

*** All present are expected to conduct themselves in accordance with our City's Core Values ***



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the **Community Development Authority** of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:

Date/Time:

Location:

Members:

COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU

Tuesday, January 23, 2024 at 12:00 pm

550 E Thomas Street, Wausau, Wisconsin 54403

Sarah Napgezok (C), David Welles, John Wagman, Patrick Gosz, Carol Lukens, Chad Henke, Rachael Hass

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to Order
2. Approval of Minutes from 12/12/2023
3. Discussion and Possible Action on Resolution 24-001 Section 8 Management Assessment Program (SEMAP) Certification Submission to the US Department of HUD for FYE 12/31/2023
4. Update on Potential CDA Office Lease and Courtesy Patrol Agreement with Opportunity Inc.
5. Update on Tax Delinquent Property Opportunities
6. Operational Issues & Current Activities

Occupancy Overview

Riverview Towers, LLC 2023 Audit

HUD Voucher Management System (VMS) Review

Adjournment

Sarah Napgezok, Chair

This Notice was posted at City Hall and emailed to the Media on Thursday, January 18, 2023 at 9:30 am. Questions regarding this agenda may be directed to Liz Brodek, Community Development Director at 715-261-6685

Any person wishing to offer public comment who does not appear in person to do so, may e-mail Juli Birkenmeier at juli.birkenmeier@ci.wausau.wi.us with "Community Development Authority Board Meeting Public Comment" in the subject line a minimum of 2 hours prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The message related to agenda items received prior to the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Other Distribution: City Website, Alderpersons, Board Members, Mayor

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

12/12/23

MEMBERS PRESENT: Sarah Napgezok, David Welles, Chad Henke, John Wagman, Patrick Gosz, Rachael Hass

MEMBERS ABSENT: Carol Lukens

OTHERS PRESENT: Liz Brodek, Juli Birkenmeier, Tammy King, Anne Jacobson, Dejan Adzik & Gary Olsen – North Central Health Care, Sara Satterfield – Opportunity Inc., Barbara Betz, Jamie Collins

(1) Call Meeting to Order

Meeting was called to order at 12:00 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 11/13/2023

Welles made a motion to approve the minutes from 11/13/23. Wagman seconded. Motion was approved unanimously.

(3) Discussion and Possible Action on Request of North Central Health Care (NCHC) for approval to assign the NCHC Lease for the CDA office space to Opportunity, Inc.

Napgezok introduced North Central Health Care and Opportunity, Inc. to discuss the request to assign the current lease with NCHC for the office space located in the CDA office. Gary Olsen, NCHC, provided a brief overview of the NCHC residential supportive apartment program in place at Riverview Towers and Riverview Terrace. He stated that these programs were transferred from Counties in 1999 to the private sector with only Langlade County and Marathon County still providing these programs. He furthered that this put them in competition with the private sector and began discussions of transferring the residential supportive apartments to another agency. He explained they pursued Opportunity Inc. as the best option as they are the biggest competitor in the area providing similar services to community members. Olsen explained if Opportunity Inc. was not provided the assignment of the lease with the CDA it would be detrimental to the residents currently receiving these services in the buildings. Olsen furthered that Riverview Towers and Riverview Terrace were the only remaining buildings that had not assigned a lease to Opportunity, Inc. Olsen added that the bulk of the NCHC staff are now employed with Opportunity, Inc.

Sara Satterfield, Opportunity Inc, gave a brief overview of Opportunity Inc and provided a packet of information for the board to review. She stated that one goal of their organization is to keep individuals in their home as long as possible, providing similar services to what the residents are currently receiving at Riverview Towers and Riverview Terrace. She furthered that there has not been a disruption in services with the November 1st transition from NCHC care providers to Opportunity Inc.

Wagman questioned how the lease for the office space would support her services. Satterfield stated that due to her staff being at the building 24 hours a day, 7 days a week it served as a home

base for the staff when they were not with a client. Satterfield went on to state that she does not require the office space and would be able to continue to provide services to the residents without it. She noted the drawback would be that her staff would not have a place to go when they are not with residents as well as to complete paperwork that is needed. Napgezok questioned the average number of staff utilizing the office. Satterfield stated that there are 3-4 per shift during the daytime hours and one person during the overnight hours. Napgezok questioned how close their corporate office building was. Satterfield stated that the corporate office is located on River Drive which is approximately ½ mile from the CDA office. Brodek questioned if the corporate office could be used for the paperwork needs. Satterfield stated that it may work but they would look at using a different site. She furthered that having employees go off site would affect the level of care and response time. Satterfield furthered that there would also be the issue of milage which would be billed to the clients. Welles questioned if it is their intent to continue with 24-hour care. Satterfield stated that they were, and the use of the commercial kitchen space is essential to have the community dining program that is offered seven days a week. Brodek questioned if the meals were prepared off site would the dining area still be able to be utilized. Birkenmeier stated that the dining area could be continued to be utilized by tenants for the evening meal even if the meals are not prepared in the commercial kitchen. Brodek asked if the cares are arranged by a schedule or on a call basis. Satterfield stated that Opportunity Inc. works under the community supportive living model which would be flexible and scheduled supports dependent on the client needs. Brodek asked if most hours are scheduled or non-scheduled. Satterfield stated both. Brodek questioned if there is a percentage that could be given, and Satterfield stated that depending on the day it could vary. Birkenmeier questioned what happens when they do not have staff for the overnight shift. Satterfield stated that the keys would be given to the person on call which may be off site. Brodek asked if there were other agencies that provide services in our building and how does that work. Birkenmeier stated that there are other agencies however tenants provide a keycard to the provider to gain entrance into the building and then would utilize the keyless entry to enter the client apartment.

(4) Discussion and Possible Action Regarding Termination or Assignment of Courtesy Patrol Agreement between NCHC and CDA for Riverview Terrace

Birkenmeier provided an overview of the Riverview Terrace Courtesy Patrol Agreement. Olsen stated that he believes that they are the only entity that provides overnight care, so it made sense for them to help with the courtesy patrol. Birkenmeier clarified that this service was in exchange for the use of the office at Riverview Terrace.

Wagman motioned to go into closed session, Welles second. Roll call vote 6-0.

Closed session proceedings.

(5) CLOSED SESSION: Pursuant to s. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session, relating to request from NCHC to assign its lease with the Community Development Authority for office space to Opportunity, Inc. and assign or terminate its Courtesy Patrol Agreement with the Community Development Authority.

(6) RECONVENE into open session to take action on closed sessions items, if necessary

Henke motioned to go into open session, Welles second. Motion was approved unanimously.

Napgezek opened the floor for discussion and possible action on request of North Central Health Care (NCHC) for approval to assign the NCHC Lease for the CDA office space to Opportunity, Inc.

Wagman moved for the WCDA to terminate the lease with NCHC effective January 31, 2024, and directed staff to engage in conversation with Opportunity, Inc. as to the actual needs for the space. Hass second. Motion was approved unanimously.

Napgezek opened the floor for discussion and possible action regarding termination or assignment of the Courtesy Patrol Agreement between NCHC and the CDA for Riverview Terrace.

Wagman moved for the WCDA to terminate the Courtesy Patrol Agreement with NCHC effective January 31, 2024, and directed staff to engage in conversation with Opportunity, Inc. regarding this agreement. Hass second. Motion was approved unanimously.

(7) Finance Committee Report

Gosz provided his Chair report from the November 9, 2023, Finance Committee meeting and reviewed the WCDA's investment sheet as of September 30, 2023. Gosz made a note that all accounts are earning an interest rate over 4% which has remained consistent through 2023.

Gosz then reviewed the Capital Funds Program (CFP) grant stating that the 2022 grant has been fully disbursed. He reported that the 2023 grant of \$100,779 currently has an obligation balance of \$29,681.62 with a disbursement balance of \$72,247.38. He noted that \$71,097.38 was used for the remainder of the Bopf Street roof project as well as tree removal at some of the scattered sites properties.

Gosz then reviewed the third quarter financial statements and summaries for the WCDA's budgeted programs as well as the financial statements and summaries for Riverview Towers LLC., and further reviewed the items of note contained in his report.

Gosz gave an overview of the 2024 budgets for Riverview Towers LLC, Public Housing, Riverview Terrace and Housing Choice Voucher. Birkenmeier made note that the CDA salary allocation variances will need to be adjusted at the end of the year. Birkenmeier stated that the Finance Committee did approve all budgets for full board approval.

(8) Consideration and Possible Action on 2024 Riverview Towers, LLC Program Budget

Birkenmeier reviewed the 2024 Riverview Towers budget. She briefly mentioned any budget line items of importance. Birkenmeier stated that she did adjust the property and liability insurance after the finance committee meeting due to significant increases. Hass moved to approve the 2024 Riverview Towers LLC budget. Wagman seconded. Motion was approved unanimously.

(9) Consideration and Possible Action on Resolution #23-006 – 2024 Public Housing Program Budget

Birkenmeier stated that the Public Housing budget is the only budget that HUD requires a board resolution. She explained any budget line items of importance which were similar to the adjustments for Riverview Towers. Henke moved to approve Resolution 23-006. Hass seconded. Roll call vote 6-0.

(10) Consideration and Possible Action on 2024 Riverview Terrace Program Budget

Birkenmeier reviewed the 2024 Riverview Terrace Budget noting adjustments made to budget line items. She again explained any budget line items of importance and the adjustments made. Wagman moved to approve the 2024 Riverview Terrace budget. Gosz seconded. Motion was approved unanimously.

(11) Consideration and Possible Action on 2024 Housing Choice Voucher (HCV) Program Budget

Birkenmeier reviewed the 2024 Housing Choice Voucher Program Budget, noting budget line items of importance. Henke moved to approve the 2024 Housing Choice Voucher Program budget. Welles seconded. Motion was approved unanimously.

(12) Consideration and Possible Action on Resolution #23-007 Doubtful Accounts for the Public Housing Program

Birkenmeier presented Resolution 23-007 reflecting two Public Housing doubtful accounts totaling \$1,735.29 and sought board approval to have the balance written off for 2023. She stated that staff will make continued efforts to collect the outstanding balance via tax intercepts. Wagman moved to approve Resolution 23-007. Haas seconded the motion. Roll call vote 6-0.

(13) Consideration and Possible Action on Resolution #23-008 Doubtful Accounts for Riverview Towers LLC

Birkenmeier presented Resolution 23-008 reflecting two Riverview Towers LLC doubtful accounts totaling \$928.71 and sought board approval to have the balance written off for 2023. She reiterated that staff would make continued efforts to collect outstanding balances via tax intercept. Henke moved to approve Resolution 23-008. Welles seconded the motion. Roll call vote 6-0.

(14) Consideration and Possible Action on Resolution #23-009 Administrative Plan (Admin Plan) Update – Housing Choice Voucher Program

Betz gave a brief overview of the revisions made to the Administrative Plan (Admin Plan), which is applicable to the operation of its Voucher Programs. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Wagman moved to approve Resolution #23-009. Hass seconded. Roll call vote 6-0.

(15) Consideration and Possible Action on Resolution #23-010 Admission and Continued Occupancy Policy (ACOP) – Public Housing Program

King gave a brief overview of the revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Wagman moved to approve Resolution #23-010. Hass seconded. Roll call vote 6-0.

(16) Operational Issues & Current Activities

Occupancy Overview - Birkenmeier reported 99% occupancy at Riverview Towers, 98% at Riverview Terrace, 100% at the Scattered Sites, and that staff is currently administering 298 Housing Choice Vouchers.

Fulton Street Update - Birkenmeier provided an update on the transfer of 703 Fulton Street from Community Development Department to the CDA effective January 1, 2024. She reported that maintenance has completed inspections of the units, and any necessary repairs were in process of completion. She furthered the necessary transfer documents were with the City Attorney and would be signed prior to year-end.

The Landmark apartments – Project-based Voucher Update - Birkenmeier reported that the environmental review for the Landmark Apartments was approved by HUD. She noted that staff has communicated with Gorman & Co to schedule the HQS inspections of the eight set units within the building. She furthered that staff was hoping to have the HAP contract in place by January 1st but is estimating this will be completed within the first quarter of 2024.

CDA Staffing Update - Birkenmeier introduced Jamie Collins as the WCDA's new Occupancy Specialist. She furthered Collin's previously worked for North Central Health Care and felt she will be an excellent fit for the WCDA and this position.

Adjournment

Respectfully Submitted,

Sarah Napgezek
Chairperson

RESOLUTION NUMBER 24-001

**SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM
(SEMAP) SUBMISSION TO US DEPT OF HUD**

WHEREAS, the Wausau Community Development Authority (WCDA) is a Public Housing Agency within the City of Wausau that administers a Section 8 Housing Choice Voucher Program; and

WHEREAS, the US Department of Housing and Urban Development (HUD) has established the Section Eight Management Assessment Program (SEMAP) for the purpose of measuring the annual performance of public housing agencies (PHAs) that administer the Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively; and

WHEREAS, the WCDA has compiled Section 8 Housing Choice Voucher Program data as required for the annual submission to the US Department of Housing and Urban Development; and

NOW THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission hereby adopts Resolution 24-001 approving the submission of the annual SEMAP certification to HUD for Fiscal Year ending December 31, 2023.

AYES _____ NAYS _____

Approved Date _____

Community Development Authority
Of the City of Wausau

Sarah Napgezek
Chairperson

Elizabeth Brodek
Director

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

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.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

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

Performance Indicators

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

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

PHA Response Yes No

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

PHA Response Yes No

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

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

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows 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 shows 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 allowance 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 Inspections. (24 CFR 982.405(b))

A 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 a 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 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

8. Payment Standards. 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

Enter current FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

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, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. 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. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (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.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

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

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)

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

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

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 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 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 FYs 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** **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(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 _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a 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.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ 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 of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area 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 residing in low poverty census tracts in the PHA's principal 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 mover 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.

Juli Birkenmeier

From: Sara Satterfield <saras@oppincwi.org>
Sent: Monday, January 15, 2024 2:40 PM
To: Juli Birkenmeier; Liz Brodek
Cc: Emily Plowman
Subject: [EXTERNAL] Office Space and Kitchen

Hello Juli & Liz!

After discussing the office space and the kitchen/supper program further, Opportunity Inc. feels we would be able to meet the residents care, support and supervision needs *without* continuing the lease for either space. In other words, we will no longer need the use of the kitchen space and no longer need the use of the office space previously rented by NCHC after January 31st, 2024.

We will be able to meet the needs of the clients, both socially and their care needs successfully without these spaces. Our staff, particularly on the overnight shift, will use the common area or dining area for down time between their clients. We will get badges for those staff so they can be easily identified. The staff are also in agreement that a key card to the buildings will work fine.

I think this sums up our discussion, in a nutshell. Please let me know if this is sufficient or if you have any questions!

Thanks much!

Sara Satterfield

Executive Director
Opportunity Inc.
715-432-7601

www.facebook.com/connectionsatoppinc

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2023 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	97%	77%	100%	278
February	97%	83%	100%	283
March	97%	94%	100%	288
April	96%	94%	100%	296
May	99%	94%	100%	300
June	98%	97%	97%	303
July	99%	97%	97%	311
August	98%	97%	97%	307
September	99%	100%	97%	306
October	99%	97%	100%	301
November	98%	98%	100%	299
December	99%	98%	100%	298

2024 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	98%	100%	100%	297
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Juli Birkenmeier

From: Rodriguez, Rudy <Rudy.Rodriguez@hud.gov>
Sent: Tuesday, January 9, 2024 11:13 AM
To: Liz Brodek; Juli Birkenmeier; Tamara King
Cc: Wong, Shirley; Burnes, June E; Hausheer, Cathleen K
Subject: [EXTERNAL] Wausau Community Development Authority (WI031 - VMS Remote Review
Attachments: Wausau Community Development Authority (WI031 - VMS Review Questionnaire.docx



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division

January 9, 2024

Ms. Elizabeth Brodek
Executive Director
Wausau Community Development Authority
550 E. Thomas Street
Wausau, WI 54403

Dear Ms. Brodek:

The *Wausau Community Development Authority (WI031)* has been selected for a Voucher Management System (VMS) data validation review. The review will be conducted by the Department of Housing and Urban Development (HUD), Office of Public and Indian Housing, Quality Assurance Division (QAD). The primary purpose of this review will be to validate the Unit Months Leased (UML) and Housing Assistance Payments (HAP) recorded in VMS for **December 1, 2022, through November 30, 2023**. The data to be reviewed will be downloaded from VMS as of **January 31, 2024**. Please enter all prior month corrections (PMC) to VMS prior to this date. If PMCs are not made prior to the VMS download, please be prepared to provide source documentation for all subsequent adjustments.

During the review, QAD will be available to provide technical assistance and guidance related to VMS reporting. All VMS line items that contribute to Total HAP and UML will be reviewed, in addition to the following fields where applicable:

- New This Month (Homeownership)
- Enhanced Vouchers
- Vouchers Under Lease on the Last Day of the Month
- Vouchers Issued but not Under HAP as of the Last Day of the Month
- Housing Stability Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the Month

- Portable Units Administered UML and HAP
- Project Based Voucher Categories
- Fraud Recovery
- FSS Escrow Forfeitures

At the review’s conclusion, we will conduct an Exit Conference to discuss the results of the review with you and/or your staff via telephone or Microsoft Teams. Please note that all provided documentation will be deleted at the review’s conclusion unless findings exist. Within 45 days of the review conclusion, you will receive a report detailing the results of our review and any required corrective actions. Please be advised that any variance discovered during the review exceeding the twelve-month average tolerance of 3%, will automatically result in a “Finding” and potentially the recommendation for an onsite VMS review.

Please send any supporting documentation for the data submitted to VMS for the review period. Information should be sent electronically in Excel (preferred format), PDF or Word format. The QAD utilizes Microsoft “SharePoint 365” as a tool for PHA’s to provide source documentation in a secure manner (a link will be provided separately via email). Documents uploaded via the secure SharePoint 365 link meet Personally Identifiable Information (PII) protection requirements and therefore do not need to be redacted. If submitted documents are in a different format, privacy information or PII that can be linked to a specific person, must be protected – such as name, social security number, date of birth, etc. **If your documents contain such information that is not easily redacted and the PHA is not able to use SharePoint 365, please contact me to arrange encryption standards that are acceptable to HUD security policies.**

Please provide this information no later than 01/31/2024.

Possible Source Documents for VMS Remote Review

When applicable, the PHA should provide **any and all** types of source documentation the staff use to gather VMS data.

The following list is **not** all inclusive but may be used as a guide of possible source documentation:

- PHA Chart of Accounts
- All source documents, off-line or system generated reports, used to support VMS data entry
- Monthly Utilization Reports (for all voucher types); or the system generated report showing all vouchers under lease during the review period.
- Monthly financial Records (General Ledger detail, Subsidiary Ledgers, Trial Balances, Income Statements, Balance Sheets, Check Registers, etc.).
- Housing Assistance Payment (HAP) Registers.
- FSS Escrow Deposit Reports:
- Source documentation should clearly show any FSS Escrow Forfeitures if applicable.
- All Project Based HAP and AHAP contracts. (Including Exhibit A)

Failure to provide source documents supporting VMS data entry may result in questioned validity. The 24 CFR §982.158 requires that “the PHA must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit”. Based on the quality of information contained in the resource documents, additional information or clarification may be requested.

Lastly, please provide answers to the attached *VMS Review Questionnaire* as it will help us understand how the PHA functions.

Thank you in advance for your help in this matter and if you have any questions, please email me.

Sincerely,

Rudy Rodriguez

Program Analyst

Quality Assurance Division

U.S. Department of Housing and Urban Development

Rudy.Rodriguez@hud.gov

cc: Shirley Wong, Director, Office of Public & Indian Housing, Milwaukee
June Burnes, Division Director, Financial Management Center
Cat Hausheer, Supervisory Program Analyst, Quality Assurance Division

Attachment