned - HUD	-	-	-	-	-
12	Incoming Billable Admin Fees/Oper Sub	101,250.00	97,373.74	97,373.74	135,000.00	135,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	206,814.00	258,666.52	258,666.52	275,752.00	275,752.00

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
	Administrative Expenses					
16	Admin Payroll Expenses	37,685.25	43,427.69	43,427.69	50,247.00	50,247.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	37.50	-	-	50.00	50.00
20	Legal	1,500.00	70.00	70.00	2,000.00	2,000.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	7,500.00	3,469.00	3,469.00	10,000.00	10,000.00
24	Audit Fee	8,250.00	10,000.00	10,000.00	11,000.00	11,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	112.50	-	-	150.00	150.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	-	-	-	-
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	-	-	-	-	-
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	1,500.00	3,882.54	3,882.54	2,000.00	2,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	10,500.00	9,893.08	9,893.08	14,000.00	14,000.00

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	Maintenance Expenses	-				
42	Maintenance Payroll Expenses	58,748.25	55,671.24	55,671.24	78,331.00	78,331.00
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	8,250.00	7,526.31	7,526.31	11,000.00	11,000.00
45	Plumbing Supplies	-		-		-
46	Locks, Locksets & Keys	-		-		-
47	Electrical Supplies	-		-		-
48	Painting Supplies	-		-		-
49	Cleaning Supplies	-		-		-
50	Equipment Repair Parts	-		-		-
51	Maintenance Contracted Services	9,375.00	31,831.51	31,831.51	12,500.00	12,500.00
52	Refuse Removal Services	2,625.00	3,211.78	3,211.78	3,500.00	3,500.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	900.00	603.50	603.50	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	-	598.36	598.36		-
58	Elevator Repair & Maintenance	4,500.00		-	6,000.00	6,000.00
59	Pest Control Services	1,125.00		-	1,500.00	1,500.00
60	Cable TV	-	2,196.44	2,196.44		-
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	Utilities Expenses	-				
64	Water/Sewer	9,750.00	5,184.17	5,184.17	13,000.00	13,000.00
65	Electricity	13,125.00	12,446.25	12,446.25	17,500.00	17,500.00
66	Natural Gas	6,375.00	4,669.74	4,669.74	8,500.00	8,500.00
	Other Operating Expenses	-				
67	Protective Services Contract	3,000.00	15,567.72	15,567.72	4,000.00	4,000.00
68	Insurance	6,657.75	6,870.60	6,870.60	8,877.00	8,877.00
69	PILOT	7,575.00	7,804.59	7,804.59	10,100.00	10,100.00
70	Compensated Absences	-		-		-
71	Collection Losses	-		-		-
72	Replacement Reserves & Debt Pmt-Princ	-		-		-
73	Other General Expense/Asset Mgmt Fees	15,075.00	6,270.48	6,270.48	20,100.00	20,100.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	Total Expense	214,166.25	231,195.00	231,195.00	285,555.00	- 285,555.00

Net Income/(Loss):

27,471.52 27,471.52

Housing Authority's Portion of Net Income/(Loss):

2.75

Cash Flow Statement
Beloit Housing Authority
Phase 2
9/30/2020

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	100,346.00	140,002.00	71.67%	(39,656.00)
Interest on Investments	497.93	750.00	66.39%	(252.07)
Other Income	157,822.59	135,000.00	116.91%	22,822.59
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	258,666.52	275,752.00		(17,085.48)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	43,427.69	50,247.00	86.43%	6,819.31
Office Expenses	17,421.54	25,200.00	69.13%	7,778.46
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	9,893.08	14,000.00	70.66%	4,106.92
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	55,671.24	78,331.00	71.07%	22,659.76
Materials & Supplies	7,526.31	11,000.00	68.42%	3,473.69
Maintenance Contracts	38,441.59	24,700.00	155.63%	(13,741.59)
Utilities	22,300.16	39,000.00	57.18%	16,699.84
Other Operating				
Protective Services	15,567.72	4,000.00	389.19%	(11,567.72)
Insurance	6,870.60	8,877.00	77.40%	2,006.40
PILOT	7,804.59	10,100.00	77.27%	2,295.41
Other Operating Expenses	6,270.48	20,100.00	31.20%	13,829.52
Total Expenses	231,195.00	285,555.00		54,360.00

Net Admin Income (Loss)	27,471.52
Net HAP Income (Loss)	
Total YTD Income (Loss)	27,471.52
Housing Authority's Portion	<u>2.75</u>

Consolidated 2020 Budget Report for Housing Choice Voucher - September 2020

	YTD Actual				Annual Board Approved Budget		
	Income	Approved YTD	HCV	HCV Total	HCV	Total	
1	Dwelling Rental	-		-			-
2	Excess Utilities	-		-			-
3	Interest on Unrestricted Fund Investments	1,725.00	552.37	552.37	2,300.00		2,300.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants	-		-			-
6	HAP Fraud Recovery & FSS Forfeitures	-	(10,945.57)	(10,945.57)			-
7	Other Income - Bad Debt Collections	-		-			-
8	Other Income - Laundry/Copy Fees/Misc	-	28,638.98	28,638.98			-
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	228,567.75	369,762.00	369,762.00	304,757.00		304,757.00
12	Incoming Billable Admin Fees/Oper Sub	-		-			-
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-	2,080,280.00	2,080,280.00			-
15	Operating Subsidy	-		-			-
	Total Income	230,292.75	2,468,287.78	2,468,287.78	-	307,057.00	307,057.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
Administrative Expenses							
16	Admin Salaries	136,291.50	93,809.22	93,809.22	181,722.00		181,722.00
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	53,970.75	30,560.17	30,560.17	71,961.00		71,961.00
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	-		-			-
21	Legal	187.50	140.00	140.00	250.00		250.00
22	Staff Training	1,875.00		-	2,500.00		2,500.00
23	Travel	187.50	454.28	454.28	250.00		250.00
24	Accounting Consultants	5,437.50	3,044.00	3,044.00	7,250.00		7,250.00
25	Audit Fee	6,750.00		-	9,000.00		9,000.00
26	Telephone	5,049.00	1,183.53	1,183.53	6,732.00		6,732.00
27	Postage	-		-			-
28	Office Supplies	1,560.00	1,223.91	1,223.91	2,080.00		2,080.00
29	Memberships & Publications	1,536.00	453.03	453.03	2,048.00		2,048.00
30	Bank Fees	-	2,058.19	2,058.19			-
31	Computer Maintenance	-		-			-
32	Copier Expenses	2,388.75	1,832.17	1,832.17	3,185.00		3,185.00
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	1,502.25	2,821.33	2,821.33	2,003.00		2,003.00
35	Software Maintenance	4,687.50	5,660.40	5,660.40	6,250.00		6,250.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	-	6,253.46	6,253.46			-
38	Port-In HAP Expense	-	26,024.30	26,024.30			-

39	Management Fees	-			-			-
40	Eviction & Collection Agent Fees	900.00			-		1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	2,149,536.75		2,190,903.39	2,190,903.39		2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(121,568.96)				-
	Maintenance Expenses							
42	Maintenance Salaries	-			-			-
43	Casual Labor - Maintenance	-			-			-
44	Maintenance Benefits	-			-			-
45	Maintenance Materials & Supplies	-			-			-
46	Plumbing Supplies	-			-			-
47	Locks, Locksets & Keys	-			-			-
48	Electrical Supplies	-			-			-
49	Painting Supplies	-			-			-
50	Cleaning Supplies	-			-			-
51	Equipment Repair Parts	-			-			-
52	Maintenance Contracted Services	-			-			-
53	Refuse Removal Services	-		323.41	323.41			-
54	Plumbing Repair Services	-			-			-
55	Heating/AC Repair Services	-			-			-
56	Electric Repair Service	-			-			-
57	Window Repair Service	-			-			-
58	Automotive Repairs/Fuel	-			-			-
59	Elevator Repair & Maintenance	-			-			-
60	Pest Control Services	-			-			-
61	Cable TV	-			-			-
62	Answering Service	-			-			-
63	Misc Contracts	-			-			-
64	Clean/Paint Units	-			-			-
	Utilities Expenses							
65	Water/Sewer	-			-			-
66	Electricity	-			-			-
67	Natural Gas	-			-			-
	Other Operating Expenses							
68	Protective Services Contract	-			-			-
69	Insurance	2,277.00		2,196.99	2,196.99		3,036.00	3,036.00
70	PILOT	-			-			-
71	Compensated Absences	-			-			-
72	Collection Losses	-			-			-
73	Replacement Reserves & Debt Pmt-Princ	-			-			-
74	Other General Expense/Asset Mgmt Fees	3,225.00		2,615.86	2,615.86		4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-			-
76	Capital Expenditures	-			-			-
77	Transfer In / Out	-			-			-
	Total Expense	2,377,362.00		2,371,557.64	2,371,557.64		-	3,169,816.00

Net Income/(Loss):

96,730.14

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
9/30/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	552.37	2,300.00	24.02%	(1,747.63)
Other Income	28,638.98	-	0.00%	28,638.98
HUD Admin Fees	369,762.00	304,757.00	121.33%	65,005.00
HUD Grants/Subsidies	2,069,334.43	-	0.00%	2,069,334.43
Total Income	2,468,287.78	307,057.00		2,161,230.78

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	124,369.39	253,683.00	49.03%	129,313.61
Office Expenses	14,810.40	30,110.00	49.19%	15,299.60
Office Contracted Services	10,637.31	12,638.00	84.17%	2,000.69
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,190,903.39	2,866,049.00	76.44%	675,145.61
HAP Payments Port In	26,024.30		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,196.99	3,036.00	72.36%	839.01
PILOT		-		-
Other Operating Expenses	2,615.86	4,300.00	60.83%	1,684.14
Total Expenses	2,371,557.64	3,169,816.00		798,258.36

Net Income/(Loss): 96,730.14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	2021 Beloit Housing Authority Annual Plan		
Date:	December 9, 2020		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Department of Housing and Urban Development (HUD) requires all Public Housing Authorities (PHAs) to submit an Annual PHA Plan in order to outline the programs that will be operated by the PHA in the upcoming fiscal year, as well as to review what was accomplished in the previous fiscal year.

Key Issues

1. The Beloit Housing Authority (BHA) has prepared the 2021 PHA Annual Plan, held a 45-day public comment period, and held a public hearing as required by HUD.
2. As the BHA was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments, the agency is eligible to submit a Streamlined Annual PHA Plan.
3. The PHA Annual Plan also includes updates of the progress towards meeting the mission and goals described in the most recent PHA Five-Year Plan.

Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

N/A

Attachments

Resolution 2020-19 and 2021 Public Housing Authority Annual Plan

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2020-19

**APPROVING THE BELOIT HOUSING AUTHORITY’S (BHA) 2021 PUBLIC HOUSING
AUTHORITY (PHA) ANNUAL PLAN**

WHEREAS, the Beloit Housing Authority (BHA) is required to submit a Public Housing Authority (PHA) Annual Plan to the Department of Housing and Urban Development (HUD) outlining the programs that will be operated by the BHA in the coming fiscal year;

WHEREAS, the BHA has prepared the 2021 PHA Annual Plan, held a 45-day public comment period, and held a public hearing as required by HUD;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners approve the 2021 PHA Annual Plan as attached.

Adopted this 9th day of December, 2020

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Clinton Cole, Assistant Executive Director

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: Beloit Housing Authority PHA Code: WI064 Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2021 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 131 Number of Housing Choice Vouchers (HCVs) 598 Total Combined 729 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> The Annual Plan may be reviewed at the Beloit Housing Authority's Administrative office located at 210 Portland Ave., Beloit, WI 53511. Other locations where the Plan is available are the Beloit Community Development Authority located at 100 State St., Beloit, WI 53511, and the Beloit Public Library located at 605 Eclipse Ave., Beloit, WI 53511. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The BHA has continued to maintain 131 units of public housing in excellent condition. The units have been kept in good repair, and any maintenance issues that arise are addressed immediately. The portfolio is comprised of two Phases; each of which have Tax Credit investors. Throughout the year, the BHA undergoes physical inspections and file audits by both the Tax Credit investors and WHEDA.</p> <p>The BHA has continued to administer its Family Self-Sufficiency program. In addition, the BHA has also implemented a ROSS-Service Coordinator program to enable participants to become less dependent on social service programs.</p> <p>As outlined in the most recently approved 5-Year Plan, the BHA has made progress on Capital improvements. Flooring was replaced as needed in both Phase 1 and Phase 2 units. In addition, failed water heaters, dishwashers, refrigerators, washing machines, and dryers were replaced with energy efficient models. Parking lots were sealed and restriped at the BHA Administration Building, as well as two Phase 2 sites.</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The BHA's most recent 5-Year Action Plan (2020-2024) was approved by the HUD-Milwaukee Field Office on 11/18/2019.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items

(items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.