



**PUBLIC NOTICE & AGENDA**  
**BELOIT COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, April 27, 2022**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the regular CDA meeting held on March 23, 2022  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Consideration of the March Activity Report (Cole)  
[Attachment](#)
  - 4.b. Consideration of Resolution 2022-04 Approving Disposal of Beloit Housing Authority Maintenance Vehicle (Cole)  
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES  
*No business will be discussed.*
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW  
*No business to discuss*
7. ADJOURNMENT

\*\* Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

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

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, March 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 Chairperson Philip Gorman at 4:35 p.m. Commissioners Gorman, Rodriguez, and Elliott and Councilors Forbeck and Leavy were present.

**2. PUBLIC COMMENT**

None

**3. MINUTES**

**3.a. Consideration of the minutes of the regular Community Development Authority meeting held on February 23, 2022**

Motion to approve made by Councilor Forbeck and Seconded by Councilor Leavy.  
Motion was approved, voice vote.

**4. BELOIT HOUSING AUTHORITY**

**4.a. Consideration of the February Activity Report**

Report was presented by Clinton Cole, Beloit Housing Authority (BHA) Director.

**4.b. Consideration of the December Financial Report**

Report was presented by Clinton Cole, BHA Director.

**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.**

Report was presented by Teri Downing, Deputy Community Development Director.

**6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW**

**6.a. Consideration of Resolution 2022-03 approving the Community Development Authority annual report. Clinton Cole gave a brief summary of the report.**

Report was presented by Julie Christensen, CDA Executive Director. Motion to approve report made by Councilor Leavy and seconded by Commissioner Elliott.  
Motion was approved, voice vote.

**7. Adjournment**

- 7.a. Motion made by Councilor Forbeck and seconded by Councilor Leavy to adjourn to a workshop to discuss waiting list. Motion was approved, voice vote.

Workshop adjourned at 6:07 p.m.

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Philip Gorman, Chairperson

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	March Activity Report		
<b>Date:</b>	April 27, 2022		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	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 six public housing vacancies. Eight annual and 13 interim certifications were completed. Eleven public housing inspections were conducted.

**Section 8:**  
456 vouchers were housed on March 31, 2022, with eight 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 37 annual and 45 interim recertifications during this reporting period. 63 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

March 2022 Activity Report

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

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 3/31/2022	125 Units	95% Occupancy
Vacancies on 3/31/2022	6 Units	5% Vacancy
Vacancies by Type		
Elderly	2 Units	95% Occupancy
Family	4 Units	96% Occupancy

**Public Housing Inspections**

Eleven annual inspections were completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	8
Interim Recertifications	13
Tenant notices to Vacate *Not due to eviction	1
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

**Public Housing Briefings**

Number Notified	10
Number Briefed	10

**Section 8 Program**

Total Under Lease on 3/31/2022	456 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	7 Vouchers
March HCV HAP Funds Received	\$230,746
March HCV HAP Funds Expended	\$238,243
Current Per Unit Cost (PUC)	\$522

\* 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 32 annual inspections, 10 initial inspections, 17 reinspections, and four special inspections during this reporting period.

### **Section 8 Activities**

New Participants	3
Annual Recertifications	37
Interim Recertifications	45
Abatements	5
Unit Transfers	4
Possible Program Violations	0
End of Program	4
Port Ins	1
Port Outs	0

### **Section 8 Briefings**

Number Notified	0
Number Briefed/Vouchers Issued	0

### **APPLICATIONS ON WAITING LIST**

Public Housing East	76
Public Housing West	73
Parker Bluff	243
Section 8 Program	302

### **Family Self-Sufficiency Participants**

Section 8 – 21

Public Housing – 12

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4b		
<b>Topic:</b>	Disposition of Beloit Housing Authority Maintenance Vehicle		
<b>Date:</b>	April 27, 2022		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

In 2000 the Beloit Housing Authority purchased a 2000 GMC Savana van that was utilized as a maintenance vehicle. The BHA intends to dispose of the vehicle, as it is past its useful life and is no longer needed by the agency.

## Key Issues

1. The Beloit Housing Authority (BHA) is in possession of a 2000 GMC Savana van that is past its useful life and is no longer needed for use by the agency.
2. In accordance with BHA’s Capitalization Policy, the U.S. Department of Housing and Urban Development (HUD) was informed of the proposed vehicle disposition and provided requested guidance.
3. Since the vehicle has a fair market value of less than \$5,000, there are no specific instructions for disposal other than maintaining proper documentation of the sale.
4. The BHA intends to dispose of the vehicle to a local auto salvage company for the highest negotiated price.
5. The vehicle will then be removed from BHA’s equipment log and listing of fixed assets.

## 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

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

Resolution 2022-04

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2022-04**  
**APPROVING DISPOSITION OF BHA MAINTENANCE VEHICLE**

**WHEREAS**, the Beloit Housing Authority (BHA) possesses a 2000 GMC Savana van that is past its useful life and is no longer needed for use, and

**WHEREAS**, in accordance with its Capitalization Policy, the BHA contacted HUD for guidance how to properly dispose of the vehicle, and

**WHEREAS**, as the fair market value is less than \$5,000, the vehicle will be disposed of for the highest negotiated price, and

**WHEREAS**, after disposition the vehicle will be removed from BHA's equipment log and fixed asset listing.

**NOW THEREFORE BE IT RESOLVED**, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves disposition of a 2000 GMC Savana and authorizes the BHA Director to dispose of and remove the vehicle from BHA's equipment log and fixed asset list.

Adopted this 27th day of April, 2022.

**Community Development Authority**

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Philip Gorman, Chairperson

ATTEST:

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Julie Christensen, CDA Executive Director