



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, February 22, 2023

1. CALL TO ORDER AND ROLL CALL
2. MINUTES
 - 2.a. Consideration of the minutes of the January 25, 2023 Community Development Authority meeting
[Attachment](#)
3. PUBLIC COMMENT
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the January Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of Resolution 2023-01 Approving Beloit Housing Authority's Fiscal Year 2022 Section Eight Management Assessment Program (SEMAP) Submission (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss
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, January 25, 2023

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 25, 2023 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 4:48 p.m. Councilor Forbeck and Commissioner Hartke attended in person. Councilor Leavy was present via telephone and arrived in person at 4:55 p.m. Commissioner Rodriguez was absent.

2. ELECTION OF OFFICERS

2.a. Election of Chairperson

Motion to nominate Chairperson Philip Gorman by Councilor Leavy and seconded by Councilor Forbeck. Motion was approved, voice vote (4-0).

2.b. Election of Vice-Chairperson

Motion to nominate Commissioner Hartke as Vice-Chairperson by Chairperson Philip Gorman and seconded by Councilor Leavy. Motion was approved, voice vote (4-0).

3. MINUTES

3.a. Consideration of the minutes of the December 14, 2022 Community Development Authority meeting

Motion to approve was made by Councilor Forbeck and seconded by Commissioner Hartke. Motion was approved, voice vote (4-0).

4. PUBLIC COMMENT

No public comments were submitted.

5. BELOIT HOUSING AUTHORITY

5.a. Presentation of The December 2022

The December Activity Report was presented by Julie Christensen, Community Development Director.

5.b. Presentation of the September-November 2022 Financial Report

The September-November Financial Report was presented by Julie Christensen, Community Development Director.

6. COMMUNITY AND HOUSING SERVICES

6.a. Discussion of the roles and responsibilities of the Community Development Authority for the American Rescue Plan (ARPA) funds

Teri Downing, Deputy Community Development Director, provided an overview of the American Rescue Plan (ARPA) program. She explained the CDA's role related to this funding. Their role will be similar to their role for Community Development Block Grant funding; however, the presentations will be given to CDA and City Council together at a joint special meeting. Then, CDA will make its recommendation, which will be presented to City Council who will make the final decision on funding.

7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

7.a. Appointment of a CDA member to the Greater Beloit Economic Development Corporation board.

Julie Christensen explained that there is no longer a CDA position on the Greater Beloit Economic Development Corporation. The former director removed the position without notifying the CDA. Therefore, no action was taken.

8. Adjournment

8.a. Motion was made by Councilor Leavy, seconded by Councilor Forbeck to adjourn the meeting at 5:35 p.m. Motion was approved, voice vote (4-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	January Activity Report		
Date:	February 22, 2023		
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 two public housing vacancies. Four annual and seven interim certifications were completed. 12 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

457 vouchers were housed on January 31, 2023, and six port-in vouchers were administered. The Housing Specialists completed 27 annual and 42 interim recertifications during this reporting period. 76 Housing Quality Standards (HQS) inspections were completed.

On January 10th a HUD-contracted Inspector performed Real Estate Assessment Center (REAC) physical inspections at Parker Bluff Apartments and the adjacent nine-unit Townhomes. The properties received scores of 99a and 96b respectively. The purpose of the REAC physical inspections is to ensure that Public Housing Authorities are maintaining their properties according to HUD-defined industry standards to provide decent, safe, and sanitary housing. In addition, the physical inspection scores are one of four criteria that are used to determine BHA's Public Housing Assessment System (PHAS) score.

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

January 2023 Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2023**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 1/31/2023	130 Units	99% Occupancy
Vacancies on 1/31/2023	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	1 Unit	99% Occupancy

Public Housing Inspections

10 annual inspections and two initial inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	4
Interim Recertifications	7
Tenant notices to Vacate *Not due to eviction	2
New Tenants	2
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

Section 8 Program

Total Under Lease on 1/31/2023	457 Vouchers
Total Portable Vouchers Paid	0 Vouchers
Total Port Out*	0 Vouchers
Total Port In*	6 Vouchers
December HCV HAP Funds Received	\$249,669
December HCV HAP Funds Expended	\$244,650
Current Per Unit Cost (PUC)	\$535

* 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 43 annual inspections, 25 reinspections, six initial, and two special inspections during this reporting period.

Section 8 Activities

New Participants	1
Annual Recertifications	27
Interim Recertifications	42
Abatements	4
Unit Transfers	5
Possible Program Violations	0
End of Program	5
Port Ins	0
Port Outs	3

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	156
Public Housing West	150
Parker Bluff	334
Section 8 Program	500

Family Self-Sufficiency Participants

Section 8 – 21

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	Approval of the FYE 12/31/2022 Section 8 Management Assessment Program (SEMAP) Submission		
Date:	February 22, 2023		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program (SEMAP) report.

Key Issues

1. HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program (SEMAP) report.
2. SEMAP measures fourteen (14) key indicators of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, Housing Quality Standards compliance, Family Self-Sufficiency participation, and Deconcentration monitoring.
3. The Beloit Housing Authority has completed the SEMAP certification report to accurately indicate the management of the Section 8 program in FYE 12/31/22.

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

N/A

Attachments

Resolution 2023-01 and SEMAP Certification Report

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2023-01

**APPROVING THE FYE 12/31/2022 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
(SEMAP) REPORT FOR THE BELOIT HOUSING AUTHORITY**

WHEREAS, the Department of Housing and Urban Development (HUD) requires all public housing agencies to submit an annual management report for the Section 8 program; and

WHEREAS, the Section 8 Management Assessment Program report has been reviewed and discussed by the CDA.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does hereby approve the Beloit Housing Authority's FYE 12/31/2022 SEMAP report and authorizes the BHA Director to submit the report to HUD via PIC online systems.

Adopted this 22nd day of February, 2023

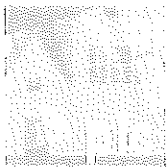
Community Development Authority

Philip Gorman, Chairperson

Attest:

Julie Christensen, Executive Director

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Clinton Cole (MNT813) PIC Main SEMAP Logoff

Table with columns: Assessment Profile, Reports, Submission, List, Summary, Certification, Profile, Comments. Row 1: Field Office: 51PH MILWAUKEE PROGRAM CENTER. Row 2: Housing Agency: WI064 BELOIT HOUSING AUTHORITY. Row 3: PHA Fiscal Year End: 12/31/2022.

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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

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

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

Performance Indicators

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

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

PHA Response [radio] Yes [radio] No

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

PHA Response [radio] Yes [radio] No

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

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

PHA Response [radio] Yes [radio] No

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

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

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

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

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

4 Utility Allowance Schedule (24 CFR 982.517)

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

PHA Response Yes No

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

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

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

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

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

7 Expanding Housing Opportunities.

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

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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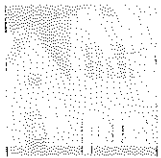
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Assessment Profile

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Clinton Cole (MNT813) PIC Main

Field Office: 5IPH MILWAUKEE PROGRAM CENTER
Housing Agency: WI064 БЕЛОIT HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2022

SEMAP

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SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

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

PHA Response Yes No

FMR Area Name Rock Co., WI

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR 748 1-BR FMR 773 2-BR FMR 1017 3-BR FMR 1360 4-BR FMR 1433
PS 822 PS 850 PS 1118 PS 1496 PS 1576

Save Add Delete

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

9 Timely Annual Reexaminations(24 CFR 5.617)

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

PHA Response Yes No

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

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

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response Yes No

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

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

PHA Response Yes No

13 Lease-Up

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

PHA Response Yes No

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

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

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

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

b. Number of FSS families currently enrolled

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

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

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

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

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

15 Deconcentration Bonus

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

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

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

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

PHA Response Yes No

Deconcentration Addendum

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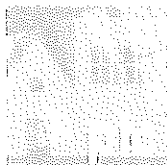
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Clinton Cole (MNT813)

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Field Office: 5IPH MILWAUKEE PROGRAM CENTER
Housing Agency: WI064 БЕЛОIT HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2022

SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 2/13/2023

PHA Name

BELOIT HOUSING AUTHORITY

Principal Operating Area of PHA

Beloit, Wisconsin

(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area

23

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, the PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

1 a Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.

143

b Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.

181

c Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end the last PHA FY (line a divided by line b).

79

Is line c 50% or more? Yes No

2

a Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.

b Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.

c Number of Section 8 families with children who moved during the last completed PHA FY

d Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

3

a Percent of all Section 8 families with children that residing in low poverty census tracts in the PHAs principle operating area at the end of the second to last completed PHA FY.

b Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.

c Number of Section 8 families with children who moved during the last two completed PHA FYs.

d Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

if one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points. See instructions above concerning bonus points for State and regional PHAs.

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