

*** 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, June 27, 2023 at 12:00 pm**
Location: **550 E Thomas Street, Wausau, Wisconsin 54403**
Members: **Sarah Napgezek (VC), David Welles, John Wagman, Carol Lukens, Chad Henke, Patrick Gosz, Rachael Hass**

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

1. Call the Meeting to Order
2. Approval of Minutes from 05/23/2023
3. New Commissioner Welcome and Introductions
4. Community Development Authority Organizational and Program Review
5. Discussion and Possible Action on the Acquisition of 703 Fulton Street from the Community Development Department
6. Discussion and Possibles Action on the Issuance of a Request for Proposal (RFP) for Project Based Vouchers - Housing Choice Voucher (HCV) Program
7. Discussion and Possible Action on Election of Board Chair and Vice Chair
8. Discussion and Possible Action on Finance Committee Member Nominations
9. Operational Issues & Current Activities
 - Occupancy Overview
 - 1901 Bopf Street Roof Replacement Update
 - SEMAP FYE 12/31/22

Adjournment

Sarah Napgezek, Vice Chair

This Notice was posted at City Hall and emailed to the Media on Thursday, June 22, 2023 at 10:00 am. Questions regarding this agenda may be directed to Liz Brodek, Community Development Director at 715-261-6685

Any person wishing to offer public comment who does not appear in person to do so, may e-mail 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

05/23/23

MEMBERS PRESENT: Sarah Napgezok, John Wagman, David Welles,
Chad Henke, Rachael Hass, Carol Lukens

MEMBERS ABSENT:

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

(1) Call Meeting to Order

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

(2) Approval of Minutes from 03/28/2023

Welles made a motion to approve the minutes from 03/28/23. Hass seconded. Motion was approved unanimously.

(3) Consideration and Possible Action on Resolution #23-003 Admissions and Continued Occupancy Policy (ACOP) Update – Public Housing Program

King gave a brief overview of the revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Wagman moved to approve Resolution #23-003. Welles seconded. Motion carried on a roll call vote 6-0.

(4) Consideration and Possible Action on Resolution #23-004 Lease & House Rules Revisions – Public Housing Program

Birkenmeier stated that Tammy King, worked closely with Tara Alfonso, Assistant City Attorney, to update the Scattered Sites Lease and House Rules. She said updates were necessary for continued compliance with HUD regulations and Wisconsin State Statutes. Birkenmeier stated the new lease and house rules will carry an effective date of July 1, 2023. Wagman moved to approve Resolution #23-004. Hass seconded. Motion carried on a roll call vote 6-0.

(5) Presentation and Review of 2023 First Quarter Financials

Noel stated that due to schedule conflicts, the finance committee was unable to meet to review the first quarter financials, so the 2023 first quarter financials were presented to the full board.

Noel first reviewed the Capital Fund Program (CFP) grant summary stating that 2022 and 2023 are the only open grants. She further reviewed the obligation and expenditure deadlines, current fund balances and budget detail for each grant. Noel stated that the 2022 grant will be fully expended upon completion of the Bopf Street roof replacement project which is due to begin in early June.

Noel reviewed the 2023 first quarter financials for the WCDA's budgeted programs. She gave an overview of the *Year-To-Date* versus *Budget* line items and explained budget variances.

Noel then reviewed the 2023 first quarter financials for Riverview Towers LLC, summarizing *Year-To-Date* versus *Budget* line items and further explained any budget variances.

(6) Operational Issues and Current Activities

Occupancy Overview - Noel reported 99% occupancy at Riverview Towers, 94% at Riverview Terrace and 100% at the Scattered Sites and said staff is currently administering 300 Housing Choice Vouchers.

CDA Staff Reclassifications – Birkenmeier reported that she, Noel and Brodek met with the City's Human Resources Director, James Henderson, relative to two proposed job reclassifications for the CDA's Administrative Assistant and Occupancy Specialist. Following a thorough review of job responsibilities, she said Director Henderson recommended reclassifications which would move each position to one higher pay grade. She then reported that both reclassifications were approved at the May 8th, Human Resources Committee meeting and would soon be taken to Finance and City Council to finalize the reclassification process. Noel said that although the reclassifications will not have any fiscal impact on the City's budget, they will each add approximately \$2,000 to staff salaries for the remainder of 2023. She noted that because staff salaries are spread over various CDA programs, the increases will not burden one specific budget. Birkenmeier and Noel said although it is ultimately being driven by the City's Human Resources Director, they wanted to ensure the board was aware of the proposed reclassifications.

2022 Single Audit Update – Noel reported that the CDA's single audit went well, and the auditor from CliftonLarsonAllen (CLA) are nearing their final review. She said Brodek has prepared the MD&A which she will submit to the auditors following the board meeting. Noel expects that CLA will present both the Riverview Towers LLC and CDA audits to the full board at a future board meeting. Noel then added that 2022 was the final audit year of the City's contract with CLA and reiterated that the City includes CDA as an added component of their RFP for auditing services. She anticipates that Finance Director, Groat, will begin that RFP process in the very near future.

Adjournment

Respectfully Submitted,

Sarah Napgezok
Vice Chairperson

Wausau Community Development Authority

(Revised 5/2023)

The Wausau Community Development Authority (WCDA) for the City of Wausau was created in 1989, combining the housing authority and redevelopment authority. The WCDA provides quality housing options to the elderly, near-elderly, disabled and low-income residents in a variety of locations and formats and assists in the redevelopment of problem and challenged sites.

The WCDA owns and operates 46 units of Scattered Site Public Housing for low-income families, Riverview Terrace; 36 units of elderly housing, Riverview Towers; 149 units of near-elderly and disabled housing and administers approximately 280 monthly Section 8 Housing Choice Vouchers for individuals and families.

The CDA is led by Community and Economic Development Director, Liz Brodek, and is governed by a seven-member board of commissioners who are appointed by the Mayor.

WAUSAU COMMUNITY DEVELOPMENT AUTHORITY STAFF

<u>NAME</u>	<u>POSITION</u>	<u>YEARS</u>
Betty Noel	Assistant Director	25
Juli Birkenmeier	Community Services Analyst	10
Barb Betz	Section 8 HCV Program Coordinator	7
Tammy King	Occupancy Specialist	6
Lacy Rodemeier	Administrative Assistant	.5
Larry Buchberger	Building Maintenance Tech-Lead Worker	26
Scott Buchberger	Building Maintenance Technician	15
Nate Schiefelbein	Building Maintenance Technician	18

WCDA staff are routinely trained in their positions and attend local and regional HUD and WHEDA-sponsored seminars and educational trainings. Staff is also cross trained, enabling them to work in multiple capacities, facilitating in succession planning.

In **2008** a Finance Committee was formed (3 commissioners)

In **2018** a Redevelopment Committee was formed (3 commissioners)

WCDA staff salaries are allocated between its housing programs and are funded accordingly. WCDA salaries and benefits have no fiscal impact on the City's budget as the WCDA reimburses the City for all staff salaries and benefits on a monthly basis.

The WCDA negotiates our own contracts and carries out our own capital improvements.

The WCDA engages in 2 annual audits, both financial and compliance in nature.

The WCDA also receives physical and compliance reviews by National Equity Fund (NEF), WHEDA, HUD and the State of Wisconsin DOA.

Staff works closely with NCHC, Marathon County Social Services, NCCAP, Catholic Charities, Energy Assistance, Salvation Army, Includa and the ADRC.

WCDA staff serve on various community platforms and committees, Wausau Affordable Housing Task Force, the City's Employee Relations Committee, Development Team, North Central Continuum of Care, Youth Homelessness Demonstration Program Committee, Wisconsin Association of Housing Authorities, and Wausau Landlord Association. Staff is also a contributor to the Marathon County Life Report.

Public Housing Program

Scattered Sites

The CDA owns and operates 46 units of public housing available to eligible, income-qualified families. The scattered sites consist of a one six-plex, ten duplexes and twenty single family homes varying in size from one to four bedrooms.

All rents are based on 30% of the household's adjusted gross income. Water and sewer utilities are included but tenants pay their own electricity and gas. To account for this expense, however, tenants receive a utility allowance deduction from their monthly rent. All units include a garage.

Funding sources: HUD - Operating and Capital Fund Grants and Tenant Rents

Income Guidelines - # Persons Per Family							
One	Two	Three	Four	Five	Six	Seven	Eight
\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900

Section 8 Housing Choice Voucher (HCV) Program

Tenant Based Vouchers

The Housing Choice Voucher program 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 are able to find a suitable housing unit that meets program requirements and the minimum standards of health and safety, as determined by HUD's Housing Quality Standard (HQS) regulations. The CDA issues a monthly housing assistance payment (HAP) 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.

Once the CDA approves an eligible family's unit, the family and the landlord sign a lease, and accordingly, the landlord and the CDA sign a HAP contract that runs concurrent with the lease. This means that everyone has obligations and responsibilities under the program. The HCV Program is designed to allow families to move without the loss of rental assistance, which is why they are considered tenant-based vouchers.

The CDA currently administers approximately 300 tenant-based vouchers, partnering with approximately 120 private landlords, resulting in annual HAP payments of roughly \$1,600,000. There are currently 173 applicants on the wait list.

To further assist the unhoused, in April 2020 the CDA implemented a homeless wait list preference.

Funding Sources: HUD – HAP Payments and Administrative Fees

Income Guidelines - # Persons Per Family							
One	Two	Three	Four	Five	Six	Seven	Eight
\$32,450	\$37,100	\$41,750	\$46,350	\$50,100	\$53,800	\$57,500	\$61,200

Fostering Youth to Independence (FYI)

The FYI is an initiative through our HCV program providing tenant protection vouchers to youth between the ages of 18-24 who have either left foster care, or are aging out and homeless or at risk of being homeless. (Approximately 25% experience homelessness within 4 years of aging out)

Section 8 Project Based Vouchers (PBVs)

Riverview Terrace

Project based vouchers are also component of a CDA's Housing Choice Voucher Program. Because they are project-based these vouchers remain with the property.

Riverview Terrace is an apartment complex consisting of 36 one-bedroom, handicapped-accessible units. Apartments are available to eligible individuals or couples who meet the income requirements and are at least 62 years of age. All rents are based on 30% of the household's adjusted gross income and includes utilities such as gas, electricity, water and sewer.

Funding Sources: HUD - HAP payments and Tenant Rents

Income Guidelines - # Persons Per Family	
One	Two
\$51,950	\$59,350

Rental Assistance Demonstration (RAD) Program

Riverview Towers LLC

Riverview Towers is a 10-story apartment complex consisting of 147 one-bedroom and 2 two-bedroom units. Apartments are available to eligible individuals or couples who meet the income requirements and are at least 55 years of age or are disabled. All rents are based on 30% of the household's adjusted gross income and include utilities such as gas, electricity, water and sewer.

Riverview Towers was originally built in 1969. In late 2012, the CDA partnered with Gorman & Company to begin a mixed-finance rehabilitation project which included updates and modernized amenities; flooring, carpeting, cabinets, fixtures, appliances, energy-efficient lighting, roof replacement, plumbing and heating upgrades, a computer center, exercise room, beauty shop and a maintenance shed. Project financing included Public Housing operating reserves, LIHTC funds, Federal Home Loan Bank funds and a BMO Harris Bank construction loan. The \$11 million renovation was completed in December 2013.

Funding Sources: HUD - HAP Payments and Tenant Rents

Income Guidelines - # Persons Per Family	
One	Two
\$38,940	\$44,520

Redevelopment & Business Activities:

2001 - Marathon Rubber – Sherman Street - Took ownership/friendly condemnation.

2002 – Lincoln neighborhood Tot Lot

2003 – Sold 4 lots

2007 – Sold lot to UCP

2003 – Superior Flooring, 901 E Thomas Street – Tax deed from County

2004 – 1610 Sheridan Road – Acquired from Marathon County

2013 - Sold to Thunderlube providing a \$25,000 low interest note. The loan was paid in full in 2021.

2005 - Wausau Club – 309 McClellan – Acquired from Judd S Alexander Foundation. Sold to Elizabeth Beckett in 2007

2007 – Former Kraft Cleaners – 303-305 S 2nd Avenue – Acquired from S. Marschal. Remediation completed in 2021 and sold to R. Voigt for additional parking for his rental units.

2008 - Wausau Energy – 2102 N Second Street – Acquired from County, remediation completed in 2018 and sold to Bridge Community Clinic in 2019

2010 – WCDA provided a \$780,000 low-interest loan to Gorman & Company, providing gap financing for the LIHTC renovation of Kannenberg Plaza. The loan was paid in full in April 2019.

2011 – Transfer of property under Wausau Mall back to City

2012 – LIHTC renovation of Riverview Towers

2015 – 8 Scott Street – City transferred to CDA for Phase I & eligibility for EPA grants
CDA transferred back to City in 2016

2018 – WCDA made a \$ 250,000 Commitment to the Live it Up Wausau Program – providing 21 LIU Loans. Loan repayments are continuing.

2019 – WCDA accepted a \$100,000, potentially forgivable, promissory note with Judd S Alexander Foundation for the Live it Up Wausau Program - provided additional 8 LIU Loans. This note was forgiven and converted to a grant in November 2020.

2019 – Former Ponderosa Motel – 2101 Grand Avenue – Partnered with Community Development Department to acquire from Marathon County using CDBG funds. Sold property to Emmerich & Associates for \$10,000 in April 2021 for future housing redevelopment. Proceeds from sale returned to the Community Development Department.

2021 – WCDA made a \$900,000 loan commitment to The Landmark Wausau LLC, to provide gap financing for Gorman & Company to renovate The Landmark Apartments. Gorman purchased the property on July 30, 2021, renovation began in August 2021, funds were wired to Gorman in July 2022 and a Grand Opening was held March 2023.

2022 – WCDA issued a \$1,500,000 low-interest, non-revolving line of credit to Community Partners Campus (CPC) for the redevelopment of their Grand Avenue property which serves as a shared space nonprofit center meeting client needs with an emphasis on food, clothing, shelter, medical, mental health and well-being. Construction began in May 2022 and their Open House was held in February 2023.

2023 – WCDA is continuing to explore options where Project Based Vouchers may be used to further expand affordable housing options for lower-income families. Potential plans include the issuance of an RFP, accepting proposals from developers and property owners wishing to place PBVs in their housing developments in the Wausau area.

**BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY
OF THE CITY OF WAUSAU**

ARTICLE I - THE AUTHORITY

Section 1 - Name of Authority. The name of the Authority shall be "Community Development Authority of the City of Wausau".

Section 2 - Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 - Offices of the Authority. The principal offices of the Authority shall be at 550 East Thomas Street, Wausau, Wisconsin 54403. In addition, the Authority may from time-to-time have offices as such other place or places as it deems necessary. The location of the Authority's principal offices may be changed by appropriate resolution of the Authority.

Section 4 - Appointment of Members. The Mayor shall, with the confirmation of the Common Council, appoint seven (7) resident persons as commissioners to the Community Development Authority according to Wisconsin Statutes 66.1335, and Wausau Municipal Code 2.76.060.

ARTICLE II - OFFICERS

Section 1 - Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary/Treasurer (who shall be Executive Director).

Section 2 - Chair. The Chair shall preside at all meetings of the Authority. The Chair, Executive Director and Assistant Director of the WCDA are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3 - Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case the Chair is no longer able to serve, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a Chairperson from among its members, pursuant to section 66.1201(5).

Section 4 - Secretary/Treasurer. The Secretary/Treasurer shall be the Executive Director and at the direction of the Secretary, the Assistant Director of the WCDA shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and

shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to that office. The Secretary/Treasurer shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary/Treasurer, or at the direction of the Secretary/Treasurer, the Assistant Director of the WCDA shall have the care and custody of all funds of the Housing Division and shall deposit the same in the name of the Authority in such bank or banks. The Secretary/Treasurer or the Assistant Director of the WCDA shall approve all checks for the payment of bills and shall delegate responsibility to pay out and disburse such monies.

The Secretary/Treasurer may delegate to the City of Wausau Finance Department payment of bills as set forth above.

Section 5 - Executive Director. The Executive Director shall serve as Secretary/Treasurer to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority. The Executive Director is authorized to sign all official documents including those associated with grant application processing.

Section 6 - Assistant Director of the WCDA. The Assistant Director of the WCDA shall serve as the Deputy Secretary/Treasurer to the Authority and shall perform the duties of the Executive Director or Secretary/Treasurer in the Secretary/Treasurer's absence. Duties shall be carried out in accordance with the rules and regulations set up by the Community Development Authority and rules and regulations of the U.S. Department of Housing and Urban Development (HUD), Wisconsin Statutes, the Wisconsin Housing and Economic Development Authority (WHEDA), and other agencies as applicable.

Section 7 - Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority and which are necessary to promote the housing and redevelopment mission of the agency.

Section 8 - Election or Appointment. Successive commissioners shall be appointed by the Mayor. The Chair and Vice-Chair shall be elected from among the commissioners of the Authority.

Section 9 - Vacancies. Should the offices of Chair or Vice Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. If the Executive Director position is vacant, any appointed Interim Executive Director, the Assistant Director of the WCDA, or the Vice-Chair shall serve as Secretary/Treasurer to the Authority, until such time as the Executive Director is hired.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings. Meetings shall be held by the Authority monthly, or as needed, and at a regular time. When the regular meeting falls on a legal holiday, a special meeting may be called in lieu of the regular meeting. All regular and special meetings of the Authority shall be held at the Authority's principal office or in such other public place as the Authority deems appropriate. All regular and special meetings, hearings, records and accounts of the Authority shall be subject to Wisconsin Statutes, Chapter 19.

Section 2 - Special Meetings. The Chair of the Authority may, when she/he deems expedient, and/or upon written request of any member of the Commission, call a special meeting of the Commissioners, whenever any one of them deems it necessary.

Section 3 - Meeting Agendas. Any commissioner may have any item of his or her choosing on an agenda of either a regular or a special meeting. Agendas shall be posted for public notice under Wisconsin Statutes Chapter 19.

Section 4 - Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. An item can be adopted with a majority of votes of the same persuasion.

Section 5 - Order of Business. The Secretary/Treasurer or the Deputy Secretary/Treasurer shall prepare an agenda for each meeting.

Section 6 - Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 7 - Voting. The voting on all questions coming before the Authority shall be by voice and shall not be recorded by "yeas" and "nays" unless requested by a member of the Authority.

Section 8 - Parliamentary Procedure. The parliamentary procedure utilized during Authority meetings shall be governed by Roberts Rules of Order.

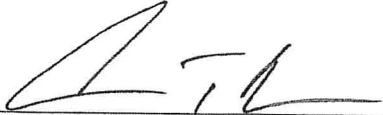
ARTICLE IV - AMENDMENTS

Section 1 - Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular/special meeting. Adoption of an amendment shall be by a two-thirds vote of the voting quorum.

ARTICLE V - SUBCOMMITTEES

Section 1 - Subcommittees. The Authority may establish subcommittees as may (from time-to-time) be required.

Adopted this 28th day of July, 2020.



Andy Witt, Chair



Secretary/Treasurer

RESOLUTION # 20-005

AMENDING THE BYLAWS OF THE WAUSAU COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS, the Wausau Community Development Authority (WCDA) is a public agency and in accordance with State Statute 66.1335 and other applicable sections conducts community development, blight elimination and other urban renewal activities, and

WHEREAS, The WCDA has adopted a set of Bylaws by which it operates; and


WHEREAS, The most recent amendment to the WCDA Bylaws was adopted on June 26, 2018, and staff has conducted a recent review to determine whether any existing provisions should be updated or revised; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the WCDA hereby approves the amendment of Article II, Sections 2, 4, 6, 9 of the Agency's Bylaws as reflected on the attached revised versions of those sections; to update the job title of the Public Housing Manager to Assistant Director of the WCDA and authorize additional officers and staff to conduct financial business and transact financial affairs of the WCDA should the office of Executive Director becomes vacant; and

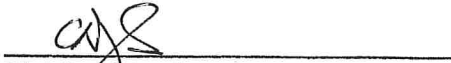
BE IT FURTHER RESOLVED, that all other provisions of the Bylaws as adopted shall remain in effect and the foregoing amendment shall be incorporated into the standing Bylaws of the WCDA.

AYES 5 NAYS 0 Approved Date: 6.23.2020


Wausau Community Development Authority



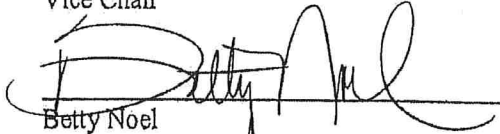
Andy Witt
Chair



Christian Schock
Secretary/Executive Director



Sarah Napgezek
Vice Chair



Betty Noel
Assistant Director of the WCDA

Request for Proposal (RFP)

For

PROJECT-BASED VOUCHER PROGRAM

Wausau Community Development Authority



Posting Date: July 13th, 2023

Response Deadline: August 18th, 2023 **12:00 PM Local Time**
CST

To:

Wausau Community Development Authority

**PROJECT-BASED VOUCHER PROGRAM
REQUEST FOR PROPOSALS (RFP)**

The Wausau Community Development Authority (WCDA) is accepting proposals from property owners and developers wishing to place Department of Housing and Urban Development (HUD) Project-Based Voucher (PBV) in developments in the City of Wausau. The goal of this request is to deconcentrate poverty and expand economic and housing for low- to moderate- income families. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983, the HERA Act of 2008 from November 24, 2008, and other related PIH Notices and HUD guidance.

RFP PROJECT TIMELINE

Please Note: These dates are for planning purposes. They represent the WCDA’s desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Project Timeline:

July 13 th , 2023	Request for Proposal Published
August 18 th , 2023	Proposals Due and Proposal Opening at 12:00 pm by WCDA
September 2023	RFP Selection Committee will review all proposals
September 26 th , 2023	Presentation of selected proposal(s) to WCDA Board

Questions-All questions related to this RFP must be in writing and received via email to the WCDA Community Services Analyst. Questions can be delivered via e-mail to: juli.birkenmeier@ci.wausau.wi.us
Questions MUST be clearly marked in the subject line: **“Questions for RFP for PBV”**

RFP QUESTIONS & ANSWERS WILL BE RESPONDED TO DIRECTLY AS THEY ARE RECEIVED. ALL QUESTIONS AND ANSWERS WILL ALSO BE POSTED ON THE WCDA’S WEBSITE AS THEY ARE RECEIVED

Answers – Answers to all written questions will be issued in the form of an addendum. Answers will be published on the City of Wausau website at:
ci.wausau.wi.us > Departments > Community Development > Community Development Authority

It is the responsibility of all interested vendors to access the website for project information. Calls for assistance with the website can be made to (715) 261-6687.

DESCRIPTION OF PBV PROGRAM

Through the PBV Program, the WCDA will enter into housing assistance payments contracts with selected property owners for designated rental units for an initial term of up to twenty years and renewable for up to twenty years, for a maximum total term of forty years, subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. The WCDA will refer families from its Project Based Housing Choice Voucher program waiting list to the project owner in order to fill vacant units. The WCDA’s published subsidy standards will determine the appropriate unit size for the family size and composition.

ELIGIBLE HOUSING

The WCDA may authorize PBV assistance for both existing housing units that substantially comply with Housing Quality Standards and newly constructed and rehabilitated housing units (units developed pursuant to an agreement for use in the PBV program).

Certain types of housing units and/or developments that are not eligible for PBV assistance include:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-Occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract;

In Addition, PBV assistance will not be provided to:

- Public Housing;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments;
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rents supplemental project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing authority subsidy, as determined by HUD or the WCDA in accordance with HUD requirements
- Units for which commencement of construction or rehabilitation occurred prior to AHAP

The number of PBV assisted units in the project generally cannot exceed 25 percent (25%) of the total number of dwelling units in the project, except as provided by regulation. Notwithstanding this provision, exceptions to the 25 percent cap include units in a project that are specifically made available for “qualifying families” that are elderly or disabled, or that are receiving specific supportive services, or single-family housing (defined as 1-4 units).

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with the WCDA’s PHA Plan, Administrative Plan, and other local plans. Specific factors are discussed at 24 CFR 983.57(b)(1),
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meeting Housing Quality Standards (HQS/NSPIRE) site standards; and
- Must meet HUD regulations for site and neighborhood standards. For existing and rehabilitated housing, the site selected must: a) be adequate size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial, and health facilities and services that are at least

equivalent to those typically found in the neighborhoods consisting largely of unassisted, standard housing of similar market rents; and d) be located within reasonable travel times and cost via public transportation or private auto to places of employment. For new construction units, site and neighborhood standards are detailed at 24 CFR 983.57(e).

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS/NSPIRE. The WCDA may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS/NSPIRE. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements, and HUD's implementing regulations.

The WCDA will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. The WCDA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

The WCDA does not conduct screening to determine a PBV applicant family's suitability for tenancy. The owner is responsible for screening and selection of all families, despite being referred by the WCDA's waiting list. The owner's tenant screening criteria is subject to WCDA approval. Such criteria must adhere to WCDA, local, state, and federal requirements. The owner must apply the same screening criteria to all tenants, regardless of PBV assistance. During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason, or desire to use the unit for an individual, family, or nonpresidential rental purpose. Upon expiration of the lease, the owner may: renew the lease, refuse to renew the lease for good cause, or refuse to renew the lease without good cause.

The existing housing, the owners must provide the WCDA enough information regarding existing tenants prior to execution of the HAP contract to determine if the families are eligible for PBV assistance. Existing tenants who qualify for PBV assistance will be placed on the WCDA PBV waiting list and given an "absolute preference" for continued occupancy in their unit with PBV assistance. Existing tenants who do not qualify for PBV assistance cannot be displaced in order for their unit to be project based; instead their unit will not be included in the HAP contract.

The amount of rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowance must not exceed the lowest of:

- An amount determined by the WCDA, not to exceed 110 percent (110%) of the applicable fair market rent (FMR) for the unit bedroom size, including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner

WCDA's current Payment Standards for determining maximum rents with all utilities included are available on Exhibit A. The WCDA's utility allowances are attached as Exhibit B.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by the WCDA in accordance with the contract with the owner. The WCDA determines the tenant rent in accordance with requirement.

APPLICATION EVALUATION PANEL

The WCDA will appoint a PBV Evaluation Panel to review, evaluate, rank, and select the applications according to the criteria described herein.

APPLICATION REVIEW

In submitting the application, the owner certifies that the application and the property are in conformity with HUD program regulations and requirements, including the following items:

- The indicated owner is indeed the owner of the property or, for new construction or rehabilitation, the owner has appropriate site control and could submit evidence upon request;
- The owner and other property principles are not on the U.S. General Services Administration (GSA) list of parties excluded from federal procurement and non-procurement programs;
- The owner understands the WCDA will conduct a background check on owners and may deny PBV participation if there is a preponderance of evidence that they have been involved in drug related, gang related, violent or fraudulent activity within 3 years for an ordinance violation or misdemeanor and 5 years for a felony or have had bankruptcy or foreclosure in the past 10 years or have had non-payment of property or income taxes.
- The owner and other property principals do not have any possible conflicts of interest that would be a violation of the HAP contract or HUD regulations. The owner and principal parties must not be:
 - A member or officer of the WCDA board commissioners;
 - A WCDA employee, or a contractor, subcontractor or agent of the WCDA, who formulates policy or who influences decisions with respect to the program;
 - A public official, member of a governing body, or state or local legislator, who exercises functions or responsibilities with respect to the program;
 - A member of the Congress of the United States;
 - The spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a proposed contract unit;
- The property is appropriately zoned or in the process of being rezoned for the intended use and meets local design standards as well as the site and neighborhood standards explained above;
- For occupied rehabilitation housing, the owner will provide a relocation plan and certifies that any relocation will be done in accordance with the Uniform Relocation Act;
- For new construction or rehabilitation, the owner will comply with a provide appropriate documentation to confirm compliance with labor standards, including Davis-Bacon and Section 3 employment and training requirements;
- The owner has necessary property insurance, including flood insurance, if necessary;
- The owner is current on property taxes and utilities;
- Existing housing units must, at the time of the WCDA's selection, substantially comply with the Housing Quality Standards;
- The owner understands the rent amounts will be set in accordance with the rent calculations explained above;
- The property is not an ineligible housing type or does not utilize prohibited housing subsidies listed above;
- For new construction projects, no construction has begun, as evidence by the WCDA inspection;
- Existing housing, as well as new construction and rehabilitation projects must meet program accessibility standards of both Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8 and the Fair Housing Amendments Act of 1988. Specifically, for projects containing four or more units that are designed, constructed, or altered after July 11, 1988, a minimum of five percent (5%) of the total PBV units, or at least one, whichever is greater, must be fully accessible for people with mobility impairments. An additional two percent (2%) must be fully accessible for persons with hearing or vision impairments;
- Any new construction or substantial rehabilitation, as substantial rehabilitation is defined by 24 CFR 5.100, of a building with more than 4 rental units and where the date of the notice of owner proposal selection or the start of the rehabilitation while under a HAP contract is after January 19, 2017 must include installation of broadband infrastructure, as this term is also defined in 24 CFR 5.100;

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor.

OTHER REQUIREMENTS

1. Before executing an Agreement or HAP Contract with any selected owner, the WCDA will:
 - a. Establish rents in accordance with §983.301 (Determining Rent to Owner);
 - b. Obtain subsidy-layering reviews from HUD or a HUD-approved Housing Credit Agency, if applicable;
 - c. Obtain environmental clearance in accordance with §983.58;
2. Before an Agreement is executed for new construction units, the owner must submit the design architect’s certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements (§983.57€).

RANKING AND SELECTION CRITERIA

(In Compliance with the CFR 983.51 Owner Proposal Selection Procedures)

Proposals that appear to meet the requirements will be evaluated and ranked by the WCDA Evaluation Panel. The WCDA will prepare a ranking list in accordance to the points awarded to each proposal. The WCDA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The WCDA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the WCDA to be in its best interests. The WCDA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The WCDA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

The WCDA’s Evaluation Panel will review and score each proposal based on the following criteria:

CRITERIA	MAXIMUM POINTS AVAILABLE
1. Accessibility for Disabled Individuals	10
2. Services	15
3. Financial Capacity	20
4. Deconcentration of Poverty	25
5. Owner/Management Experience	15
6. Income Mixing	15
Total	100

Scoring Criteria for Existing Units:

Units must be inspected by the WCDA to ensure they substantially comply with Housing Quality Standards before a proposal will be selected. Owners must provide a list of the units proposed for assistance. If specific units are not permanently designated as the PBV units (floating units), then all units in the project which are likely to become project based must be inspected.

For a further breakdown of the selection criteria, see Exhibit C.

APPLICATION FORMAT

Three (3) hard copies of owner applications must be submitted as well as an electronic copy, sent either to the email address indicated below or provided on a USB memory stick (will not be returned).

APPLICATION SUBMISSION

Owner applications will be accepted at the WCDA office, located at:
Wausau Community Development Authority
550 E Thomas Street
Wausau, WI 54403 Attn: Liz Brodek
Liz.Brodek@ci.wausau.wi.us

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If the WCDA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the applicant will be notified of the deficiencies and provided five (5) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The WCDA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

APPLICATION CONTENT

Applications for PBV assistance must include all of the following information, consisting of both the WCDA PBV Application Form and the accompanying narrative and supplemental information:

The following information must be provided on the WCDA PBV Application Form:

- Project or Property name
- Owner name: If necessary, attach a separate sheet to identify all owners, developers or architects (for new construction or rehab), management agents, officers, principal members, shareholders, investors and other parties with an interest in the project
- Project Address/Addresses
- Name, phone number, and email address for the main contact person for this application
- Description of the general location/locations of the project
- Indicate if the project is existing housing, new construction or rehabilitation. For existing, indicate the date the project was built and dates of any major rehabilitation. For new construction or rehab, include an attachment indicating all major milestones and anticipated dates for the financing and construction or rehab
- Description of building type, for example one-story, townhouse, high rise with elevator, etc.
- Total number of buildings and units per building, indicating total units in the project
- Total number of units by bedroom size in the project, including square footage (ie: 20 1-bedroom, 550 square feet; 16 2- bedroom, 700 square feet, etc.)
- Total number of proposed project based units by bedroom size
- Specify if owner wishes to project base specific units or to have floating units. Floating units means that specific units are not permanently designated, but rather may change based on tenant turnover. If specific units, list the apartment numbers of each specific unit. If floating units, list all potential units, which may include all units in the project, if so desired. Attach additional sheet if necessary
- Initial term requested for PBV contract. Initial term is a maximum of 20 years and may be renewed for up to 20 additional years for a total of 40 years. Indicate initial term only
- Proposed contract rent for each unit type/size
- Breakdown of utility responsibilities to be paid by the tenant and by the owner.

In addition, the following information must be provided as attachments to the application:

- **Project Narrative:** Explain the ways in which the proposed housing project meets the WCDA’s mission of ensuring that all residents of the City of Wausau have the opportunity for safe, affordable housing. Explain how the project is consistent with at least one of the WCDA’s goals: ensure safe, decent and affordable housing options; create opportunities for resident’s self-sufficiency and ensure fiscal integrity for all residents; improve the quality of life for residents and increase assisted housing choices, especially those who are disabled and/or low income qualified; preserve and maintain existing affordable housing specifically for residents in need by ensuring equal opportunity and Affirmatively Furthering Fair Housing (AFFH) goals; promote programs, education and training that support and encourage rental housing oversight and tenant accountability; further the goals of the Violence Against Women Act (VAWA) to ensure protection for victims of domestic abuse, dating violence, sexual assault or stalking in the community. *(Limit narrative to no more than 1,000 words)*
- **Site selection standards narrative:** Demonstrate that the project is consistent with HUD’s statutory goal of de-concentrating poverty and expanding housing and economic opportunities (as per §983.57). Explain which of the following HUD criteria apply to the property and how, identifying data sources used: *(Limit narrative to no more than 500 words)*
 - HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
 - Located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
 - Located in a census tract which is undergoing significant revitalization;
 - State, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
 - New market rate units are being developed in the same census tract that will positively impact the poverty rate in the area;
 - Experiencing an overall decline in the poverty rate in the past five years if the poverty level is over 20 percent;
 - Meaningful opportunities for educational and economic advancement in the census tract;
- **Experience:** Include a narrative and/or other documentation demonstrating experience related to this RFP. For new construction or rehabilitation, indicate the developer’s experience and capability to build or rehabilitate affordable housing; for existing housing, indicate experience with HUD Subsidized Housing Programs and owner’s compliance with owner obligations under HCV. Include a description of the management agent’s experience;
- **Financial Capacity:** For existing housing, include a copy of the most recent audited financials and a listing of accounts payable greater than 90 days; For new construction or rehab, include evidence of financing, including project-specific operating proforma for the life of the PBV contract;
- **Amenities and services:** Provide a listing of amenities and services included such as off-street parking, laundry facilities, playgrounds, community rooms, wiring for electronic media, free cable TV, services or activities for elderly or people with disabilities, etc.;
- **Photos** (for existing housing) or **renderings** (for new construction or rehab) of the property, including exterior, common areas, typical unit interior;
- **Handicapped accessibility features:** Describe the units which meet accessibility features required by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Fair Housing Amendments Act of 1988. Indicate the total number of accessible units and include the apartment numbers of such units requesting to be project-based. If housing was constructed prior to June 2, 1988 and the percentage of accessible units does not meet Section 504 requirements, provide documentation to support that an undue financial or administrative burden would exist if such requirements were met;
- **Tenant Selection Plan:** Detail tenant screening and selection criteria, include any tenancy preferences owner offers. Examples include a review of applicants’ credit history, a criminal background check, an evaluation of applicants’ income to determine affordability, etc. Tenant screening and selection criteria must adhere to the WCDA, local, state, and federal requirements. The owner/agent must apply the same screening criteria to all tenants at the property, regardless of PBV assistance. Criteria must include target population and income limits required by any governmental programs involved in the

- project;
- **Rent and Occupancy Status:** For existing housing, indicate the extent to which units are occupied by families that are eligible to participate in the PBV program (ie: to the owners' knowledge, if families meet the WCDA's criminal screening requirements, are income eligible, are not otherwise ineligible for the Housing Choice Voucher Program, and don't already have a tenant-based Voucher). Ineligible families cannot be displaced and residents who already have a tenant-based Voucher cannot be required to give up their Voucher in order to project base a unit;
 - **Description of other governmental assistance** in the project, include the amount and type of funding and if it applies to specific units. For new construction or rehab, if a subsidy layering review has already been completed, provide a copy. If not yet completed, provide all HUD- required documentation so that it can be completed;
 - **Section 3:** For new construction or rehabilitation, provide a plan detailing how Section 3 employment and training opportunities requirements will be met.

For any questions regarding this RFP, please contact Juli Birkenmeier at (715) 261-6687 or by email at juli.birkenmeier@ci.wausau.wi.us.

PUBLIC ACCESS TO PROCUREMENT RECORDS

The laws of the State of Wisconsin, including the Wisconsin Open Records Act require certain public records be made available for public inspection. Even though information submitted by a respondent may be marked "confidential", "proprietary", etc., WCDA will make its own determination regarding what information may or may not be withheld from disclosure.

PROCUREMENTS STANDARDS

All matters and issues related to this RFP and any contract resulting from the RFP shall be governed by the procurement principles set forth in 2 CFR Part 200, the HUD Handbook on Procurement for Public and Indian Housing Authorities, Handbook 7460.8, REV-2 (2/2007); and the WCDA Procurement Policy, and its implementing procedures. In the event of a conflict between this RFP, 2 CFR Part 200 and Handbook 7460.8, REV-2 or WCDA Procurement Policy or procedures, the provisions 2 CFR Part 200 and Handbook 7460.8, REV-2 shall govern.

**EXHIBIT A: WCDA PROJECT-BASED VOUCHER
SUBSIDY STANDARDS AND INCOME LIMITS**

**2023 PROJECT-BASED SUBSIDY STANDARDS – 110% OF FAIR MARKET
RENT** (Includes estimates for tenant-paid utilities)

0-Bedroom	\$685
1-Bedroom	\$779
2-Bedroom	\$1,025
3-Bedroom	\$1,311
4-Bedroom	\$1,398
5-Bedroom	\$1,608

2023 GROSS INCOME LIMITS BY FAMILY SIZE

Family Size	Low Income	Very Low Income	Extremely Low Income
1	\$51,950	\$32,450	\$19,500
2	\$59,350	\$37,100	\$22,250
3	\$66,750	\$41,750	\$25,050
4	\$74,150	\$46,350	\$30,000
5	\$80,100	\$50,100	\$35,140
6	\$86,050	\$53,800	\$40,280
7	\$91,950	\$57,500	\$45,420
8	\$97,900	\$61,200	\$50,560

EXHIBIT B: WCDA 2023 UTILITY ALLOWANCES

Determining Utility Allowances

- a) Determine the type of unit (see below for definitions of unit type.)
- b) Determine which utilities tenant is responsible to pay for and its fuel source.
- c) If tenant pays for /owns any of the utilities, add the corresponding number to the calculation column

Example: If the tenant pays for the heat fueled by Natural Gas in a "Two Family Duplex" you would add the corresponding number. If tenant does not pay for a given utility, enter "0" in the calculation column.

Determining Unit Type

Single Family Detached: 1 building; 1 unit; 1 address.

Two Family Duplex: 1 building; 2 separate units each having their own address.

Row/Town House: 1 building; 3 or more separate units having their own address. Each unit has their own entrance at ground level. Units may have more than one level.

Older Home Converted/Older Multi-Family: 1 building; more than 1 unit on more than 1 level.

High Rise: 1 building; 1 main outside entrance; elevator required.

BEDROOM SIZE – 0

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	27	23	17	44	
Bottle Gas	55	47	35	91	
Electric	40	34	25	86	
Oil/Coal/Other	110	78	70	143	
Cooking					
Natural Gas	19	19	19	19	
Bottle Gas	6	6	6	6	
Electric	7	7	7	7	
Other	0	0	0	0	
Water Heating					
Natural Gas	6	6	6	6	
Bottle Gas	12	12	12	12	
Electric	14	14	14	14	
Oil/Coal/Other	27	27	27	27	
Other Electric	45	37	37	39	
Water / Sewer					
	47	47	47	47	
Central Air					
	1	0	1	0	
Fridge (add if tenant owns)					
	6	6	6	4	
Stove (add if tenant owns)					
	4	4	4	6	

BEDROOM SIZE – 1

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	41	38	21	47	
Bottle Gas	84	78	42	95	
Electric	64	54	42	89	
Oil/Coal/Other	168	160	84	170	
Cooking					
Natural Gas	20	20	20	20	
Bottle Gas	9	9	9	9	
Electric	0	9	9	9	
Other	0	0	0	0	
Water Heating					
Natural Gas	9	9	9	9	
Bottle Gas	19	19	19	19	
Electric	22	22	22	22	
Oil/Coal/Other	42	42	42	42	
Other Electric	57	49	46	52	
Water / Sewer					
	47	47	47	47	
Central Air					
	2	2	2	2	
Fridge (add if tenant owns)					
	4	4	4	4	
Stove (add if tenant owns)					
	6	6	6	6	

BEDROOM SIZE – 2

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	55	53	24	49	
Bottle Gas	114	108	49	100	
Electric	87	74	60	92	
Oil/Coal/Other	226	241	98	196	
Cooking					
Natural Gas	21	21	21	21	
Bottle Gas	11	11	11	11	
Electric	12	12	12	12	
Other	0	0	0	0	
Water Heating					
Natural Gas	13	13	13	13	
Bottle Gas	26	26	26	26	
Electric	30	30	30	30	
Oil/Coal/Other	57	57	57	57	
Other Electric	69	60	55	65	
Water / Sewer	93	93	93	93	
Central Air	4	60	3	4	
Fridge (add if tenant	4	4	4	4	
Stove (add if tenant	6	6	6	6	

BEDROOM SIZE – 3

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	70	68	28	51	
Bottle Gas	143	138	55	104	
Electric	111	94	77	95	
Oil/Coal/Other	284	323	112	222	
Cooking					
Natural Gas	22	22	22	22	
Bottle Gas	14	14	14	14	
Electric	14	14	14	14	
Other	0	0	0	0	
Water Heating					
Natural Gas	16	16	16	16	
Bottle Gas	33	33	33	33	
Electric	38	38	38	38	
Oil/Coal/Other	73	73	73	73	
Other Electric	86	76	64	77	
Water / Sewer					
	138	138	138	138	
Central Air					
	5	5	4	5	
Fridge (add if tenant					
	4	4	4	4	
Stove (add if tenant					
	6	6	6	6	

BEDROOM SIZE – 4

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	84	82	31	53	
Bottle Gas	172	169	63	109	
Electric	134	114	94	97	
Oil/Coal/Other	342	404	126	248	
Cooking					
Natural Gas	23	23	23	23	
Bottle Gas	16	16	16	16	
Electric	17	17	17	17	
Other	0	0	0	0	
Water Heating					
Natural Gas	20	20	20	20	
Bottle Gas	40	40	40	40	
Electric	46	46	46	46	
Oil/Coal/Other	88	88	88	88	
Other Electric	98	88	73	90	
Water / Sewer					
	161	161	161	161	
Central Air					
	7	7	5	7	
Fridge (add if tenant					
	4	4	4	4	
Stove (add if tenant					
	6	6	6	6	

BEDROOM SIZE – 5

	Single Family Detached	Two Family Duplex/Rowhouse/ Townhouse	High Rise	Mobile Home	Calculation Column
Heating					
Natural Gas	98	97	34	55	
Bottle Gas	201	199	70	114	
Electric	158	135	111	100	
Oil/Coal/Other	401	486	140	274	
Cooking					
Natural Gas	25	25	25	25	
Bottle Gas	18	18	18	18	
Electric	19	19	19	19	
Other	0	0	0	0	
Water Heating					
Natural Gas	23	23	23	23	
Bottle Gas	47	47	47	47	
Electric	54	54	54	54	
Oil/Coal/Other	103	103	103	103	
Other Electric	111	99	82	103	
Water / Sewer					
	184	184	184	184	
Central Air					
	8	8	6	9	
Fridge (add if tenant					
	4	4	4	4	
Stove (add if tenant					
	6	6	6	6	

EXHIBIT C: SCORE SHEET
PROJECT-BASED VOUCHER PROGRAM

(This score sheet is for your information only, there is no need to submit it with your application packet.)

SELECTION	NUMBER OF CRITERIA POINTS
1. Accessibility for Disabled Individuals. Accessibility for persons with disabilities meeting the minimum requirements of the Americans with Disabilities Act and local and State building codes. (Preference given to one-floor units and buildings with elevators).	0-10
2. Services. Projects that offer services and amenities for residents. Onsite services will score higher. These services may include, but are not limited to, employment preparation, placement and support; education and vocation training; life skills coaching; mental health counseling; AODA Counseling; and transportation. Services tailored to meet the individual needs of residents will receive higher scores. Owners may provide the supportive services themselves or by third parties. Provide documentation that services exist or will be established if this project is approved.	0-15
3. Financial Capacity. Evidence that this project is financially sound.	0-20
4. Deconcentrate Poverty. Extent to which the project furthers the goals of deconcentrating poverty and expanding housing and economic opportunity. Projects must be in census tracts with poverty concentrations of 20 percent or less; projects in census tracts with a higher poverty concentration must demonstrate how they will complement other local activities designed to deconcentrate poverty and expand housing and economic opportunities, such as those listed on page 11 of the RFP. (See Exhibit H for a Marathon County map showing poverty ratio by census tracts).	0-25
5. Owner/Management Experience. Evidence of management experience. <ul style="list-style-type: none"> • (For new construction or rehab): Experience and capacity to build or rehab housing; (For existing housing): Experience in and compliance with the PBV or Tenant-based voucher program. 0-5 • Number of years the management team has managed rental housing. 0-5 • Financial capacity as evidence by financial statements. 0-5 	0-15
6. Income-Mixing. In multi-family housing, projects with a lower concentration of PBV will score higher, except for units that exclusively serve elderly families, units that house households eligible for supportive services, or projects in census tracts with a poverty rate of 20 percent or less.	0-15

Total Possible Points: 100

EXHIBIT D: RFP ADDENDUM(S) ACKNOWLEDGMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 2 3 4 5 6

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to the Wausau Community Development Authority. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:
Company Name:
Printed Name:
Signature:
Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our website at ci.wausau.wi.us for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of the RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our website will be notified by the Wausau Community Development Authority of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting WCDA staff at 715-261-6687 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

EXHIBIT E: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Wausau Community Development Authority Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the WCDA or its agents to adhere to the WCDA's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Executive Director within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Executive Director.

If the Executive Director determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final.

Submit to:

Wausau Community Development Authority
Executive Director
550 E Thomas Street
Wausau, WI 54403

EXHIBIT G: Wausau Community Development Authority Project Based Voucher Application (See Page 7 of Request for Proposals for Instructions)

Project/Property Name	
Owner Name (attach separate sheet to list all individuals)	
Project Street Address & City	
Main Contact (Name, Email & Phone Number)	
Description of General Location	
Existing, Rehab, or New Construction and Date	
Description of Building Type	
Total Number of Buildings and Units per Building	
Total Units by Bedroom Size, including square footage	
Proposed Project Based Units by Bedroom Size	
Specific Units or Floating? Indicate Apartment Numbers	
Initial PBV Contract Term Requested	
Proposed Contract Rent by Unit Type	
Utility Responsibilities	Tenant Utilities: Owner Utilities:

I certify that all information included in this application is accurate and complete to the best of my knowledge and believe. I further certify that this application and the property are in conformity with HUD program regulations and requirements, as outlined in this Request for Proposals.

Owner's Signature

Date

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	96%	94%	100%	296
May	99%	94%	100%	300
June	98%	97%	97%	303
July				
August				
September				
October				
November				
December				



**U.S. Department of Housing and Urban
Development**
Milwaukee Field Office
Suite 950
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/>

SENT VIA EMAIL

May 11, 2023

Elizabeth Brodek
Executive Director
Wausau Community Development Authority
550 East Thomas Street
Wausau, WI 54403-6423

Dear Ms. Brodek:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **WAUSAU HA**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **WAUSAU HA** final SEMAP score for the fiscal year ended **12/31/2022** is **100**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	5
Indicator	8	Payment Standards(24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations(24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections(24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections(24 CFR 982.405(a))	10
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator	15	Deconcentration Bonus	0

Your overall performance rating is **High**.

The SEMAP rating is subject to change with the receipt of conflicting information from the Annual IPA Audit due 9 months after the end of the PHA fiscal year (not applicable if the PHA expends less than \$300,000 in total federal funds per year and is not audited).

Should you have any questions, please contact Pooja Dhaliwal, Portfolio Management Specialist, at Pooja.Dhaliwal@hud.gov or 414-935-6739.

Sincerely,

5/11/2023

X Scott C. Koegler

Signed by: Office of Public and Indian Housing

Signed by: Office of Public and Indian Housing

Scott Koegler
Supervisory Management Analyst
Program Center, 5IPH

cc: Andy Witt, Board Chairperson, Wausau Community Development Authority
Betty Noel, Public Housing Mgr, Wausau Community Development Authority

4-26-2023

J: WI PHA files/WI031 Wausau/SEMAP
5IPH