



## OFFICIAL NOTICE AND AGENDA

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

*Meeting:*

Community Development Authority Board

*Members:*

R. Wilson, S. Napgezek, R. Wagner, D. Welles,  
A. Witt, G. Gisselman, D. Korzilius

*Location:*

550 East Thomas Street, Wausau, WI

*Date/Time:*

12:00 pm, Tuesday, September 27, 2016

### AGENDA ITEMS FOR CONSIDERATION (Note: All agenda items may be acted upon)

1. Call Meeting to Order
2. Approval of Minutes
3. RAD Conversion Update - RVT LLC
4. Discussion and Possible Action on the Issuance of a Request for Proposals for the Potential Management and/or Ownership of Riverview Terrace
5. Consideration and Possible Action on Resolution 16-009 - Administrative Plan Policy Update - HCV Program and Riverview Towers LLC
6. Consideration and Possible Action on Resolution 16-010 - Annual PHA Plan for 2017
7. Operational Issues and Current Activities
  - Occupancy Update
  - Scattered Site Project Updates
  - 2102 N Second Street Update
8. Adjourn

Russell W. Wilson  
Committee Chairperson

Questions regarding this agenda may be directed to the  
Community Development Authority Office  
at 715-261-6687

This Notice was posted at City Hall and faxed to the Wausau Daily Herald newsroom  
on 09/19/2016 @ 2:00 pm

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk, at 407 Grant Street, Wausau WI 54403 or Phone# 715-261-6620.

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

08/23/16

**MEMBERS PRESENT:** Russ Wilson, Andy Witt, Gary Gisselman, David Welles, Sarah Napgezok, Dorothy Korzilius, Romey Wagner

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Juli Birkenmeier, Christian Schock, Anne Jacobson, Kevin Fabel

**(1) Call Meeting to Order**

Meeting was called to order at 12:03 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Witt moved to approve the minutes from 07/26/16. Napgezok seconded the motion. Motion was approved unanimously.

**(3) 303-305 South Second Avenue Update**

Fabel gave an update on the ongoing remediation. He said ground water sampling is being performed on a quarterly basis with nothing new to report. He reiterated that although the WDNR has confirmed receipt of the \$91,533 second interim action claim to the DERF, reimbursement is not expected until August 2018, due to a decrease in the amount of revenues in that fund. Fabel reported that the claim deductible is expected to be approximately \$9,000. He estimates the total cost at the close of the project may run approximately \$50,000 over the cap of DERF reimbursement.

**(4) 2102 N Second Street Update**

Fabel restated that site cleanup was completed in late 2015, and reported that the fourth, and final, ground water sampling required by the DNR has now also been completed. To date, all results have been as expected and Fabel expects to close the site with a qualifier, as there is some residual groundwater contamination. Schock said he obtained a somewhat vague \$48,250 quote from JAS Construction for reroofing the building and sought board direction on how to proceed. The board recommended that staff seek additional bids and requested an opinion of value on the property.

**(5) RAD Conversion Commitment (RCC) – RVT LLC**

Schock stated that a RAD Conversion Commitment (RCC) letter has been received from HUD and we are on track with the conversion process. Per the recommendations of both NEF and HUD, he is currently seeking a closing attorney who has prior RAD experience. Schock said he and Jacobson are reviewing a quote received from Husch Blackwell, the firm who facilitated the RAD closing for Antigo. He said also anticipates receiving a recommendation from NEF for a firm they have worked with on RAD transactions.

**(6) Discussion and Possible Action on 8 Scott Street Property Transfer**

Schock restated that the City Council had passed a resolution on June 14, 2016, transferring a .67 acre parcel at 8 Scott Street over to the WCDA for completion of a Phase I environmental, a

prerequisite for EPA cleanup grant eligibility. Schock reported that a Phase I has now been completed and recommended the property transfer back to the City. Welles made a motion to transfer 8 Scott Street back to the City of Wausau for cleanup and further improvements. Napgezsek seconded. Motion was approved unanimously.

**(7) Consideration and Action on Resolution 16-007 – Admissions and Continued Occupancy Policy (ACOP) Revision**

Birkenmeier stated that the WCDA is required to have Board approval for any updates or revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. Birkenmeier reviewed the revised sections stating that annual revisions ensure continued HUD compliance. Birkenmeier sought board approval to submit the revised ACOP to HUD's Milwaukee Field Office for retention in their files. Welles moved to approve Resolution 16-007. Witt seconded. Motion carried on a roll call vote 7-0.

**(8) Consideration and Action on Resolution 16-008 – No Smoking Zero Tolerance Policy Revision**

Birkenmeier stated that the WCDA made changes to the current No Smoking Zero Tolerance Policy to include verbiage prohibiting the use of e-cigarettes and vaping. She stated that she sought counsel from Tara Alfonso, Assistant City Attorney, on the policy revision which becomes effective on October 1, 2016. This policy is applicable to Riverview Towers, Riverview Terrace Assisted Living and the Scattered Sites. Napgezsek moved to approve Resolution 16-008. Welles seconded. Motion carried on a roll call vote 7-0.

**(9) Finance Committee Report**

Witt distributed his Chair report from the July 29, 2016, Finance Committee meeting. He reviewed the WCDA's June 30, 2016, investment sheet noting the \$212,000 Redevelopment account balance and asked commissioners to consider additional redevelopment projects. He noted the Riverview Terrace accounts and stated that staff is seeking bids for hallway and common area carpet replacement.

Witt reviewed the open Capital Fund Program (CFP) grants stating that the 2014 grant will soon be fully expended upon completion of the Scattered Site balcony, residing and roofing project. He said 2015 grant funds will be used for a 2017 modernization project planned at 514 & 516 N. First Avenue. Witt reported the 2016 grant has now been released by HUD and carries an obligation end date of April 12, 2018.

Witt then reviewed the 2016 second quarter financial statements and summaries of the WCDA's budgeted programs and further detailed items that were either over or under budgeted amounts.

**(10) Riverview Terrace Update**

Schock disbursed a draft RFP for board review. He said the RFP was left open to both leasing and buying options for the building. Schock said the RFP will be sent to a variety of agencies and will allow an extended period for respondents to register interest. He believes relocation of the current tenants will not be necessary as the current lease is month-to-month. Schock said new management would inherit the current tenants and, upon lease expiration, an in-place can either remain or relocate to a different assisted living option. Schock reiterated that although current occupancy is up, marketability of the facility and the need for multiple capital improvements remains the same. Witt asked what type of communication is being considered for the tenants. Schock indicated a letter or written notice will be given to each tenant prior to the issuance of the RFP. The board requested to review the tenant letter at the September meeting.

**(11) Operating Issues and Current Activities**

- **Occupancy Overview** – Birkenmeier stated occupancy at Riverview Towers is at 97%, 94% at Riverview Terrace and 95% at the Scattered Sites.
- **Scattered Site Project Updates** – Birkenmeier reported that the siding, balcony and roofing modernization project on North 10<sup>th</sup> Avenue and North 6<sup>th</sup> Street has been completed and the garage reconstruction at 910 S 16<sup>th</sup> Avenue is expected to begin in the next 7-10 days.
- **601-607 N Third Street Update** – Schock stated that the WCDA will no longer be facilitating the Downtown Grocery property transfer. He said the City of Wausau has now assumed that role.

**(12) Adjourn**

Witt moved to adjourn. Napgezek seconded. Meeting adjourned.

Respectfully Submitted,

Russ Wilson  
Chairperson

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Office of the Mayor  
Robert B. Mielke



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TEL: (715) 261-6800  
FAX: (715) 261-6808

September 28, 2016

Dear Interested Parties,

The Board of Commissioners of the Wausau Community Development Authority (CDA) is pleased to release a **Request for Proposal (RFP)** for Riverview Terrace- a 36 unit Residential Care Apartment Complex (RCAC).

The Board's intent with this RFP process is to explore opportunities which maximize the long term value and functionality of our existing facility- which may include the sale or lease of the building.

Proposals must include:

1. property lease or purchase offer/proposal;
2. strategy for existing tenant base;
3. capital improvements proposed;
4. any request for CDA or city participation.

Event	Date
1. RFP Released	September 28, 2016
2. Proposals Due	December 16, 2016

Sincerely,

Robert B. Mielke  
Mayor

## Background

Riverview Terrace is a modern 36 unit Residential Care Apartment Complex (RCAC) licensed to provide residents with up to 28 hours per week of supportive, personal and nursing services. The building is currently part of the Community Development Authority's 5.11 acre campus which includes Riverview Towers public housing facility as well as the CDA's administrative offices.

The existing tenants at Riverview Terrace are at least 62 years of age. Eligibility is based on gross annual household income. There is no asset limit and is based on 30% of adjusted gross monthly household income. A monthly service fee is required for services. Monthly rent includes all utilities (gas, electricity, water/sewer) with the exception of telephone and cable service.



## Proposal Format and Required Information

1. **Approach:** The proposal should reflect each of the sections listed below: For project team responsibilities, list the approximate percentage of the project for each team member, description of the project approach, including detailed procedures and technical expertise by phase.
2. **Project Deliverables:** Detail a proposed offer to lease or purchase and a management vision for the property including a strategy to maintain and/or transition existing tenants. This should include an offer to purchase/lease price, include descriptions of the types of reports and assumptions utilized to justify the project and provide information on predicted vulnerabilities as they might apply to the project.
3. **Project Management:** Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project. Describe the company's bonding process and coverage levels of employees.
4. **Level of Investment and Financial Viability:** Developers shall include a project construction budget. Developer shall provide the status of their organization (whether a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other) indicating under which laws it is organized and operating, including a brief financial history. The developer shall provide a statement regarding any debarments, suspensions, bankruptcies and/or loan defaults.
5. **Successful Examples:** Include detailed descriptions and photos of other redevelopment projects completed by your firm and/or partners.
6. **Organizational Overview:** Provide the following information about your company:  
Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers. Key contact name, title, address (if different from above address), direct telephone and fax numbers. Person authorized to contractually bind the organization for any proposal against this RFP. Brief history, including year established and number of years your development team has taken on similar projects.
7. **Scope:** Propose a project implementation timeline and performance standards for the construction work to be completed.

## Costs of Proposal

Any costs incurred in the development of the Response to this Request for Proposals are borne by the Developer. The City of Wausau is not responsible for any costs incurred by the Developer in formulating a response, or any other costs incurred such as mailing expenses.

## Questions and More Information

Questions and/or additional information on the facility, including potential tours, are available upon request. Betty Noel, Manager- [betty.noel@ci.wausau.wi.us](mailto:betty.noel@ci.wausau.wi.us)  
715-261-6674

Questions and/or additional information on this RFP process. Christian Schock, Interim Executive Director- [christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)  
715-261-6683

## Evaluation Criteria

Weighting of criteria is used by the Board of Commissioners of the Community Development Authority (CDA) as a tool in selecting the best proposal. The CDA may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award. Proposals will be evaluated on the accuracy and responsiveness of the developer. Background checks and references will also be considered.

Evaluation of Proposals will be based upon the quality of response, the proposed developers background and proposed investment.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Developer (out of a total of 100):

- *Proposal maximizes value to the Community Development Authority. (30 Points)*
- *Proposal minimizes impact to existing tenants. (30 Points)*
- *Proposal offers a sustainable plan for the utilization of the facility and complements the existing use at Riverview Towers. (30 Points)*
- *Availability of high-quality personnel and management professionals to own and manage the facility. (10 Points)*

The response that is deemed to be the most advantageous for the CDA and region shall be termed the best project. Consideration will be given to cost, level of investment, functionality, and other factors. A selection committee may be composed of members from the community, Common Council, Community Development, Community Development Authority, Finance, Planning and Public Works Departments.

To be selected, a proposer must be able to comply with the general requirements outlined in this document and with any other applicable laws and requirements.

Proposals shall meet the following criteria:

1. Proposals shall be prepared on standard 8 1/2" X 11" letter-size paper;
2. Ten (10) copies of each proposal;
3. Email digital copy of proposal to [christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)

The CDA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential developer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one right to develop.
- Negotiate the nature and scope of the project before final Board and Council approval of a term sheet.

Developer's proposal in response to this RFP may be incorporated into the final Development Agreement between the City of Wausau and the Developer and the selected vendor(s) of the Developer.

Send proposals by 4:30 p.m. on December 16, 2016 to the attention of:

Christian Schock, Interim Executive Director- Community Development Authority  
540 East Thomas Street  
Wausau, WI 54403  
Phone: 715-261-6683  
[christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)

# RESOLUTION NO 16-009

## Annual PHA Plan for Fiscal Year 2017

WHEREAS, the Wausau Community Development Authority operates Public Housing, LIHTC and Section 8 Housing Choice Voucher Programs; and

WHEREAS, the Wausau Community Development Authority is required to complete a PHA Plan, which is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five-Year Plan, which each PHA submits to HUD once every fifth fiscal year, and the Annual Plan, which is submitted to HUD every year. It is through the Annual Plan that the PHA receives capital funding; and

WHEREAS, the Wausau Community Development Authority must certify by board resolution to approve the submission of the PHA's Annual and 5-Year PHA Plan to the U.S. Department of Housing and Urban Development (HUD).

NOW THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission hereby certifies by the attached PHA Certification of Compliance with PHA Plans and Related Regulations that the Annual PHA Plan for fiscal year 2017, to their knowledge, is completed in compliance with all applicable Federal statutory and regulatory requirements and approves its submission to HUD.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date: \_\_\_\_\_

Community Development Authority  
Of the City of Wausau

\_\_\_\_\_  
Russell W. Wilson  
Chairperson

\_\_\_\_\_  
Christian Schock  
Executive Director - Interim

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Wausau Community Development Authority (WCDA)</u>      PHA Code: <u>WI031</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2017</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>195</u>      Number of Housing Choice Vouchers (HCVs) <u>435</u></p> <p>Total Combined <u>630</u> (this number will change to 481 following the RAD conversion of 149 units)</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 15%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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**B. Annual Plan Elements**

**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

The WCDA has been successful at increasing the HCV lease up rate while maintaining program integrity. The HCV wait list was opened for a 2 week period in August 2015, which generated 292 applications. With 85 families remaining on the waiting list as of 8/30/16, we have plans to reopen it again in October or November 2016. WCDA staff has increased efficiency by offering HCV group power point briefings, implementing electronic HAP payments via an ACH network and actively using HUD's 2-year projection tool.

Staff continues to serve on the Housing and Homelessness Coalition, meeting on a monthly basis, and is a champion for the Marathon County LIFE Report, coordinated by the United Way of Marathon County. The WCDA is currently taking an active role in meeting with community leaders to update the report, thereby creating and improving community efficiencies.

The WCDA is proceeding with a RAD conversion for 149 units at Riverview Towers LLC. An RCC was issued to the WCDA on August 3, 2016, and HUD was in receipt of the executed RCC on August 30, 2016. Applicable changes have been made to the Lease and a RAD conversion closing date is anticipated by November 1, 2016. At this time, however, the WCDA is not pursuing a RAD conversion for the 46 units of Public Housing Scattered Sites. The WCDA currently has 195 units of PH and 435 HCV vouchers (630 combined), however following a RAD conversion the removal of Riverview Towers LLC would reduce the PH portfolio by 149 units which would reduce the combined unit total to 481, thereby changing the WCDA's classification from a Non-Qualified PHA to a Qualified PHA.

The Board of Directors approved an October 27, 2015 update to the Admissions and Continued Occupancy Plan (ACOP) as well as the Administrative Plan. Many of the ACOP changes were made necessary by the issuance of Notice PIH 2014-20, which provides updated nondiscrimination guidance on the equal access final rule. Changes also include several revised clarifications related to requirements brought about by the implementation of the HERA final rule and the 2014 Appropriations Act, in addition to other clarification to bring the ACOP current with all regulatory changes. Many of the Admin Plan revisions were made due to changes to portability policy set forth in the streamlining portability final rule. These changes cover all aspects of portability, from definitions, briefing requirements, and suspensions to the portability process itself. Other changes included updates to the VAWA policy based on counsel from the National Housing Law Project, changes on PHA-owned units in the project-based voucher program per Notice 2015-05.

In August, 2016, the Board of Directors approved an ACOP update as a result of changes brought about by the Streamlining Administration Regulations Final Rule, issued March 8, 2016, in addition to Notices PIH 2016-05 and 2016-06, which set forth implementation guidance for the final rule. Together, these notices brought about changes to PH program administration, specifically as they relate to verification, utility reimbursements, EID, annual and interim reexaminations, calculating rents for mixed families and grievances. Other changes include modifications relative to CSSR found in Notice PIH 2015-12, policy changes on phasing in flat rents per Notice PIH 2015-13, use of arrest records as described in Notice PIH 2015-19, and other changes or clarification to bring the content current with HUD regulation and guidance.

The WCDA will continue to make annual revisions to its ACOP and Administrative Plans in accordance with federal law and HUD regulations and requirements which outline the established policies and procedures to be consistently applied in the operation of its programs. Future updates will encompass operational provisions of the Streamlining Rule, Affirmatively Furthering Fair Housing (AFFH) and the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

In August, 2016, the Board approved a revision to the WCDA's No Smoking Zero Tolerance Policy extending the smoke-free policy to outdoor areas up to 25 feet from housing and administrative buildings as well as including verbiage addressing "electronic delivery devices". As stated earlier the Riverview Towers Lease and House Rules have been revised accordingly.

In September, 2016, Board approval will be sought for an update to the Administrative Plan as a result of changes brought about by the Streamlining Administration Regulations Final Rule, in addition to Notice PIH 2016-05. These brought changes to nearly every area of HCV administration, specifically as they relate to verification, utility reimbursements, EID, annual and interim reexaminations, inspection protocol and others. This update also incorporated required PBV policy changes and goals relative to RAD.

Fair Market Rents and Payment Standards are reviewed and updated on an annual basis to ensure that the Payment Standards remain within 90%-110% of the published Fair Market Rents. In addition to ensuring compliance, annual revisions also allow us to better assist families with finding suitable housing.

The WCDA continues to review flat rents each year to ensure HUD compliance. The current requirements were published in the Streamlining Final Rule Notice PIH 2015-13, with corresponding regulations at 24 CFR 960.253, requiring PHAs to set flat rents at no less than the lower of 80 percent of:

1. the applicable fair market rental established under section 8(c) of the 2015 Appropriations Act; or
2. at the discretion of the Secretary, such other applicable fair market rental established by the Secretary that the Secretary determines more accurately reflects local market conditions and is based on an applicable market area that is geographically smaller than the applicable market area used for purposes of the applicable fair market rental under section 8(c);

Anticipating a RAD conversion of 149 LIHTC, mixed-finance units prior to the end of 2016, the funding platform for Riverview Towers LLC (PIC # WI031000003) will convert to a long-term Section 8 Project-Based Voucher contract.

Due to the proposed RAD conversion, a Significant Amendment to the 2016 PHA Annual Plan was required under guidelines of PIH Notice 2012-32, REV-1 and any successor notices. The Significant Amendment was approved by the WCDA's Board of Directors on April 19, 2016 via Resolution 16-004, submitted to HUD on April 21, 2016, and approved by HUD via written confirmation on April 29, 2016.

The WCDA is not subject to *deconcentration of poverty and income mixing requirements* relative to guidance found in 24 CFR 903.2, paragraph (b)(2).

*PHA Policy:*

*Deconcentration of poverty and income mixing is promoted by a policy that provides for bringing higher income tenants into lower income developments and lower income tenants into higher income developments.*

*If subject to deconcentration requirements, the PHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range (EIR) will be offered a unit in a development that is below the EIR, and vice versa, to achieve the PHA's deconcentration goals. A deconcentration offer will be considered a "bonus" offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.*

The WCDA's Annual Plan is available for public inspection at the WCDA office at 550 East Thomas Street, Wausau, Wisconsin, 54403, and at the Community Development Department office at 407 Grant Street, Wausau, Wisconsin 54403

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

The WCDA is proceeding with a RAD conversion for 149 units (147 one-bedroom and 2 two-bedroom) at Riverview Towers LLC (WI031000003). An RCC was issued to the WCDA on August 3, 2016, and HUD was in receipt of the executed RCC on August 30, 2016. Applicable changes have been made to the Lease and a RAD conversion closing date is anticipated by November 1, 2016. At this time, however, the WCDA is not pursuing a RAD conversion for the 46 units of Public Housing Scattered Sites. The WCDA has 195 units of PH and 435 HCV vouchers (630 combined), however following a RAD conversion the removal of Riverview Towers LLC would reduce the PH portfolio by 149 units which would reduce the combined unit total to 481, thereby changing the WCDA's classification from a Non-Qualified PHA to a Qualified PHA.

A WCDA Scattered Site, three-bedroom unit at 1217 Henrietta Street was taken off line in May 2016 for unit modernization and major repair. A previous tenant caused extensive damage to the floors, walls, countertops, plumbing, HVAC, insulation, as well as some damage to the garage. The unit repair and modernization was completed in late July, 2016.

The WCDA owns and operates Riverview Terrace Assisted Living and receives assistance provided through project-based Housing Choice Vouchers. Riverview Terrace is a facility licensed through the state of Wisconsin as a Residential Care Apartment Complex (RCAC) and consists of 36 one-bedroom units. Commissioners and staff are exploring options for future sustainability of the facility and considering whether to extend the HUD contract or move in a direction which may include selling or leasing the facility. To ensure that we can remain competitive in the assisted living housing market, the WCDA plans to issue a Request for Proposals to assist in determining all options for long-term ownership and management of Riverview Terrace.

### **B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

#### **1. Performance Excellence and Organizational Development**

The WCDA continues to promote HUD's policy priorities. Management has maintained High Performer status under HUD's Section Eight Management Assessment Program (SEMAP). WCDA properties continue to be managed to the highest possible standards, including thorough and uniform applicant eligibility determination, fair lease enforcement, regular preventative maintenance and prompt response to work orders, timely turnover of vacant units and maximized occupancy, timely and accurate reporting of financial data, and all other components of quality property maintenance. In November 2015, the WCDA contracted with Housing Data Systems (HDS) to provide housing software that is efficient, cost-effective and user-friendly. Management continues to promote growth and advancement of employees through training opportunities and other resources.

#### **2. Improve the Quality of Life for Program Participants and Increase Assisted Housing Choices**

The WCDA is proceeding with a RAD conversion for 149 units at Riverview Towers LLC stabilizing the funding format under a long-term Section 8 contract. Tenant meetings and/or Resident Advisory Board meetings are held quarterly to review WCDA processes and policies, proposed changes and to receive resident comment on the Annual Plan. We continue to work cooperatively with the Wausau Police and Fire Departments to promote resident awareness and safety, the Job Center of Wisconsin to offer supportive employment services, North Central Health Care to offer on-site assistance with daily living skills and services 24 hours per day, the Marathon County UW Extension to offer nutritional guidance, and the Aging and Disability Resource Center to offer a better understanding of prescription labels and medicine management.

#### **3. Ensure Equal Opportunity and Affirmatively Furthering Fair Housing (AFFH)**

The WCDA affirmatively ensures access to assisted housing, a suitable living environment for families living in assisted housing and accessible housing to persons with disabilities. We take proactive steps to overcome historic steps of segregation, achieve balanced and integrated living patterns, promote fair housing choice, and foster inclusive communities that are free from discrimination. As provided in HUD's AFFH final rule, the WCDA will conduct an Assessment of Fair Housing (AFH) in partnership with the jurisdiction who submits Consolidated Plans for the Community Development Block Grant Program to meet regulatory requirements.

#### **4. Actively follow the Violence Against Women Act (VAWA)**

Violence Against Women Act (VAWA) provides special protections for victims of domestic violence, dating violence, sexual assault or stalking who are applying for or receiving assistance under the WCDA's programs. The WCDA continues to follow the applicable VAWA provisions and a VAWA policy currently exists within each of the WCDA's written policy documents. The WCDA will continue to update policies and procedures as necessary to implement further requirements of VAWA, and to collaborate with other agencies to prevent and respond to domestic violence, dating violence, sexually assault or stalking, as those criminal activities may affect applicants for and participants in the WCDA's housing programs.

The following outreach is provided to ensure that applicants, program participants and landlords of notified of their rights and provisions under VAWA and is provided at initial lease up, annual reexam, denial and lease termination:

- 1) "Violence Against Women in Federally Funded Rental Assistance Housing" pamphlet; which also offers local contact information for "The Women's Community" a local community resource;
- 2) "Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking" (HUD-50066);
- 3) 2008 Wisconsin Act 184;

Lease Addendum language covering provision of Wisconsin State Statute 704.14 is incorporated into current leases.

VAWA provisions are also outlined in the Section 8 Housing Assistance Payment Contract (HUD-52641). The WCDA maintains signed certification by each program participant acknowledging receipt of these documents and accepting the responsibility to read them. To date, the WCDA has had no program participants invoke the VAWA policy.

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>D Statement of Capital Improvements</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on February 22, 2016</p>

# RESOLUTION NO 16-010

## Administrative Plan Revision Section 8 Housing Choice Voucher Program

WHEREAS, the Wausau Community Development Authority operates a Section 8 Housing Choice Voucher Program within the City of Wausau; and

WHEREAS, the Wausau Community Development Authority is required to have the Board of Commissioners approve any revision or change to the Administrative Plan, which is applicable to the operation of its Section 8 Housing Choice Voucher Program; and

WHEREAS, the Wausau Community Development Authority is further required to submit the Board approved Administrative Plan to the Department of Housing and Urban Development, Milwaukee Field Office, for retention in its files.

NOW THEREFORE, BE IT RESOLVED, the Commission of the Wausau Community Development Authority hereby approves the submission of its most recent version of the Administrative Plan, to the Department of Housing and Urban Development.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

Community Development Authority  
of the City of Wausau

\_\_\_\_\_  
Russell W. Wilson  
Chairperson

\_\_\_\_\_  
Christian Schock  
Executive Director - Interim

## **Admin Plan Revisions 3/1/16**

**The most recent Admin Plan revisions involved many working and language changes as well as corrections and changes to references and citations. The changes more specific to policy and administrative guidance are detailed below.**

### **Chapter 2**

2-II.B. Re-worded definition of “Reasonable Accommodation” and examples such as home visits, extending voucher term, and exceptions to the payment standard.

### **Chapter 3**

3-II.C. Social Security number for child under age 6 added to an applicant family within 6 months prior to voucher issuance must disclose and document the child’s SSN within 90 days of the effective date of the initial HAP contract. (See Chapter 7-II.B.)

3-III.C. Evidence of criminal activity as it relates to denials of assistance. “a record of arrest(s) will not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity”

3-III.E. Consideration of circumstances in denying assistance. Consider the age of the individual at the time of the conduct

### **Chapter 6**

6-I.E. Earned Income Disallowance for persons with disabilities. Calculations based on participants qualifying date, whether it is prior to May 9, 2016 or after and definition of baseline income. Revised calculation method for those qualifying May 9, 2016 or later. Second 12-month exclusion is at 100%. Lifetime limitation of 24 months, running consecutively, even if they port, move between public housing and Sec 8 assistance or have breaks in assistance.

6-I.L. Definition of “Tuition and Fees”

6-III.C. Payment Standard – a higher payment standard as a reasonable accommodation... of not more than 120 percent of the published FMR.

Exhibit 6-4 Definitions pertaining to EID

### **Chapter 7**

7-I.D. Assets totaling \$5,000 or less. Self-certification acceptable for 2<sup>nd</sup> and 3<sup>rd</sup> recertifications, must be signed by all family members 18 years of age and older.

Third party documentation required at intake and every three years thereafter or whenever a family member is added.

7-I.E. Self-certification when a third-party verification is required. Acceptable when source of income is fully excluded, asset total \$5,000 or less self-certification is PHA policy or PHA policy implementing streamlining annual recertifications for fixed sources of income

7-II.B. SSN requirements stated in Chapter 3-II.C. PHA may grant one additional 90-day extension if needed for reasons beyond the applicant’s control. Examples cited.

## **Chapter 8**

8-II.A. The PHA will not charge a fee for failed re-inspections.

## **Chapter 11**

11-I.B. Streamlined annual re-examinations. Apply verified COLA or interest rate to fixed-income sources. If not available use third-party verifications. Third party documentation required at intake and every three years thereafter or whenever a family member is added.

11-II.B. When any new family member is added the PHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date or either the annual or interim re-examination

## **Chapter 12**

12-I.E. A record of arrest(s) will not be used as the basis for termination or proof that the participant engaged in disqualifying criminal activity regarding use of illegal drugs, alcohol abuse, or drug-related criminal activity.

12-II.D. However, a record of arrest(s) may trigger an investigation to determine whether the participant actually engaged in disqualifying criminal activity. Examples of what additional information may be used when considering the circumstances.

# Occupancy Overview

September 27, 2016

## Riverview Towers (149)

- 1 vacancies
- 99% Occupancy

## Riverview Terrace (36)

- 2 vacancies
- 94% Occupancy

## Scattered Sites (46)

- 1 vacancies
- 97% Occupancy