

*** 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, March 28, 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 01/24/2023
3. Special Recognition - Andy Witt
4. Finance Committee Report
5. Discussion and Possible Action on Resolution #23-002 Capital Fund Program Assistance for Fiscal Year 2023 - Capital Fund Grant Number WI39P03150123
6. National Community Development Association (NCDCA) Award and Emmerich Properties Development Agreement Update
7. Discussion and Possible Action on Project Based Voucher Utilization
8. Operational Issues & Current Activities
 - Occupancy Overview
 - Bopf Street Roof Replacement Project
 - HUD Rent Reasonableness Review Update
 - 2022 Audit Updates

Adjournment

Andy Witt, Chair

This Notice was posted at City Hall and emailed to the Media on Thursday, March 23, 2023 at 1:00 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

01/24/23

MEMBERS PRESENT: Andy Witt, Sarah Napgezek, John Wagman, Carol Lukens, Chad Henke, Rachael Hass

MEMBERS ABSENT: David Welles

OTHERS PRESENT: Betty Noel, Juli Birkenmeier, Lacy Rodemeier, Anne Jacobson

(1) Call Meeting to Order

Meeting was called to order at 12:02 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 11/22/2022

Hass made a motion to approve the minutes from 11/22/22. Wagman seconded. Motion was approved unanimously.

(3) Introductions and Welcome to new CDA Commissioner and CDA Administrative Assistant

Noel introduced and welcomed Carol Lukens as the CDA's newest commissioner, replacing Sarah Watson on the board. Lukens is the District 1 Alderperson and was appointed by Mayor Rosenberg at the January 10, 2023, city council meeting. Noel then introduced Lacy Rodemeier as the CDA's new Administrative Assistant. She said Rodemeier brings a broad range of skills and support and is a welcomed addition to the CDA team.

(4) Discussion and Possible Action on Conveying 144 W Washington Street Parcel to the City of Wausau (Property behind the Marathon County Public Library)

Noel noted that it was recently discovered that the CDA is still the recorded owner of this property. She gave a brief overview referencing a detailed map of the parcel, warranty deed, and May 1998 CDA board minutes, wherein the board approved the property transfer back to the city. Noel said that although approved, the conveyance was never carried out. Jacobson stated that following board approval by this commission, a resolution will be taken to the city's finance and council meetings to fully execute the transfer of ownership. Napgezek made a motion to convey the 144 W Washington Street parcel to the City of Wausau. Henke seconded. Motion approved unanimously.

(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

Noel stated that each year staff is required to submit a certification to HUD that the HCV Program is in compliance with all aspects of the Section Eight Housing Choice Voucher Program guidelines. She noted, however, that HUD waived this SEMAP requirement for 2020 and 2021 due to COVID-19 relief efforts. Noel sought board approval of Resolution 23-001 for the

submission of the 2022 SEMAP certification which carries a submission deadline of February 28, 2023. Wagman moved to approve Resolution 23-001. Napgezsek seconded. Roll call vote 6-0.

(6) Riverview Terrace Transition Update

Noel provided a brief update on the Riverview Terrace transition which took effect on January 1, 2023. She affirmatively reported that most all tenants chose to remain at Terrace, independently contracting with North Central Health Care for needed cares and supportive services. Noel also noted that Terrace's occupancy, which has remained below 80% for the past 6 months, is anticipated to be near 100% by the end of first quarter of 2023.

(7) Operational Issues and Current Activities

Occupancy Overview - Noel reported 97% occupancy at Riverview Towers, 77% at Riverview Terrace and 100% at the Scattered Sites and said staff is currently administering 278 Housing Choice Vouchers.

HUD REAC Inspection – PH Scattered Sites – Noel reported that the CDA's Scattered Sites underwent a Real Estate Assessment Center (REAC) physical inspection on January 4, 2023, reflecting a final score of 94. She said REAC inspections are scored using a scale of 1-100 and the most recent REAC score determines when the next inspection will occur. A score of 90-100 will result in an inspection every 3 years. The CDA's previous REAC score in 2020 was 92.

Riverview Towers LLC 2022 Audit – Noel stated that CliftonLarsonAllen (CLA) began the Riverview Towers LLC audit on January 23, 2023. She said it is being conducted remotely and is expected to continue throughout the week. She reported the CDA's single audit is scheduled for the week of April 17, 2023 and noted that CLA will present both audits to the full board at a future date.

HUD Rent Reasonableness Review/Audit – Noel reported that the CDA was selected for a HUD Rent Reasonableness review/audit to ensure compliance with Housing Choice Voucher program guidelines. Noel stated that the audit is expected to be completed next month and results will be shared upon receipt of the final report from HUD.

NEF LIHTC Tenant File Review – Riverview Towers LLC - Noel shared the results of National Equity Fund's (NEF) 2022 LIHTC tenant file review for Riverview Towers. She said the purpose of the review is to assess the CDA's current procedures for tenant compliance and income verification documentation to ensure that qualified occupancy was achieved. Noel congratulated Juli Birkenmeier for her continued diligence and hard work in achieving an exceptional rating with zero findings.

Adjournment

Respectfully Submitted,

Andy Witt
Chairperson

FINANCE COMMITTEE REPORT
March 8, 2023 - FINANCE COMMITTEE MEETING

TO: Wausau Community Development Authority Commission

FROM: Andy Witt, Finance Committee Chair

DATE: March 23, 2023

RE: Finance Committee Meeting held on November 9, 2022.

Present: Andy Witt, David Welles, Betty Noel & Juli Birkenmeier. Absent: Sarah Napgezok.

The minutes from the November 9, 2022, finance committee meeting were approved.

Review of CDA Accounts

We reviewed the CDA cash accounts as of December 31, 2022, noting the total cash on hand of \$5,451,192.00. All accounts are earning an interest rate of 3.00% up from 2.25% as of October 31, 2022. Welles suggested that we may be able to further improve our returns by investing some of our longer-term cash holdings in CDs. Staff will explore that possibility with Lisa Worpel at Incredible Bank.

Review of Capital Funds as of December 31, 2022

The 2022 grant is the only open period and it is fully obligated with a disbursement balance of \$51,316. As previously indicated, most of the remaining balance will be utilized for the Bopf Street property roof replacement. That contract has been awarded to JAS Construction for \$116,333 and they will begin the work around May 1, 2023, with a targeted completion date in August.

We have received notice of the 2023 capital fund amount of \$100,779.

Review of 2022 4th Quarter Financial Statements

We reviewed the fourth quarter financial statements. The income and expenses of both entities were reviewed with items of note as provided & explained by Noel as follows:

CDA – Includes public housing and Riverview Terrace.

- Overall net loss of \$197,504 after depreciation expense of \$377,920 (income before depreciation expense of \$180,416).
- TTL TENANT REV – \$62,000 over budget - \$52,000 of which relates directly to Public Housing. PH remained at 100% occupancy throughout 2022 and monthly rents consistently remained above average.

- TTL OTH REV – \$71,000 over budget – \$48,000 relates to the increased operating subsidy from HUD, \$12,000 relates to Service Fee income at Riverview Terrace, and \$11,000 is attributed to higher than anticipated interest income.
- TTL ADMIN EXP – Slightly under Budget
- TTL TENANT SERVICE – Slightly over Budget
- UTILITY EXP – Roughly \$7,000 over budget – a combination of higher gas and sewer expenses
- TTL MAINTENANCE EXP – Remains slightly under Budget
- TTL PROTECTIVE SERVICE EXP – Remains slightly under Budget
- TTL OTHER EXP – Approximately \$11,000 over Budget – \$8,000 of which is related to a year-end compensated absence Journal Entry. The remainder is related to the final PILOT calculation
- TTL EXTRAORDINARY/CASUALTY EXP – Under budget with just one expense relating to a scattered site duplex siding repair
- DEPRECIATION – \$17,000 over budget. The variance is made of an almost even split between PH- \$8,000, and Riverview Terrace - \$9,000

Riverview Towers LLC

- Overall net loss of \$33,475 after depreciation expense of \$338,980 (income before depreciation expense of \$305,505).
- TTL TENANT REV – Slightly under budget
- TTL OTH REV – Approximately \$14,000 over budget - directly related to higher interest income
- TTL ADMIN EXP – Roughly \$8,000 under budget in salaries and benefits most likely due to our Admin Assistant leaving after the end of the 3rd quarter - 50% of her salary was allocated to RVT LLC
- TTL TENANT SERVICE – \$3,000 under budget resulting from some lingering restrictions related to the pandemic.
- UTILITY EXP – Roughly \$4,500 over budget, related directly to gas and sewer expenses.
- TTL MAINTENANCE EXP – \$8,600 under budget relating entirely to savings in unit turnover expense as CDA maintenance staff has now been completing most of that work.
- TTL PROTECTIVE SERVICE EXP – Slightly under budget
- TTL OTHER EXP – Slightly over budget. The variance related to a year-end compensated absence JE
- TTL EXTRAORDINARY/CASUALTY EXP – Under budget, with just one \$3,400 first-quarter expense for an air handler repair
- DEPRECIATION EXPENSE – Fairly close to Budget

2022-2023 CDA Salary Allocation Review

As a reminder, there was one finding from the 2021 audit in which CLA indicated the need for a process to review the CDA salary allocations to the various programs, compare them to the actual, and adjust to actual as necessary. Betty reviewed the 2022 salary allocation spreadsheet noting that the 2022 allocations were fairly close to actual. It was decided that variances greater than 1% would be adjusted, which included Nate S., Scott B., and Betsy D. The auditors have reviewed and approved the 2022 final allocations for RVT LLC as part of that audit. They will be reviewing the other allocations to the other programs during the single audit in April.

The allocations will remain the same for 2023 and they will be reviewed at year-end and adjusted if necessary.

2022 RVT Audit Review

The Riverview Towers LLC audit was completed on February 15, 2023. There were no findings and an unqualified opinion was issued by CLA. The 2022 tax return has been filed and all of the necessary reporting has been sent to NEF.

The single audit fieldwork for the CDA has been scheduled for the third week in April.

Next Meeting of the Finance Committee

The next finance committee meeting is tentatively scheduled for May 10, 2023, at 8:00 a.m.

Respectfully submitted,

Andy Witt
Chair

**COMMUNITY DEVELOPMENT AUTHORITY
CAPITAL FUND PROGRAM
As of 12/31/2022**

FUND #	GRANT AMOUNT	OBLIGATION START	OBLIGATION END	OBLIGATION BALANCE	DISBURSEMENT END	DISBURSEMENT BALANCE
501-22	\$ 97,597	05/12/22	05/11/24	\$46,835.62	05/11/26	\$51,315.62
						\$51,315.62

CFP 2022 BUDGET DETAIL

Fees & Costs	Architect/Consultant Fees	\$ 10,385.00
Site Improvements	Tree Maintenance, Parking/Drive Resealing	\$ 13,483.48
Non-Dwelling Structures	OH Garage Door Replacements	\$ 26,892.00
Dwelling Structures	Roof Replacement – 1901 Bopf Street (partial)	<u>\$ 46,836.52</u>
2022 Grant Total		\$ 97,597.00

COMMUNITY DEVELOPMENT AUTHORITY
INCOME STATEMENT SUMMARY THROUGH DECEMBER 31, 2022

	2022 QUARTERLY	2022 YTD	2022 BUDGET	2021 YTD
TTL TENANT REV	\$73,467.35	\$299,806.06	\$237,400.00	\$245,046.37
TTL OTHER REV	\$165,456.75	\$680,032.71	\$608,632.00	\$639,413.79
TOTAL REVENUE	\$238,924.10	\$979,838.77	\$846,032.00	\$884,460.16
TTL ADMIN EXP	\$35,606.09	\$140,538.84	\$144,064.00	\$140,531.27
TTL TENANT SRVC EXP	\$96,493.31	\$381,057.41	\$380,560.00	\$371,979.76
TTL UTILITY EXP	\$31,853.70	\$88,016.08	\$80,716.00	\$74,696.09
TTL MAINTENANCE EXP	\$44,188.09	\$144,322.48	\$149,760.00	\$137,522.80
TTL PROTECTIVE SRVC EXP	\$913.48	\$3,756.92	\$4,400.00	\$4,186.80
TTL OTHER EXP	\$23,289.15	\$40,430.94	\$28,972.00	\$31,438.27
TTL EXTRA/CASUALTY EXP	\$1,300.00	\$1,300.00	\$2,200.00	\$1,800.00
TOTAL OPERATING EXPENSES	\$233,643.82	\$799,422.67	\$790,672.00	\$762,154.99
INCOME/(LOSS) BEFORE DEPRECIATION	\$5,280.28	\$180,416.10	\$55,360.00	\$122,305.17
DEPRECIATION EXP	\$97,119.67	\$377,919.67	\$360,000.00	\$373,407.73
NET INCOME/(LOSS)	(\$91,839.39)	(\$197,503.57)	(\$304,640.00)	(\$251,102.56)

Wausau Community Development Authority - Entity Wide
Income Statement
December 31, 2022

= Voucher, Redevelopment, and Business Activities I & II

	2022 Quarterly	2022 YTD	2022 Budget	2021 Quarterly	2021 YTD	2021 Budget
<u>REVENUES</u>						
Tenant Revenue						
'3420 Tenant Revenues - Rent	72,078.00	295,019.00	234,000.00	66,593.00	241,660.00	208,000.00
'3420 Tenant Revenues - Rent	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3422 Tenant Revenue - excess utilities	1,389.35	4,787.06	3,400.00	876.54	3,386.37	4,800.00
'3422 Tenant Revenue - excess utilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Tenant Revenue	73,467.35	299,806.06	237,400.00	67,469.54	245,046.37	212,800.00
Other Revenue						
3410 Revenue - HUD	0.00	0.00	0.00	0.00	0.00	0.00
3410 Revenue - HUD	452,680.00	1,816,907.00	232,000.00	439,424.52	1,706,000.55	210,000.00
'3430 Interest Income	22,127.71	66,079.42	54,862.00	13,622.99	55,039.74	59,900.00
'3430 Interest Income	11,176.35	19,676.13	800.00	498.72	3,433.83	2,000.00
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
Gain/loss on sale of equipment	2,715.55	9,115.55	0.00	-3,193.96	-3,193.96	0.00
Gain/loss on sale of equipment	0.00	0.00	0.00	10,230.00	-83,961.60	0.00
'3440 Other Charges for Services	455.81	4,864.63	6,100.00	1,660.71	5,790.54	8,000.00
'3440 Other Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	0.00	0.00	1,000.00	0.00	2,644.00	600.00
3480 Other Revenue	2,933.98	7,818.98	6,700.00	34,240.88	39,375.32	5,900.00
3480 Other Revenue	8,270.11	33,246.62	0.00	8,025.27	31,832.91	0.00
Port In Hap & Admin	0.00	0.00	0.00	0.00	0.00	0.00
3690 CFP Operations	0.00	0.00	5,000.00	3,958.00	3,958.00	20,000.00
3691 Operating Subsidy	53,379.00	208,400.00	160,000.00	41,092.00	159,629.00	125,000.00
3691 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00
3691 Cash Receipts from Section 8	24,703.00	115,989.23	121,000.00	29,798.00	120,983.18	152,400.00

3691	Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00
3692	Insurance Proceeds/VNA Charges to Tenants	59,141.70	267,764.90	255,000.00	70,266.18	257,831.97	282,000.00
3692	Insurance Proceeds/VNA Charges to Tenants	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		637,583.21	2,549,862.46	842,462.00	649,623.31	2,299,363.48	865,800.00

TOTAL REVENUES

711,050.56	2,849,668.52	1,079,862.00	717,092.85	2,544,409.85	1,078,600.00
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EXPENSES

Administrative Expenses

4110	Administration Salaries	20,889.78	75,644.98	73,740.00	19,916.83	73,008.63	73,800.00
4110	Administration Salaries	31,500.35	126,399.28	105,280.00	32,338.02	118,549.01	87,000.00
4120	Advertising and Marketing	0.00	1,462.50	3,050.00	419.00	2,219.00	3,050.00
4120	Advertising and Marketing	0.00	571.00	500.00	0.00	396.00	250.00
4130	Legal Expense	0.00	0.00	500.00	0.00	0.00	500.00
4130	Legal Expense	0.00	0.00	0.00	0.00	456.00	0.00
4140	Staff Training	542.00	1,188.14	1,800.00	0.00	1,250.00	1,000.00
4140	Staff Training	81.20	938.48	1,400.00	0.00	400.00	1,200.00
4150	Travel	291.89	612.62	1,300.00	1,033.89	1,130.21	1,400.00
4150	Travel	335.00	590.03	800.00	209.72	436.84	1,000.00
4160	Office Expense	1,831.47	8,685.66	9,900.00	1,600.75	8,190.82	10,900.00
4160	Office Expense	2,292.99	10,211.09	9,800.00	1,998.91	11,974.74	9,600.00
4170	Accounting Fees	1,476.00	6,541.00	6,900.00	1,715.00	7,860.00	8,190.00
4170	Accounting Fees	1,670.00	8,413.00	5,800.00	1,548.00	7,615.00	5,460.00
4171	Audit Fees	787.50	8,902.17	7,670.00	0.00	7,243.29	7,250.00
4171	Audit Fees	787.50	9,551.24	2,900.00	0.00	7,750.00	2,750.00
4182	Empl. Benefit Contrib. -Admin	8,862.68	33,778.26	34,304.00	9,346.71	35,967.96	36,640.00
4182	Empl. Benefit Contrib. -Admin	10,065.44	51,174.31	46,400.00	12,625.87	48,275.65	35,000.00
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
4190	Other Admin and Sundry	0.00	814.52	1,800.00	0.00	1,083.83	2,350.00
4190	Other Admin and Sundry	0.00	890.68	1,100.00	-2.00	770.75	1,100.00
4191	Telephone	924.77	2,908.99	3,100.00	461.01	2,577.53	3,080.00
4191	Telephone	272.58	1,037.19	1,200.00	256.75	1,035.13	1,200.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses		82,611.15	350,315.14	319,244.00	83,468.46	338,190.39	292,720.00

Tenant Services Expenses

4210	Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4210	Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00

4220	Rec. Pub., and Other	597.57	3,222.41	2,700.00	783.01	1,617.32	2,200.00
4220	Rec. Pub., and Other	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4230	Contract Costs/VNA Expenses	95,895.74	377,835.00	377,860.00	95,786.56	370,362.44	370,110.00
4230	Contract Costs/VNA Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	Total Tenant Services Expenses	96,493.31	381,057.41	380,560.00	96,569.57	371,979.76	372,310.00

Utility Expenses

4310	Water	5,528.46	15,786.69	15,800.00	5,395.33	15,067.84	14,500.00
4310	Water	0.00	0.00	0.00	0.00	0.00	0.00
4320	Electricity	9,052.73	28,132.43	28,200.00	8,096.53	24,812.82	27,000.00
4320	Electricity	0.00	0.00	0.00	125.45	510.16	0.00
4330	Gas	7,385.28	16,918.81	12,800.00	5,294.01	12,088.43	10,400.00
4330	Gas	0.00	0.00	0.00	0.00	0.00	0.00
4360	Sewer	8,705.74	23,922.07	20,400.00	7,917.86	19,482.55	17,900.00
4340	Sewer	0.00	0.00	0.00	0.00	0.00	0.00
4390	Other Utilities Expense	1,181.49	3,256.08	3,516.00	1,181.49	3,244.45	3,076.00
4390	Other Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00
	Total Utility Expenses	31,853.70	88,016.08	80,716.00	28,010.67	75,206.25	72,876.00

Maintenance Expenses

4410	Maint. Labor	19,048.59	69,100.57	68,400.00	20,125.69	73,167.20	76,200.00
4410	Maint. Labor	4,277.16	14,507.42	14,000.00	2,227.33	8,084.61	7,800.00
4420	Maint. Materials	10,048.34	20,312.90	17,800.00	6,450.22	15,576.36	20,100.00
4420	Maint. Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430	Maintenance Contracts	7,760.46	25,126.29	32,860.00	3,683.42	19,485.98	34,950.00
4430	Maintenance Contracts	0.00	2,750.00	0.00	0.00	0.00	0.00
4431	Garbage & Trash Removal	628.01	2,661.55	2,720.00	790.02	2,355.89	2,350.00
4431	Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00
4433	Empl. Benefit Contr. Maint.	6,702.69	27,121.17	27,980.00	7,054.84	26,937.37	27,560.00
4433	Empl. Benefit Contr. Maint.	606.82	2,059.32	2,000.00	312.41	1,158.68	1,100.00
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	Total Maintenance Expenses	49,072.07	163,639.22	165,760.00	40,643.93	146,766.09	170,060.00

Protective Services Expenses

4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4470	Materials	0.00	0.00	0.00	-432.05	0.00	0.00
4470	Materials	0.00	0.00	0.00	0.00	0.00	0.00
4480	Contract Costs	913.48	3,756.92	4,400.00	1,306.80	4,186.80	4,000.00
4480	Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Protective Services		913.48	3,756.92	4,400.00	874.75	4,186.80	4,000.00
Other General Expenses							
4510	Insurance Expense	12,469.72	14,261.13	13,305.00	11,024.49	15,098.17	11,580.00
4510	Insurance Expense	3,048.71	4,879.80	3,760.00	2,690.64	6,267.37	3,300.00
4520	Payment in Lieu of Taxes	4,161.37	21,179.00	15,667.00	3,958.42	17,035.02	13,993.00
4520	Payment in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00
4570	Collection Losses	705.80	-961.45	0.00	559.22	-1,137.97	0.00
4570	Collection Losses	0.00	0.00	500.00	0.00	0.00	600.00
4590	Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00
4590	Other General Expense	0.00	2,719.00	1,000.00	5,776.02	54,261.29	1,000.00
	Gain/Loss on Investments	9.28	9.28	0.00	0.00	0.00	0.00
	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
4595	Compensated Absences	5,942.98	5,942.98	0.00	443.05	443.05	0.00
4595	Compensated Absences	1,207.31	1,207.31	0.00	1,348.89	1,348.89	0.00
Total Other General Expenses		27,545.17	49,237.05	34,232.00	25,800.73	93,315.82	30,473.00
Extraordinary/Casualty Loss Expenses							
4610	Labor	1,300.00	1,300.00	2,200.00	0.00	1,800.00	3,000.00
4610	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
Total Extraordinary/Casualty Loss		1,300.00	1,300.00	2,200.00	0.00	1,800.00	3,000.00
Housing Assistance Payments							
4715	Hap Expenses	402,436.00	1,522,494.23	0.00	384,182.00	1,498,513.18	0.00
Total Hap expenses		402,436.00	1,522,494.23	0.00	384,182.00	1,498,513.18	0.00
Depreciation Expense							
4800	Depre Expense - PHA Funded	97,119.67	377,919.67	360,000.00	107,987.29	373,407.73	350,000.00
4800	Depre Expense - PHA Funded	902.47	2,342.47	1,960.00	401.26	1,862.95	1,040.00
Total Depreciation Expense		98,022.14	380,262.14	361,960.00	108,388.55	375,270.68	351,040.00
TOTAL OPERATING EXPENSES		790,247.02	2,940,078.19	1,349,072.00	767,938.66	2,905,228.97	1,296,479.00
Change in Net Position		-79,196.46	-90,409.67	-269,210.00	-50,845.81	-360,819.12	-217,879.00

Prior Year Adjustments							
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
	Total Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Equity Transfers							
9116	Equity Transfers	5,280.00	35,110.00	0.00	0.00	0.00	0.00
9116	Equity Transfers	-5,280.00	-35,110.00	0.00	25,881.48	25,881.48	0.00
	Total Equity Transfers	0.00	0.00	0.00	25,881.48	25,881.48	0.00
	NET INCOME/LOSS	-79,196.46	-90,409.67	-269,210.00	-76,727.29	-386,700.60	-217,879.00

Wausau Community Development Authority

Balance Sheet

December 31, 2022

		Low Rent (46 Scattered Sites) (Fund 01)	Voucher (Sec 8) (Fund 02)	Riverview Terrace (Fund 12)	Business Activity ** (Fund 15)	Business Activity II (Fund 17)	Redevelopment (Fund 16)	Entity Wide Total	2021 Entity Wide Total
ASSETS									
Cash									
'1111	Cash - Unrestricted	3,325.59	670,200.03	130,115.40	452,319.24	0.00	85,246.74	1,341,207.00	3,654,152.88
'1117	Petty Cash	75.00	25.00	0.00	0.00	0.00	0.00	100.00	100.00
'1118	Change Fund	20.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
'1162	General Fund Investments	1,234,762.98	0.00	0.00	0.00	374,038.29	0.00	1,608,801.27	1,535,445.41
	Total Cash	1,238,183.57	670,225.03	130,115.40	452,319.24	374,038.29	85,246.74	2,950,128.27	5,189,718.29
Accounts Receivable									
1121	Accounts Receivable- Fraud	0.00	970.00	0.00	0.00	0.00	0.00	970.00	1,742.00
'1122	Accounts Receivable - Tenants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.76
1125	Accounts Receivable - HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.00
1129	Accounts Receivable - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1128	Accounts Receivable - Other	0.00	0.00	5,793.90	0.00	0.00	0.00	5,793.90	6,586.37
'1145	Accrued Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Accounts Receivable	0.00	970.00	5,793.90	0.00	0.00	0.00	6,763.90	9,646.13
Other Current Assets									
1210	Prepaid Expenses	1,077.50	1,077.50	1,077.50	0.00	0.00	0.00	3,232.50	3,234.39
'1211	Prepaid Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'1295	Interfund due to/from	4,788.15	2,386.72	0.00	0.00	5,503.21	0.00	12,678.08	2,662.53
	Total Other Current Assets	5,865.65	3,464.22	1,077.50	0.00	5,503.21	0.00	15,910.58	5,896.92
Noncurrent Assets									
1350	CDA Mortgage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,531.90
'1400	Land/Structures/Equip Less Accum. Deprn	3,353,417.21	15,238.10	1,797,695.35	60,000.00	0.00	0.00	5,226,350.66	5,414,139.97
1500	Note Receivables - Tax Credits	3,734,432.93	0.00	0.00	2,562,618.73	0.00	0.00	6,297,051.66	3,872,443.20
1600	Investment in Tax Credits	174,797.39	0.00	0.00	0.00	0.00	0.00	174,797.39	174,806.67
	Total Noncurrent Assets	7,262,647.53	15,238.10	1,797,695.35	2,622,618.73	0.00	0.00	11,698,199.71	9,464,921.74
	TOTAL ASSETS	8,506,696.75	689,897.35	1,934,682.15	3,074,937.97	379,541.50	85,246.74	14,671,002.46	14,670,183.08

LIABILITIES									
Accounts Payable									
2110	Bank Overdraft	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'2111	Accounts Pay. Vendors & Contractors	6,912.14	0.00	3,343.02	0.00	0.00	0.00	10,255.16	5,820.77
'2114	Tenants Security Deposits	23,350.00	0.00	9,020.00	0.00	0.00	0.00	32,370.00	34,864.00
2118	A/P HUD	0.00	47.00	0.00	0.00	0.00	0.00	47.00	0.00
'2119	Other Accounts Payable	21,378.39	15,258.79	3,534.33	0.00	4,410.19	0.00	44,581.70	44,139.17
Total Accounts Payable		51,640.53	15,305.79	15,897.35	0.00	4,410.19	0.00	87,253.86	84,823.94
Accrued Liabilities									
'2134	Accrued Compensated Absences	29,116.48	6,539.05	2,512.93	0.00	10,894.08	0.00	49,062.54	41,917.15
2136	Other Accrued Liabilities	645.76	0.00	4,558.88	0.00	0.00	0.00	5,204.64	4,031.42
'2137	Payment in Lieu of Taxes	14,361.69	0.00	6,817.31	0.00	0.00	0.00	21,179.00	17,035.02
'2145	Inter program due (to/from)	0.00	0.00	920.29	0.00	0.00	0.00	920.29	0.00
'2240	Tenants Prepaid Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'2290	Unearned Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Accrued Liabilities		44,123.93	6,539.05	14,809.41	0.00	10,894.08	0.00	76,366.47	62,983.59
Longterm Liabilities									
2319	Business Loans	750,000.00	0.00	0.00	0.00	0.00	0.00	750,000.00	750,000.00
2600	Deferred Inflows of Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Longterm Liabilities		750,000.00	0.00	0.00	0.00	0.00	0.00	750,000.00	750,000.00
TOTAL LIABILITIES		845,764.46	21,844.84	30,706.76	0.00	15,304.27	0.00	913,620.33	897,807.53
NET POSITION									
Net Postion									
'2700	Income & Expense Summary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'2802	Invested in Capital Assets	3,353,417.22	16,740.78	1,797,695.35	60,000.00	0.00	0.00	5,227,853.35	5,414,139.97
'2810	Unrestricted & Restricted Net Position	4,307,515.07	651,311.73	106,280.04	3,014,937.97	364,237.23	85,246.74	8,529,528.78	8,358,235.58
2830	Tax Credit Equity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Position		7,660,932.29	668,052.51	1,903,975.39	3,074,937.97	364,237.23	85,246.74	13,757,382.13	13,772,375.55
NET POSITION & LIABILITIES		8,506,696.75	689,897.35	1,934,682.15	3,074,937.97	379,541.50	85,246.74	14,671,002.46	14,670,183.08

RIVERVIEW TOWERS LLC
INCOME STATEMENT SUMMARY THROUGH DECEMBER 31, 2022

	<u>2022 QUARTERLY</u>	<u>2022 YTD</u>	<u>2022 BUDGET</u>	<u>2021 YTD</u>
TTL TENANT REV	\$134,754.00	\$539,197.00	\$543,000.00	\$513,166.00
TTL OTHER REV	\$116,817.62	\$411,178.31	\$397,200.00	\$449,609.69
TOTAL REVENUE	\$251,571.62	\$950,375.31	\$940,200.00	\$962,775.69
TTL ADMIN EXP	\$51,083.52	\$214,992.83	\$223,313.00	\$212,658.20
TTL TENANT SRVC EXP	\$2,859.19	\$7,835.68	\$10,600.00	\$8,026.00
TTL UTILITY EXP	\$37,070.99	\$113,330.59	\$108,700.00	\$106,729.98
TTL MAINTENANCE EXP	\$60,861.84	\$214,737.55	\$223,340.00	\$186,376.18
TTL PROTECTIVE SRVC EXP	\$594.81	\$3,877.45	\$4,200.00	\$3,846.32
TTL OTHER EXP	\$23,398.24	\$86,664.30	\$82,164.00	\$74,989.84
TTL EXTRA/CASUALTY EXP	\$0.00	\$3,432.00	\$5,000.00	\$5,977.14
TOTAL OPERATING EXPENSES	\$175,868.59	\$644,870.40	\$657,317.00	\$598,603.66
INCOME/(LOSS) BEFORE DEPRECIATION	\$75,703.03	\$305,504.91	\$282,883.00	\$364,172.03
DEPRECIATION EXP	\$84,624.49	\$338,980.15	\$333,341.00	\$333,644.88
NET INCOME/(LOSS)	(\$8,921.46)	(\$33,475.24)	(\$50,458.00)	\$30,527.15

RIVERVIEW TOWERS LLC

FINANCIAL STATEMENTS

For the Accounting Period Ending December 31, 2022



To the Members
Riverview Towers LLC
Wausau, WI

The members are responsible for the accompanying financial statements of Riverview Towers LLC ("Project"), which comprise the balance sheet as of December 31, 2022, and the related statement of operations for the one month and year then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the members. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The members have elected to omit the statement of cash flows and substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the statement of cash flows and omitted disclosures were to be included in the financial statements, they might influence the user's conclusions about the Project's financial position, result of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying budget of the Project for the year ending December 31, 2022, has not been compiled or examined by us, and, accordingly, we do not express an opinion or any other form of assurance on it. The partners have elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the Project's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

We are not independent with respect to the Project.

A handwritten signature in blue ink that reads "Hawkins Ash CPAs, LLP".

La Crosse, Wisconsin
January 18, 2023

Riverview Towers LLC
Balance Sheet-Riverview Towers LLC
December 31, 2022

	Current Period	Cumulative
ASSETS		
CURRENT ASSETS		
Cash		
26-0-000-000-1010.100 Cash - Construction (US Bank)	0.00	0.00
26-0-000-000-1111.040 Cash - Unrestricted	9,248.51	1,271,383.52
26-0-000-000-1111.050 Cash - Reserve Account	0.00	0.00
26-0-000-000-1162.000 Cash - Savings/Money Mkts/CDs	7,644.05	1,163,659.78
Total	16,892.56	2,435,043.30
Accounts Receivable		
26-0-000-000-1122.000 Accounts Receivable - Tenants	(20.00)	244.00
26-0-000-000-1128.000 Accounts Receivable - Other	0.00	0.00
26-0-000-000-1129.000 Accounts Receivable - Subsidy	0.00	0.00
Total	(20.00)	244.00
Accrued Receivables		
26-0-000-000-1145.000 Accrued Interest Receivable	0.00	0.00
Total	0.00	0.00
Other Current Assets		
26-0-000-000-1210.000 Prepaid Expenses	(1,566.21)	5,140.32
26-0-000-000-1211.000 Prepaid Insurance	(2,226.44)	4,089.90
26-0-000-000-1295.001 Interprogram Due (to) from PH	0.00	0.00
Total	(3,792.65)	9,230.22
TOTAL CURRENT ASSETS	13,079.91	2,444,517.52

*(See Accountants' Compilation Report)

Riverview Towers LLC
Balance Sheet-Riverview Towers LLC
December 31, 2022

	Current Period	Cumulative
NONCURRENT ASSETS		
Fixed Assets		
26-0-000-000-1400.000 CWIP	0.00	0.00
26-0-000-000-1400.060 Land	0.00	0.00
26-0-000-000-1400.061 Land Improvements	0.00	17,560.00
26-0-000-000-1400.080 Dwelling Equipment	0.00	18,329.76
26-0-000-000-1400.090 Nondwelling Equipment	0.00	315,909.12
26-0-000-000-1400.100 Building Improvements	0.00	10,090,944.96
26-0-000-000-1400.150 Accumulated Depreciation	(27,839.27)	(3,138,796.30)
Total	(27,839.27)	7,303,947.54
Other Assets		
26-0-000-000-1460.000 Tax Credit Fees	0.00	47,114.00
26-0-000-000-1460.010 Tax Credit Fee Amort	(261.74)	(32,194.02)
26-0-000-000-1470.000 Financing Fees	0.00	0.00
26-0-000-000-1470.010 Financing Fees Amort	0.00	0.00
Total	(261.74)	14,919.98
TOTAL NONCURRENT ASSETS	(28,101.01)	7,318,867.52
TOTAL ASSETS	(15,021.10)	9,763,385.04

*(See Accountants' Compilation Report)

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Riverview Towers LLC
Balance Sheet-Riverview Towers LLC
December 31, 2022

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	Current Period	Cumulative
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts Payable		
26-0-000-000-2111.000 A/P - Vendors & Contractors	2,113.57	2,113.57
26-0-000-000-2111.010 A/P - Other	0.00	0.00
26-0-000-000-2114.000 Tenants Security Deposits	1,273.00	52,228.00
26-0-000-000-2119.000 A/P - Other	0.00	0.00
26-0-000-000-2119.010 A/P - Payroll	9,024.87	28,191.09
26-0-000-000-2119.020 A/P - Gorman Compliance Fee	0.00	0.00
26-0-000-000-2119.030 A/P - Gorman Developer Fee	0.00	0.00
26-0-000-000-2119.040 A/P - Subsidy	0.00	0.00
Total	12,411.44	82,532.66
Accrued Liabilities		
26-0-000-000-2134.000 Accrued Comp Absences - Due within one year	4,462.94	15,600.53
26-0-000-000-2136.000 Other Accrued Liabilities	201.65	201.65
26-0-000-000-2137.000 Payment in Lieu of Taxes	2,186.32	42,586.64
26-0-000-000-2149.000 Accrued Asset Mgt Fee	(9,239.45)	0.00
Total	(2,388.54)	58,388.82
Other Current Liabilities		
26-0-000-000-2145.001 Interprogram Due to (from) PH	3,867.86	3,867.86
26-0-000-000-2145.002 Interprogram Due to (from) Voucher	2,386.72	2,386.72
26-0-000-000-2145.012 Interprogram Due to (from) Riverview Terrace	0.00	0.00
26-0-000-000-2145.017 Interprogram Due to (from) BA II	15.87	5,503.21
26-0-000-000-2240.000 Tenants Prepaid Rent	(267.00)	33.00
26-0-000-000-2290.000 Unearned Revenue	(2,406.00)	2,406.00
Total	3,597.45	14,196.79
TOTAL CURRENT LIABILITIES	13,620.35	155,118.27

*(See Accountants' Compilation Report)

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Riverview Towers LLC
Balance Sheet-Riverview Towers LLC
December 31, 2022

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	Current Period	Cumulative
NONCURRENT LIABILITIES		
26-0-000-000-2134.010 Accrued Comp Absences	1,542.50	17,321.62
26-0-000-000-2310.000 Notes Payable - Construction Loan	0.00	0.00
26-0-000-000-2320.000 Notes Payable - Wausau CDA PH	0.00	2,500,000.00
26-0-000-000-2320.010 Interest Payable - Wausau CDA PH	4,166.63	450,000.00
26-0-000-000-2330.000 Notes Payable - Wausau CDA PH (AHP loan)	0.00	750,000.00
26-0-000-000-2330.010 Interest Payable - Wausau CDA PH (AHP loan)	325.12	34,432.93
Total	6,034.25	3,751,754.55
TOTAL LIABILITIES	19,654.60	3,906,872.82
MEMBERS' EQUITY		
26-0-000-000-2700.000 CY Net Change	52,702.19	0.00
26-0-000-000-1450.000 Syndication Costs	0.00	(52,000.00)
26-0-000-000-2810.512 Unrestricted Net Assets	0.00	0.00
26-0-000-000-2834.000 Managing Member Equity	(8.74)	174,797.39
26-0-000-000-2835.000 NEF Investor Equity	(87,369.15)	5,733,714.83
TOTAL MEMBERS' EQUITY	(34,675.70)	5,856,512.22
TOTAL LIABILITIES AND MEMBERS' EQUITY	(15,021.10)	9,763,385.04
Proof	0.00	0.00

*(See Accountants' Compilation Report)

Riverview Towers LLC
Stmnt of Operations-Riverview Towers LLC
Twelve Month Period - December 31, 2022

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
PUM	1.00	149.00	149.00	1.00	1,788.00	1,788.00	0.00
OPERATING REVENUE							
Rental Revenue							
26-1-000-000-3420.000 Tenant Revenue - Rent	304.18	45,323.00	45,250.00	301.56	539,197.00	543,000.00	(3,803.00)
26-1-000-000-3422.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	304.18	45,323.00	45,250.00	301.56	539,197.00	543,000.00	(3,803.00)
Nonrental Revenue							
26-1-000-000-3410.000 HUD HAP Subsidy	214.44	31,951.00	31,433.37	208.58	372,948.00	377,200.00	(4,252.00)
26-1-000-000-3410.010 HUD Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.000 Other Inc - Tenants Charges	2.03	302.24	500.00	2.79	4,994.66	6,000.00	(1,005.34)
26-1-000-000-3440.020 Other Inc - Tenant Store	2.39	356.25	450.00	2.55	4,551.35	5,400.00	(848.65)
26-1-000-000-3440.030 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.060 Other Income - Voucher CARES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3444.040 Laundry	20.71	3,085.31	591.63	4.57	8,162.64	7,100.00	1,062.64
26-1-000-000-3444.050 Vending	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3691.000 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3692.000 Other Inc - Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	239.56	35,694.80	32,975.00	218.49	390,656.65	395,700.00	(5,043.35)
TOTAL OPERATING REVENUE	543.74	81,017.80	78,225.00	520.05	929,853.65	938,700.00	(8,846.35)
OPERATING EXPENSES							
Administration							
26-1-000-000-4110.000 Administration Salaries	62.28	9,280.16	7,353.37	48.57	86,843.76	88,240.00	(1,396.24)
26-1-000-000-4110.010 Admin Salaries - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4120.000 Advertising & Marketing	2.09	311.00	308.37	2.11	3,769.50	3,700.00	69.50
26-1-000-000-4130.000 Legal Expense	0.00	0.00	66.63	0.00	0.00	800.00	(800.00)
26-1-000-000-4140.000 Staff Training	0.00	0.00	100.00	0.36	646.14	1,200.00	(553.86)
26-1-000-000-4150.000 Travel	0.00	0.00	75.00	0.26	469.13	900.00	(430.87)
26-1-000-000-4150.010 Mileage	0.81	120.00	0.00	0.16	279.63	0.00	279.63
26-1-000-000-4160.000 Office Expenses	5.12	762.82	833.37	5.35	9,573.64	10,000.00	(426.36)
26-1-000-000-4170.000 Accounting Fees	2.38	354.00	386.63	2.58	4,608.00	4,640.00	(32.00)
26-1-000-000-4171.000 Audit Fees	0.00	0.00	782.38	5.25	9,389.50	9,389.00	0.50
26-1-000-000-4182.000 Employee Benefits - Admin	28.17	4,197.52	4,175.00	25.73	46,003.70	50,100.00	(4,096.30)
26-1-000-000-4190.000 Other Admin and Sundry	0.00	0.00	116.63	0.35	630.60	1,400.00	(769.40)
26-1-000-000-4191.000 Telephone	3.82	569.22	238.37	1.61	2,872.81	2,860.00	12.81
26-1-000-000-4192.000 Management Fee	18.61	2,772.21	2,775.00	18.52	33,122.05	33,300.00	(177.95)
26-1-000-000-4193.000 Compliance Fee	3.75	558.75	558.75	3.75	6,705.00	6,705.00	0.00
26-1-000-000-4194.000 Asset Management Fee	5.64	839.92	839.88	5.64	10,079.37	10,079.00	0.37
Total	132.66	19,765.60	18,609.38	120.24	214,992.83	223,313.00	(8,320.17)

*See Accountants' Compilation Report

Riverview Towers LLC
Stmnt of Operations-Riverview Towers LLC
Twelve Month Period - December 31, 2022

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
OPERATING EXPENSES							
Tenant Services							
26-1-000-000-4210.000 Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4220.000 Rec, Pub and Other	8.54	1,272.51	433.37	2.08	3,710.64	5,200.00	(1,489.36)
26-1-000-000-4221.000 Tenant Store Expenses	4.30	640.07	450.00	2.31	4,125.04	5,400.00	(1,274.96)
Total	12.84	1,912.58	883.37	4.38	7,835.68	10,600.00	(2,764.32)
Utilities							
26-1-000-000-4310.000 Water	13.61	2,027.46	808.37	4.78	8,549.25	9,700.00	(1,150.75)
26-1-000-000-4320.000 Electricity	52.69	7,850.10	4,583.37	30.73	54,941.84	55,000.00	(58.16)
26-1-000-000-4330.000 Gas	64.54	9,616.74	2,583.37	20.00	35,756.75	31,000.00	4,756.75
26-1-000-000-4360.000 Sewer	24.06	3,584.47	950.00	7.02	12,558.75	11,400.00	1,158.75
26-1-000-000-4390.000 Other Utilities Expense	2.56	381.00	133.37	0.85	1,524.00	1,600.00	(76.00)
Total	157.45	23,459.77	9,058.48	63.38	113,330.59	108,700.00	4,630.59
Maintenance and Operations							
26-1-000-000-4410.000 Maint Labor	103.19	15,375.00	7,750.00	53.07	94,883.68	93,000.00	1,883.68
26-1-000-000-4410.010 Maint Labor - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4420.000 Maint Materials	23.32	3,474.60	1,750.00	11.63	20,785.73	21,000.00	(214.27)
26-1-000-000-4430.010 Heating & Cooling	19.05	2,838.74	375.00	2.76	4,932.73	4,500.00	432.73
26-1-000-000-4430.020 Snow Removal	0.00	0.00	83.37	0.31	550.00	1,000.00	(450.00)
26-1-000-000-4430.030 Elevator Maintenance	7.22	1,075.91	583.37	4.11	7,342.22	7,000.00	342.22
26-1-000-000-4430.040 Landscape & Grounds	1.90	283.40	441.63	2.43	4,351.61	5,300.00	(948.39)
26-1-000-000-4430.050 Unit Turnaround	0.00	0.00	683.37	0.00	0.00	8,200.00	(8,200.00)
26-1-000-000-4430.060 Electrical	0.00	0.00	125.00	0.78	1,387.44	1,500.00	(112.56)
26-1-000-000-4430.070 Plumbing	0.00	0.00	41.63	0.17	308.39	500.00	(191.61)
26-1-000-000-4430.080 Extermination	14.37	2,141.03	1,333.37	8.16	14,586.67	16,000.00	(1,413.33)
26-1-000-000-4430.090 Janitorial	0.00	0.00	566.63	3.35	5,995.00	6,800.00	(805.00)
26-1-000-000-4430.100 Other Contract Costs	11.87	1,768.57	541.63	4.27	7,642.34	6,500.00	1,142.34
26-1-000-000-4430.101 Routine	0.00	0.00	150.00	0.55	992.09	1,800.00	(807.91)
26-1-000-000-4431.000 Garbage & Trash Removal	6.20	923.95	553.37	4.48	8,011.81	6,640.00	1,371.81
26-1-000-000-4433.000 Employee Benefits - Maint	35.72	5,322.35	3,633.37	24.03	42,967.84	43,600.00	(632.16)
Total	222.84	33,203.55	18,611.74	120.10	214,737.55	223,340.00	(8,602.45)
Protective Services							
26-1-000-000-4480.000 Contract Costs	1.33	198.27	350.00	2.17	3,877.45	4,200.00	(322.55)
Total	1.33	198.27	350.00	2.17	3,877.45	4,200.00	(322.55)

*See Accountants' Compilation Report

Riverview Towers LLC
Stmnt of Operations-Riverview Towers LLC
Twelve Month Period - December 31, 2022

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
OPERATING EXPENSES							
General Expense							
26-1-000-000-4510.010 Insurance - Property	11.71	1,745.27	1,682.63	11.71	20,940.00	20,192.00	748.00
26-1-000-000-4510.020 Insurance - Liability	3.23	481.17	508.37	3.31	5,921.56	6,100.00	(178.44)
26-1-000-000-4510.030 Insurance - Workers Comp	1.82	270.64	296.63	1.24	2,209.64	3,560.00	(1,350.36)
26-1-000-000-4510.040 Insurance - Other	0.00	0.00	20.87	0.16	277.27	250.00	27.27
26-1-000-000-4520.000 Payment in Lieu of Taxes	14.67	2,186.32	3,619.13	23.82	42,586.64	43,430.00	(843.36)
26-1-000-000-4570.000 Collection Losses	0.13	(20.00)	0.00	0.05	92.00	0.00	92.00
26-1-000-000-4590.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4590.010 Other Gen Exp - Compliance Fee	0.00	0.00	558.75	3.75	6,705.00	6,705.00	0.00
26-1-000-000-4590.020 Other Gen Exp - Tax Return	0.00	0.00	160.62	1.08	1,926.75	1,927.00	(0.25)
26-1-000-000-4595.000 Compensated Absences	40.30	6,005.44	0.00	3.36	6,005.44	0.00	6,005.44
Total	71.60	10,668.84	6,847.00	48.47	86,664.30	82,164.00	4,500.30
Extraordinary Maintenance							
26-1-000-000-4610.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4610.030 Contract Costs	0.00	0.00	416.63	1.92	3,432.00	5,000.00	(1,568.00)
Total	0.00	0.00	416.63	1.92	3,432.00	5,000.00	(1,568.00)
Casualty Losses							
26-1-000-000-4620.030 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expenses							
26-1-000-000-4800.000 Depreciation Expense	186.84	27,839.27	27,516.63	187.83	335,839.27	330,200.00	5,639.27
26-1-000-000-4801.000 Amortize - Tax Credit Fees	1.76	261.74	261.75	1.76	3,140.88	3,141.00	(0.12)
26-1-000-000-4802.000 Amortize - Finance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	188.60	28,101.01	27,778.38	189.59	338,980.15	333,341.00	5,639.15
TOTAL OPERATING EXPENSES	787.31	117,309.62	82,554.98	550.25	983,850.55	990,658.00	(6,807.45)
OPERATING INCOME (LOSS)	243.57	(36,291.82)	(4,329.98)	30.20	(53,996.90)	(51,958.00)	(2,038.90)

*See Accountants' Compilation Report

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Riverview Towers LLC
Stmnt of Operations-Riverview Towers LLC
Twelve Month Period - December 31, 2022

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
Nonoperating Revenue (Expense)							
26-1-000-000-3430.000 Investment Income	40.99	6,107.87	125.00	11.48	20,521.66	1,500.00	19,021.66
26-1-000-000-3480.000 Gain (Loss) on Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4540.000 Interest Expense - CDA Loan	27.96	(4,166.63)	(4,491.87)	27.96	(50,000.00)	(53,902.00)	3,902.00
26-1-000-000-4540.010 Interest Expense - AHP CDA Loan	2.18	(325.12)	0.00	2.18	(3,902.65)	0.00	(3,902.65)
26-1-000-000-9000.000 Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	10.85	1,616.12	(4,366.87)	18.67	(33,380.99)	(52,402.00)	19,021.01
CHANGE IN NET ASSETS	232.72	(34,675.70)	(8,696.85)	48.87	(87,377.89)	(104,360.00)	16,982.11
Prior Period Adjustments							
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET CHANGE	232.72	(34,675.70)	(8,696.85)	48.87	(87,377.89)	(104,360.00)	16,982.11

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CDA SALARY ALLOCATION - (Effective 1-1-2022)

FUND NAME	2000 Sec 8 HCV	2015 Terrace	2010 Public Housing	2012 Riverview Towers LLC	2014 Bus Activity
Buchberger, L				100%	
Buchberger, S		25%	50%	25%	
Schiefelbein, N	25%		50%	25%	
Betz, B	100%				
King, T	75%		25%		
Birkenmeier, J				100%	
Noel, B		5%	65%		30%
Duginski, B***	50%			50%	

8 Employees

***Betsy Duginski's last day - 10/06/2022

2022
SALARY ALLOCATION - HOURS WORKED

LARRY BUCHBERGER							
MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY				101			101
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
FEBRUARY				159.25			159.25
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
MARCH				130.25			130.25
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
APRIL				134.5			134.5
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
MAY				139.75			139.75
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
JUNE			2	126.25			128.25
ALLOCATION	0.00%	0.00%	1.56%	98.44%	0.00%	0.00%	
JULY				144			144
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
AUGUST				80			80
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
SEPTEMBER				0			0
ALLOCATION	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
OCTOBER				29			29
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
NOVEMBER				118			118
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
DECEMBER			7.5	202.75			210.25
ALLOCATION	0.00%	0.00%	3.57%	96.43%	0.00%	0.00%	
TOTAL	0	0	9.5	1364.75	0	0	1374.25
ALLOCATION	0.00%	0.00%	0.69%	99.31%	0.00%	0.00%	

2022
SALARY ALLOCATION - HOURS WORKED

SCOTT BUCHBERGER							
MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY		15.75	25	52.75			93.5
ALLOCATION	0.00%	16.84%	26.74%	56.42%	0.00%	0.00%	
FEBRUARY		40	76	41.25			157.25
ALLOCATION	0.00%	25.44%	48.33%	26.23%	0.00%	0.00%	
MARCH		44.25	78	44			166.25
ALLOCATION	0.00%	26.62%	46.92%	26.47%	0.00%	0.00%	
APRIL		36	71	34			141
ALLOCATION	0.00%	25.53%	50.35%	24.11%	0.00%	0.00%	
MAY		39.5	76	38			153.5
ALLOCATION	0.00%	25.73%	49.51%	24.76%	0.00%	0.00%	
JUNE		36	63	32.5			131.5
ALLOCATION	0.00%	27.38%	47.91%	24.71%	0.00%	0.00%	
JULY		46.25	85	40			171.25
ALLOCATION	0.00%	27.01%	49.64%	23.36%	0.00%	0.00%	
AUGUST		37	67	38.5			142.5
ALLOCATION	0.00%	25.96%	47.02%	27.02%	0.00%	0.00%	
SEPTEMBER		39	76	43.5			158.5
ALLOCATION	0.00%	24.61%	47.95%	27.44%	0.00%	0.00%	
OCTOBER		39	81.5	40.5			161
ALLOCATION	0.00%	24.22%	50.62%	25.16%	0.00%	0.00%	
NOVEMBER		44.25	77	43.25			164.5
ALLOCATION	0.00%	26.90%	46.81%	26.29%	0.00%	0.00%	
DECEMBER		57.75	99	53.25			210
ALLOCATION	0.00%	27.50%	47.14%	25.36%	0.00%	0.00%	
TOTAL	0	474.75	874.5	501.5	0	0	1850.75
ALLOCATION	0.00%	25.65%	47.25%	27.10%	0.00%	0.00%	

2022
SALARY ALLOCATION - HOURS WORKED

NATE SCHIEFELBEIN							
MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY	30		47	40			117
ALLOCATION	25.64%	0.00%	40.17%	34.19%	0.00%	0.00%	
FEBRUARY	40		72	40			152
ALLOCATION	26.32%	0.00%	47.37%	26.32%	0.00%	0.00%	
MARCH	40		79.5	40			159.5
ALLOCATION	25.08%	0.00%	49.84%	25.08%	0.00%	0.00%	
APRIL	25		51	30			106
ALLOCATION	23.58%	0.00%	48.11%	28.30%	0.00%	0.00%	
MAY	40	2	68.5	40			150.5
ALLOCATION	26.58%	1.33%	45.51%	26.58%	0.00%	0.00%	
JUNE	40		60	40			140
ALLOCATION	28.57%	0.00%	42.86%	28.57%	0.00%	0.00%	
JULY	50		82	55			187
ALLOCATION	26.74%	0.00%	43.85%	29.41%	0.00%	0.00%	
AUGUST	33	2	70	33			138
ALLOCATION	23.91%	1.45%	50.72%	23.91%	0.00%	0.00%	
SEPTEMBER	30.5		49	30			109.5
ALLOCATION	27.85%	0.00%	44.75%	27.40%	0.00%	0.00%	
OCTOBER	40		79	47			166
ALLOCATION	24.10%	0.00%	47.59%	28.31%	0.00%	0.00%	
NOVEMBER	35		72	40			147
ALLOCATION	23.81%	0.00%	48.98%	27.21%	0.00%	0.00%	
DECEMBER	41.5		106	57.5			205
ALLOCATION	20.24%	0.00%	51.71%	28.05%	0.00%	0.00%	
TOTAL	445	4	836	492.5	0	0	1777.5
ALLOCATION	25.04%	0.23%	47.03%	27.71%	0.00%	0.00%	

2022
SALARY ALLOCATION - HOURS WORKED

TAMARA KING

MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY	92		28				120
ALLOCATION	76.67%	0.00%	23.33%	0.00%	0.00%	0.00%	
FEBRUARY	120		40				160
ALLOCATION	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	
MARCH	108		46.5				154.5
ALLOCATION	69.90%	0.00%	30.10%	0.00%	0.00%	0.00%	
APRIL	106		36				142
ALLOCATION	74.65%	0.00%	25.35%	0.00%	0.00%	0.00%	
MAY	101		37				138
ALLOCATION	73.19%	0.00%	26.81%	0.00%	0.00%	0.00%	
JUNE	109		36				145
ALLOCATION	75.17%	0.00%	24.83%	0.00%	0.00%	0.00%	
JULY	159		51				210
ALLOCATION	75.71%	0.00%	24.29%	0.00%	0.00%	0.00%	
AUGUST	107		37				144
ALLOCATION	74.31%	0.00%	25.69%	0.00%	0.00%	0.00%	
SEPTEMBER	100		35.5				135.5
ALLOCATION	73.80%	0.00%	26.20%	0.00%	0.00%	0.00%	
OCTOBER	118		39				157
ALLOCATION	75.16%	0.00%	24.84%	0.00%	0.00%	0.00%	
NOVEMBER	114		38				152
ALLOCATION	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	
DECEMBER	157.25		56.25				213.5
ALLOCATION	73.65%	0.00%	26.35%	0.00%	0.00%	0.00%	
TOTAL	1391.25	0	480.25	0	0	0	1871.5
ALLOCATION	74.34%	0.00%	25.66%	0.00%	0.00%	0.00%	

2022
SALARY ALLOCATION - HOURS WORKED

JULI BIRKENMEIER							
MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY				126.5			126.5
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
FEBRUARY				142.5			142.5
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
MARCH				143			143
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
APRIL				108			108
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
MAY				156			156
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
JUNE				142.5			142.5
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
JULY				217.75			217.75
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
AUGUST				118.75			118.75
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
SEPTEMBER				147.25			147.25
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
OCTOBER				156			156
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
NOVEMBER				160			160
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
DECEMBER				215.5			215.5
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
TOTAL	0	0	0	1833.75	0	0	1833.75
ALLOCATION	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	

2022
SALARY ALLOCATION - HOURS WORKED

BETTY NOEL

MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY		12	73			23	108
ALLOCATION	0.00%	11.11%	67.59%	0.00%	0.00%	21.30%	
FEBRUARY		9	102			47	158
ALLOCATION	0.00%	5.70%	64.56%	0.00%	0.00%	29.75%	
MARCH		5	79.5			41.5	126
ALLOCATION	0.00%	3.97%	63.10%	0.00%	0.00%	32.94%	
APRIL		8	80			37	125
ALLOCATION	0.00%	6.40%	64.00%	0.00%	0.00%	29.60%	
MAY		10	96			37	143
ALLOCATION	0.00%	6.99%	67.13%	0.00%	0.00%	25.87%	
JUNE		6	80			32	118
ALLOCATION	0.00%	5.08%	67.80%	0.00%	0.00%	27.12%	
JULY		15	137			66	218
ALLOCATION	0.00%	6.88%	62.84%	0.00%	0.00%	30.28%	
AUGUST		6	82			40	128
ALLOCATION	0.00%	4.69%	64.06%	0.00%	0.00%	31.25%	
SEPTEMBER		6	81			39	126
ALLOCATION	0.00%	4.76%	64.29%	0.00%	0.00%	30.95%	
OCTOBER		3	70			26	99
ALLOCATION	0.00%	3.03%	70.71%	0.00%	0.00%	26.26%	
NOVEMBER		6	83			43	132
ALLOCATION	0.00%	4.55%	62.88%	0.00%	0.00%	32.58%	
DECEMBER		8	121.5			58	187.5
ALLOCATION	0.00%	4.27%	64.80%	0.00%	0.00%	30.93%	
TOTAL	0	94	1085	0	0	489.5	1668.5
ALLOCATION	0.00%	5.63%	65.03%	0.00%	0.00%	29.34%	

2022
SALARY ALLOCATION - HOURS WORKED

BETSY DUGINSKI							
MONTH	2000 HCV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
JANUARY	27			103			130
ALLOCATION	20.77%	0.00%	0.00%	79.23%	0.00%	0.00%	
FEBRUARY	55			97			152
ALLOCATION	36.18%	0.00%	0.00%	63.82%	0.00%	0.00%	
MARCH	78.5			78.5			157
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
APRIL	76			76			152
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
MAY	78			78			156
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
JUNE	72			72			144
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
JULY	94			94.25			188.25
ALLOCATION	49.93%	0.00%	0.00%	50.07%	0.00%	0.00%	
AUGUST	61.75			61.75			123.5
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
SEPTEMBER	63			63			126
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
OCTOBER	49			49			98
ALLOCATION	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	
NOVEMBER							0
ALLOCATION	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
DECEMBER							0
ALLOCATION	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
TOTAL	654.25	0	0	772.5	0	0	1426.75
ALLOCATION	45.86%	0.00%	0.00%	54.14%	0.00%	0.00%	

CDA SALARY ALLOCATION – (Effective 1-1-2023)

FUND NAME	2000 Sec 8 HCV	2015 Terrace	2010 Public Housing	2012 Riverview Towers LLC	2014 Bus Activity
Buchberger, L				100%	
Buchberger, S		25%	50%	25%	
Schiefelbein, N	25%		50%	25%	
Betz, B	100%				
King, T	75%		25%		
Birkenmeier, J				100%	
Noel, B		5%	65%		30%
Rodemeier, Lacy***	50%			50%	

8 Employees

***Lacy Rodemeier (new employee effective 1/3/2023)



Members
Riverview Towers, LLC
Wausau, Wisconsin

We have audited the financial statements of Riverview Towers, LLC as of and for the year ended December 31, 2022, and have issued our report thereon dated February 15, 2023. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit in our engagement agreement dated October 24, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Riverview Towers, LLC are described in Note 1 to the financial statements.

As described in Note 1, the entity changed accounting policies related to leases by adopting Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic 842, *Leases*, in 2022. There was no material impact on the entity's financial position and results of operations as a result of the adoption of this accounting standard.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the depreciable lives of property and equipment is based on analysis of the expected useful lives of the assets. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- The accrual for compensated absences is based on employees' years of service and pay rates as of the end of the calendar year. We evaluated the key factors and assumptions used to develop the estimate and the consistency of applying those factors and assumptions and determined that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated February 15, 2023.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

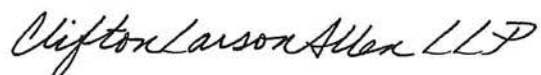
Supplementary information in relation to the financial statements as a whole

With respect to the supplementary information accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated February 15, 2023.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

* * *

This communication is intended solely for the information and use of the members and management of Riverview Towers, LLC and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Wausau, Wisconsin
February 15, 2023

RIVERVIEW TOWERS, LLC
**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**
YEARS ENDED DECEMBER 31, 2022 AND 2021



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**RIVERVIEW TOWERS, LLC
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YEARS ENDED DECEMBER 31, 2022 AND 2021**

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INDEPENDENT AUDITORS' REPORT

Members
Riverview Towers, LLC
Wausau, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Riverview Towers, LLC, which comprise the balance sheets as of December 31, 2022 and 2021, and the related statements of operations, members' equity, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Riverview Towers, LLC as of December 31, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Riverview Towers, LLC and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Riverview Towers, LLC's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Riverview Towers, LLC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Riverview Towers, LLC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Members
Riverview Towers, LLC

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of operating expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Wausau, Wisconsin
February 15, 2023

**RIVERVIEW TOWERS, LLC
BALANCE SHEETS
DECEMBER 31, 2022 AND 2021**

ASSETS	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash and Cash Equivalents:		
Operations	\$ 1,271,384	\$ 1,066,872
Security Deposits	54,266	53,885
Reserves:		
Replacement Reserve	584,562	522,604
Operating Reserve	524,831	520,284
Accounts Receivable:		
Tenants	244	-
Prepaid Expenses	9,230	9,791
Total Current Assets	<u>2,444,517</u>	<u>2,173,436</u>
PROPERTY AND EQUIPMENT, NET	7,303,948	7,608,300
INTANGIBLE ASSETS, NET	<u>14,920</u>	<u>18,061</u>
Total Assets	<u><u>\$ 9,763,385</u></u>	<u><u>\$ 9,799,797</u></u>
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts Payable	\$ 2,315	\$ 20,645
Due to Related Parties:		
Management Fee Payable	5,501	2,662
Other	6,255	-
Accrued Payroll	28,191	29,761
Accrued Compensated Absences	15,601	11,138
Payment in Lieu of Taxes	42,587	40,644
Tenant Security Deposits Payable	52,228	49,935
Deferred Revenue	2,439	4,812
Total Current Liabilities	<u>155,117</u>	<u>159,597</u>
LONG-TERM LIABILITIES		
Long-Term Debt	3,250,000	3,250,000
Accrued Interest Payable	484,433	430,530
Accrued Compensated Absences	17,322	15,779
Total Long-Term Liabilities	<u>3,751,755</u>	<u>3,696,309</u>
Total Liabilities	3,906,872	3,855,906
MEMBERS' EQUITY	<u>5,856,513</u>	<u>5,943,891</u>
Total Liabilities and Members' Equity	<u><u>\$ 9,763,385</u></u>	<u><u>\$ 9,799,797</u></u>

See accompanying Notes to Financial Statements.

RIVERVIEW TOWERS, LLC
STATEMENTS OF OPERATIONS
YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022	2021
REVENUES		
Rental Income	\$ 539,197	\$ 513,166
Hap Subsidy	372,948	378,713
Government Grant	-	48,084
Other	17,708	21,145
Interest	20,522	1,668
Total Revenues	950,375	962,776
 EXPENSES		
Administrative	214,995	212,142
Tenant Services	7,836	8,026
Utilities	113,331	106,731
Maintenance and Operations	214,738	189,530
Protective Services	3,877	3,846
Insurance	29,349	26,533
Payment in Lieu of Taxes	42,587	40,644
Collection Loss	92	-
General	18,065	14,307
Interest	53,903	53,883
Depreciation and Amortization	338,980	335,934
Total Expenses	1,037,753	991,576
 NET LOSS	 \$ (87,378)	 \$ (28,800)

See accompanying Notes to Financial Statements.

**RIVERVIEW TOWERS, LLC
STATEMENTS OF MEMBERS' EQUITY
YEARS ENDED DECEMBER 31, 2022 AND 2021**

	Riverview Towers MM, LLC	National Equity Fund, Inc.	Retained Earnings	Total
BALANCE - JANUARY 1, 2021	\$ 174,810	\$ 5,797,881	\$ -	\$ 5,972,691
Net Loss	-	-	(28,800)	(28,800)
Net Loss Allocated to Members	<u>(3)</u>	<u>(28,797)</u>	<u>28,800</u>	<u>-</u>
BALANCE - DECEMBER 31, 2021	174,807	5,769,084	-	5,943,891
Net Loss	-	-	(87,378)	(87,378)
Net Loss Allocated to Members	<u>(9)</u>	<u>(87,369)</u>	<u>87,378</u>	<u>-</u>
BALANCE - DECEMBER 31, 2022	<u>\$ 174,798</u>	<u>\$ 5,681,715</u>	<u>\$ -</u>	<u>\$ 5,856,513</u>

See accompanying Notes to Financial Statements.

RIVERVIEW TOWERS, LLC
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rental Income	\$ 541,154	\$ 513,878
Hap Subsidy	372,948	378,713
Government Grant	-	48,084
Other	15,335	18,739
Interest	20,522	1,668
Total Receipts	949,959	961,082
Disbursements:		
Administrative	(127,958)	(125,125)
Employee Salaries and Wages	(177,043)	(175,570)
Tenant Services	(8,173)	(7,689)
Utilities	(129,044)	(96,643)
Maintenance and Operations	(119,488)	(99,930)
Protective Services	(3,877)	(3,846)
Insurance	(28,788)	(26,589)
Payment in Lieu of Taxes	(40,644)	(42,855)
General	(12,059)	(11,668)
Total Disbursements	(647,074)	(589,915)
Net Cash Provided by Operating Activities	302,885	371,167
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Property and Equipment	(31,487)	(50,763)
CHANGE IN CASH, CASH EQUIVALENTS, AND RESTRICTED CASH	271,398	320,404
Cash, Cash Equivalents, and Restricted Cash - Beginning of Year	2,163,645	1,843,241
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH - END OF YEAR	\$ 2,435,043	\$ 2,163,645

See accompanying Notes to Financial Statements.

RIVERVIEW TOWERS, LLC
STATEMENTS OF CASH FLOWS (CONTINUED)
YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022	2021
RECONCILIATION OF CASH, CASH EQUIVALENTS, AND RESTRICTED CASH		
Operations	\$ 1,271,384	\$ 1,066,872
Security Deposits	54,266	53,885
Replacement Reserve	584,562	522,604
Operating Reserve	524,831	520,284
Total Reconciliation of Cash, Cash Equivalents, and Restricted Cash	\$ 2,435,043	\$ 2,163,645
 RECONCILIATION OF NET LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Net Loss	\$ (87,378)	\$ (28,800)
Adjustments to Reconcile Net Loss to Net Cash Provided by Operating Activities:		
Depreciation and Amortization	338,980	335,934
Changes in Operating Assets and Liabilities:		
Accounts Receivable - Tenants	(244)	-
Prepaid Expenses	561	(56)
Accounts Payable - Trade	(18,330)	11,442
Accounts Payable - Related Party	9,094	(3)
Accrued Payroll	(1,570)	33
Accrued Compensated Absences	6,006	2,639
Accrued Interest Payable	53,903	53,883
Payment in Lieu of Taxes	1,943	(2,211)
Tenant Security Deposits Payable	2,293	712
Deferred Revenue	(2,373)	(2,406)
Net Cash Provided by Operating Activities	\$ 302,885	\$ 371,167

See accompanying Notes to Financial Statements.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principal Business Activity

Riverview Towers, LLC (the Company) was organized in 2011 under the laws of the state of Wisconsin to modernize and operate a 10-story, 149-unit rental project, known as Riverview Towers, for elderly and disabled residents of low- and very low-income, located at 500 Grand Avenue, Wausau, Wisconsin. The Company is managed by the Community Development Authority (CDA) of the city of Wausau, Wisconsin, which is the sole owner of the Company's managing member, Riverview Towers MM, LLC (RVTMM). The project was subject to a Consolidated Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD) through May 31, 2017. Effective June 1, 2017, the Company entered into a Rental Assistance Demonstration (RAD) Conversion Commitment with HUD. Under the RAD Commitment, the Company, through RVTMM, has also executed a Rental Assistance Demonstration Use Agreement (RAD Use Agreement), and a Section 8 Housing Assistance Payments Contract (RAD HAP Contract) to receive Project-Based Vouchers which began January 1, 2018, in place of the operating subsidy received under the ACC. Of the 149 rental units, 148 units are also subject to the rules and requirements of the Low-Income Housing Tax Credit program under Internal Revenue Code Section 42.

Leasing operations consist principally of operating leases of residential real estate expiring within the next twelve months in which the Company is the lessor. Lease contracts do not include variable lease payments. Subsidy payments for low-income eligible tenants are provided under a Section 8 housing assistance payment contract as noted above. This contract requires tenants to contribute a portion of the contract rent based on formulas prescribed by the HUD. The difference from the calculated subsidy and the contract rents is paid by HUD. The current contract expires on July 1, 2037.

The Company is 99.99% owned by National Equity Fund, Inc. (NEF) and 0.01% owned by RVTMM. Operating profits and losses and the tax credits are allocated based upon ownership. Both members have limited liability with respect to the expenses, liabilities and obligations of the Company, except that RVTMM, as managing member, has guaranteed certain payments to NEF, the investor member, if the Company fails to qualify for a specified amount of tax credits during the term of the tax credit guaranty agreement.

Concentration of Credit Risk

The Company's cash balance is maintained at one bank. At times, the balance at the bank may be in excess of federally insured limits.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash Equivalents

The Company considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

Property and Equipment

Property and equipment are stated at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets which range from 5 to 40 years as follows:

Buildings	40 Years
Buildings Improvements	15 Years
Land Improvements	15 Years
Furniture and Appliances	10 Years
Office Equipment	10 Years
Machinery and Maintenance Equipment	10 Years
Vehicles	5 Years
Computers	5 Years

The Company follows the CDA's policy whereby personal property items having a useful life of more than one year and a value of at least \$500 are capitalized. Except for appliances which are also capitalized, all expenditures for personal property valued under the threshold and for repairs and maintenance that do not materially prolong the useful lives of assets are expensed.

Impairment of Long-Lived Assets

The Company reviews long-lived assets for impairment whenever events or circumstances indicate that the carrying value of such assets may not be fully recoverable. Impairment is evaluated based on the sum of undiscounted estimated future cash flows expected to result from use of the assets compared to its carrying value. If impairment is recognized, the carrying value of the impaired asset is reduced to its fair value. There were no impairment charges or long-lived assets disposed of during the years ended December 31, 2022 and 2021.

Intangible Assets

Intangible assets consist of tax credit fees paid to Wisconsin Housing and Economic Development Authority in the amount of \$47,114. The tax credit fees are being amortized over 15 years. Total amortization expense for the years ended December 31, 2022 and 2021 was \$3,141 and \$3,141, respectively.

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense was \$3,770 and \$2,988 for the years ended December 31, 2022 and 2021, respectively.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accrued Payroll and Compensated Absences

The Company has been allocated its portion of employee salaries and wages, and related earned compensated absences by CDA, which follows the city of Wausau's policies on vacation and sick leave. Vacation benefits accrue at various rates based on employees' years of continuous service. Unused benefits may accumulate up to a maximum number of hours ranging from 120 to 280 annually. Benefits vest after six months of service and are paid out at the time of voluntary separation if the employee is in good standing and has given ten working days written notice.

Regular full-time employees earn sick leave at a rate of 3.6923 hours per bi-weekly pay period up to a maximum of 133 days (1,064 hours). Regular part-time employees earn sick leave at a rate of 1.85 hours per bi-weekly pay period up to a maximum of 66 days (528 hours). Employees earn sick leave immediately upon starting employment and must have six days of paid time in a pay period in order to earn sick leave during that pay period. When an employee retires, up to 100% of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value and used to pay premiums towards the hospital and surgical program then in effect for the employee. The percentage of sick leave remaining in the employee's accumulated sick leave that is convertible is based on a formula which takes into consideration an employee's age and length of service.

Tenant Security Deposits Payable

The Company requires tenants to pay a security deposit equal to one month's rent. Security deposits due to tenants are reflected as a liability in the accompanying balance sheets.

Income Taxes

The Company has elected to be taxed as a partnership under the Internal Revenue Code. Consequently, the members report their share of the Company's taxable income in their individual income tax returns. Therefore, no provision for income taxes has been included in the accompanying financial statements.

The Company's income tax returns are subject to review and examination by federal and state authorities. The Company evaluated its tax positions and determined it has no uncertain tax positions as of December 31, 2022 and 2021.

Leases

Revenue from lease payments is recognized under the accrual method. Lease payments include subsidy payments and are included in income as rents become due. Lease payments received in advance are deferred until earned. At the commencement of an operating lease, no revenue is recognized; subsequently, lease payments received by the Company are recognized as income on the straight-line basis.

The Company has elected to apply the practical expedient, which does not require contracts to be separated between lease and non-lease components.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

New Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2016-02, Leases (ASC 842). The new standard increases transparency and comparability among organizations related to leasing activities. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. Implementation of the new standard did not result in material changes to amounts reported in the financial statements but did require enhanced disclosures about the entity's leasing activities.

The Company adopted the requirements of the guidance effective January 1, 2022 and has elected to apply the provisions of this standard to the beginning of the period of adoption, with certain practical expedients available. Lease disclosures for the year ended December 31, 2021 are made under prior lease guidance in FASB ASC 840.

The Company has elected to adopt the package of practical expedients available in the year of adoption. The Company has elected the available practical expedient to use hindsight in determining the lease term.

Subsequent Events

In preparing these financial statements, the Company has evaluated events and transactions for potential recognition or disclosure through February 15, 2023, the date the financial statements were available to be issued.

NOTE 2 OPERATING AGREEMENT

The Company is subject to an operating agreement between its members. In accordance with the operating agreement, the Company is to maintain an operating reserve and a project replacement reserve.

All reserves are properly funded as follows:

	Replacement Reserve	Operating Reserve
Balance - Beginning of Year	\$ 522,604	\$ 520,284
Deposits	57,012	-
Interest Earned	4,946	4,547
Balance - End of Year	<u>\$ 584,562</u>	<u>\$ 524,831</u>

Additionally, the Company is required to pay an annual fee to NEF for asset management services to be rendered to the Company. The fee is subject to an annual increase of 3%. Asset management fees expensed were \$10,079 and \$9,786 for 2022 and 2021, respectively.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 3 PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at December 31:

	2022	2021
Land Improvements	\$ 17,560	\$ 17,560
Buildings and Improvements	10,090,945	10,061,062
Furniture, Fixtures, and Equipment	334,239	332,635
Total Property and Equipment	10,442,744	10,411,257
Less: Accumulated Depreciation	3,138,796	2,802,957
Property and Equipment, Net	\$ 7,303,948	\$ 7,608,300

Depreciation expense for 2022 and 2021 totaled \$335,839 and \$332,793, respectively. Substantially all of the property and equipment serves as underlying assets for operating leases.

NOTE 4 RELATED PARTY TRANSACTIONS

The Company has entered into an agreement with CDA as management agent for the Company. The term of the agreement is for three years and expires on August 31, 2025. Fees for management agent services are calculated at the rate of 6% of total monthly gross receipts. Total fees incurred were \$33,122 and \$31,778, with \$5,501 and \$2,662 accrued at December 31, 2022 and 2021, respectively, as management fee payable in the accompanying balance sheets.

A ground lease agreement exists between the Company and CDA whereby the Company is leasing the apartment building and all parking spaces from CDA for the purpose of rehabilitating, equipping, and developing the 149-unit facility. The agreement terminates on the latest to occur of (a) expiration of the minimum period during which the RAD units are required by law to be operated under the RAD Use Agreement; or (b) the expiration of 75 years from the date the project becomes available for occupancy. The fixed rent is \$1; all other monies paid, such as for maintenance of the building and grounds, utility services to common areas of the building and property, reasonable building security services and other operating expenses, are considered to be additional rent. No additional rent was paid during the years ended December 31, 2022 and 2021.

In addition, a lease agreement exists between the Company and CDA whereby the Company is leasing the maintenance building and land from CDA for the purpose of maintaining the rental building and grounds known as Riverview Towers. The term of this lease expires on December 31, 2088. The fixed rent is \$1. All other monies paid, such as for maintenance of the building and grounds, utility services to common areas of the building and property, reasonable building security services and other operating expenses, are considered to be the responsibility of the Company.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 5 LONG-TERM DEBT

The Company's long-term debt consisted of the following at December 31:

<u>Description</u>	<u>2022</u>	<u>2021</u>
2.0%, construction second mortgage payable to CDA, with payments commencing one year from date project placed in service assuming available project cash flows, amortizing over 40 years from the in-service date, collateralized by an open-end leasehold mortgage and a security agreement, maturing in 2054.	\$ 2,500,000	\$ 2,500,000
0.5%, affordable housing program loan payable to CDA, with payments of principal and interest sufficient to amortize the loan over 40 years assuming available project cash flows, collateralized by an open-end junior leasehold mortgage and a security agreement maturing in September, 2052.	<u>750,000</u>	<u>750,000</u>
Total Long-Term Debt	<u>\$ 3,250,000</u>	<u>\$ 3,250,000</u>

The above notes are supported by mortgage, security, and regulatory agreements.

NOTE 6 INTEREST EXPENSE

Total interest costs were \$53,903 and \$53,883 during 2022 and 2021, respectively. No interest costs were capitalized as part of the cost of assets acquired during the periods.

NOTE 7 RETIREMENT PLAN

Employees are covered under the State of Wisconsin Retirement System as part of the city of Wausau, Wisconsin. The employer's portion of the current annual contribution was paid by the Company and totaled \$11,568 and \$11,888 for the years ended December 31, 2022 and 2021, respectively.

RIVERVIEW TOWERS, LLC
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022 AND 2021

NOTE 8 CONTINGENCY

An Affordable Housing Program Retention/Repayment Agreement dated September 26, 2012, was entered into among BMO Harris Bank N.A., CDA and the Company. BMO Harris Bank N.A. disbursed the proceeds of an Affordable Housing Program (AHP) grant in the amount of \$750,000 from Federal Home Loan Bank of Chicago (FHLB) to CDA for use in connection with the construction and rehabilitation of the project. The Company must comply with the AHP provisions of the Financial Institution's Reform, Recovery and Enforcement Act of 1989 for a term of 15 years from the date of project completion (the retention period), at which time the recapture agreement terminates. Such provisions include managing and operating the property as rental housing for very low-income households and providing compliance information as required by FHLB during the term of the agreement. In an event of default under the agreement, the Company and CDA will repay that portion of the grant that may be recaptured by BMO Harris Bank N.A. and FHLB.

RIVERVIEW TOWERS, LLC
SCHEDULES OF OPERATING EXPENSES
YEARS ENDED DECEMBER 31, 2022 AND 2021
(SEE INDEPENDENT AUDITORS' REPORT)

	2022	2021
ADMINISTRATIVE		
Administrative Salaries	\$ 86,844	\$ 84,541
Administrative Employee Benefits	46,004	45,782
Advertising and Marketing	3,770	2,988
Legal	-	4,183
Staff Training	646	850
Travel and Mileage	749	717
Office	9,574	7,889
Accounting and Auditing	13,998	13,704
Other Administrative and Sundry	631	571
Telephone	2,873	2,648
Management Fee	33,122	31,778
Compliance Fees	6,705	6,705
Asset Management Fee	10,079	9,786
Total Administrative	\$ 214,995	\$ 212,142
TENANT SERVICES		
Recreation and Other	\$ 3,711	\$ 3,530
Tenant Store	4,125	4,496
Total Tenant Services	\$ 7,836	\$ 8,026
UTILITIES		
Water	\$ 8,549	\$ 9,108
Electricity	54,942	52,432
Gas	35,757	32,213
Sewer	12,559	11,454
Other	1,524	1,524
Total Utilities	\$ 113,331	\$ 106,731
MAINTENANCE AND OPERATIONS		
Maintenance Labor	\$ 94,884	\$ 91,062
Maintenance Employee Benefits	42,968	42,894
Maintenance Materials	20,786	14,820
Heating and Cooling	4,933	2,734
Snow Removal	550	-
Elevator Maintenance	7,342	6,289
Landscape and Grounds	4,352	4,071
Unit Turnaround	-	1,784
Electrical	1,387	414
Plumbing	308	-
Extermination	14,587	13,025
Janitorial	5,995	-
Other Contract Costs	8,634	5,972
Garbage and Trash Removal	8,012	6,465
Total Maintenance and Operations	\$ 214,738	\$ 189,530

RIVERVIEW TOWERS, LLC
SCHEDULES OF OPERATING EXPENSES (CONTINUED)
YEARS ENDED DECEMBER 31, 2022 AND 2021
(SEE INDEPENDENT AUDITORS' REPORT)

	2022	2021
PROTECTIVE SERVICES		
Contract Costs	\$ 3,877	\$ 3,846
INSURANCE		
Property	\$ 20,940	\$ 18,206
Liability	5,922	5,938
Workers' Compensation	2,210	2,163
Other	277	226
Total Insurance	\$ 29,349	\$ 26,533
GENERAL		
Compensated Absences	\$ 6,005	\$ -
Extraordinary Maintenance	3,432	5,977
Other	8,628	8,330
Total General	\$ 18,065	\$ 14,307
OTHER		
Payment in Lieu of Taxes	\$ 42,587	\$ 40,644
Collection Loss	92	-
Interest	53,903	53,883
Total Other	\$ 96,582	\$ 94,527
DEPRECIATION AND AMORTIZATION		
Depreciation	\$ 335,839	\$ 332,793
Amortization of Tax Credit Fees	3,141	3,141
Total Depreciation and Amortization	\$ 338,980	\$ 335,934

RESOLUTION NUMBER 23-002

2023 Capital Fund Program Assistance Grant # WI39P03150123

WHEREAS, the Wausau Community Development Authority operates a Public Housing Program within the City of Wausau; and

WHEREAS, the Wausau Community Development Authority (WI031) and the United States Department of Housing and Urban Development (HUD) entered into a Consolidated Annual Contributions Contract (ACC) Number C-642; and

WHEREAS, the Wausau Community Development Authority has been awarded **\$100,779** in Capital Fund Program (CFP) assistance, for the purpose of assisting them in carrying out capital and management activities at existing public housing developments and to ensure that such developments continue to be available to serve low-income families.

NOW, THEREFORE, BE IT RESOLVED that the Wausau Community Development Authority Commission acknowledges and accepts this assistance for Fiscal Year 2023 referred to under Capital Fund Grant Number WI39P03150123.

BE IT FURTHER RESOLVED that ACC Number C-642 is amended and the capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

AYES _____ NAYS _____

Approved Date _____

Andy Witt
Chairperson

Liz Brodek
Director

2023 Capital Fund

OMB Approval No. 2577-0075
(exp. 08/31/2023)

Capital Fund Program
(CFP) Amendment
Annual Contributions Contract
Terms and Conditions (HUD-52840-A)

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

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Wausau Community Development Authority WI031 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law 117-328, Division L, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ 100,779.00 for Fiscal Year 2023 to be referred to under the Capital Fund Grant Number WI39P03150123
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____ On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.

2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).

(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

U.S. Dept of HUD By <u>/s/ Marianne Nazzaro</u> Title: Deputy Assistant Secretary Office Public Housing Investments	Date: 02/17/2023	PHA (Executive Director or authorized agent) By <u>[Signature]</u> Date: <u>2/20/23</u> Title: <u>Development Director</u>
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FY2023 Capital Fund Formula Grant Calculations

This tool is designed to provide information on the calculation of FY2023 Capital Fund Formula grants. Information is displayed at both the PHA-level and development-level. This tool replaces both the PHA-Level Funding Report and Development Per Unit Funding Report that HUD posted in past years. Please refer to the "Notes and Explanations" tab for answers to any questions you may have. If your question is not answered there, please email your local field office and copy PHOCCI@hud.gov. Thank you!

Select PHA Code: **WI031**

PHA Name: Wausau Community Development Authority


PHA-level Funding

Field Office	PHA Code	PHA Name	Grant Number	Grant Amount
WISCONSIN PH	WI031	Wausau Community	WI39P03150123	\$ 100,779

Development-level Funding Calculation

Development/ AMP Number	Development / AMP Name	Standing Units	Removed Units	2023 Grant Amount Portion By Development / AMP	Portion of Formula Grant Awarded as DDTF	Per Unit Funding	Was PHA Designated as High Performer?	High Performer Bonus Adjustment
WI031000001	Scattered Sites	46	0	\$ 100,779	-	\$ 2.191	High Performer	\$ 4,799
				Total: \$		100,779		



DATE: March 28, 2023
TO: Wausau Community Development Authority (WCDA) Board
FROM: Betty Noel, WCDA Assistant Director 
RE: Project-Based Voucher Utilization

The WCDA provides quality housing options to the elderly, near elderly, disabled and low-income residents in a variety of locations and formats.

Within its program portfolio, the WCDA administers a Section 8 Housing Choice Voucher (HCV) program which provides rental assistance for very low-income families in the private market. Since housing assistance is provided on behalf of the family or individual, program participants can find a suitable housing unit that meets program requirements. The WCDA issues a monthly housing assistance payment directly to the landlord on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Program participants normally pay no more than 30% of their monthly adjusted income toward rent and utilities.

The HCV program consists of both tenant-based and project-based vouchers. Tenant-based vouchers allow families to move, porting their voucher, without the loss of rental assistance, and project-based vouchers remain with specific housing units. Riverview Towers and Riverview Terrace both receive project-based voucher assistance through our HCV program.

WCDA staff recognizes the increased need for more affordable housing, with long-term affordability restrictions, and is proposing the issuance of an RFP accepting proposals from property owners and developers wishing to place project-based vouchers in their developments within the city limits of Wausau. *(Subject to terms and conditions to be further outlined in the RFP).*

This expanded public-private collaboration with eligible entities would further our mission of ensuring decent, safe and affordable housing choices and increase the number of housing units serving our community's very low-income persons by utilizing resources the WCDA already has. *(The number of available vouchers will be dependent on the WCDA's HCV budget authority and project-based voucher cap as allocated by HUD)*

Staff is seeking board approval to proceed with this expanded voucher utilization process.

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	97%	83%	100%	283
March	97%	94%	100%	288
April				
May				
June				
July				
August				
September				
October				
November				
December				



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000
OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division

February 7, 2023

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

Dear Ms. Brodek:

Recently, Quality Assurance Division (QAD) staff conducted a remote Rent Reasonableness review of the Wausau Community Development Authority (WI031). This review is part of our overall Housing Choice Voucher (HCV) program initiative to better ensure that (1) the system adopted for determining the reasonableness of program rents is in accordance with HUD's guidelines, (2) the system is used correctly in approving program rents, and (3) participant files are properly documented.

The results of our review are presented in the enclosed report. The report contains two (2) Concerns and no Findings. No response is required for Concerns.

We appreciate the cooperation extended to QAD staff during the review and your assistance in helping us ensure the best possible Rent Reasonableness process. Should you have any questions or concerns, please contact Andrew Kopacek at 612-370-3057 or Andrew.R.Kopacek@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Phung".

Ray Phung
Supervisory Program Analyst
Quality Assurance Division

Enclosure: Rent Reasonableness Review – WI031

cc: Shirley Wong, Director, Office of Public & Indian Housing, Milwaukee

Rent Reasonableness Review – WI031

Background: For every unit accepted into the Housing Choice Voucher (HCV) program, the PHA must determine that the rent for the unit is reasonable in comparison to rents for unassisted units in the market area. The purpose of this review is to examine a PHA’s source documents and determine if the PHA is following HUD’s Rent Reasonableness guidelines.

Concerns

Concern No. 1: Unit type comparability was not established in some sampled files.

Condition: In five of ten files reviewed, unit type was either missing or was not comparable on the Rent Reasonableness certification form. See the below Table 1 for the missing and inconsistent unit types.

Table 1:

LAST NAME (truncated)	Subject Unit Type	Comparable 1 Unit Type	Comparable 2 Unit Type	Comparable 3 Unit Type	HQS Inspection Unit Type
Che***	??	duplex	duplex	duplex	apartment
Dal***	??	duplex	duplex	??	single-family
Gei*	??	apartment	apartment	apartment	apartment
And*****	duplex	single-family	duplex	duplex	duplex
Den***	apartment	apartment	apartment	??	apartment

Cause: As follows is a response provided by Betty Noel, WI031 Assistant Director, regarding the cause of the missing unit type designations:

In our housing software, when determining RR, there are two separate areas in which to designate “Unit Type”. Unfortunately, for these files we discovered that one of those “Unit Type” designation boxes was unintentionally left unchecked.

For the Che*** file, PHA staff states that the inspection report is incorrectly marked, and that this unit is actually a duplex unit but Garden Apartment was incorrectly checked on the inspection form. Therefore, the duplex comparable units used in the determination are accurate. For the Dal*** and And***** files, PHA staff states that a sufficient number of like-unit-type comparable units could not be found within the PHA comparable unit database. Therefore, they used what they regarded as the “next-most-comparable” unit types in the determinations.

Effect: Because a subject single-family unit was compared against duplex comparable units, the Dal*** file appeared to have a PHA approved rent that exceeded reasonable rent. However, upon WI031 staff redetermining Rent Reasonableness with single-family unit types, it is shown that a high rent was not approved. As such, none of the unit type errors listed in this Concern resulted in over-expenditure of HAP monies.

Rent Reasonableness Review – WI031

For PHA staff to keep in mind, and as noted in the Rent Reasonableness section of the HCV Guidebook, unit type is one of the three most important factors in explaining differences in rents:

Not all of the factors that HUD requires PHAs to review have the same effect on rents, and there is considerable variation on what is important from market to market. However, the three most important factors in explaining differences in rents are:

- Location of the unit;
- Number of bedrooms in the unit; and
- Type of unit (e.g., high rise, garden apartment, duplex, single family home).

If the comparable unit type does not match the program unit type, and no dollar adjustment is made to establish comparability, then the RR certification process may become inaccurate.

As stated in 24 CFR § 982.507(b):

Comparability. The PHA must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the PHA must consider: (1) The location, quality, size, unit type, and age of the contract unit....

Recommended Corrective Action 1: Ensure that unit type is always clearly stated on the Rent Reasonableness certification forms and that comparable units are of the same unit type as the subject unit. Of note is that WI031 staff already corrected all of the errors stated in this Concern. Therefore, this Recommended Corrective Action is for WI031 practices going forward.

Concern No. 2: In one file reviewed, Rent Reasonableness was documented late.

Condition: According to documentation found in the Sno**** file, Rent Reasonableness was performed one day after the HAP Contract was signed.

Cause: When asked about this issue, PHA staff indicated the following:

After the HAP contract was signed and the tenant file was reviewed for completeness, it was discovered that one of the comps used was inaccurate. A new RR form was subsequently generated for the file which then reflected a date after the HAP contract signature date.

Effect: The PHA did not comply with the requirements of 24 CFR § 982.507(a)(1), which states, “[...] the PHA may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent.” By completing the reasonable rent determination after the execution of the HAP Contract, the contract rent and calculated HAP payment may not be reasonable compared to similar, unassisted units. This may lead to the over payment of subsidy and harms the integrity of the Housing Choice Voucher program.

A reasonable rent appears to have been approved in this instance, so no negative monetary effect results from this error.

Rent Reasonableness Review – WI031

Recommended Corrective Action 2: Ensure that Rent Reasonableness is always completed prior to signing the HAP Contract.

Technical Assistance

Technical assistance provided during this review primarily focused on the three most important Rent Reasonableness criteria: Location, Unit Type, and Unit Size. As noted during the January 24th, 2023, phone discussion with WI031 staff, location and unit size were always accurately considered in all files reviewed—whereas unit type needs some work. WI031 staff was receptive to making the recommended changes, making all recommended changes, and providing proof, within a day of that 1/24/2023 discussion.

Other technical assistance provided focused on comparability language noted in 24 CFR § 982.507(b), some of the HCV Guidebook's Rent Reasonableness section, and parts of HUD Notice PIH 2003-12.

It bears mention that WI031 staff was exceptionally cooperative for the duration of this review. All requested information was provided far ahead of deadlines and with great accuracy. In his over 20 years of doing Rent Reasonableness reviews, the reviewer cannot recall any other PHA staff that was so fast and accurate in response. In addition, WI031 staff always wanted to learn, always was receptive to suggested improvements, and always had a positive attitude.

WI031 staff is encouraged to contact the reviewer in the future with any Rent Reasonableness questions. It's been a sincere joy to work with such great staff.