



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
February 22, 2017 at 4:30 pm  
The Forum  
Beloit City Hall  
100 State Street**

1. Call to Order and Roll Call
2. Election of Officers
  - a. Nomination and election of Chairperson
  - b. Nomination and election of Vice-Chairperson
3. Citizen Participation
4. Review and Consideration of the Minutes of the Regular Meeting held on January 25, 2017
5. Housing Authority
  - a. Presentation of December Activity Reports (Pollard)
  - b. Presentation of December Financial Reports (Pollard)
  - c. Review and Consideration of Resolution 2017- 03, Submission of 2017 SEMAP (Pollard)
6. Conflict of Interest
7. 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: February 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**  
**January 25, 2017**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 25, 2017 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Julie Christensen at 4:45 p.m.

**Present:** Commissioners DeBrock, Ellison, Hendrix and Kenitzer

**Absent:** Commissioner Baker, Evans and Preuschl

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

2. **Election of Officers**

a. Nomination and election of Chairperson

b. Nomination and election of Vice-Chairperson

Due to the absence of several Board members, the election of Officers was held over. Commissioner Ellison nominated Councilor Hendrix to serve as temporary Chairperson for this meeting. Councilor Hendrix accepted and was unanimously approved.

3. **Citizen Participation:**

None

4. **Review and Consideration of the Minutes of the Special Meeting held on December 7, 2016**

A motion was made by Commissioner Ellison and seconded by Commissioner DeBrock to approve the minutes of the Special Meeting held on December 7, 2016.

Motion carried unanimously.

5. **Housing Authority:**

a. **Presentation of November Activity Report**

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

We experienced substantial property damage to two of our project-based units within two days. A driver traveling at a high rate of speed struck and extensively damaged our property at 1119 Portland Avenue on New Year's Eve. Our tenant at 1238 Elm arrived home and discovered broken pipes, running water and substantial water damage on New Year's Day. With help from our Treasury

Department we learned that the water in the house had been running constantly since December 22. We are working with our insurance company to come to a resolution on both units.

- b. Presentation of November Financial Report  
Cathy Pollard gave a brief summary of the report.

We are currently in a very good position with our Operating Reserves.

- c. Review and Consideration of Resolution 2017-01, Approval of 2016 Fourth Quarter Write-offs  
Clinton Cole, Programs Manager, presented the staff report and recommendation.

Commissioner DeBrock moved and Commissioner Kenitzer seconded a motion to approve Resolution 2017-01.

Motion carried unanimously.

6. **Community and Housing Services:**

- a. Review and Consideration of Resolution 2017-02, Authorizing the CDA to Award the Demolition Contract for 1235 Dewey Avenue  
Scott Schneider, Project Manager, presented the staff report and recommendation.

Scott Schneider answered a few questions regarding the demolition site. If the house is sold to an adjoining neighbor, the address would be consumed by that neighbor. The lot will be split by neighbors, if agreeable; otherwise, the lot would go to the interested party or highest bidder.

Commissioner DeBrock moved and Commissioner Ellison seconded a motion to approve Resolution 2017-02.

Motion carried unanimously.

7. **Adjournment:**

Motion by Commissioner Ellison and seconded by Commissioner DeBrock to adjourn at 5:10 p.m. Motion carried.

**REPORT TO THE  
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 5a

**TOPIC:** December Activity Report

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

**PRESENTER:** Cathy Pollard

**STAFF REPORT:**

Public Housing:

There were three vacancies in public housing units in December and no upcoming vacancies in January of 2017. Public Housing accounts receivable on occupied units totaled \$8,102.28 and vacated units totaled \$7,767.78 at the end of December, 2016 which brings the totaled outstanding public housing accounts receivable to \$15,870.06. Three applicants were pulled from the Public Housing waiting list in December; three applicants were briefed. Fifteen Public Housing inspections and fourteen annual and interim re-certifications were completed in December.

Section 8:

573 vouchers were housed by December 31, 2016 with 31 voucher holders either searching for units or waiting for passed inspections. 11 portable vouchers were paid by BHA in December with 2 families waiting to Port-Out. 55 Section 8 inspections were completed in December, and the Housing Specialists completed 76 annual or interim re-certifications in December. No applicants were notified: none were briefed.

**ATTACHMENTS:**

December Activity Report

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

**December (2016) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 11/30/16</b>	<b>\$ 5,671.09</b>
<b>Outstanding Receivables – Vacated Units 11/30/16</b>	<b>\$ 14,638.49</b>
Outstanding Receivables – Occupied Units 12/31/16	\$ 8,102.28
Outstanding Receivables – Vacated Units 12/31/16	\$ 7,767.78
<b>Total November 30, 2016 Outstanding Receivables:</b>	<b>\$ 20,399.58</b>
<b>Total December 31, 2016 Outstanding Receivables:</b>	<b>\$ 15,870.06</b>
<b>Decrease of:</b>	<b>\$ 4,529.52</b>

**Vacancies – 12/31/2016**

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

**Public Housing Inspections**

15 Inspections completed. There were 11 annual inspections; there were 0 move-out inspections. There were 4 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and 0 special inspections.

**Public Housing Activities**

Annual Recerts:	8
Interim Recerts:	6
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	3
Number Briefed:	3

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

December 575 under lease - 97% Occupancy  
 11 Portable Vouchers – 11 Not Absorbed (5/Port-In)  
 31 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

55 inspections were completed in December. 38 were annual inspections. 13 were initial inspections, 4 were re-inspections, 0 project based inspections, and there were 0 special inspections.

Section 8 Activities

New Participants:	15	
Annual Recerts:	33	
Interim Recerts:	43	
Abatements:	2	
Movers:	3	
Possible Program Violations:	6	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:                    106    Public Housing East  
   106    Public Housing West  
   169    Parker Bluff  
   97     Project-Based  
   350    Sec. 8

0 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed over income  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**

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

### **AGENDA ITEM: 5c**

**TOPIC:** Resolution No. 20 17-03:  
Approval of the 2017 Section 8 Management  
Assessment Program Submission (SEMAP) for the  
Beloit Housing Authority

**REQUESTED ACTION:** Approval of Resolution No. 20 17-03

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program Submission (SEMAP). This tool is utilized to determine the performance of the Housing Authority's Housing choice voucher Program.

SEMAP measures several areas of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, HQS Compliance, Family Self-Sufficiency participation and Decentralization Monitoring.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2017-03

### **ATTACHMENTS:**

Resolution No. 20 17-03 and attached detail



**RESOLUTION NO. 2017-03**

**APPROVING THE 2017 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
SUBMISSION (SEMAP) FOR THE BELOIT HOUSING AUTHORITY**

**WHEREAS**, the Beloit Housing Authority is required by the United States Department of Housing and Urban Development (HUD) to submit annual management reports for the Section 8 Program; and

**WHEREAS**, the Section 8 Management Assessment Program submission for 2017 has been reviewed and discussed.

**NOW THEREFORE BE IT RESOLVED**, that the Community Development Authority (CDA) Board of Commissioners does approve the 2017 SEMAP for the Beloit Housing Authority for submission to HUD via PIC on-line systems.

Adopted this 22nd day of February, 2017.

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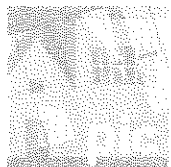
Loretta Evans, Chairman  
Community Development Authority

ATTEST:

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Julie Christensen, CDA Executive Director

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Assessment Profile	Reports	Submission	List	Summary	Certification	Profile	Comments
Field Office:		5IPH MILWAUKEE PROGRAM CENTER					
Housing Agency:		WI064 БЕЛОIT HOUSING AUTHORITY					
PHA Fiscal Year End:		12/31/2016					

Cathy Pollard  
(MHT790)  
PIC Main

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SEMAP

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OMB Approval No. 2577-0215

### SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Check here if the PHA expends less than \$300,000 a year in federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

**Performance Indicators**

**1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response**     Yes    No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response**     Yes    No

**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response**      **Yes**    **No**

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**      **At least 98% of units sampled**      **80 to 97% of units sampled**  
 **Less than 80% of units sampled**

### **3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)**

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**      **At least 90% of files sampled**      **80 to 89% of files sampled**  
 **Less than 80% of files sampled**

### **4 Utility Allowance Schedule (24 CFR 982.517)**

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response**      **Yes**    **No**

### **5 HQS Quality Control (24 CFR 982.405(b))**

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

**PHA Response**      **Yes**    **No**

### **6 HQS Enforcement (24 CFR 982.404)**

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**      **At least 98% of cases sampled**      **Less than 98% of cases sampled**

### **7 Expanding Housing Opportunities.**

**(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))**

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable 

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response**      Yes    No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response**      Yes    No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**      Yes    No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**      Yes    No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**      Yes    No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**      Yes    No

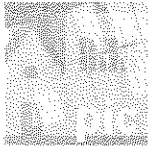
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Assessment Profile | Reports | Submission

List | Summary | Certification | Profile | Comments

Cathy Pollard (MHT790) Field Office: 5IPH MILWAUKEE PROGRAM CENTER
PIC Main Housing Agency: WI064 БЕЛОIT HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2016

SEMAP Logoff

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Janesville-Beloit

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR 525 1-BR FMR 592 2-BR FMR 767 3-BR FMR 1000 4-BR FMR 1057
PS 504 PS 592 PS 737 PS 960 PS 1015
Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

14

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

250

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

**PHA Response**  Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**15 Deconcentration Bonus**

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response**  Yes  No

Deconcentration Addendum

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