



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

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the June 22, 2022 Community Development Authority meeting
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the June Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the April Financial Report (Cole)
[Attachment](#)
 - 4.c. Consideration of Resolution 2022-08 Awarding Contract for Gutter and Soffit Replacement at Phase 2 Public Housing Sites (Cole)
[Attachment](#)
 - 4.d. Consideration of Resolution 2022-09 Awarding Contract for Phase 1 Roof Replacement (Cole)
[Attachment](#)
 - 4.e. Update on Foster Youth to Independence program (Cole)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Consideration of Resolution 2022-10, Approving the 2022 Substantial Amendment to the 2019, 2020, 2021 and 2022 CDBG Annual Action Plans and Budgets
[Attachment](#)
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, June 22, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, June 22, 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 Kaylynn Rodriguez at 4:34 p.m. Commissioners Rodriguez, Hartke, Elliott, and Councilors Forbeck and Leavy were present.

2. PUBLIC COMMENT

Steve Howland discussed the importance of City departments working together to allocate \$12.5 million in Tax Increment Finance (TIF) affordable housing funds. He suggested increasing the input from the “Authority” for the use of these funds, as well as seeking input from public housing residents and applicants.

3. MINUTES

3.a. Consideration of the minutes of the regular Community Development Authority meeting held on April 27, 2022

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

4. BELOIT HOUSING AUTHORITY

4.a. Consideration of the April/May Activity Report

The April/May Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority (BHA). Clint discussed the difficulties experienced by BHA’s Public Housing Coordinator in leasing two vacant units at Parker Bluff Apartments. She has made offers to five applicants, all of whom decided not to lease the units at the last minute for various reasons. Clint also made the Board aware that the BHA has taken one unit offline for structural repairs so that it will not count towards BHA’s vacancy rate until the repairs are completed and the unit is leased.

4.b. Consideration of the First Quarter 2022 Financial Report

The staff report including the financial report was presented by Clinton Cole, Director of BHA. Clint discussed that the Project-Based account is still open pending HUD’s decision regarding the former Project-Based unit located at 240 Portland Ave. Clint also discussed the small deficits in the Phase 1 and Section 8 accounts, and explained that HUD will make adjustments to the Phase 1 Operating Subsidy and Section 8 HAP disbursements, which should make the accounts whole in the upcoming months.

4.c. **Consideration of Resolution 2022-06 approving the Beloit Housing Authority's 2022 Capital Fund Program Budget**

The staff report and recommendation was presented by Clinton Cole, Director of BHA. Motion to approve was made by Councilor Leavy and seconded by Commissioner Elliot. Motion was approved, voice vote.

4.d. **Discussion of Foster Youth to Independence Program**

Clinton Cole provided an overview of HUD's Foster Youth to Independence Program, which provides Housing Choice Voucher assistance for youths under the age of 25 who age out of the foster care system. The purpose of the discussion was to receive input from the Board whether the BHA should take steps to implement the program. The Board expressed interest in BHA implementing the program, and Councilor Leavy asked for a timeline that the program would be available. Clint estimated that the program could likely be implemented in early 2023.

5. **COMMUNITY AND HOUSING SERVICES**

5.a. **Consideration of Resolution 2022-05 approving 2023 Local Funding Priorities**

The staff report and recommendation was presented by Megan McBride, Grants Administrator. Megan provided an overview of the program and highlighted the currently recommended funding priorities. Commissioner Hartke suggested that we support assistance to people seeking jobs in the health care industry or teaching profession. There was considerable discussion about the needs in our community, especially young adults. As a result, the following items were added under the first priority related to public service programs: education in financial management, assistance in obtaining jobs in the health care industry and teaching profession, mental health, youth and young adult programming. The development of affordable housing was also added to the funding priorities. These additions to the funding priorities were discussed and agreed upon by the other Board members. Motion to approve the amended funding priorities was made by Councilor Forbeck and seconded by Councilor Leavy. Motion was approved, voice vote.

5.b. **Consideration of Resolution 2022-07 recommending award of Home Investment Partnership Program (HOME) funds for the 2022-03 program year**

The staff report and recommendation was presented by Julie Christensen, Executive Director of the CDA. Julie described the challenges experienced by the City in getting responses from contractors to rehabilitate properties. As such, the City prepared a HOME grant application that was sent to local non-profit agencies. The two applications received were from the Wisconsin Partnership for Housing Development (WPHD) and Community Action, Inc. (CAI). The application from CAI is for the construction of a single family house through the Fresh Start program, and the application from WPHD includes three new construction projects, and the rehabilitation of 737 Bluff Street. Staff is recommended funding CAI's request and two new construction and the rehab of 737 Bluff Street for WPHD.

Commissioner Elliot asked about the cost to rehabilitate the identified properties, and was assured that the proposed costs are reasonable. Motion to approve was made by Councilor Leavy and seconded by Councilor Forbeck to approve the staff recommendation. Motion was approved, voice vote.

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

No business discussed.

7. Adjournment

7.a. Motion was made by Commissioner Hartke and seconded by Councilor Forbeck to adjourn the meeting at 6:00 p.m. Motion was approved, voice vote.

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	June Activity Report		
Date:	July 27, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Housing Authority provides monthly activity reports to the Community Development Authority. This report is for information only.

Key Issues

Public Housing:

At the end of this reporting period, there were four public housing vacancies. Seven annual and 15 interim certifications were completed. 11 public housing inspections were conducted.

Section 8:

460 vouchers were housed on June 30, 2022. Four portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 32 annual and 35 interim recertifications during this reporting period. 27 new Section 8 vouchers were issued on June 2nd. 49 Housing Quality Standards (HQS) inspections were completed.

Family Self-Sufficiency:

A Section 8 FSS participant achieved one of her final goals of becoming a Registered Nurse. She joined the FSS program in April 2021 and since then has been working part-time as a CNA and going to nursing school full-time. She has been following her Individual Training and Service Plan and her next goal is to prepare for homeownership.

A public housing FSS participant has recovered from a recent medical issue and is now working again. She is also preparing for homeownership and is currently working on her credit and finances.

Another public housing FSS participant has recently completed her GED, and is now planning to further her education at Blackhawk Technical College while she continues to work part-time.

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

June 2022 Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 6/30/2022	127 Units	97% Occupancy
Vacancies on 6/30/2022	4 Units	3% Vacancy
Vacancies by Type		
Elderly	2 Units	95% Occupancy
Family	2 Units	98% Occupancy

Public Housing Inspections

11 annual inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	7
Interim Recertifications	15
Tenant notices to Vacate *Not due to eviction	0
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	20
Number Briefed	15

Section 8 Program

Total Under Lease on 6/30/2022	460 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	6 Vouchers
June HCV HAP Funds Received	\$210,134
June HCV HAP Funds Expended	\$246,950
Current Per Unit Cost (PUC)	\$537

* 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 30 annual inspections, nine initial inspections, and 10 reinspections during this reporting period.

Section 8 Activities

New Participants	5
Annual Recertifications	32
Interim Recertifications	35
Abatements	6
Unit Transfers	0
Possible Program Violations	2
End of Program	6
Port Ins	2
Port Outs	1

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	27

APPLICATIONS ON WAITING LIST

Public Housing East	114
Public Housing West	107
Parker Bluff	264
Section 8 Program	337

Family Self-Sufficiency Participants

Section 8 – 24

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	April 2022 Financial Report		
Date:	July 27, 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 April 30, 2022.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$153,990.28 and the LIPH expenses were \$148,888.11. There was a surplus of \$5,102.17 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$145,620.78 and related grant expenses total \$145,620.78.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$1,103.82. The PBV had a deficit of \$1,103.82. The deficit is the result of the program ceasing operations. Operational expenses will continue to be incurred until a decision is made regarding the property at 240 Portland Avenue.

At the end of this reporting period, Phase 1 program income was \$96,784.11 and the expenses were \$93,731.10. Phase 1 had a surplus of \$3,053.01. Of this surplus, \$0.31 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$103,568.74 and the expenses were \$105,250.15. Phase 2 had a deficit of \$1,681.41. Of this deficit, \$0.17 is the Housing Authority's portion. The Phase 2 Program continues to incur greater than anticipated unit maintenance costs.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$1,026,038.78 and expenses were \$1,067,485.13. The HCV program had a deficit of \$41,446.35. Unit payment standards increased this year; however, HAP subsidy payments received from HUD have not caught up at this time. It is anticipated that HAP subsidy payments will increase over time to reflect current HAP expense levels.

Debts owed BHA collected through April 2022: Total \$6,986.78
 TRIP Program: \$6,986.78 Repayments: \$0.00

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. White 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

April 2022 Financial Report

Consolidated 2022 Budget Report for LIPH/PBV - As of April 30, 2022

	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	16.67		11.96			11.96	50.00	50.00
4 Income - Transfer In from Other Funds	-					-		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	1,000.00		1,688.23			1,688.23	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	9,333.33		7,088.09			7,088.09	28,000.00	28,000.00
9 Other Income - CFP Operation Money	56,666.67			135,934.36		135,934.36	170,000.00	170,000.00
10 Other Income - Sale of Asset Gain/Loss	-					-		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	5,970.38					-	17,911.14	17,911.14
13 ROSS/FSS Grant	27,376.84			9,686.42		9,686.42	82,130.53	82,130.53
14 HAP Subsidy	-					-		-
15 Operating Subsidy	163,572.67		145,202.00			145,202.00	490,718.00	490,718.00
Total Income	263,936.56		153,990.28	145,620.78	-	299,611.06	791,809.67	791,809.67
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	27,710.25		25,582.89			25,582.89	83,130.74	83,130.74
17 ROSS/FSS Coordinator Admin Salaries	21,357.44			7,381.94		7,381.94	64,072.32	64,072.32
18 Admin Employee Benefits	13,637.60		8,488.97			8,488.97	40,912.80	40,912.80
19 ROSS/FSS Coordinator Admin Benefits	6,498.48			2,304.48		2,304.48	19,495.44	19,495.44
20 Advertising & Marketing	16.67					-	50.00	50.00
21 Legal	33.33					-	100.00	100.00
22 Staff Training	833.33			165.00		165.00	2,500.00	2,500.00
23 Travel	83.33		59.67			59.67	250.00	250.00
24 Accounting Consultants	2,416.67		2,045.00		478.00	2,523.00	7,250.00	7,250.00
25 Audit Fee	3,813.33		9,254.50			9,254.50	11,440.00	11,440.00
26 Telephone	633.98		425.27			425.27	1,901.94	1,901.94
27 Postage	933.15		1,049.76			1,049.76	2,799.44	2,799.44
28 Office Supplies	133.33		68.57			68.57	400.00	400.00
29 Memberships & Publications	682.67		295.81			295.81	2,048.00	2,048.00
30 Bank Fees	-					-		-
31 Computer Maintenance	-					-		-
32 Copier Expenses	833.33		511.92			511.92	2,500.00	2,500.00
33 Office Equipment Maintenance	-					-		-
34 Postage Machine	-					-		-
35 Software Maintenance	1,333.33		1,266.00			1,266.00	4,000.00	4,000.00
36 Outgoing Portable Admin Fees	-					-		-
37 Sundry Administration/Compliance Fees	233.33		63.39			63.39	700.00	700.00
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	1,000.00				-	3,000.00		3,000.00
43	Casual Labor - Maintenance	-				-			-
44	Maintenance Benefits	333.33				-	1,000.00		1,000.00
45	Maintenance Materials & Supplies	166.67				-	500.00		500.00
46	Plumbing Supplies	-	67.93			67.93			-
47	Locks, Locksets & Keys	-				-			-
48	Electrical Supplies	-				-			-
49	Painting Supplies	-				-			-
50	Cleaning Supplies	66.67	114.19			114.19	200.00		200.00
51	Equipment Repair Parts	-				-			-
52	Maintenance Contracted Services	500.00	142.00			142.00	1,500.00		1,500.00
53	Refuse Removal Services	33.33				-	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	-	282.46			282.46			-
59	Elevator Repair & Maintenance	500.00	1,499.35			1,499.35	1,500.00		1,500.00
60	Pest Control Services	-				-			-
61	Cable TV	-				-			-
62	Answering Service	1,066.67	1,444.46			1,444.46	3,200.00		3,200.00
63	Misc Contracts	-				-			-
64	Clean/Paint Units	-				-			-
	Utilities Expenses	-							
65	Water/Sewer	533.33	341.85		117.33	459.18	1,600.00		1,600.00
66	Electricity	1,833.33	1,945.28		102.17	2,047.45	5,500.00		5,500.00
67	Natural Gas	833.33	1,552.65		308.40	1,861.05	2,500.00		2,500.00
	Other Operating Expenses	-							
68	Protective Services Contract	666.67	625.45			625.45	2,000.00		2,000.00
69	Insurance	5,309.92	5,787.86		97.92	5,885.78	15,929.75		15,929.75
70	PILOT	-				-	-		-
71	Compensated Absences	-				-			-
72	Collection Losses	-				-			-
73	Replacement Reserves & Debt Pmt-Princ	-				-			-
74	Other General Expense/Asset Mgmt Fees	100,462.64	85,972.88			85,972.88	301,387.92		301,387.92
75	Casualty Losses - Non Capitalized	-				-			-
76	Capital Expenditures	55,833.33		135,769.36		135,769.36	167,500.00		167,500.00
77	Transfer In / Out	-				-			-
	Total Expense	250,322.78	148,888.11	145,620.78	1,103.82	295,612.71	750,968.35	-	750,968.35

Net Income/(Loss):

5,102.17	-	(1,103.82)	3,998.35
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Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 4/30/2022

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	11.96		50.00	0.00%	(38.04)
Other Income	8,776.32	135,934.36	201,000.00	72.00%	(56,289.32)
HUD Admin Fees			-		-
HUD Grants/Subsidies	145,202.00	9,686.42	590,759.67	26.22%	(435,871.25)
Total Income	153,990.28	145,620.78	791,809.67		(492,198.61)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	34,071.86	9,686.42	207,611.30	21.08%	163,853.02
Office Expenses	13,739.97	165.00	33,439.38	41.58%	19,534.41
Office Contracted Services	1,777.92		6,500.00	27.35%	4,722.08
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	182.12	-	700.00	26.02%	517.88
Maintenance Contracts	3,368.27		6,300.00	53.46%	2,931.73
Utilities	4,367.68		9,600.00	45.50%	5,232.32
Other Operating					
Protective Services	625.45		2,000.00	31.27%	1,374.55
Insurance	5,885.78		15,929.75	36.95%	10,043.97
PILOT	-		-	0.00%	-
Other Operating Expenses	85,972.88	135,769.36	468,887.92	47.29%	247,145.68
Total Expenses	149,991.93	145,620.78	750,968.35		455,355.64

Net Admin Income (Loss)	3,998.35	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	3,998.35	-			

Consolidated 2021 Budget Report for Phase 1 - As of April 30, 2022

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	39,333.33	42,570.24	42,570.24	118,000.00	118,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	66.67	55.26	55.26	200.00	200.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	2,168.46	7,520.85	7,520.85	6,505.38	6,505.38
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	1,666.67	195.22	195.22	5,000.00	5,000.00
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	53,962.64	46,442.54	46,442.54	161,887.92	161,887.92
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	97,197.77	96,784.11	96,784.11	291,593.30	291,593.30

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
	Administrative Expenses					
16	Admin Payroll Expenses	29,082.89	23,522.21	23,522.21	87,248.68	87,248.68
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	16.67	-	-	50.00	50.00
20	Legal	733.33	192.50	192.50	2,200.00	2,200.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	2,100.00	1,961.00	1,961.00	6,300.00	6,300.00
24	Audit Fee	4,000.00	11,400.00	11,400.00	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	86.67	44.57	44.57	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	17.20	25.30	25.30	51.60	51.60
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	1,105.96	1,238.66	1,238.66	3,317.88	3,317.88
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	1,333.33	4,083.52	4,083.52	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	1,947.87	2,187.57	2,187.57	5,843.60	5,843.60

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	33,407.31	24,642.32	24,642.32	100,221.93	100,221.93	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	2,333.33	4,193.48	4,193.48	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	3,583.33	2,499.11	2,499.11	10,750.00	10,750.00	
52	Refuse Removal Services	416.67	-	-	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	333.33	854.50	854.50	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	758.78	481.96	481.96	2,276.34	2,276.34	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	333.33	-	-	1,000.00	1,000.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	1,833.33	1,618.13	1,618.13	5,500.00	5,500.00	
65	Electricity	466.67	188.48	188.48	1,400.00	1,400.00	
66	Natural Gas	333.33	98.57	98.57	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	3,333.33	1,250.00	1,250.00	10,000.00	10,000.00	
68	Insurance	4,694.43	4,694.44	4,694.44	14,083.30	14,083.30	
69	PILOT	3,833.33	4,221.46	4,221.46	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	1,091.67	4,333.32	4,333.32	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	97,176.11	93,731.10	93,731.10	291,528.33	-	291,528.33

Net Income/(Loss):	<u>3,053.01</u>	<u>3,053.01</u>
Housing Authority's Portion of Net Income/(Loss):	<u>0.31</u>	

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 4/30/2022

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	42,570.24	118,000.00	36.08%	(75,429.76)
Interest on Investments	55.26	200.00	27.63%	(144.74)
Other Income	54,158.61	173,393.30	31.23%	(119,234.69)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	96,784.11	291,593.30		(194,809.19)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	23,522.21	87,248.68	26.96%	63,726.47
Office Expenses	18,945.55	24,861.60	76.20%	5,916.05
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	2,187.57	5,843.60	37.44%	3,656.03
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	24,642.32	100,221.93	24.59%	75,579.61
Materials & Supplies	4,193.48	7,000.00	59.91%	2,806.52
Maintenance Contracts	3,835.57	16,276.34	23.57%	12,440.77
Utilities	1,905.18	7,900.00	24.12%	5,994.82
Other Operating				
Protective Services	1,250.00	10,000.00		8,750.00
Insurance	4,694.44	14,083.30	33.33%	9,388.86
PILOT	4,221.46	11,500.00	36.71%	7,278.54
Other Operating Expenses	4,333.32	3,275.00	132.32%	(1,058.32)
Total Expenses	93,731.10	291,528.33		197,797.23

Net Admin Income (Loss)	3,053.01
Net HAP Income (Loss)	
Total YTD Income (Loss)	3,053.01
Housing Authority's Portion	<u>0.31</u>

Consolidated 2021 Budget Report for Phase 2 - As of April 30, 2022

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	47,000.00	47,461.00	47,461.00	141,000.00	141,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	250.00	110.66	110.66	750.00	750.00
4 Income - Transfer In from Other Funds	-	-	-	-	-
5 Other Income - Tenants	400.00	2,473.74	2,473.74	1,200.00	1,200.00
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	1,666.67	-	-	5,000.00	5,000.00
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	46,500.00	53,523.34	53,523.34	139,500.00	139,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	95,816.67	103,568.74	103,568.74	287,450.00	287,450.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	23,512.19	21,021.61	21,021.61	70,536.57	70,536.57	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	16.67	-	-	50.00	50.00	
20 Legal	500.00	-	-	1,500.00	1,500.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	2,100.00	1,961.00	1,961.00	6,300.00	6,300.00	
24 Audit Fee	3,666.67	10,750.00	10,750.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	86.67	44.57	44.57	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	-	12.00	12.00	-	-	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	1,105.96	1,238.66	1,238.66	3,317.87	3,317.87	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees	1,333.33	3,598.44	3,598.44	4,000.00	4,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	4,022.51	4,900.52	4,900.52	12,067.54	12,067.54	

39	Eviction & Collection Agent Fees	-		-		-
40	HAP Expense (net fraud recovery to HUD)	-		-		-
	HAP Overfunding (Underfunding)	-				-
	Maintenance Expenses	-				
42	Maintenance Payroll Expenses	25,076.71	24,654.51	24,654.51	75,230.12	75,230.12
43	Casual Labor - Maintenance	-		-		-
44	Maintenance Materials & Supplies	2,333.33	2,320.88	2,320.88	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	3,333.33	3,916.95	3,916.95	10,000.00	10,000.00
52	Refuse Removal Services	1,000.00	95.00	95.00	3,000.00	3,000.00
53	Plumbing Repair Services	-		-		-
54	Heating/AC Repair Services	400.00	1,507.53	1,507.53	1,200.00	1,200.00
55	Electric Repair Service	-		-		-
56	Window Repair Service	-		-		-
57	Automotive Repairs/Fuel	625.79	433.00	433.00	1,877.36	1,877.36
58	Elevator Repair & Maintenance	916.67	1,499.35	1,499.35	2,750.00	2,750.00
59	Pest Control Services	166.67		-	500.00	500.00
60	Cable TV	583.33	1,728.63	1,728.63	1,750.00	1,750.00
61	Answering Service	-		-		-
62	Misc Contracts	-		-		-
63	Clean/Paint Units	-		-		-
	Utilities Expenses	-				
64	Water/Sewer	2,333.33	2,707.62	2,707.62	7,000.00	7,000.00
65	Electricity	4,000.00	5,766.20	5,766.20	12,000.00	12,000.00
66	Natural Gas	2,333.33	4,057.01	4,057.01	7,000.00	7,000.00
	Other Operating Expenses	-				
67	Protective Services Contract	3,666.67	1,517.68	1,517.68	11,000.00	11,000.00
68	Insurance	5,014.01	5,014.03	5,014.03	15,042.04	15,042.04
69	PILOT	3,833.33	3,548.32	3,548.32	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	2,341.67	2,956.64	2,956.64	7,025.00	7,025.00
74	Casualty Losses - Non Capitalized	-		-		-
75	Capital Expenditures	-		-		-
76	Transfer In / Out	-		-		-
	Total Expense	94,302.17	105,250.15	105,250.15	282,906.50	- 282,906.50

Net Income/(Loss): (1,681.41) (1,681.41)
Housing Authority's Portion of Net Income/(Loss): (0.17)

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 4/30/2022

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	47,461.00	141,000.00	33.66%	(93,539.00)
Interest on Investments	110.66	750.00	14.75%	(639.34)
Other Income	55,997.08	145,700.00	38.43%	(89,702.92)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	103,568.74	287,450.00		(183,881.26)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	21,021.61	70,536.57	29.80%	49,514.96
Office Expenses	17,604.67	23,110.00	76.18%	5,505.33
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	4,900.52	12,067.54	40.61%	7,167.02
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	24,654.51	75,230.12	32.77%	50,575.61
Materials & Supplies	2,320.88	7,000.00	33.16%	4,679.12
Maintenance Contracts	9,180.46	21,077.36	43.56%	11,896.90
Utilities	12,530.83	26,000.00	48.20%	13,469.17
Other Operating				
Protective Services	1,517.68	11,000.00	13.80%	9,482.32
Insurance	5,014.03	15,042.04	33.33%	10,028.01
PILOT	3,548.32	11,500.00	30.85%	7,951.68
Other Operating Expenses	2,956.64	7,025.00	42.09%	4,068.36
Total Expenses	105,250.15	282,906.50		177,656.35

Net Admin Income (Loss)	(1,681.41)
Net HAP Income (Loss)	
Total YTD Income (Loss)	(1,681.41)
Housing Authority's Portion	<u>(0.17)</u>

Consolidated 2021 Budget Report for Housing Choice Voucher - As of April 30, 2022

	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	250.00		142.21	142.21		750.00	750.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	166.67			-		500.00	500.00
7 Other Income - Bad Debt Collections	-		1,427.59	1,427.59			-
8 Other Income - Laundry/Copy Fees/Misc	11,350.09		12,389.98	12,389.98		34,050.26	34,050.26
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	112,463.33		108,415.00	108,415.00		337,390.00	337,390.00
12 Incoming Billable Admin Fees/Oper Sub	666.67			-		2,000.00	2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	964,064.00		903,664.00	903,664.00		2,892,192.00	2,892,192.00
15 Operating Subsidy	-			-			-
Total Income	1,088,960.75		1,026,038.78	1,026,038.78		3,266,882.26	3,266,882.26

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total		HCV	Total
Administrative Expenses							
16 Admin Salaries	69,903.40		69,650.31	69,650.31		209,710.20	209,710.20
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	24,096.03		19,006.68	19,006.68		72,288.08	72,288.08
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	16.67			-		50.00	50.00
21 Legal	166.67			-		500.00	500.00
22 Staff Training	583.33			-		1,750.00	1,750.00
23 Travel	166.67		295.44	295.44		500.00	500.00
24 Accounting Consultants	2,071.33		1,842.00	1,842.00		6,214.00	6,214.00
25 Audit Fee	3,666.67		9,254.50	9,254.50		11,000.00	11,000.00
26 Telephone	513.65		338.37	338.37		1,540.96	1,540.96
27 Postage	-			-			-
28 Office Supplies	666.67		342.82	342.82		2,000.00	2,000.00
29 Memberships & Publications	233.33		225.81	225.81		700.00	700.00
30 Bank Fees	968.55		1,392.70	1,392.70		2,905.64	2,905.64
31 Computer Maintenance	-			-			-
32 Copier Expenses	834.47		511.94	511.94		2,503.42	2,503.42
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	1,166.67		1,285.48	1,285.48		3,500.00	3,500.00
35 Software Maintenance	1,916.67		1,336.16	1,336.16		5,750.00	5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	1,166.67		1,041.96	1,041.96		3,500.00	3,500.00
38 Port-In HAP Expense	-		11,310.00	11,310.00			-

39	Management Fees	-			-			-
40	Eviction & Collection Agent Fees	-			-			-
41	HAP Expense (net fraud recovery to HUD)	919,621.31		948,173.00	948,173.00		2,758,863.94	2,758,863.94
	HAP Overfunding (Underfunding)	44,609.35		(44,509.00)			133,828.06	133,828.06
	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	166.67			-		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	119.00			-		357.00	357.00
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	701.97		1,034.92	1,034.92		2,105.91	2,105.91
70	PILOT	-			-			-
71	Compensated Absences	-			-			-
72	Collection Losses	-			-			-
73	Replacement Reserves & Debt Pmt-Princ	-			-			-
74	Other General Expense/Asset Mgmt Fees	1,466.67		443.04	443.04		4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-			-			-
76	Capital Expenditures	-			-			-
77	Transfer In / Out	-			-			-
	Total Expense	1,074,822.40		1,067,485.13	1,067,485.13		3,090,639.15	3,224,467.21

Net Income/(Loss):

(41,446.35)

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 4/30/2022**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	142.21	750.00	18.96%	(607.79)
Other Income	13,817.57	36,550.26	37.80%	(22,732.69)
HUD Admin Fees	108,415.00	337,390.00	32.13%	(228,975.00)
HUD Grants/Subsidies	903,664.00	2,892,192.00	0.00%	(1,988,528.00)
Total Income	1,026,038.78	3,266,882.26		(2,240,843.48)

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	88,656.99	281,998.28	31.44%	193,341.29
Office Expenses	14,733.60	30,660.60	48.05%	15,927.00
Office Contracted Services	3,133.58	11,753.42	26.66%	8,619.84
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	948,173.00	2,758,863.94	34.37%	1,810,690.94
HAP Payments Port In	11,310.00		0.00%	(11,310.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,034.92	2,105.91	49.14%	1,070.99
PILOT		-		-
Other Operating Expenses	443.04	4,400.00	10.07%	3,956.96
Total Expenses	1,067,485.13	3,090,639.15		2,023,154.02

Net Income/(Loss): (41,446.35)

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Beloit Housing Authority Public Housing Scattered Site Gutter and Soffit Replacement		
Date:	July 27, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

Awarding contract for gutter and soffit replacement at Beloit Housing Authority Public Housing Scattered Site units.

Key Issues

1. The Beloit Housing Authority (BHA) staff has determined that the replacement of gutters and soffits is necessary at six Public Housing Phase 2 Scattered Site units.
2. The BHA solicited proposals from gutter and soffit contractors to provide the necessary services at its Phase 2 Scattered Site units.
3. One bid was received from Hillison’s Seamless Gutters for \$73,625; which was found to be consistent with BHA’s independent cost estimate.
4. The BHA had allocated \$70,000 in its 2022 Capital Fund budget for gutter replacement. The remainder of the contract costs will be paid from Phase 2 Replacement Reserves, pending the approval of National Equity Fund (NEF).
5. BHA staff recommends awarding the Public Housing Scattered Site Gutter and Soffit Replacement contract to Hillison’s Seamless Gutters.
6. The total contract price of \$80,988 includes a 10 percent construction contingency.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

\$70,000 was allocated in BHA’s 2022 CFP budget, the remainder will be paid from Phase 2 Replacement Reserves.

Attachments

Resolution 2022-08 and listing of Scattered Site gutter and soffit replacement bids

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-08

AWARDING CONTRACT FOR GUTTER AND SOFFIT REPLACEMENT SERVICES FOR BELOIT HOUSING AUTHORITY PUBLIC HOUSING PHASE 2 SCATTERED SITE UNITS

WHEREAS, the Beloit Housing Authority (BHA) has determined that the replacement of gutters and soffits is necessary at six Public Housing Phase 2 Scattered Site units; and

WHEREAS, the BHA solicited proposals from contractors to provide the necessary services at its Public Housing Scattered Site units; and

WHEREAS, requests for bids for the replacement of gutters and soffits at Public Housing Scattered Site units resulted in one bid being submitted in the amount of \$73,625 from Hillison’s Seamless Gutters; and

WHEREAS, the BHA had budgeted \$70,000 of its 2022 Capital Funds towards the replacement of Phase 2 Scattered Site gutters and soffits, with the remainder of the contract cost to be paid from Phase 2 Replacement Reserves pending the approval of National Equity Fund;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners award the contract for gutter and soffit replacement services at Beloit Housing Authority’s Public Housing Scattered Site units to Hillison’s Seamless Gutters in the amount of \$80,988, and that the Executive Director is authorized to execute a contract and any and all documents related to the Scattered Site gutter and soffit replacement.

Adopted this 27th day of July, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	Beloit Housing Authority Public Housing Phase 1 Roof Replacement		
Date:	July 27, 2022		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

Awarding contract for roof replacement at Beloit Housing Authority Public Housing Phase 1 units.

Key Issues

1. The Beloit Housing Authority (BHA) staff has determined that the replacement of roofs is necessary at seven Public Housing Phase 1 units.
2. The BHA solicited proposals from roofing contractors to provide the necessary services at its Public Housing Phase 1 units.
3. Three bids were received as follows:
 - Buckshot General Contracting - \$73,380
 - C.P.R. Roofing, Inc. - \$92,650
 - H.C Anderson Roofing Co., Inc. - \$126,206
4. The BHA has allocated \$100,000 in its 2022 Capital Fund budget for Phase 1 roof replacement.
5. BHA staff recommends awarding the Public Housing Phase 1 roof replacement contract to Buckshot General Contracting.
6. The total contract price of \$80,718 includes a 10 percent construction contingency.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

\$100,000 was allocated in BHA's 2022 CFP budget for Phase 1 roof replacement.

Attachments

Resolution 2022-09

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2022-09

**AWARDING CONTRACT FOR ROOF REPLACEMENT SERVICES FOR BELOIT HOUSING
AUTHORITY PUBLIC HOUSING PHASE 1 UNITS**

WHEREAS, the Beloit Housing Authority (BHA) has determined that the replacement of roofs is necessary at seven Public Housing Phase 1 units; and

WHEREAS, the BHA solicited proposals from contractors to provide the necessary services at its Public Housing Phase 1 units; and

WHEREAS, three bids for the replacement of roofs at Public Housing Phase 1 units were submitted, with the lowest in the amount of \$73,380 from Buckshot General Contracting;

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners awards the contract for Public Housing Phase 1 roof replacement services to Buckshot General Contracting in the amount of \$80,718, and that the Executive Director is authorized to execute a contract and any and all documents related to the Public Housing Phase 1 roof replacement.

Adopted this 27th day of July, 2022

Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	Consideration of Resolution 2022-10, Approving the 2022 Substantial Amendment to the 2019, 2020, 2021 and 2022 CDBG Annual Action Plans and Budgets		
Date:	July 27, 2022		
Presenter:	Teri Downing	Division:	Community & Housing Services

Overview/Background Information

On May 18, 2020, City Council approved the Amended Annual Action Plan and Budget for the 2019 Community Development Block Grant (CDBG) and CARES Act funds. As of 2022, there are funds remaining from the 2019 Merrill Community Center Improvements Activity in the sum of \$1,150.23. Additionally, there are funds remaining from the 2015 Housing Rehab Loan Program in the sum of \$6,413.86, 2020 CDBG CV1 Mortgage Assistance Activity in the sum of \$20,000, 2020 CDBG CV1 Program Administration in the sum of \$76,708, and the 2021 CDBG CV3 Mortgage Assistance Program in the sum of \$25,000. As a repurposing of funds will result in a change of greater than 20%, the City's Public Participation Plan requires a Substantial Amendment to the 2019, 2020, 2021 and 2022 Annual Action Plans and Budgets.

The CARES Act funding may only be used to respond, prevent, or prepare for COVID-19. The reallocation of these funds must also meet the goals and strategies outlined in the respective Annual Action Plan. A change of use outside of what was submitted to Housing and Urban Development Department (HUD) also requires an amendment.

Key Issues

- The proposed changes in the budget are outline in the table below:

Activity Name	Funds Remaining	Program Year of Funds	Proposed Reprogrammed Use
Housing Rehab Loan Program	\$ 6,413.86	2015	PY2022 Housing Rehab Loan Program
Merrill Community Center Improvements	\$ 1,150.23	2019	PY2021 Merrill Neighborhood Clean-up
Mortgage Assistance	\$ 20,000.00	2020 CV1	PY2022 Public Services <ul style="list-style-type: none"> ➤ \$10,000 to Beloit Meals on Wheels – Home Delivered Meals ➤ \$10,000 to ECHO – Rent/Utility Assistance
City of Beloit Program Admin	\$ 76,708.00	2020 CV1	\$35,000 for PY2022 Special Economic Development Activities \$13,708 for PY2022 Housing Rehab Loan Program \$28,000 for PY2022 Public Services <ul style="list-style-type: none"> ➤ \$10,000 to HealthNet – Medical Services for Uninsured Residents ➤ \$10,000 to Salvation Army – Supportive Services

			➤ \$8,000 to ECHO – Rent/Utility Assistance in NRSA Neighborhoods
Mortgage Assistance	\$ 25,000.00	2021 CV3	\$15,000 for PY2022 Special Economic Development Activities \$10,000 for PY2022 Public Services ➤ \$10,000 to Family Promise of Greater Beloit – Emergency Shelter for Homeless Families
TOTAL FUNDS TO BE REPROGRAMMED	\$ 129,272.09		

- All changes to the 2019, 2020, 2021 and 2022 CDBG Budget will be reflected in the Annual Action Plan Narratives.
- The 2019, 2020, 2021 and 2022 Amended Annual Action Plans and CDBG Budgets will be available for 30-day public review and comment period from July 28, 2022 – August 28, 2022. There will be a public hearing at City Council on August 15, 2022. City Council will take action on the proposed Substantial Amendments to the Annual Action Plans and Budgets on September 6, 2022.

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

This request complies with Social Sustainability by allowing the City Council to reprogram funds to best serve community needs and promote the well-being of residents. The recommended reprogrammed uses to support public service and housing rehabilitation activities will help to create safe and health neighborhoods and prevent negative health outcomes.

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

Reprogramming of CDBG funds as proposed will allow the City to fund the highest priority needs with the CDBG grant dollars.

Attachments

Resolution 2022-10, Approving the Community Development Block Grant (CDBG) Substantial Amendment to the 2019, 2020, 2021 and 2022 Annual Action Plans and CDBG Budgets

RESOLUTION 2022-10
Approving the 2022 Community Development Block Grant (CDBG) Substantial Amendment to the 2019, 2020, 2021 and 2022 Annual Action Plans and CDBG Budgets

WHEREAS, the City of Beloit will be reallocating 2015 Community Development Block Grant (CDBG) funds to eligible projects in 2022, and

WHEREAS, the City of Beloit will be reallocating 2019 Community Development Block Grant (CDBG) funds to eligible projects in 2021, and

WHEREAS, the City of Beloit will be reallocating 2020 Community Development Block Grant - CARES(CDBG-CV1) funds to eligible CARES projects in 2022, and

WHEREAS, the City of Beloit will be reallocating 2021 Community Development Block Grant - CARES(CDBG-CV3) funds to eligible CARES projects in 2022, and

WHEREAS, the City's CDBG Citizen Participation Plan requires a substantial amendment for any modification of the approved budget exceeding 20%.

NOW THEREFORE BE IT RESOLVED, that the Community Development Authority approves and recommends that the City Council of the City of Beloit approve the Community Development Block Grant (CDBG) substantial amendment to the 2019, 2020, 2021 and 2022 Annual Action Plan and CDBG Budgets as outlined in Attachment A.

Adopted this 27th day of July, 2022.

Community Development Authority

Philip Gorman, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director

Attachment A

To CDA RESOLUTION 2022-10

2022 Community Development Block Grant (CDBG) Substantial Amendment to the 2019, 2020, 2021 and 2022 Annual Action Plans and CDBG Budgets

Activity Name	Funds Remaining	Program Year of Funds	Proposed Reprogrammed Use
NeighborWorks Blackhawk Region – Mortgage Assistance	\$20,000	2020 CV1	PY2022 Public Services <ul style="list-style-type: none"> ➤ \$10,000 to Beloit Meals on Wheels – Home Delivered Meals ➤ \$10,000 to ECHO – Rent/Utility Assistance
City of Beloit CV1 Program Admin	\$76,708	2020 CV1	\$35,000 for PY2022 Special Economic Development Activities \$13,708 for PY2022 Housing Rehab Loan Program \$28,000 for PY2022 Public Services <ul style="list-style-type: none"> ➤ \$10,000 to HealthNet – Medical Services for Uninsured Residents ➤ \$10,000 to Salvation Army – Supportive Services ➤ \$8,000 to ECHO – Rent/Utility Assistance in NRSA Neighborhoods
NeighborWorks Blackhawk Region – Mortgage Assistance	\$25,000	2021 CV3	\$15,000 for PY2022 Special Economic Development Activities \$10,000 for PY2022 Public Services <ul style="list-style-type: none"> ➤ \$10,000 to Family Promise of Greater Beloit – Emergency Shelter for Homeless Families
Housing Rehab Loan Program	\$6,413.86	2015	PY2022 Housing Rehab Loan Program
Merrill Community Center Improvements	\$1,150.23	2019	PY2021 Merrill Neighborhood Clean-up (Public Service)
Total:	\$129,272.09		