

*** 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: **COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU**
Date/Time: **Tuesday, January 24, 2023 at 12:00 pm**
Location: **550 E Thomas Street, Wausau, Wisconsin 54403**
Members: **Andy Witt (C), Sarah Nagezek, David Welles, John Wagman, 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 11/22/2022
3. Introductions and Welcome to new CDA Commissioner and CDA Administrative Assistant
4. Discussion and Possible Action on Conveying 144 W Washington Street Parcel to the City of Wausau (Property behind the Marathon County Public Library)
5. Discussion and Possible Action on Resolution 23-001 Section 8 Management Assessment Program (SEMAP) Certification Submission to the US Department of HUD for FYE 12/31/2022
6. Riverview Terrace Transition Update
7. Operational Issues & Current Activities
 - Occupancy Overview
 - HUD REAC Inspection - PH Scattered Sites
 - Riverview Towers LLC 2022 Audit
 - HUD Rent Reasonableness Review/Audit
 - NEF LIHTC Tenant File Review - Riverview Towers LLC

Adjournment

Andy Witt, Chair

This Notice was posted at City Hall and emailed to the Media on Thursday, January 19, 2023 at 12:00 pm. 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 Betty Noel at betty.noel@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

11/22/22

MEMBERS PRESENT: Andy Witt, Sarah Napgezek, David Welles, John Wagman

MEMBERS ABSENT: Sarah Watson, Chad Henke, Rachael Hass

OTHERS PRESENT: Liz Brodek, Juli Birkenmeier, Tammy King, Betty Noel

(1) Call Meeting to Order

Meeting was called to order at 8:01 am at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 09/27/2022

Welles made a motion to approve the minutes from 09/27/22. Napgezek seconded. Motion was approved unanimously.

(3) Consideration and Possible Action on Resolution #22-005 – Admissions and Continued Occupancy Policy (ACOP) Update – 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 the WCDA's Public Housing Program. She reiterated the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current and compliant with HUD regulations. Napgezek moved to approve Resolution 22-005. Wagman seconded. Motion carried on a roll call vote 4-0.

(4) Finance Committee Report

Witt provided his Chair report from the November 9, 2022, Finance Committee meeting and reviewed the WCDA's investment balances as of September 30, 2022.

He reviewed the 2022 Capital Fund Program (CFP) grant summary, reporting a disbursement balance of \$85,421.52 which is earmarked for consultant fees, tree, parking lot and driveway maintenance, overhead garage door replacements, and finally, a 2023 roof replacement at 1901 Bopf Street.

Witt 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.

And lastly, he gave an overview of the 2023 budgets for Riverview Towers LLC, Public Housing, Riverview Terrace and Housing Choice Voucher, explaining budget line item adjustments made by Noel. He concluded by stating that the Committee approved the 2023 budgets for presentation and approval by the full commission.

(5) Consideration and Possible Action on 2023 Riverview Towers, LLC Program Budget

Noel reviewed the 2023 Riverview Towers budget. She briefly reviewed budget line items of importance and sought further questions or approval. Welles moved to approve the 2023 Riverview Towers LLC budget. Napgezek seconded. Motion was approved unanimously.

(6) Consideration and Possible Action on Resolution #22-006 – 2023 Public Housing Budget

Noel reiterated that the Public Housing budget also requires a board resolution. She explained similar budget line items of importance and sought further questions or approval from the board. Welles moved to approve Resolution 22-006. Napgezek seconded. Motion carried on a roll call vote 4-0.

(7) Consideration and Possible Action on 2023 Riverview Terrace Budget

Noel reviewed the 2023 Riverview Terrace Budget, again, noting any outstanding adjustments made to budget line items. She noted that the 2023 budget will be the initial budget for Riverview Terrace independent living apartments. Napgezek moved to approve the 2023 Riverview Terrace budget. Welles seconded. Motion was approved unanimously.

(8) Consideration and Possible Action on 2023 Housing Choice Voucher (HCV) Program Budget

Noel reviewed the 2023 Housing Choice Voucher Program Budget highlighting budget line items of importance. Napgezek moved to approve the 2023 Housing Choice Voucher Program budget. Wagman seconded. Motion was approved unanimously.

(9) Consideration and Possible Action on Resolution #22-007 – 2022 Doubtful Accounts for the HCV Program

Noel presented Resolution 22-007 reflecting one HCV doubtful account in the amount of \$970 and sought board approval to have the balance written off for 2022. She added that staff will make continued efforts to collect outstanding balance via tax intercepts. Welles moved to approve Resolution 22-007. Napgezek seconded the motion. Roll call vote 4-0.

(10) Consideration and Possible Action on Resolution #22-008 – 2022 Doubtful Accounts for the Public Housing Program

Noel presented Resolution 22-008 reflecting two Public Housing doubtful accounts totaling \$855.80 and sought board approval to have the balance written off for 2022. She again stated that staff will make continued efforts to collect outstanding balance via tax intercepts. Welles moved to approve Resolution 22-008. Wagman seconded the motion. Roll call vote 4-0.

(11) Consideration and Possible Action on Resolution #22-009 – 2022 Doubtful Accounts for Riverview Towers LLC

Noel presented Resolution 22-009 reflecting one Riverview Towers LLC doubtful account in the amount of \$112 and sought board approval to have the balance written off for 2022. She reiterated that staff will make continued efforts to collect on outstanding balances via tax intercept. Napgezek moved to approve Resolution 22-009. Wagman seconded the motion. Roll call Vote 4-0.

(12) Discussion and Possible Action on Hiring Process for the next WCDA Assistant Director upon upcoming retirement of current WCDA Assistant Director

CLOSED SESSION pursuant to 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: relating to the hiring process for the next WCDA Assistant Director upon upcoming retirement of current WCDA Assistant Director

RECONVENE into Open Session to take action on closed session item, if any

Noel informed commissioners that she recently provided her six-month notice of which reflects a retirement date of May 12, 2023. Although not required, Brodek wanted to offer commissioners an opportunity to discuss the hiring process in Closed Session if they chose to. The board elected to remain in Open Session. Brodek have a brief explanation of the City's Human Resources hiring process. She stated that we can chose to post the position internally, within the City, or externally. Brodek said that Noel has been steadfast in cross-training and succession planning for a few years. Welles made a motion recommending an internal hiring process for the Assistant Director position. Wagman seconded. Motion was approved unanimously.

(13) Operational Issues and Current Activities

Occupancy Overview - Noel reported 98% occupancy at Riverview Towers, 72% at Riverview Terrace, 100% at the Scattered Sites and said staff is currently administering 277 monthly Housing Choice Vouchers.

Riverview Terrace Transition Update – Noel reiterated that residents were provided a six-month notice of the planned December 31, 2022 transition of Riverview Terrace to independent living. She reported several of the residents have already entered into contracts with NCHC for continued care plans enabling them to remain in an independent setting at Riverview Terrace. Noel furthered that staff will continue to communicate with residents to ensure a smooth transition.

Adjournment

Respectfully Submitted,

Andy Witt
Chairperson

To: CDA Board, City Finance Committee
From: Liz Brodek, Development Director
Date: January 24, 2023
Re: 144 Washington Street Conveyance from Community Development Authority to City of Wausau



It was recently discovered that a parcel at 144 Washington Street, just behind the library, is owned by the Community Development Authority (CDA). This Board must decide whether to retain that property or convey it to the City of Wausau.

It came to the attention of the Community Development Department in October 2022 that this property is in the CDA's name. CDA staff confirmed that the CDA has not used and will not use this property. Transferring this property to the City will not have any financial impact to the City, beyond what is already being incurred, or the CDA. It is currently held by a tax-exempt entity (the CDA) and will continue to be tax-exempt. The City has been caring for this parcel.

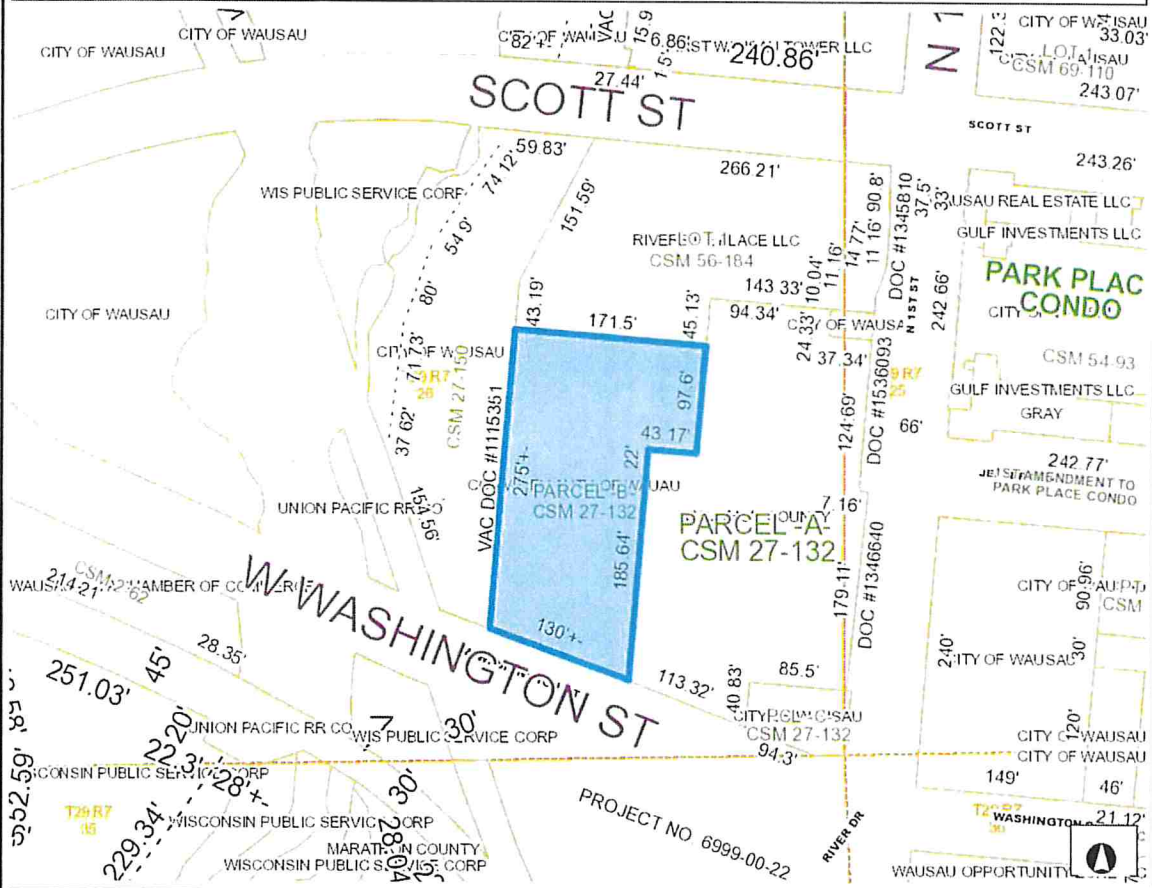
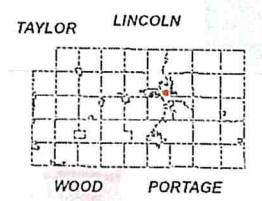
A similar situation was found in December 2021 with the Lincoln Neighborhood Tot Lot for which this Board unanimously recommended conveyance to the City.

The City's current Procurement Policy requires Council approval of real estate purchases where the City is the proposed seller or purchaser. The Council must also accept/approve donations of any kind, so whether or not there is a "sale," this transaction requires Council approval. Upon presumed approval among the CDA Board, it will go to Finance Committee and then the City's Common Council for final conveyance approval.

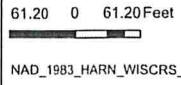
Staff recommends the CDA recommend transfer of its property at 144 Washington Street to the City of Wausau.



Land Information Mapping System



- Legend**
- Road Names
 - Owner Last Names
 - Parcels
 - Parcel Lot Lines
 - Land Hooks
 - Section Lines/Numbers
 - Right Of Ways
 - Named Places
 - Municipalities



DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning. THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

935186

935186 copy
L-68-198
for 935186

DOCUMENT NO.

VOL 541 PAGE 974
WARRANTY DEED

Recording Data

REGISTER'S OFFICE
MARATHON COUNTY, WI
11-06-1990 3:15 PM

BARRY S. LIBMAN and MICHAEL A. LIBMAN d/b/a WASHINGTON STREET ENTERPRISES, a Wisconsin partnership, convey(s) and warrant(s) to COMMUNITY DEVELOPMENT AUTHORITY of the City of Wausau

VOLUME 541 OF MICRO RECORDS PAGE 974
Return to Atty. William Nagel
City Hall REGISTER
Wausau, WI 54401
Patricia F. [Signature]

the following described real estate in Marathon County, State of Wisconsin:

Lot eight (8) in Block four (4); Lot seven (7) in Block three (3); and Lots eight (8) and nine (9) in Block three (3), except the East thirty-five (35) feet thereof, all in the Original Plat of the Village (now City) of Wausau.
AND
That part of Government Lot six (6) in Section twenty-six (26), Township twenty-nine (29) North, Range seven (7) East, lying between the Southerly line of the West 120 feet of Lot 9 in Block 3 and the Northerly line of Washington Street.

Excepting the right of the owner of the East 35 feet of Lots 8 and 9 in Block 3 of the Original Plat of Wausau to use the West 10 feet of the East 45 feet of said Lots 8 and 9 in Block 3 (and extended South to Washington Street) as a private alley in common with the owner of the premises lying West of said alley, as described in Deed recorded in the office of the Register of Deeds for Marathon County, Wisconsin, in Deed Book 129, on page 125.

TRANSFER

\$ 600.00
FFE

This is not homestead property.
(If not)

Exception to warranties; easements, covenants and reservations of record and restrictions imposed by official government maps and ordinances.

Dated this 6th day of November, 19 90.

(SEAL)

[Signature of Barry S. Libman]
BARRY S. LIBMAN

(SEAL)

(SEAL)

[Signature of Michael A. Libman]
MICHAEL A. LIBMAN

(SEAL)

AUTHENTICATION

Signature(s) of Barry S. Libman and Michael A. Libman

authenticated this 6th day of November, 19 90

Konrad T. Tuchscherer

TITLE: MEMBER STATE BAR OF WISCONSIN

(If not authorized by § 706 (6), Wis. State.)

This Instrument Was Drafted By:

THE LAW OFFICE OF
KONRAD T. TUCHSCHERER, S.C.
210 McCLELLAN STREET
P.O. BOX 1186
WAUSAU, WISCONSIN 54402-1186
(716) 842-0807

ACKNOWLEDGMENT

STATE OF WISCONSIN

County, ss. Personally came before me this day of 19 the above named

REC'D FOR RECORDS
TIME 3:15 PM

NOV 8 1990

PATRICK D. BRAATZ
REGISTER OF DEEDS

to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public County, Wis. My Commission is permanent. (If not, state expiration date: 19)

WAUSAU COMMUNITY DEVELOPMENT AUTHORITY MINUTES

Time and Place: The Wausau Community Development Authority met on Wednesday, May 6, 1998 at their office at 550 East Thomas, in the Board Room.

Members Present Christine Freiberg, Aaron Baumgardt, Dick Anklam, Al Shepherd, Ann Jacobson, Nancy Hessert and Vern McGivern.

Others Present: Mayor Lawrence, Mike Morrissey, Executive Director; Casey Sponable, Public Housing Manager; Ann Werth, Community Development Analyst.

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the Wausau Daily Herald in the proper manner.

(1) Called the meeting to order.

Chair Freiberg called the meeting to order at 12:15 p.m.

2) Minutes.

Chair Freiberg asked if everyone read the minutes from the April 7, 1998 meeting. Mr. Shepherd made a motion to approve the minutes from April 7, 1998. The motion was seconded by Mr. McGivern. Motion carried unanimously.

3) Monthly Bills.

Mr. Shepherd moved to approve the monthly bills, seconded by Mr. McGivern. Motion carried unanimously.

4) Vice-Chair Election.

Chair Freiberg stated the Authority needs to elect a Vice-Chair to take over in absence of the Chair. Chair then opened the floor for nominations. Mr. Anklam nominated Ann Jacobson as Vice-Chair, seconded by Mr. Shepherd. Motion carried unanimously. Chair Freiberg requested at this time that each commissioner introduced themselves and give a little background history, the commissioners proceeded.

5) Kannenberg Plaza Site Plan.

Mr. Morrissey informed the commissioners that Kannenberg Plaza has 106 units of Section 8 New Construction and was built in 1979. Morrissey stated what Kannenberg Plaza needs a fire access to the west side of the building. And if the Authority could buy the

land the school owns for \$0.50 a square foot (which is roughly \$9,500) There could be a possibility in the near future that we could build a 12 unit supportive living facility. Morrissey stated the Visiting Nurse Association believes that 12 units would be workable. Mr. Anklam made a motion to direct the staff to proceed with the purchase of property from the school district. Seconded by Ms. Jacobson. Motion carried unanimously.

6) Waterfront Property.

Mr. Morrissey stated in 1989 the Able, Railroad, and McDevco properties were purchased. Morrissey recommended that the Authority give the land back to the City and create a park. The property is not a redevelopment project at this point. Mr. Anklam stated that through the Capitol Improvement Committee, Mr. Dave Koch be directed to look at a parking ramp across from the library. Morrissey stated they are primarily thinking that housing or mixed use could be created on the development adjacent to Scott Street. Mayor Lawrence inquired about HUDs time frame. Morrissey responded there would have to be a public hearing and then go back to the council for a Section 108 amendment. Mr. Baumgardt made a motion to turn the property back to the city for the possibility of green space. Seconded by Mr. Anklam. Motion carried unanimously.

7) Supportive Living Facility.

Mr. Sponable stated the windows are done as of today and they seem to work alright. On the exterior, the paving should be done in the next couple days. The exterior painting should be done shortly which leaves a few items in the interior to be completed. Sponable stated that 18 units out of 24 are occupied and 2 more are filled for the first of June. Hopefully the other 4 will be filled in the near future.

8) Commissioner's Retreat.

Mr. Morrissey suggested that since there are several new commissioners he thought that a retreat would be in order. During this retreat the role of the commissioners and what the Authority does could be discussed such as some long range plan. The commissioners stated the retreat was a good concept and maybe sometime mid-June we could get together. Commissioners agreed to work on a time and date.

9) Retirement Discussion.

Chair Freiberg stated that at the retreat the commissioners that retired should be invited back and recognized for their deeds. All commissioners agreed.

Chair Freiberg questioned the commissioners on the meetings scheduled for June, July and August. Chair suggested that June 3rd, July 9th, and August 5th would be good dates to meet all commissioners agreed.

10) Adjournment. _____

There being no further business to come before the commissioners, Mr. Shepherd made a motion to adjourn. Ms. Jacobson seconded, and the motion was carried unanimously.

Christine Freiberg, Chair

Date

RESOLUTION NUMBER 23-001

**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 23-001 approving the submission of the annual SEMAP certification to HUD for Fiscal Year ending December 31, 2022.

AYES _____ NAYS _____

Approved Date _____

Community Development Authority
Of the City of Wausau

Andy Witt
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 Wausau Community Development Authority	For PHA FY Ending (mm/dd/yyyy) 12/31/2022	Submission Date (mm/dd/yyyy) 02/10/2023
-----------------------------------------------------------	-----------------------------------------------------	---------------------------------------------------

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

- 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

- 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

- 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

- 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

- 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

- 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 <u>557</u>	1-BR FMR <u>637</u>	2-BR FMR <u>838</u>	3-BR FMR <u>1071</u>	4-BR FMR <u>1170</u>
PS <u>600</u>	PS <u>685</u>	PS <u>905</u>	PS <u>1155</u>	PS <u>1260</u>

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) 01/24/2023

Date (mm/dd/yyyy) 01/24/2023

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.

2022 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	97%	94%	100%	265
February	97%	88%	97%	262
March	97%	91%	95%	263
April	97%	88%	100%	265
May	98%	88%	100%	260
June	97%	91%	100%	266
July	97%	86%	100%	261
August	97%	80%	100%	265
September	97%	77%	100%	271
October	97%	75%	100%	271
November	98%	72%	100%	277
December	98%	72%	100%	275

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				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Inspection Summary Report (POA) for Inspection #720416

Inspection Snapshot

Inspection ID:	720416	Inspection Time:	09:09 AM - 05:37 PM
Inspection Start Date:	01/04/2023	Inspection End Date:	01/04/2023
Property ID:	WI031000001	Property Type:	Public Housing
Property Name:	Scattered Sites		
Inspection State:	Successful	Score:	94b

Inspection Summary Report (POA) for Inspection #720416

Property Profile

Property Name: Scattered Sites
Scattered Site? Yes **Multiple Site?** Yes
Address Line 1: 550 E. Thomas St.
Address Line 2:
City: WAUSAU **State:** WI
ZIP: 54403 **Extension:** _____
Phone: (715) 261-6674 **Extension:**
Fax: (715) 843-5167 **Email:** betty.noel@ci.wausau.wi.us

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	31	31	17	46	46	17
Common	0			-	-	-
Total	31	31	17	46	46	17

Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
46	100	No

Bed Bugs Information

Bed Bugs Reported	# of Buildings with Bed Bugs	# of Units with Bed Bugs	Bed Bug Comments
No	0	0	N/A

Comments P/Verification 31/46 #3243177. Snow during onsite; covers Roofs, Grounds, Parking, Walks.

Inspection Summary Report (POA) for Inspection #720416

Participant Profile

Management Agent [Primary Contact / Not Present During Inspection]

Name (F, MI, L): Betty Noel
Organization: Wausau Community Development Authority
Address Line 1: 550 E. Thomas St.
Address Line 2:
City: WAUSAU **State:** WI
ZIP: 54403 **Extension:**
Phone: (715) 261-6674 **Extension:**
Fax: (715) 843-5167 **Email:** betty.noel@ci.wausau.wi.us

Executive Director [Not Present During Inspection]

Name (F, MI, L): Elizabeth Brodek
Organization: Wausau Community Development Authority
Address Line 1: 550 E. Thomas St.
Address Line 2:
City: WAUSAU **State:** WI
ZIP: 54403 **Extension:**
Phone: (715) 261-6687 **Extension:**
Fax: (715) 843-5167 **Email:** Liz.Brodek@ci.wausau.wi.us

Site Manager [Not Present During Inspection]

Name (F, MI, L): Betty Noel
Organization: Wausau Community Development Authority
Address Line 1: 550 E. Thomas St.
Address Line 2:
City: WAUSAU **State:** WI
ZIP: 54403 **Extension:**
Phone: (715) 261-6674 **Extension:**
Fax: (715) 843-5167 **Email:** betty.noel@ci.wausau.wi.us

Other [Present During Inspection]

Name (F, MI, L): Nate Schiefelbein
Organization: Wausau Community Development Authority
Address Line 1: 550 E. Thomas St.
Address Line 2:
City: WAUSAU **State:** WI
ZIP: 54403 **Extension:**
Phone: (715) 432-0505 **Extension:**
Fax: **Email:** nate.schiefelbein@ci.wausau.wi.us

Inspection Summary Report (POA) for Inspection #720416

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	19.17	0.00	19.17	0.00	19.17
Building Exterior	17.26	3.41	13.85	0.00	13.85
Building Systems	14.84	0.00	14.84	0.00	14.84
Common Area	0.32	0.00	0.32	0.00	0.32
Unit	48.41	1.63	46.78	1.01	45.77
Total	100.00	5.04	94.96	1.01	93.95

Score Version: 1

Score Date: 01/04/2023

Final Score: 94b

Wausau Community Development Authority
Juli Birkenmeier
550 E. Thomas Street
Wausau, WI, 54403

January 10, 2023

Re: Riverview Towers

Dear Juli,

On **7/11/2022** a 20% review of the LIHTC tenant files for **Riverview Towers** was completed. The purpose of this tenant file review was to access the current procedures for tenant compliance and income verification documentation to ensure that qualified occupancy was (is to be) achieved.

The condition of the tenant files was exceptional. There were no findings. The documentation was well organized and complete. I would like to take this opportunity to personally extend my thanks to you and your staff for their diligence and hard work. It is highly appreciated!

Please do not hesitate to call me with any questions that you may have at (312) 697- 8219 or Becky Meyer (608) 576-5576

Sincerely,



Torrye Wells
Associate Asset Manager

CC: Becky Meyer
Asset Manager NEF

Disclaimer: "We have reviewed a sample of tenant files at the above referenced project. This process consisted principally of verifying the presence and accuracy of third party income verifications and student status. In addition to these items, at the sole discretion of the individual performing this review, leases and low income lease riders, notices of rent changes, unit inspection report, legal notices, tenant correspondence, and other items of importance also may have been reviewed. This review was made for the purpose of expressing limited assurance to the limited partners of the project's limited partner that the project was in compliance with the Internal Revenue Code Section 42 and regulations there under regarding qualified tenants, and no other."

