



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, March 23, 2022

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the regular Community Development Authority meeting held on February 23, 2022
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Consideration of the February Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of the December Financial Report (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Presentation of the 2021 Consolidated Annual Performance Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program (Downing)
[Attachment](#)
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - 6.a. Consideration of Resolution 2022-03 approving the Community Development Authority annual report (Christensen)
[Attachment](#)
7. ADJOURNMENT
The CDA will adjourn into a workshop to discuss waiting list preferences and voucher utilization (Cole)

** 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
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, February 23, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, February 23, 2022 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 Philip Gorman at 4:30 p.m. Commissioners Gorman, Hartke, and Rodriguez and Councilors Forbeck and Leavy were present.

2. ELECTION OF OFFICERS

2.a. Election of the Chairperson

Vice-Chairperson Gorman opened the nominations for Chairperson. Councilor Forbeck nominated Commissioner Gorman, seconded by Councilor Leavy. Motion carried, voice vote.

2.b. Election of the Vice-Chairperson

Chairperson Gorman opened the nominations for Vice-Chairperson. Chairperson Gorman nominated Commissioner Rodriguez, seconded by Councilor Forbeck. Motion carried, voice vote.

3. PUBLIC COMMENT

None

4. Minutes

4.a. Consideration of the Minutes of the regular meeting of the Community Development Authority held on December 15, 2021.

Motion was made by Commissioner Gorman and seconded by Counselor Forbeck to approve the minutes of the December 15, 2021 regular meeting of the Community Development Authority. Motion carried unanimously.

5. Beloit Housing Authority

5.a. Presentation of the November/December Activity Report

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

5.b. Presentation of the January Activity Report

Clinton Cole gave a brief summary of the report.

5.c. Consideration of the November Financial Report

Clinton Cole gave a brief summary of the report.

6. Community and Housing Services

No business to discuss

7. Such Other Matters As Authorized By Law

7.a. Presentation of Resolution 2022-01 authorizing the Full Redemption of \$1,165,000 Community Development Authority, Wisconsin Taxable Lease Revenue Bonds, Series 2011b.

Eric Miller, Finance and Administrative Services Director, presented the staff report and recommendation. Motion was made by Councilor Forbeck, seconded by Commissioner Hartke. Motion carried (5-0).

7.b. Presentation of Resolution 2022-02 recommending an amendment to Chapter 1.79 of the Code of General Ordinances.

Julie Christensen, Executive Director, presented the ordinance amendment. Motion was made by Councilor Leavy, seconded by Councilor Forbeck. Motion carried (5-0).

Councilor Leavy inquired about a previous agenda topic from December 15, 2021 meeting regarding waiting list preferences and requested an update. Clinton Cole indicated that he has done research and put together information about other housing agencies to compare preferences. Councilor Leavy asked if a special meeting or workshop could be held to discuss it further. Clint indicated that we could do that.

8. Adjournment

Motion made by Commissioner Gorman and seconded by Councilor Forbeck to adjourn at 4:50 p.m. Motion carried unanimously.

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	February Activity Report		
Date:	March 23, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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

Key Issues

Public Housing:
At the end of this reporting period, there were two public housing vacancies. 11 annual and 14 interim certifications were completed. Seven public housing inspections were conducted.

Section 8:
452 vouchers were housed on February 28, 2022, with 11 newly-issued voucher holders either searching for units or waiting for passed inspections. Four portable vouchers were paid by BHA, and seven port-in vouchers were administered. The Housing Specialists completed 33 annual and 24 interim recertifications during this reporting period. 60 Housing Quality Standards (HQS) inspections were completed. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure her safety, as well as the safety of the families occupying the units.

Conformance with Strategic Plan

Approval of this action 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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. 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

February 2022 Activity Report

**Beloit Community Development Authority
Activity Report to Board for February 2022**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 2/28/2022	129 Units	98% Occupancy
Vacancies on 2/28/2022	2 Units	2% Vacancy
Vacancies by Type		
Elderly	2 Units	95% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

Seven annual inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	11
Interim Recertifications	14
Tenant notices to Vacate *Not due to eviction	2
New Tenants	0
Transfers	1
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	5
Number Briefed	3

Section 8 Program

Total Under Lease on 2/28/2022	452 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	7 Vouchers
February HCV HAP Funds Received	\$230,746
February HCV HAP Funds Expended	\$233,087
Current Per Unit Cost (PUC)	\$516

* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority

* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities

Section 8 Inspections

The BHA Inspector completed 42 annual inspections, five initial inspections, and 13 reinspections inspections during this reporting period.

Section 8 Activities

New Participants	1
Annual Recertifications	33
Interim Recertifications	24
Abatements	8
Unit Transfers	6
Possible Program Violations	0
End of Program	3
Port Ins	0
Port Outs	0

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	66
Public Housing West	58
Parker Bluff	228
Section 8 Program	267

Family Self-Sufficiency Participants

Section 8 – 20

Public Housing – 10

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	December 2021 Financial Report		
Date:	March 23, 2022		
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 Accountant as of December 31, 2021.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$605,676.18 and the LIPH expenses were \$533,526.94. There was a surplus of 72,149.24 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$545,845.95 and related grant expenses total \$545,845.95.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$47,070.94 and the expenses were \$78,693.03. The PBV had a deficit of \$31,622.09. The deficit is the result of the proceeds from the sale of 745 Highland Avenue in 2021 being transferred to the LIPH Fund. This transfer is due to the BHA receiving permission from HUD to utilize the sales proceeds of the Project Based units for operation and administration of its current public housing units.

At the end of this reporting period, Phase 1 program income was \$333,517.22 and the expenses were \$300,796.35. Phase 1 had a surplus of \$32,720.87. Of this surplus, \$3.27 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$332,267.89 and the expenses were \$308,651.38. Phase 2 had a surplus of \$23,616.51. Of this surplus, \$2.36 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$3,110,205.87 and expenses were \$3,069,810.19. The HCV program had a surplus of \$40,395.68.

Debts owed BHA collected through December 2021: Total \$13,923.91
 TRIP Program: \$12,421.98 Repayments: \$1,501.93

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 Enhance Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. **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
December 2021 Financial Report

Consolidated 2021 Budget Report for LIPH/PBV - As of December 31, 2021

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-					-		-
2 Excess Utilities	-					-		-
3 Interest on Unrestricted Fund Investments	50.00		40.55			40.55	50.00	50.00
4 Income - Transfer In from Other Funds	-		69,835.97			69,835.97		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	-		6,126.62			6,126.62		-
8 Other Income - Laundry/Copy Fees/Misc	28,000.00		20,392.04			20,392.04	28,000.00	28,000.00
9 Other Income - CFP Operation Money	146,577.00					-	146,577.00	146,577.00
10 Other Income - Sale of Asset Gain/Loss	65,000.00			47,070.94		47,070.94	65,000.00	65,000.00
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	-					-		-
13 ROSS/FSS/CFP Grant	101,000.00			545,845.95		545,845.95	101,000.00	101,000.00
14 HAP Subsidy	-					-		-
15 Operating Subsidy	469,892.00		509,281.00			509,281.00	469,892.00	469,892.00
Total Income	810,519.00		605,676.18	545,845.95	47,070.94	1,198,593.07	810,519.00	810,519.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	99,151.00	91,802.89		60.89	91,863.78	99,151.00		99,151.00
17 ROSS/FSS Coordinator Admin Salaries	42,428.00		58,763.63		58,763.63	42,428.00		42,428.00
18 Admin Employee Benefits	41,273.00	38,608.51		27.72	38,636.23	41,273.00		41,273.00
19 ROSS/FSS Coordinator Admin Benefits	16,384.00		18,636.59		18,636.59	16,384.00		16,384.00
20 Advertising & Marketing	50.00	17.88			17.88	50.00		50.00
21 Legal	250.00				-	250.00		250.00
22 Staff Training	1,750.00		4,728.99		4,728.99	1,750.00		1,750.00
23 Travel	250.00	180.04			180.04	250.00		250.00
24 Accounting Consultants	7,250.00	4,103.00		1,126.00	5,229.00	7,250.00		7,250.00
25 Audit Fee	11,440.00	9,894.00			9,894.00	11,440.00		11,440.00
26 Telephone	2,830.00	2,077.62			2,077.62	2,830.00		2,830.00
27 Postage	2,400.00	3,371.63			3,371.63	2,400.00		2,400.00
28 Office Supplies	2,500.00	1,267.45	536.43		1,803.88	2,500.00		2,500.00
29 Memberships & Publications	2,048.00	667.64			667.64	2,048.00		2,048.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	2,800.00	2,226.32			2,226.32	2,800.00		2,800.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	6,000.00	5,606.03			5,606.03	6,000.00		6,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	-	662.50	252.05	84.56	999.11			-
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	-				-			-
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses	-						
42	Maintenance Salaries	-	2,257.22			2,257.22		-
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	-	736.04			736.04		-
45	Maintenance Materials & Supplies	1,000.00	31.55			31.55	1,000.00	1,000.00
46	Plumbing Supplies	-	210.12			210.12		-
47	Locks, Locksets & Keys	-				-		-
48	Electrical Supplies	-	32.12			32.12		-
49	Painting Supplies	-				-		-
50	Cleaning Supplies	-	272.59			272.59		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	14,000.00				-	14,000.00	14,000.00
53	Refuse Removal Services	100.00				-	100.00	100.00
54	Plumbing Repair Services	-				-		-
55	Heating/AC Repair Services	-				-		-
56	Electric Repair Service	-				-		-
57	Window Repair Service	-				-		-
58	Automotive Repairs/Fuel	-	2,061.43			2,061.43		-
59	Elevator Repair & Maintenance	2,000.00				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	3,590.56			3,590.56		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	-				-		-
	Utilities Expenses	-						
65	Water/Sewer	2,000.00	1,603.59	554.27		2,157.86	2,000.00	2,000.00
66	Electricity	7,000.00	6,059.43	395.32		6,454.75	7,000.00	7,000.00
67	Natural Gas	1,700.00	1,693.71	636.30		2,330.01	1,700.00	1,700.00
	Other Operating Expenses	-						
68	Protective Services Contract	25,000.00	1,937.28			1,937.28	25,000.00	25,000.00
69	Insurance	11,895.00	12,591.49			12,591.49	11,895.00	11,895.00
70	PILOT	2,000.00				-	2,000.00	2,000.00
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-		52,040.29		52,040.29		-
74	Other General Expense/Asset Mgmt Fees	346,890.00	339,964.30		5,972.00	345,936.30	346,890.00	346,890.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	146,577.00		410,887.97		410,887.97	146,577.00	146,577.00
77	Transfer In / Out	-			69,835.97	69,835.97		-
	Total Expense	798,966.00	533,526.94	545,845.95	78,693.03	1,158,065.92	798,966.00	-
								798,966.00

Net Income/(Loss):

72,149.24	-	(31,622.09)	40,527.15
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 12/31/2021**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	40.55		-	0.00%	40.55
Other Income	143,425.57		239,577.00	59.87%	(96,151.43)
HUD Admin Fees			-		-
HUD Grants/Subsidies	509,281.00	545,845.95	570,892.00	184.82%	484,234.95
Total Income	652,747.12	545,845.95	810,469.00		388,124.07

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	130,500.01	77,400.22	199,236.00	104.35%	(8,664.23)
Office Expenses	23,452.32	5,517.47	30,768.00	94.16%	1,798.21
Office Contracted Services	7,832.35		8,800.00	89.00%	967.65
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	2,993.26		-		(2,993.26)
Materials & Supplies	546.38	-	1,000.00	54.64%	453.62
Maintenance Contracts	5,651.99		16,100.00	35.11%	10,448.01
Utilities	10,942.62		10,700.00	102.27%	(242.62)
Other Operating					
Protective Services	1,937.28		25,000.00	7.75%	23,062.72
Insurance	12,591.49		11,895.00	105.86%	(696.49)
PILOT	-		2,000.00	0.00%	2,000.00
Other Operating Expenses	415,772.27	462,928.26	493,467.00	178.07%	(385,233.53)
Total Expenses	612,219.97	545,845.95	798,966.00		(359,099.92)

Net Admin Income (Loss)	40,527.15	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	40,527.15	-			

Consolidated 2021 Budget Report for Phase 1 - As of December 31, 2021

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	115,003.00	115,634.92	115,634.92	115,003.00		115,003.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	200.00	180.46	180.46	200.00		200.00
4 Income - Transfer In from Other Funds	-	26,205.78	26,205.78			-
5 Other Income - Tenants	-	13,749.76	13,749.76			-
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	-	4,565.00	4,565.00			-
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	150,000.00	173,181.30	173,181.30	150,000.00		150,000.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	265,203.00	333,517.22	333,517.22	265,203.00		265,203.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	72,437.00	66,423.19	66,423.19	72,437.00		72,437.00
17 FSS Coordinator Admin Salaries	-		-			-
18 FSS Coordinator Admin Benefits	-		-			-
19 Advertising & Marketing	50.00	82.88	82.88	50.00		50.00
20 Legal	1,000.00	1,604.09	1,604.09	1,000.00		1,000.00
21 Staff Training	-		-			-
22 Travel	-		-			-
23 Accounting Consultants	8,000.00	5,811.00	5,811.00	8,000.00		8,000.00
24 Audit Fee	12,000.00	10,900.00	10,900.00	12,000.00		12,000.00
25 Telephone	-		-			-
26 Postage	-		-			-
27 Office Supplies	150.00		-	150.00		150.00
28 Memberships & Publications	-		-			-
29 Bank Fees	-	55.50	55.50			-
30 Computer Maintenance	-		-			-
31 Copier Expenses	-		-			-
32 Office Equipment Maintenance	-		-			-
33 Postage Machine	-		-			-
34 Software Maintenance	-	301.63	301.63			-
35 Outgoing Portable Admin Fees	-		-			-
36 Sundry Administration/Compliance Fees	4,000.00	7,051.40	7,051.40	4,000.00		4,000.00
37 Port-In HAP Expense	-		-			-
38 Management Fees	4,000.00	5,919.76	5,919.76	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	96,441.00	90,617.90	90,617.90	96,441.00	96,441.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	7,000.00	14,187.35	14,187.35	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	10,750.00	35,121.70	35,121.70	10,750.00	10,750.00	
52	Refuse Removal Services	1,250.00	1,081.00	1,081.00	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	1,000.00	5,495.06	5,495.06	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	-	1,329.60	1,329.60	-	-	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	1,500.00	-	-	1,500.00	1,500.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	5,500.00	866.44	866.44	5,500.00	5,500.00	
65	Electricity	1,400.00	708.88	708.88	1,400.00	1,400.00	
66	Natural Gas	1,000.00	203.07	203.07	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	-	20,000.00	20,000.00	-	-	
68	Insurance	17,002.00	18,433.04	18,433.04	17,002.00	17,002.00	
69	PILOT	11,500.00	11,352.86	11,352.86	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	3,275.00	3,250.00	3,250.00	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	259,255.00	300,796.35	300,796.35	259,255.00	-	259,255.00

Net Income/(Loss):

32,720.87 32,720.87

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

3.27

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 12/31/2021

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	115,634.92	115,003.00	100.55%	631.92
Interest on Investments	180.46	200.00	90.23%	(19.54)
Other Income	217,701.84	150,000.00	145.13%	67,701.84
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	333,517.22	265,203.00		68,314.22

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	66,423.19	72,437.00	91.70%	6,013.81
Office Expenses	25,806.50	25,200.00	102.41%	(606.50)
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	5,919.76	4,000.00	147.99%	(1,919.76)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	90,617.90	96,441.00	93.96%	5,823.10
Materials & Supplies	14,187.35	7,000.00	202.68%	(7,187.35)
Maintenance Contracts	43,027.36	14,500.00	296.74%	(28,527.36)
Utilities	1,778.39	7,900.00	22.51%	6,121.61
Other Operating				
Protective Services	20,000.00	-		(20,000.00)
Insurance	18,433.04	17,002.00	108.42%	(1,431.04)
PILOT	11,352.86	11,500.00	98.72%	147.14
Other Operating Expenses	3,250.00	3,275.00	99.24%	25.00
Total Expenses	300,796.35	259,255.00		(41,541.35)

Net Admin Income (Loss)	32,720.87
Net HAP Income (Loss)	
Total YTD Income (Loss)	32,720.87
Housing Authority's Portion	<u>3.27</u>

Consolidated 2021 Budget Report for Phase 2 - As of December 31, 2021

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1 Dwelling Rental	140,000.00	142,723.09	142,723.09	140,000.00		140,000.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	750.00	376.29	376.29	750.00		750.00
4 Income - Transfer In from Other Funds	-	25,834.51	25,834.51			-
5 Other Income - Tenants	-	5,013.48	5,013.48			-
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	-	2,326.52	2,326.52			-
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	136,500.00	155,994.00	155,994.00	136,500.00		136,500.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
Total Income	277,250.00	332,267.89	332,267.89	277,250.00		277,250.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	55,987.00	57,230.54	57,230.54	55,987.00		55,987.00
17 FSS Coordinator Admin Salaries	-		-			-
18 FSS Coordinator Admin Benefits	-		-			-
19 Advertising & Marketing	50.00	41.71	41.71	50.00		50.00
20 Legal	2,000.00		-	2,000.00		2,000.00
21 Staff Training	-		-			-
22 Travel	-		-			-
23 Accounting Consultants	10,000.00	5,811.00	5,811.00	10,000.00		10,000.00
24 Audit Fee	11,000.00	10,000.00	10,000.00	11,000.00		11,000.00
25 Telephone	-		-			-
26 Postage	-		-			-
27 Office Supplies	150.00		-	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	-	301.62	301.62			-
35 Outgoing Portable Admin Fees	-		-			-
36 Sundry Administration/Compliance Fees	2,000.00	7,436.15	7,436.15	2,000.00		2,000.00
37 Port-In HAP Expense	-		-			-
38 Management Fees	14,000.00	14,472.28	14,472.28	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	72,365.00	80,000.80	80,000.80	72,365.00	72,365.00	
43	Casual Labor - Maintenance	-		-		-	
44	Maintenance Materials & Supplies	11,000.00	11,308.63	11,308.63	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	15,000.00	29,527.15	29,527.15	15,000.00	15,000.00	
52	Refuse Removal Services	3,500.00	3,580.39	3,580.39	3,500.00	3,500.00	
53	Plumbing Repair Services	-		-		-	
54	Heating/AC Repair Services	1,200.00	1,228.50	1,228.50	1,200.00	1,200.00	
55	Electric Repair Service	-		-		-	
56	Window Repair Service	-		-		-	
57	Automotive Repairs/Fuel	-	1,109.53	1,109.53		-	
58	Elevator Repair & Maintenance	6,000.00		-	6,000.00	6,000.00	
59	Pest Control Services	1,500.00		-	1,500.00	1,500.00	
60	Cable TV	-	3,942.12	3,942.12		-	
61	Answering Service	-		-		-	
62	Misc Contracts	-		-		-	
63	Clean/Paint Units	-		-		-	
	Utilities Expenses						
64	Water/Sewer	13,000.00	7,887.43	7,887.43	13,000.00	13,000.00	
65	Electricity	17,500.00	18,006.96	18,006.96	17,500.00	17,500.00	
66	Natural Gas	8,500.00	5,103.47	5,103.47	8,500.00	8,500.00	
	Other Operating Expenses						
67	Protective Services Contract	4,000.00	21,604.13	21,604.13	4,000.00	4,000.00	
68	Insurance	9,477.00	10,274.96	10,274.96	9,477.00	9,477.00	
69	PILOT	11,500.00	11,172.51	11,172.51	11,500.00	11,500.00	
70	Compensated Absences	-		-		-	
71	Collection Losses	-		-		-	
72	Replacement Reserves & Debt Pmt-Princ	-		-		-	
73	Other General Expense/Asset Mgmt Fees	7,025.00	8,611.50	8,611.50	7,025.00	7,025.00	
74	Casualty Losses - Non Capitalized	-		-		-	
75	Capital Expenditures	-		-		-	
76	Transfer In / Out	-		-		-	
	Total Expense	276,754.00	308,651.38	308,651.38	276,754.00	-	276,754.00

Net Income/(Loss):

23,616.51 23,616.51

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

2.36

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 12/31/2021

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	142,723.09	140,000.00	101.95%	2,723.09
Interest on Investments	376.29	750.00	50.17%	(373.71)
Other Income	189,168.51	136,500.00	138.58%	52,668.51
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	332,267.89	277,250.00		55,017.89

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	57,230.54	55,987.00	102.22%	(1,243.54)
Office Expenses	23,590.48	25,200.00	93.61%	1,609.52
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	14,472.28	14,000.00	103.37%	(472.28)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	80,000.80	72,365.00	110.55%	(7,635.80)
Materials & Supplies	11,308.63	11,000.00	102.81%	(308.63)
Maintenance Contracts	39,387.69	27,200.00	144.81%	(12,187.69)
Utilities	30,997.86	39,000.00	79.48%	8,002.14
Other Operating				
Protective Services	21,604.13	4,000.00	540.10%	(17,604.13)
Insurance	10,274.96	9,477.00	108.42%	(797.96)
PILOT	11,172.51	11,500.00	97.15%	327.49
Other Operating Expenses	8,611.50	7,025.00	122.58%	(1,586.50)
Total Expenses	308,651.38	276,754.00		(31,897.38)

Net Admin Income (Loss)	23,616.51
Net HAP Income (Loss)	-
Total YTD Income (Loss)	23,616.51
Housing Authority's Portion	2.36

Consolidated 2021 Budget Report for Housing Choice Voucher - As of December 31, 2021

	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	1,000.00	496.74	496.74	1,000.00		1,000.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants	-		-			-
6	HAP Fraud Recovery & FSS Forfeitures	-		-			-
7	Other Income - Bad Debt Collections	-	1,780.18	1,780.18			-
8	Other Income - Laundry/Copy Fees/Misc	-	34,246.95	34,246.95			-
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	305,664.00	310,749.00	310,749.00	305,664.00		305,664.00
12	Incoming Billable Admin Fees/Oper Sub	2,000.00		-	2,000.00		2,000.00
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-	2,762,933.00	2,762,933.00			-
15	Operating Subsidy	-		-			-
	Total Income	308,664.00	3,110,205.87	3,110,205.87	-	308,664.00	308,664.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
	Administrative Expenses						
16	Admin Salaries	189,278.00	205,489.48	205,489.48	189,278.00		189,278.00
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	60,382.00	67,636.80	67,636.80	60,382.00		60,382.00
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	-	22.75	22.75			-
21	Legal	250.00		-	250.00		250.00
22	Staff Training	1,750.00		-	1,750.00		1,750.00
23	Travel	400.00	1,009.40	1,009.40	400.00		400.00
24	Accounting Consultants	7,250.00	6,558.00	6,558.00	7,250.00		7,250.00
25	Audit Fee	11,440.00	9,894.00	9,894.00	11,440.00		11,440.00
26	Telephone	2,800.00	1,665.89	1,665.89	2,800.00		2,800.00
27	Postage	-		-			-
28	Office Supplies	2,000.00	2,382.09	2,382.09	2,000.00		2,000.00
29	Memberships & Publications	673.00	597.64	597.64	673.00		673.00
30	Bank Fees	3,000.00	2,961.77	2,961.77	3,000.00		3,000.00
31	Computer Maintenance	-		-			-
32	Copier Expenses	3,000.00	2,226.37	2,226.37	3,000.00		3,000.00
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	4,000.00	4,733.86	4,733.86	4,000.00		4,000.00
35	Software Maintenance	7,750.00	8,201.41	8,201.41	7,750.00		7,750.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	-	9,168.05	9,168.05			-
38	Port-In HAP Expense	-	31,620.06	31,620.06			-

39	Management Fees	-		-		-	
40	Eviction & Collection Agent Fees	-		-		-	
41	HAP Expense (net fraud recovery to HUD)	2,866,049.00		2,711,496.97	2,711,496.97	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		51,436.03		-	-
	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	500.00		-		500.00	500.00
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	2,160.00		2,155.48	2,155.48	2,160.00	2,160.00
70	PILOT	-		-		-	
71	Compensated Absences	-		-		-	
72	Collection Losses	-		-		-	
73	Replacement Reserves & Debt Pmt-Princ	-		-		-	
74	Other General Expense/Asset Mgmt Fees	4,400.00		1,990.17	1,990.17	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-		-		-	
76	Capital Expenditures	-		-		-	
77	Transfer In / Out	-		-		-	
	Total Expense	3,167,082.00		3,069,810.19	3,069,810.19	-	3,167,082.00

Net Income/(Loss):

40,395.68

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 12/31/2021**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	496.74	1,000.00	49.67%	(503.26)
Other Income	36,027.13	2,000.00	1801.36%	34,027.13
HUD Admin Fees	310,749.00	305,664.00	101.66%	5,085.00
HUD Grants/Subsidies	2,762,933.00	-	0.00%	2,762,933.00
Total Income	3,110,205.87	308,664.00		2,801,541.87

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	273,126.28	249,660.00	109.40%	(23,466.28)
Office Expenses	34,259.59	29,563.00	115.89%	(4,696.59)
Office Contracted Services	15,161.64	14,750.00	102.79%	(411.64)
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,711,496.97	2,866,049.00	94.61%	154,552.03
HAP Payments Port In	31,620.06		0.00%	(31,620.06)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,155.48	2,160.00	99.79%	4.52
PILOT		-		-
Other Operating Expenses	1,990.17	4,400.00	45.23%	2,409.83
Total Expenses	3,069,810.19	3,167,082.00		97,271.81

Net Income/(Loss): 40,395.68

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	Presentation - 2021 Consolidated Annual Performance Report (CAPER)		
Date:	March 23, 2022		
Presenter:	Teri Downing	Division:	Community and Housing Services

Overview/Background Information

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 2021. **This is a presentation only; no action needs to be taken.**

Key Issues

1. The 30-day public comment period is 2-28-2022 through 3-28-2022.
2. During the 30-day public comment period, the CAPER is available for review at City Hall at the first floor lobby front desk, at the Beloit Public Library, and on the City’s website on the Community Development webpage.
3. A public hearing was held on 3-21-2022 at the regularly scheduled City Council Meeting.
4. Any comments submitted during the 30-day public review period and public hearing will be incorporated into the CAPER for submission to HUD.
5. **The CAPER must be submitted to HUD on 3-31-2022.**

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. **Write N/A if not applicable**

N/A

Action Required/Recommendation

For information only. No action is needed.

Fiscal Note/Budget Impact

N/A

Attachments

2021 Consolidated Annual Performance Report (CAPER)



2021 CAPER (PY2)

The 2021 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: 2020 to 2024

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.

Through-out 2021, the City of Beloit continued to develop the activities and projects that were undertaken by Community Housing Development Organizations (CHDO) in the two designated Neighborhood Revitalization Strategy Areas. Although this portion of the approach is not funded by CDBG, the City of Beloit has fostered a successful partnership with ACTS Housing, to encourage and support more homeownership within the city. This effort, along with the continued CDBG funded efforts have resulted in an boost of homeownership, neighborhood pride, and increased property investments.

In addition to the NRSA activities, the City of Beloit also funded the following activities in 2021:

Code Enforcement: This program helps prevent properties from deteriorating beyond the state of repair and helps keep neighborhoods clean. The quality of housing stock also contributes to the housing/property values in the area.

Housing Rehabilitation: The City's Housing Rehab Loan Program provided home improvement loans with low or no interest, deferred, grants, or forgivable terms to households through-out the city.

Health Services: HealthNet provided basic medical and dental care to 40 Beloit residents with no insurance. This agency allows people to obtain medical services that they would otherwise not be able to afford or obtain. This access, in turn, contributes to continued employment and maintaining affordable living expenses.

Homeless and Prevention Services: The Beloit Domestic Violence Survivors Center provided short-term emergency housing and case management to 218 survivors. Family Promise of Greater Beloit provided short-term shelter, rent assistance, eviction prevention, and case management to 175 households. Project 16:49 provided transitional living facilities and case management to 16 unaccompanied youth. ECHO was able to provide emergency eviction prevention services to 11 households. Beloit Meals on Wheels provided daily meals to 284 seniors and or disabled persons within Beloit. The Retired and Senior Volunteer Program was able to offer transportation services to 84 clients. And the Salvation Army was able to provide supportive services to 15 households.

Job Training: Stateline Literacy Council provided ESL instruction to 66 students. Finally, Community Action provided job training to 30 individuals through their Fatherhood program.

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.

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 other than Low/Moderate Income Housing Benefit	Persons Assisted	350	0	0.00%			

Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	1	10.00%	5	5	20.00%
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	3	30.00%	5	5	60.00%
Comprehensive Case Management Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	465	93.00%	415	443	112.05%
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	0	0.00%			
Future Ready Skill Training	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	350	194	55.43%	350	416	55.43%
Homeless Services	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	190	303	159.47%	115	434	263.48%
Homeless Services	Homeless	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	150	7	4.67%	75	6	9.33%

Homeless Services	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	125	33	26.40%	100	70	33.00%
Homeless Services	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	215	111	51.63%	115	197	96.52%
Improve Housing Stock	Affordable Housing Homeless Housing - Improve Substandard Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	1	10.00%	10	0	10.00%
Improve Housing Stock	Affordable Housing Homeless Housing - Improve Substandard Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	3	30.00%	10	5	20.00%
Improve Housing Stock	Affordable Housing Homeless Housing - Improve Substandard Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	4000	1273	31.83%	4000	2126	31.83%

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 City of Beloit utilized CDBG funds to address the following objectives and priorities in 2021:

Improve Housing Stock

The following programs, which provided services that improved the housing stock for/of low/moderate income households, were funded:

- City of Beloit - Code Enforcement
- City of Beloit - Housing Rehabilitation Loan Program
- Community Action - Hackett and Merrill Neighborhood Clean-ups
- NeighborWorks Blackhawk Region - Direct Homeownership Assistance

Job Skills

Job skills and training programs received CDBG assistance to provide services to Beloit residents:

- Community Action - Fatherhood Initiative
- Project 16:49 - Robin House
- Stateline Literacy Council - Adult Literacy for Economic Prosperity
- Family Services - Financial Education, Counseling, and Coaching
- Community Action - Resources Navigator
- Community Action - Merrill Community Center
- Family Services - Community Social Worker

Case Management Services

As part of their programming, the following Beloit CDBG funded programs received funds for case management services:

- Community Action - Fatherhood Initiative, Rapid Rehousing, & Permanent Supportive Housing

- Community Action - Resources Navigator
- Community Action - Merrill Community Center
- ECHO - Emergency Eviction Prevention
- Family Promise of Greater Beloit - Emergency Shelter and Rental Assistance
- Family Services - Beloit Domestic Violence Survivor Center
- Family Services - Financial Education, Counseling, and Coaching
- Family Services - Community Social Worker (NRSA)
- HealthNet - Primary Medical, Dental, and Vision for Beloit Residents
- Project 16:49 - Robin House
- Retired & Senior Volunteer Program of Rock County - Beloit Senior Volunteers
- The Salvation Army - Supportive Services

Homeless Services:

The following Beloit CDBG funded programs provided assistance to homeless individuals and households or prevented homelessness:

- Beloit Meals on Wheels - Home Delivered Meals
- ECHO - Emergency Eviction Prevention
- Family Promise of Greater Beloit - Emergency shelter and rental assistance
- Family Services - Beloit Domestic Violence Survivor Center
- HealthNet - Primary Medical, Dental, and Vision for Beloit Residents
- Project 16:49 - Robin House
- The Salvation Army - Supportive Services
- Community Action - Resources Navigator (NRSA)
- Family Services - Community Social Worker (NRSA)
- Retired & Senior Volunteer Program of Rock County - Beloit Senior Volunteers

Affordable Housing:

The following Beloit CDBG funded programs provided assistance that enable more affordable housing:

- NeighborWorks Blackhawk Region - Homebuyer Assistance
- City of Beloit - Housing Rehab Loan Program
- Community Action - Resources Navigator

The City of Beloit continued to experience low interest in the Housing Rehabilitation Loan Program in 2021. Additionally, there has been a severe lack of contractors that are willing bid on project RFPs for the Housing Rehab Loan Program. This has been a challenge we are working towards overcoming. Additionally, as in 2020, COVID restrictions and navigating safe practices continued into 2021 and continued as additional obstacles for households and contractors to navigate.

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)

	CDBG
White	409
Black or African American	436
Asian	10
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	0
Total	858
Hispanic	171
Not Hispanic	835

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

Narrative

Unfortunately the table above does not encompass the entirety of the families assisted. The table was updated, however; a comprehensive list below describes the more accurate information:

- White - 409
- Black or African-American - 436
- Asian - 10
- American Indian/Alaskan Native - 3
- Black/African American and White - 36
- American Indian/Alaskan Native and Black/African-American - 1
- All other races not listed - 109

There were 171 individuals indentifying as Hispanic and 835 non-Hispanics that received assistance.

Additionally, the City of Beloit collaborated with Community Action to host two (2) large scale neighborhood clean-up events. There was collaboration with at least six (6) other agencies within the City to make the events successful. Residents were able to dispose of tires, solid waste, and electronics. The racial and ethnic composition of beneficiaries was not collected for either event as it was an area benefit instead of LMC.

The break-down of households that benefitted as a result of the Code Enforcement program was also not accounted for in the above table. Although Code Enforcement may result in violation letters, the neighborhoods benefit from the improved housing conditions, especially those that house our low-

moderate income residents. There were a total of 3,578 inspections (2,407 units inspected) completed in the low-moderate income census tracts.

The breakdown of NRSA only accomplishments is included in the attached table.

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	public - federal	925,342	1,054,561

Table 3 - Resources Made Available

Narrative

The 2021 PR-26 Financial Summary Report for the City of Beloit is included in the Attachments on the Admin page.

By the end of Program Year 2021, the City received the following program income payments:

- Economic Development Loan Repayments - \$10,363.76
- Housing Rehabilitation Loan Repayments - \$158,206.18

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Census Tract 16 - Hackett	8	10.34	See below
Census Tract 18 - Merrill	8	13.16	See below

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Beloit has utilized two different approaches when referring to the expenditure of CDBG funding. There are two, HUD approved Neighborhood Revitalization Strategy Areas that have been identified. In expending the funds, the City of Beloit has allocated \$155,500 or approximately 23.5% of the total award for expenditures in these two NRSAs. The remainder of the funds were divided between other, City wide services.

Activities that were undertaken in the NRSAs include the Merrill Community Center (Senior and Youth Programming), Community Action Resources Navigator, Family Services Community Social Worker, two community clean-up events hosted by Community Action in each of the NRSAs, Direct Homeownership Assistance through NeighborWorks, as well as, Emergency Eviction Prevention through ECHO.

The City has historically offered a Housing Rehabilitation Loan Program which is available to property owners city-wide. After additional public outreach to assess needs in the NRSA neighborhoods, specific incentives were developed for properties within the two NRSAs. The housing stock located in both the

16th and 18th census tracts is among the oldest in the City and also containing the lowest assessed and market values. The City revised its underwriting guidelines for the Housing Rehab Loan program to allow a higher loan-to-value ratio within the two NRSA neighborhoods.

In addition, although the City of Beloit has a Code Enforcement program that completes inspections city wide, CDBG funds are utilized to fund only those conducted in the City's LMI census tracts. In 2021, \$163,748 of the annual grant was allocated for inspection and code enforcement activities.

Although these actions were not funded with CDBG monies, the City of Beloit Police Department completed the following actions to work towards goals identified in the NRSA:

1. Implemented Community Policing Strategies: Neighborhood based, problem oriented, and intelligence led.
2. Enhanced statistical data analysis in order to assist with crime analysis, goals, and strategic development.
3. Improved transparency and communication regarding crime and prevalence of crime.

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.

A majority of the agencies that receive CDBG from the City of Beloit actually employ these funds as leverage for other funding sources. As such, there is a complimentary relationship between these federal funds and other funding sources.

Although there are no matching requirements for CDBG, the City and local agencies were able to leverage federal funding with the following resources:

- NeighborWorks Blackhawk Region - HOME, NSP, Federal Home Loan Bank, and private funding to provide down payment assistance to households in the City's targeted neighborhoods.
- Community Action received funding from multiple state and federal sources for its programs. The US Department of Labor Youthbuild programs, YouthBuild USA, Corporation for National and Community Services, State of Wisconsin Department of Children and Families, Community Service Block Grant, Foodshare Employment and Training (FSET), and the Affordable Care Act. In addition, Community Action receives private funding to supplement the Fresh Start, Fatherhood Initiative, Merrill Community Center, Rapid Rehousing, and Permanent Supportive Housing. United Way and the FSET programs supported the Fatherhood Initiative. Community Action also received NRSA funding to provide supportive services and assist in an emergency.
- Beloit's Business Community has continued to support local non-profits such as the Merrill Community Center, Community Action, the Stateline Literacy Council, and Project 16:49.
- Blackhawk Region United Way is a large supporter of many of the agencies that receive CDBG.
- The local religious community provided some funding. In addition, emergency shelter space has been provided for homelessness prevention, working closely in conjunction with Family Promise of Greater Beloit.
- Finally, the City of Beloit also received HOME funds through the Rock County Consortium. HOME funds are used to complement the City's private Capital Improvement funds, CDBG, and NSP funding for neighborhood improvements and housing rehabilitation initiatives. The City worked closely with the Wisconsin Housing Partnership for Housing Development and ACTS housing to provide housing for low-

moderate income households.

- Between September 2019 and February 2021, ACTS housing has provided financial education to 134 families, reclaimed 8 tax foreclosures, assisted with the sale of 15 owner-occupied home sales, and invested over \$1.1 million dollars towards home purchase and rehab investments.
- Of the 15 sales, 11 were in the Hackett or Merrill neighborhoods, which have been designated as Neighborhood Revitalization Strategy Areas. Financing and access to Capital for 7 of the total loans originated through ACTS Lending.
- Of the total families, 60% identified as Hispanic/Latino, 20% as African-American, and 20% as White & "Other Race." 80% of the homebuyers earn under 80% of the county median income (\$56,650) for a family of four in Rock County.

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	3	4
Number of Non-Homeless households to be provided affordable housing units	15	15
Number of Special-Needs households to be provided affordable housing units	0	0
Total	18	19

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	162	145
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	7	3
Number of households supported through Acquisition of Existing Units	0	0
Total	169	148

Table 6 – Number of Households Supported

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

One of the largest obstacles to meeting the goals and outcomes is the COVID-19 pandemic. There has been a loss of income for many households; this has lowered the need for housing rehabilitation. The focus has shifted to the essentials, such as food or medication. Additionally, the number of households being assisted with rental funds is lower than expected due to the longevity of need. Previously, a household may have only needed one month's aid. However; with the loss of income, many households have requested two or three month's aid.

Discuss how these outcomes will impact future annual action plans.

The needs in the community are shifting and as such, the City of Beloit will modify future annual action plans to incorporate these new priorities. The success of the Forgivable Lead Reduction Loan has ensured a continuance of its existence for the foreseeable future. The City will continue supporting the needs that have been identified and will also support pilot programs to address new needs that have not previously been assisted with CDBG funds.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	769	0
Low-income	188	0
Moderate-income	71	0
Total	1,028	0

Table 7 – Number of Households Served

Narrative Information

The numbers reflected above only include the activities that required family size to determine the eligibility of the activity. There were additional clients served in the NRSA neighborhoods that are not reflected in the above table (Resources Navigator, ECHO Homeless Prevention, Community Social Worker, Merrill Community Center, and NeighborWorks). This also does not reflect the neighborhoods served through the code enforcement program.

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 of Beloit employed three specific strategies, building upon previously successful efforts, to address homelessness for the 2021 program year.

1. The City supported a Community Social Worker position (CSW) through Family Services. The CSW provided in-depth case management. This may have included the following services: mental health care, financial education, long term supportive services, emergency eviction prevention, and professional health care, among others.
2. Community Action's Resources Navigator (RN) position received continued support. The RN not only provided residents with information, but also provided support to them as they worked towards self-sufficiency.
3. Multiple local agencies received CDBG awards which were utilized to offer services and facilities for homeless persons in the City. In 2021, the following agencies received assistance so that homeless persons or persons at risk of homelessness could have resources: Beloit Meals on Wheels, Community Action, ECHO, Family Promise of Greater Beloit, Family Services of Southern Wisconsin and Northern Illinois, HealthNet, Project 16:49, Retired and Senior Volunteer Program of Rock County, and the Salvation Army.

Additionally, City staff actively participates in both the Homeless Intervention Task Force (HITF) and the Beloit Area Task Force on Homelessness. Both of these organizations work towards eliminating community silos and coordinating with each other to provide efficient services to Beloit residents.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Beloit has determined that there are three key components of a successful transition from homelessness to housed:

1. Long Term Case Management
2. Supportive Housing
3. Client Advocacy

As such, the City has continued to provide CDBG support to agencies that offer the aforementioned components hand-in-hand with facilities for homeless persons in Beloit.

Through CDBG, the City of Beloit was able to provide funding and support to Project 16:49's Robin

House Transitional Living Program. Unaccompanied, homeless female students between the ages of 17-21 are able to access a safe place to reside. While living at the Robin House, they are able to work towards completing their high school education and transition to independent living. Case managers address key issues with the residents during their stay: education, housing, employment/income, health, and social-emotional well being. Through this work, residents are offered a safe place to heal from any past trauma and become a more well-rounded individual prepared for independent living. This program has been so successful that Project 16:49 was able to open a second transitional living program in Janesville for male students in 2019.

The Beloit Domestic Violence Survivors Center received funding for case management. Receiving not only emergency short term shelter, survivors also are able to access on-going case management after leaving the shelter.

As part of the work being completed under the NRSA, Community Action and Family Services were both able to offer assistance regarding emergency shelter (motel/hotel vouchers) to families in need through the Resources Navigator and Community Social Worker position.

In 2021, Family Promise of Greater Beloit was able to expand their services beyond emergency overnight shelter to offering emergency eviction prevention assistance and first month/security deposit assistance for clients. They continued their "Keys to a Better Tenancy" program to teach participants how to be more desirable tenants.

Beyond CDBG, the City's Housing Authority (BHA) provides Section 8 and Public Housing for eligible applicants. BHA provides a preference if an applicant is a "Graduate of a Transitional Housing Program within the last six months". As a result, transitional housing directors and the BHA have established a good working relationship to continue the cycle of stable housing for transitional housing participants.

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

Three different approaches were utilized to address this objective of homelessness prevention.

The Beloit Housing Authority provides individuals and families the following resources to avoid homelessness:

1. Nine project based Section 8 units
2. 131 public housing units, &
3. 598 Housing Vouchers

In addition, tenants who are enrolled in the Section 8 and Public Housing units are eligible to participate in the Family Self-Sufficiency program. At the end of the FSS program, tenants will have successfully increased their earned income, graduated from welfare programs, and embraced self-sufficiency. Clients will work with one, full-time case manager to establish five year employment and/or educational goals.

To address affordable and safe housing, the City of Beloit continues to operate a Housing Rehabilitation Loan Program available to low-moderate income households within the City. Through this HRLP, low-moderate income families are able to afford the rehabilitation that transformed their home from unsafe/condemnable to safe and livable.

Finally, the City supported funding public service agencies that provide supportive services to at-risk households. There is no single, defining characteristic or demographic of at-risk households. Nor is there a single, underlying cause in each case. In order to support various at-risk households, the City awarded CDBG funding to Beloit Meals on Wheels, HealthNet of Rock County, Family Services, Community Action, Project 16:49, Family Promise of Greater Beloit, and ECHO's Homelessness Prevention programs.

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 transition from homelessness to permanent housing is far more complicated than simply finding safe and sanitary housing. One of the most impactful strategies has been implemented in the long-term case management and follow-up for clients through the following approaches:

1. Staff support for the Beloit Domestic Violence Survivor Center. Survivors were able to access food, clothing, and support groups during their stay in the shelter. Staff also is available for assistance after survivors exited the shelter.
2. ECHO is able to offer up to three month's worth of rental assistance, security deposit assistance, or utility assistance.
3. Family Promise of Greater Beloit received staff support funding in addition to emergency eviction prevention and security deposit assistance. As part of their program, FPGB has also introduced a new educational component, "Keys to Good Tenancy" with the goal of providing information to beneficiaries on ways to be better and more desirable tenants.
4. The City is an active member of the Homeless Intervention Task Force and attends monthly meetings. Members of the Rock County Continuum of Care are members and share updates and organizational activity with the members.
5. The City also began attending the newly formed Beloit Area Task Force on Homelessness (BATFoH) group, which meets monthly. This group is comprised of representatives from local service providers, local governments, and the school districts. This has helped in identifying gaps

in the housing assistance cycle, and creating a better system of collaboration amongst local agencies.

The NRSAs have permitted Community Action and Family Services to provide in-depth assistance to the highest priority low-moderate income households in the City's most vulnerable neighborhoods. In addition to education, the Community Social Worker and Resources Navigator positions were able to offer security deposits, emergency eviction prevention, and utility assistance to avoid homelessness. The CSW and RN provided support before, during, and after homelessness for these beneficiaries. This personalized one-on-one support has provided clients the opportunity to identify possible triggers and causes of homelessness beforehand.

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

Actions taken to address the needs of public housing

The Beloit Housing Authority owns and manages 131 public housing units throughout the City of Beloit. The BHA's efforts strengthen neighborhoods, empower families, and support local achievement. Low to moderate-income families are offered the opportunity to obtain affordable housing, employment and job training, and case management.

The BHA meets residents' needs by providing various programs. The following opportunities were available to public housing residents during 2021:

- Family Self-Sufficiency Program (FSS) - Increase earned income and reduce the dependency on welfare assistance and rental subsidies. The term of this program is usually five years but can be extended for good cause if approved by the BHA.
- Resident Opportunities and Self-Sufficiency (ROSS) - Connects residents with supportive services and activities that support their goal of economic independence and housing self-sufficiency.
- Housing Choice Voucher Program – The BHA administered 598 Housing Choice Vouchers. Through this program rent can be subsidized for eligible participants at participating rental units.

The Beloit Housing Authority advertised available programs through local newspapers and radio stations. If COVID were not an issue in 2021, BHA staff would have attended local senior, health, and family events to spread information about these opportunities.

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

The BHA encourages residents to become involved with a resident council or the governing board (Community Development Authority). Residents are able to offer insight on changes to the lease, ACOP (rules of public housing program), Admin Plan (rules of Section 8 program), Annual Plan, and Five-Year Plan.

- Community Development Authority - Plans and implements economic redevelopment and housing initiatives; oversees the operations of the public housing office.

There are at three ways in which residents are encouraged to participate in homeownership. The first of which is the aforementioned Family Self-Sufficiency Program. Any eligible public housing resident or housing choice voucher participant can apply to the FSS program. Members of the FSS program are encouraged to determine their own educational and career goals. As the member's income increases,

their portion of the rent increases accordingly. The BHA will deposit the difference in the rental amount in an escrow account that the FSS member can use for a down payment on a home upon successful their portion of the rent increases accordingly. The BHA will deposit the difference in the rental amount in an escrow account what is disbursed to the participant upon successful completion of the program.

The second approach towards homeownership is a well-established relationship between the BHA and NeighborWorks Blackhawk Region. Residents are able to access education, information, and financial assistance. NeighborWorks Blackhawk Region is able to offer down payment and closing cost assistance to eligible households.

Finally, ACTS Housing, a non-profit based out of Milwaukee, has established an office in Beloit. BHA residents are encouraged to work with ACTS, and in fact, in 2019 a BHA resident became the first successful FSS graduate to purchase a home through ACTS Housing.

Actions taken to provide assistance to troubled PHAs

BHA's Special Programs Administrator works one-on-one with participants to assist them in meeting their identified goals and objectives and reducing their dependence on social service programs. In addition, BHA's ROSS Coordinator also works with public housing residents to link them with needed services to increase their economic dependence.

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)

During 2021, the City approved three residential subdivisions totaling 40 new single-family lots. For one of these subdivisions, City staff supported and City Council approved a rezoning to a single-family classification with smaller setbacks, thereby allowing the construction of single-family spec homes. During 2021, the City issued permits for 55 new single-family homes and occupancy certificates for 132 new multifamily units.

City staff recently analyzed the development fees imposed upon new construction, and calculated the average fees (platting and permitting) on a new single-family home to be just \$1,182. For a new \$200K home, this equals just 0.6% of the cost or 0.4% of the cost of a new \$300,000 home.

Also in 2021, City staff drafted and the City Council approved an Ordinance to allow Transitional Living Facilities (TLF) in five different zoning districts as a permitted use. Within these five districts, TLF operators may offer temporary shelter and supportive services for up to 16 families per site.

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

The City utilized a multi-pronged approach to meeting underserved needs in 2021. The Division collaborated with local stakeholders, nonprofits, community leaders, businesses, and other interested parties to identify community needs and the strategies to be utilized.

Although sufficient funding is an obstacle to fully meeting underserved needs, the City of Beloit is strategic in allocation of resources in order to make the most with the limited resources awarded. In 2021, the City of Beloit supported the following activities and/or funded the following programs to address homelessness, transportation, affordable and sanitary housing, individual level case management, and employment training.:

1. Beloit Meals on Wheels - Ensure that seniors and/or disabled persons are able to remain homeowners as long as possible
2. Stateline Literacy - The support of adult literacy for persons with limited English proficiency to increase job skills and employability
3. Project 16:49 - Transitional Living Support for unaccompanied youth in Rock County
4. HealthNet - This organization provides medical and/or dental care at a rate clients can afford. This results in clients having the money necessary for rent or other financial needs.

5. Family Services - This organization offered financial education, case management for homeless survivors of domestic violence, and a NRSA specific initiative to provide in-depth case management efforts.
6. Family Promise of Greater Beloit - Emergency shelter, eviction prevention, and rental assistance
7. ECHO - Emergency eviction prevention
8. Community Action - This organization provided four different programs as a result of CDBG funding. The fatherhood initiative, youth mentoring, a NRSA specific Resources Navigator, and the Merrill Community Center programs.
9. City provided Housing Rehabilitation Loans to low-moderate income persons.
10. NeighborWorks Blackhawk Region - Down payment assistance, closing cost assistance, or low-dollar first mortgages.

11. Retired & Senior Volunteer Program - Beloit Seniors have access to free transportation to complete grocery shopping, attend doctor appointments, and other vital appointments.

12. Salvation Army - This program offered Emergency Eviction Prevention and rental assistance to avoid homelessness

13. Through HOME, acquisition, rehab, demo, reconstruction, and resale at Fair Market Value of housing units.
14. The Beloit Housing Authority operates a Family Self-Sufficiency program for Public Housing and Section 8 participants. This 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.
15. Legal Action of Wisconsin worked closely with the City of Beloit to understand the needs of low-moderate income renters with regard to housing conditions. The organization assigned an attorney specifically to Beloit to work with residents who were experiencing inadequate or unsafe conditions in rental housing. The City was able to provide CV1 funding to Legal Action to provide legal assistance to prevent evictions.

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

The City's Housing Rehabilitation Loan Program (HRLP) performs rehab work as "presumed lead" on all projects in/on pre-1978 housing. All projects are performed utilizing lead safe work practices and qualified lead certified contractors. All projects are monitored and inspected by the City's Housing Rehab Construction Specialist or our Project Engineer, both of whom are lead certified.

Rock County Health Department refers residents and landlords with residential property within the City of Beloit that have had a child under 6 years old with elevated blood levels. HRLP staff work with the landlord or homeowner to identify the lead based paint hazard within the property, and provides the property owner with a loan, forgivable loan, deferred loan, or combination of the three in order to reduce or eliminate the lead based paint hazard. However, with the existence of DHS's "Lead Safe Homes" program, the Rock County Health Department referrals were submitted to the state for that

grant funding rather than referred to the City's HRLP program. Therefore, only two households were referred to our program from Rock County Health Department in 2021. The Wisconsin Department of Health Services has a "Lead Safe Homes" program that offers repairs to households receiving Medicaid or BadgerCare Plus.

During 2021 the City's Housing Rehab Loan Program (HRLP) staff and the Division of Water Resources worked together on developing a program to eliminate private lead service lines used to carry drinking water to residential properties in anticipation of a grant provided through the DNR's Safe Drinking Water Loan Program. The City will implement the program in 2022. Although this project does not address lead based paint, we believe it is an important program that will reduce additional exposure to lead within our community. The Housing Rehab Loan Program staff will administer the program and will work with households to obtain an HRLP loan if needed to complete the project or address other issues within their home.

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

The City of Beloit has undertaken various actions to reduce the number of poverty-level families. Through the Beloit Housing Authority, families have access to the Family Self-Sufficiency Program. This provides individual case management to enrollees to establish goals related to employment, education, finances, and homeownership. Additionally, the BHA enforces HUD's policy requiring 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). Residents are able to learn new skills through this practice.

The City allocated CDBG public service grants to the following agencies to provide services that will work towards reducing the number of poverty-level families:

- Community Action received funding for the Fatherhood Initiative and Youth Mentoring. Through the Fatherhood program, participants gain employment through case management and program agreements with employers. The Youth Mentoring program assists students in being successful in school with the ultimate goal of graduation.
- Beloit Meals on Wheels provided daily, nutritional meals to homebound seniors or individuals with disabilities. Clients are able to stay in their homes safely for a longer period of time. This has the potential to reduce a financial burden on their families.
- ECHO provided emergency eviction prevention services. This prevented the process of starting over and over again for beneficiaries thus permitting a modicum of stability for low-moderate income households.
- Family Services provided an array of services, ranging from assistance for homeless survivors of domestic violence to financial education, counseling, and coaching.
- HealthNet received CDBG funding to assist Beloit residents with primary medical and/or dental care. Medical expenses are a major contributing source of debt for low-moderate income residents. Having access to this care prevented unnecessary trips to the Emergency Room or Emergency Dentist.
- Project 16:49 provided transitional housing opportunities for unaccompanied youth. Those

youth were able to have a safe place to live while they finished high school or begin their path to higher education.

- Stateline Literacy Council taught English to individuals with Limited English Proficiency. This permitted greater economic opportunities to residents.
- Salvation Army provided rental assistance to eligible residents. This prevented homelessness and provided both familial and neighborhood stabilization.
- NeighborWorks provided affordable 1st-time Homebuyer Mortgages as well as down-payment/closing cost assistance to residents.

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

The City of Beloit is developing institutional structure that includes private industry, non-profit organizations, and public institutions to implement its housing and community development plan. As agency silos have been identified as an impediment to successfully serving the needs of Beloit residents, this structure has been improved immensely over 2021. There are four imperative efforts that the City is has implemented to develop and enhance coordination which are described below:

- **City Membership in the Homeless Intervention Task Force (HITF)** - This group consists of agencies and local government representatives from Rock and Walworth Counties. There are at least six meetings a year to share new resources, news, and updates relating to homelessness and other related services. This is also the Continuum of Care for Rock County so all City of Beloit CDBG Subrecipients must participate and coordinate with other agencies in the area.
- **City Participation in Beloit Task Force on Homelessness (BATFoH)** - This group consists of agencies, private industry representatives, government representatives that are focused on ending homelessness within the City of Beloit.
- **Rock County HOME Consortium** - The consortium enhances coordination between the City of Beloit and City of Janesville, specifically in regards to new, single family construction and rehab/resale projects.
- **City CDBG Funding of NRSA Community Social Worker and Resources Navigator** - These positions, funded through the two designated NRSAs, were established to be "the link" for residents and requested services. The goal was to have one or two dedicated staff persons in the community that Beloit residents could turn to for questions and information when help was needed. This can include, but is not limited to: mental health counseling, financial education, rental assistance, etc.

In 2019, the City moved the Public Transit Division from the Department of Public Work to the Community Development Department. This not only allows for much more input from the public and service provider agencies on Transit Development Plans (TDP), but also allows the Transit Division to consider the transportation needs outlined in the Consolidated Plan, Neighborhood Revitalization Strategy Area (NRSA) Plan, and Analysis of Impediments to Fair Housing (AI). In 2020 and 2021, Beloit Transit's fixed route system was completely revised to better serve the City's low-moderate income census tracts, community centers, schools, and employment corridors.

In addition, the City has placed informational brochures in the main lobby of City Hall relevant to homeownership opportunities, weatherization services, senior services, and others.

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

Public Housing and Section 8 participants are directly linked with Federal, State, and local service agencies through the Family Self-Sufficiency Program. These connections provide a variety of opportunities and resources to assist families in becoming more self-sufficient. A full time FSS coordinator is employed by the BHA to act as a liaison to link the agencies with the participants.

City Staff participates in the Homeless Intervention Task Force, which is composed of service agencies through-out Rock and Walworth Counties. Public Housing agencies are also members.

In 2020, the Bleoit Area Task Force on Homelessness (BATFoH) was created and continues to work towards ending homelessness specifically within the City of Beloit. Service agencies, City Staff, and other relevant organizations are members of this group. As Beloit's struggles differ from other cities within Rock and Walworth Counties, this permits a more specialized approach than HITF. In 2021, the group began working with the City on addressing affordable housing needs.

The City has also made efforts to increase access to homeownership opportunities. This can be seen through partnerships with Community Action, NeighborWorks, ACTS Housing, and the Purchase/Rehab/Resale program that is being operated under the NRSA's efforts.

City Code Enforcement officials coordinate with the appropriate service agencies when they encounter situations outside of their realm on expertise. For example, in the event of hoarding or seniors unable to care for themselves, Code officials will contact Rock County's Aging and Disability Resource Center (ADRC).

The City of Beloit and City of Janesville both have Section 3 Plans with similar procedures, universal forms, and reports that can be utilized 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.

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 Analysis of Impediments to Fair Housing was completed in 2019. The Equal Opportunities Commission (EOC) began strategizing goals and action steps to address impediments identified in the Analysis. Many of the goals and action steps have been put on hold while the City managed the COVID-19 pandemic as many of the action steps required in-person meetings and events. The EOC could not responsibly still host these events given the safety concerns for our residents. The EOC met virtually

through most of 2021, and resumed in-person meetings at the end of 2021.

Actions taken in 2021 include the following:

- The EOC also approved a Request for Proposals to hire a Qualified Fair Housing Organization to conduct fair housing outreach.
- The City of Beloit, City of Janesville, County of Rock, and Legal Action of Wisconsin developed a work group to draft a proposal to the Rock County Circuit Court system to request various changes to procedural rules related how eviction cases are handled in Rock County. The proposed changes would remove unnecessary burdens and allow for low-moderate income clients to prepare better for court proceedings.
- The City funded Legal Action of Wisconsin to assist households experiencing evictions.

In addition to working towards action steps, the EOC also administers and enforces the City's local Fair Housing Ordinance. Fair Housing complaints are received by City Staff, referred to an Investigator, and conciliation/mediation is facilitated if necessary. The EOC will hear administrative appeals regarding determinations of probable cause and conducts full hearings when needed to determine whether housing discrimination has occurred. The EOC has the authority to impose fines and award damages.

In 2021, the City received three complaints. One case was found to have no probable cause and has been closed. The other two cases are still under review. In 2021, the EOC also approved a Request for Proposals to hire a Qualified Fair Housing Organization to conduct fair housing outreach.

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

As part of the CDBG subrecipient application process, applicants are required to document the manner in which their proposed program will comply with National Objectives, Eligible Project Types, and local funding priorities. City staff review every application and project description to ensure that the project, if funded, will further the plan.

As a condition of receiving the CDBG award, subrecipients understand and agree to quarterly reporting to the City in regards to their services. During the quarterly reviews, city staff monitors activities the subrecipients have taken thus far and addresses any compliance issues that arise. All draw requests must include back-up documentation which is also reviewed by City staff before approving reimbursements for CDBG funded activities.

The City also conducts on-site annual monitoring of all its subrecipients. During the monitoring visit, staff will review client and financial files to ensure long term compliance with CDBG requirements. In 2021, monitoring was conducted to review subrecipient activities for PY2019 and PY2020. This was due to all in-person activity being temporarily halted in 2020 due to the COVID-19 pandemic.

During the most recent Consolidated Planning process it was determined that there was less of a need for large economic development loans and more of a need for smaller business loans. The City was able to offer CDBG funding to WWBIC, to provide loans and grants to small businesses and micro-enterprises through the CARES funding as well as our regular, annual CDBG award.

With the the City of Beloit's most recent Consolidated Plan, we expanded our approach to public input. In addition to hosting traditional public meetings at City owned locations and providing surveys, City staff conducted and increased and comprehensive community outreach through attending community events. This has expanded the demographics of individuals that have contributed to the planning process. In addition, City staff has begun holding and attending public outreach meetings each year to understand gaps in service and the changing needs in the community during the span of the Consolidated Plan.

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.

When the CAPER is available for comment, the City of Beloit publishes a notice in the Beloit Daily News and the City of Beloit website. There is a thirty (30) day public review period, a public hearing is held, and a presentation on CDBG accomplishments is presented before the Community Development Authority (CDA) Board and City Council. Any public comments received during the public review period, public hearing, or presentation are incorporated into the CAPER before being submitted.

In 2022, the public review period was held from February 28 to March 28. City Council held a public hearing on March 21, 2022 followed by a presentation of 2021 CDBG accomplishments. A second presentation of 2021 CDBG accomplishments was held during the regularly scheduled Community Development Authority (CDA) Board meeting on March 23-2022. The final CAPER was submitted to HUD on March 31, 2022. **There were no comments received during the Citizen Review Period (TBD).**

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 of Beloit has committed to providing safe, sanitary housing to residents, assist/prevent homelessness, create/retain jobs, increase property values/improve housing stock, and assisting special needs populations. However, the City recognizes that the methods for meeting these goals evolve and morph over time as well as current life events.

Although transportation, quality/affordable childcare, and affordable housing also continue to be pressing concerns, due to the lasting effects of COVID-19 and rapidly increasing housing costs, affordable housing has become an urgent issue in the Beloit community. Lack of affordable housing options are delaying the exit of individuals and households from shelters and Transitional Housing Programs. This is causing a shelter beds to be occupied for much longer, which is creating waiting lists for residents currently experiencing homelessness.

In 2022, it is likely that a higher priority will be assigned to programs or activities that aim to address these needs.

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

No

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

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 of Beloit does not foresee many substantial changes to our objectives. At the core, we are committed to providing safe, sanitary housing to residents, assist/prevent homelessness, create/retain jobs, increase property values/improve housing stock, and assisting special needs populations. This being said, the City recognizes that the methods for meeting these goals evolve and morph over time as well as current life events.

Although transportation, quality/affordable childcare, and affordable housing continue to be pressing concerns, ensuring housing, employment retainment, and food access during the pandemic have been brought to the front lines in terms of a high need. The City will have to take Covid-19 into consideration during the 2022 planning process.

A higher priority may be assigned to programs or activities that aim to address these needs. More focus on economic development may also become apparent as small businesses and microenterprises are struggling to stay afloat with COVID restrictions.

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

No

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

N/A

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	6a		
Topic:	CDA Annual Report		
Date:	March 23, 2022		
Presenter:	Julie Christensen	Division:	Community Development

Overview/Background Information

Section 1.79(20) of the Code of General Ordinances requires the Community Development Authority to prepare and file with the City Manager and City Council a report of its activities for the preceding calendar year within 90 calendar days of the end of each calendar year.

Key Issues

1. This is the first year that this report was prepared. This provision of City code was recently discovered by staff when we were working on the bylaws.
2. This annual report covers the work of the CDA during the past year including Beloit Housing Authority activities, the Community Development Block Grant and Home Investment Partnership programs, CDA lease-revenue bonds, and various other activities.
3. Attached is the Annual Report and the resolution approving the Annual Report and authorizing the Executive Director to file the reports with the City Manager and City Council.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. Write N/A if not applicable

N/A

Action Required/Recommendation

Staff recommends approval of the proposed 2021 Annual Report.

Fiscal Note/Budget Impact

Not Applicable.

Attachments

Ordinance No. 3736

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-03

APPROVING THE 2021 ANNUAL REPORT OF THE CDA

WHEREAS, Section 1.79(20) of the Code of General Ordinances requires the Community Development Authority to prepare and file with the City Manager and City Council a report of its activities for the preceding calendar year within 90 calendar days of the end of each calendar year; and

WHEREAS, an Annual Report has been prepared by the Executive Director which captures the activities of the 2021 fiscal year; and

WHEREAS, the CDA board agrees that the report is complete and can be filed with the City Manager and City Council, as required by Section 1.79(20) of the Code of General Ordinances.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does hereby approved the 2021 Annual Report, and hereby authorizes the Executive Director to file them with the City Manager and City Council.

Adopted this 23rd day of March

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Secretary

Community Development Authority 2021 Annual Report

Overview

In 1982, the Community Development Authority was created. It functions as both the Redevelopment Authority for the City and the governing board for the Beloit Housing Authority. Its overall purpose and duties can be found in Section 1.79(8) of the Code of General Ordinances of the City of Beloit.

According to Section 1.79(20) of the Code of General Ordinances, the Community Development Authority shall prepare and file with the City Manager and City Council a report of its activities for the preceding calendar year within 90 calendar days of the end of each calendar year. This report has not been filed in past years, but the CDA will ensure that this report is filed every year on a forward-going basis.

Beloit Housing Authority Overview

The Beloit Housing Authority (BHA) administers the City's Public Housing and Housing Choice Voucher (Section 8) programs. BHA provides quality and affordable housing for low-income, elderly and disabled residents of the City of Beloit. Public housing in the City of Beloit is comprised of 27 single family homes, 27 duplexes (54 units), 9 two-bedroom townhouses and 41 one-bedroom apartments. The Housing Authority administers 598 Housing Choice Vouchers which allow eligible families to live in properties of their choosing anywhere in the Beloit area. The Housing Authority also administers a Family Self-Sufficiency program and Homeownership Voucher program.

Staffing

By contract, the City assigns employees to the Community Development Authority. It includes the following positions: the Director of the Beloit Housing Authority, Housing Programs Manager, Property Operations Coordinator, Public Housing Coordinator, Inspection Official, Special Programs Administrator, ROSS Service Coordinator, a Maintenance Specialist, two Section 8 Occupancy Housing Specialists, a Financial Assistant, and an Administrative Assistant. Our long-time Administrative Assistant, Matilda (Ann) Purifoy retired at the end of 2021. We wish her well in her retirement.

Monitoring by outside agencies

In 2019, HUD's Departmental Enforcement Center (DEC) monitored BHA. The report resulted in a number of issues that had to be resolved by BHA. A Corrective Action Plan was filed by BHA in 2021. This did result in BHA paying back \$193 in non-federal dollars for the former Director's expenditure of federal dollars for a pizza party for public housing residents. This was not an allowable use of federal dollars.

In February, 2021, HUD's Quality Assurance Division (QAD) conducted a remote Calculation of Housing Assistance Payments (landlord payments), Adjusted Income, and Rent Review (CHAIR). This review was completed to ensure that the BHA HCV Housing Specialists are calculating participants' rent amounts correctly. BHA staff reviewed the initial report and provided

evidence that removed a finding that would have required BHA to repay HUD \$3,686 with non-federal dollars. A Corrective Action Plan was filed by BHA in order to bring BHA in compliance.

On February 12, the BHA was notified by HUD’s Quality Assurance Division (QAD) that they would be conducting a remote Voucher Management System (VMS) review. The primary purpose of the review is to validate the Unit Months Leased (UML) and Housing Assistance Payments (HAP) recorded in VMS for the 2020 calendar year.

BHA Construction Projects

In March 2021, the CDA awarded contracts for siding replacement at 16 public housing units and the replacement of bathroom tub and shower faucets at 72 public housing units using Capital Fund Program dollars from the Department of Housing and Urban Development (HUD).

BHA Budget Activity

CDA approved two Capital Fund Program (CFP) budget revisions and the 2022 Operating Fund budget for the Beloit Housing Authority.

Other Activities by Beloit Housing Authority

Table 1 below summarizes some of the day-to-day activities of the Beloit Housing Authority. Additionally, BHA staff prepared an amendment to the Section 8 Administrative Plan and the 2022 Annual Plan, which were approved by the CDA. BHA staff attended a workshop with the CDA to discuss waiting list preferences. That discussion will continue into 2022.

Public Housing	
Annual Recertifications	129
Interim Recertifications	115
Public Housing Briefings - # briefed	45
Public Housing Inspections	118
Housing Choice Voucher (Section 8)	
Annual Recertifications	451
Interim Recertifications	437
Section 8 Briefings - # briefed	46
Section 8 Annual Inspections	378
Section 8 Initial Inspections	47
Section 8 Reinspections	157
Section 8 Special Inspections	9

Other Activities by the CDA

Lease-Revenue Bonds. In January, 2021, the CDA authorized the full redemption of \$2.64 million in CDA Lease Revenue bonds, Series 2008 and \$5.34 million in CDA Lease Revenue Bonds, Series 2009. These bonds were issued in 2008 and 2009 to fund projects completed in

Tax Increment Finance (TIF) District No. 10, the Gateway TIF. This redemption allowed a saving of \$365,400 in interest expense.

Community Development Block Grant (CDBG). In June, 2021, the CDA recommended local funding priorities for the CDBG program that were subsequently approved by the City Council. In August, 2021, the CDA reviewed the 2022 CDBG applications and interviewed the CDBG applicants. In September, 2021, the CDA recommended a CDBG budget for consideration by the City Council.

Home Investment Partnerships (HOME) Program. In September, 2021, the CDA recommended a HOME 2022 budget to City Council.

CDA Bylaws. The CDA originally approved bylaws in 1983. No amendments had been prepared since 1986. This was mostly a clean-up to reflect current practices. As is required by Section 1.79 of the Code of General Ordinances, the City Council reviewed the bylaws and subsequently approved them.

CDA Agreement with the City. The CDA-City agreement for services was amended to reduce the amount paid to the Beloit Police Department.