

\*\*\* 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 FINANCE COMMITTEE**  
Date/Time: **Thursday, May 7, 2026 at 8:00 am**  
Location: **550 E Thomas Street, Wausau, Wisconsin 54403**  
Members: **Pat Gosz (C), David Welles, Sarah Napgezok**

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

1. Call the Meeting to Order
2. Approval of Minutes from the March 5, 2026
3. Review of CDA Accounts & Capital Funds
4. Presentation and Review of 2026 First Quarter Financials
5. Procurement Policy Discussion
6. 2025 CDA Single Audit Update

Adjournment

**Patrick Gosz, Chair**

This Notice was posted at City Hall and emailed to the Media on Thursday, April 30, 2026 at 3:00 pm. Questions regarding this agenda may be directed to Randy Fiffick, Community Development Director at 715-261-6684

Any person wishing to offer public comment who does not appear in person to do so, may e-mail Juli Birkenmeier at [juli.birkenmeier@wausauwi.gov](mailto:juli.birkenmeier@wausauwi.gov) 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](mailto: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**  
**FINANCE COMMITTEE MINUTES**

03/05/26

**MEMBERS PRESENT:** Sarah Napgezok, Patrick Gosz, David Welles

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Randy Fifrick, Juli Birkenmeier, Tammy King

**(1) Call Meeting to Order**

Meeting was called to order at 8:00 am in the WCDA Boardroom at 550 E. Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes from the November 12, 2025, Meeting**

Welles moved to approve the minutes from 11/12/2025. Napgezok seconded the motion. Motion approved unanimously.

**(3) Review of CDA Accounts & Capital Funds**

Birkenmeier distributed and reviewed the WCDA's investment balances as of December 31, 2025. She stated that the total entity-wide balance is \$9,542,980.30, with all accounts earning an interest rate of 3.25%. Birkenmeier noted that the semi-annual Live It Up repayment of \$17,110.80 was received at the end of December. She explained that this amount included a payoff of one of the loans. Birkenmeier stated that there were no other items to note.

Birkenmeier then reviewed the Capital Fund Program (CFP) grant summary and budget detail. As of December 31, 2025, both the CFP 2023 and CFP 2024 grants have been fully obligated and disbursed. She further stated that the CFP 2025 grant received an additional \$995.00 due to the CDA's high performer status, bringing the total grant amount to \$106,167.00, with an obligation and disbursement balance of \$86,853.80. Birkenmeier indicated that the 2025 CFP grant is planned to be used for items such as concrete repair at scattered sites, tree trimming, and a capital needs assessment. She furthered that the capital needs assessment is expected to cost approximately \$20,000 – \$30,000 and will involve reviewing all scattered sites to identify capital needs and developing a projected timeline for improvements over the next 10, 15, and 20 years. She also noted that the CFP 2025 grant funds must be obligated by May 2027 and disbursed by 2029.

**(4) Presentation of 2025 Fourth Quarter Financials**

Birkenmeier reviewed the 2025 fourth-quarter financials for the WCDA's budgeted programs. She provided a brief overview of the *Year-To-Date* versus *Budget* line items and explained budget variances, which are detailed further in the March 5, 2026, Finance Committee Report.

Birkenmeier then reviewed the 2025 fourth-quarter financials for Riverview Towers LLC, summarizing *Year-To-Date* versus *Budget* line items and further explained budget variances which are also detailed in the Finance Committee Report.

**(5) 2025-2026 CDA Salary Allocation and Spreadsheet Review**

Birkenmeier provided both the 2025-year end and 2026 year-to-date salary allocation summaries. She noted that at 2025 year-end, staff allocations were accurate and align closely with the budgeted program percentages. She explained that they were all within the 1% variance so inter-program transfers were not needed. Birkenmeier will continue providing the spreadsheet for review on a semi-annual basis.

**(6) 2025 RVT LLC Audit Review**

Birkenmeier provided the finalized RVT LLC audit completed by CliftonLarsonAllen (CLA). She reported that the audit resulted in an unqualified opinion. Birkenmeier further explained that CLA brought to the CDA's attention the expensing of the Courtesy Patrols rent, who receive free rent as compensation for their services and has been recorded in the year-end financial statements under Other Contract Costs. Birkenmeier also stated that CLA will complete the single audit remotely on April 6, 2026, with the exception of the Housing Choice Voucher file reviews, which will be conducted onsite. Birkenmeier noted that CLA will present both audits at a future board meeting.

Meeting adjourned.

Respectfully Submitted,

Patrick Gosz  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY  
CAPITAL FUND PROGRAM  
As of 03/31/26**

<b>FUND #</b>	<b>GRANT AMOUNT</b>	<b>OBLIGATION START</b>	<b>OBLIGATION END</b>	<b>OBLIGATION BALANCE</b>	<b>DISBURSEMENT END</b>	<b>DISBURSEMENT BALANCE</b>
<b>501-23</b>	\$ 101,096	02/17/23	02/16/25	\$ 0.00	02/16/27	\$ 0.00
<b>501-24</b>	\$ 103,092	05/06/24	05/05/26	\$ 0.00	05/05/28	\$ 0.00
<b>501-25</b>	\$ 106,167	05/13/25	05/12/27	\$ 86,853.80	05/12/29	\$ 86,853.80
				\$ 86,853.80		\$ 86,853.80

**CFP 2023 BUDGET DETAIL**

Fees & Costs	Architect/Consultant Fees	\$ 7,840.00
Site Improvements	Tree Maintenance/Landscaping/Sewer Lateral	\$ 5,392.68
Dwelling Structures	Roof Replacement – 1901 Bopf Street (partial)	\$ 71,097.38
Dwelling Structures	Kitchen Countertop Replacement (partial)	<u>\$ 16,765.94</u>
<b>2023 Grant Total</b>		<b>\$ 101,096.00</b>

**CFP 2024 BUDGET DETAIL**

Dwelling Structures	Kitchen Countertop Replacement (partial)	\$ 94,814.06
Operations	Day-to-Day Operations	\$ 653.00
Site Improvements	Tree Maintenance/Landscaping/Sewer Lateral/Concrete Repair(partial)	<u>\$ 7,624.94</u>
<b>2024 Grant Total</b>		<b>\$ 103,092.00</b>

**CFP 2025 BUDGET DETAIL**

Fees & Costs	Architect/Consultant Fees	\$ 10,000.00
Dwelling/Non-Dwelling Site Work	Concrete Repair (partial)	\$ 42,328.00
Dwelling Unit	Smoke Detectors	\$ 12,000.00
Site Improvements	Tree Maintenance/Landscaping	\$ 9,839.00
Unit Rehab	Unit turnaround – vacated unit	\$ 12,000.00
Assessments/Audits	Capital Needs Assessment/Energy Audit	<u>\$ 20,000.00</u>
<b>2025 Grant Total</b>		<b>\$ 106,167.00</b>

COMMUNITY DEVELOPMENT AUTHORITY (PH, TER, FUL)  
INCOME STATEMENT SUMMARY THROUGH MARCH 31, 2026

	<b>2026 QUARTERLY</b>	<b>2026 YTD</b>	<b>2026 BUDGET</b>	<b>2025 YTD</b>
TTL TENANT REV	\$101,609.89	\$101,609.89	\$106,954.78	\$102,652.78
TTL OTHER REV	\$94,549.71	\$94,549.71	\$98,209.57	\$109,105.03
<b>TOTAL REVENUE</b>	<b>\$196,159.60</b>	<b>\$196,159.60</b>	<b>\$205,164.35</b>	<b>\$211,757.81</b>
TTL ADMIN EXP	\$43,473.80	\$43,473.80	\$44,172.75	\$40,537.82
TTL TENANT SRVC EXP	\$89.39	\$89.39	\$725.00	\$105.73
TTL UTILITY EXP	\$20,257.48	\$20,257.48	\$25,825.75	\$19,928.22
TTL MAINTENANCE EXP	\$42,898.40	\$42,898.40	\$49,649.25	\$40,563.27
TTL PROTECTIVE SRVC EXP	\$1,591.16	\$1,591.16	\$1,291.50	\$1,053.99
TTL OTHER EXP	\$8,702.83	\$8,702.83	\$13,441.00	\$9,362.59
TTL EXTRA/CASUALTY EXP	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$117,013.06</b>	<b>\$117,013.06</b>	<b>\$135,105.25</b>	<b>\$111,551.62</b>
<b>INCOME/(LOSS) BEFORE DEPRECIATION</b>	<b>\$79,146.54</b>	<b>\$79,146.54</b>	<b>\$70,059.10</b>	<b>\$100,206.19</b>
DEPRECIATION EXP	\$93,150.00	\$93,150.00	\$93,250.00	\$91,686.00
<b>NET INCOME/(LOSS)</b>	<b>(\$14,003.46)</b>	<b>(\$14,003.46)</b>	<b>(\$23,190.90)</b>	<b>\$8,520.19</b>

Wausau Community Development Authority - Entity Wide  
Income Statement  
March 31, 2026

= Voucher, Redevelopment, and Business Activities I & II

	2026 Quarterly	2026 YTD	2026 Budget	2025 Quarterly	2025 YTD	2025 Budget
<b><u>REVENUES</u></b>						
<b>Tenant Revenue</b>						
'3420 Tenant Revenues - Rent	100,108.00	100,108.00	105,740.00	100,987.00	100,987.00	106,141.50
'3420 Tenant Revenues - Rent	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3422 Tenant Revenue - excess utilities	1,501.89	1,501.89	1,214.78	1,665.78	1,665.78	1,050.00
'3422 Tenant Revenue - excess utilities	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Tenant Revenue</b>	<b>101,609.89</b>	<b>101,609.89</b>	<b>106,954.78</b>	<b>102,652.78</b>	<b>102,652.78</b>	<b>107,191.50</b>
<b>Other Revenue</b>						
3410 Revenue - HUD	0.00	0.00	0.00	0.00	0.00	0.00
3410 Revenue - HUD	583,898.00	583,898.00	84,800.00	638,394.00	638,394.00	83,938.75
'3430 Interest Income	19,257.59	19,257.59	16,923.57	30,797.32	30,797.32	29,742.75
'3430 Interest Income	44,824.44	44,824.44	8,800.00	43,762.60	43,762.60	8,800.00
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
Gain/loss on sale of equipment	0.00	0.00	0.00	0.00	0.00	0.00
Gain/loss on sale of equipment	0.00	0.00	0.00	0.00	0.00	0.00
'3440 Other Charges for Services	7,031.12	7,031.12	5,662.50	8,733.71	8,733.71	5,040.00
'3440 Other Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	300.00	300.00	150.00	406.00	406.00	150.00
3480 Other Revenue	1,140.00	1,140.00	272.50	90.00	90.00	0.00
3480 Other Revenue	1,052,771.93	1,052,771.93	0.00	131,382.54	131,382.54	0.00
Port In Hap & Admin	2,859.28	2,859.28	87.50	0.00	572.00	62.50
3690 CFP Operations	0.00	0.00	0.00	0.00	0.00	1,250.00
3691 Operating Subsidy	32,883.00	32,883.00	41,461.75	37,735.00	37,735.00	38,837.75
3691 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00
3691 Cash Receipts from Section 8	34,238.00	34,238.00	33,889.25	31,749.00	31,749.00	33,288.00

3691	Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00
3692	Insurance Proceeds/VNA Charges to Tenants	0.00	0.00	0.00	0.00	0.00	0.00
3692	Insurance Proceeds/VNA Charges to Tenants	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Revenue</b>		<b>1,779,203.36</b>	<b>1,779,203.36</b>	<b>192,047.07</b>	<b>923,050.17</b>	<b>923,622.17</b>	<b>201,109.75</b>

**TOTAL REVENUES**

<b>1,880,813.25</b>	<b>1,880,813.25</b>	<b>299,001.85</b>	<b>1,025,702.95</b>	<b>1,026,274.95</b>	<b>308,301.25</b>
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**EXPENSES**

**Administrative Expenses**

4110	Administration Salaries	20,936.17	20,936.17	22,709.75	19,560.00	19,560.00	21,864.75
4110	Administration Salaries	38,291.83	38,291.83	31,704.25	36,954.52	36,954.52	31,700.00
4120	Advertising and Marketing	341.68	341.68	395.00	437.26	437.26	375.00
4120	Advertising and Marketing	0.00	0.00	150.00	0.00	0.00	0.00
4130	Legal Expense	0.00	0.00	125.00	0.00	0.00	125.00
4130	Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00
4140	Staff Training	241.94	241.94	650.00	241.94	241.94	500.00
4140	Staff Training	995.00	995.00	625.00	0.00	0.00	900.00
4150	Travel	0.00	0.00	275.00	18.90	18.90	275.00
4150	Travel	0.00	0.00	200.00	0.00	0.00	200.00
4160	Office Expense	3,740.26	3,740.26	2,600.00	3,000.80	3,000.80	2,650.00
4160	Office Expense	3,811.92	3,811.92	3,312.50	3,955.31	3,955.31	2,600.00
4170	Accounting Fees	2,934.00	2,934.00	2,642.50	1,940.00	1,940.00	2,417.25
4170	Accounting Fees	3,450.00	3,450.00	1,756.25	2,262.00	2,262.00	1,550.00
4171	Audit Fees	2,835.00	2,835.00	3,604.50	4,114.69	4,114.69	3,587.50
4171	Audit Fees	2,835.00	2,835.00	1,295.75	3,371.56	3,371.56	1,287.50
4182	Empl. Benefit Contrib. -Admin	10,654.26	10,654.26	9,343.50	9,785.43	9,785.43	10,243.25
4182	Empl. Benefit Contrib. -Admin	17,176.53	17,176.53	11,545.00	15,887.25	15,887.25	13,127.00
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
4190	Other Admin and Sundry	250.00	250.00	275.00	262.58	262.58	275.00
4190	Other Admin and Sundry	0.00	0.00	62.50	0.00	0.00	62.50
4191	Telephone	1,540.49	1,540.49	1,552.50	1,176.22	1,176.22	1,021.25
4191	Telephone	511.69	511.69	468.75	485.29	485.29	375.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Administrative Expenses</b>		<b>110,545.77</b>	<b>110,545.77</b>	<b>95,292.75</b>	<b>103,453.75</b>	<b>103,453.75</b>	<b>95,136.00</b>

**Tenant Services Expenses**

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

4220	Rec. Pub., and Other	89.39	89.39	725.00	105.73	105.73	675.00
4220	Rec. Pub., and Other	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4230	Contract Costs/VNA Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4230	Contract Costs/VNA Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Tenant Services Expenses</b>	<b>89.39</b>	<b>89.39</b>	<b>725.00</b>	<b>105.73</b>	<b>105.73</b>	<b>675.00</b>

**Utility Expenses**

4310	Water	3,801.15	3,801.15	6,325.00	3,896.01	3,896.01	6,675.00
4310	Water	0.00	0.00	0.00	0.00	0.00	0.00
4320	Electricity	5,746.30	5,746.30	7,750.00	6,330.38	6,330.38	7,625.00
4320	Electricity	0.00	0.00	0.00	0.00	0.00	0.00
4330	Gas	5,754.06	5,754.06	2,950.00	4,645.39	4,645.39	3,196.25
4330	Gas	0.00	0.00	0.00	0.00	0.00	0.00
4360	Sewer	4,293.99	4,293.99	7,531.25	4,394.46	4,394.46	7,352.50
4340	Sewer	0.00	0.00	0.00	0.00	0.00	0.00
4390	Other Utilities Expense	661.98	661.98	1,269.50	661.98	661.98	1,269.50
4390	Other Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Utility Expenses</b>	<b>20,257.48</b>	<b>20,257.48</b>	<b>25,825.75</b>	<b>19,928.22</b>	<b>19,928.22</b>	<b>26,118.25</b>

**Maintenance Expenses**

4410	Maint. Labor	21,399.04	21,399.04	26,732.50	19,934.25	19,934.25	20,606.50
4410	Maint. Labor	3,922.67	3,922.67	5,541.75	3,706.11	3,706.11	4,037.25
4420	Maint. Materials	2,617.46	2,617.46	6,887.50	6,169.25	6,169.25	6,100.00
4420	Maint. Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430	Maintenance Contracts	8,740.85	8,740.85	7,406.25	4,748.06	4,748.06	7,420.75
4430	Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
4431	Garbage & Trash Removal	911.04	911.04	887.00	1,239.22	1,239.22	850.00
4431	Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00
4433	Empl. Benefit Contr. Maint.	9,230.01	9,230.01	7,736.00	8,472.49	8,472.49	8,554.25
4433	Empl. Benefit Contr. Maint.	584.37	584.37	303.50	542.93	542.93	589.25
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Maintenance Expenses</b>	<b>47,405.44</b>	<b>47,405.44</b>	<b>55,494.50</b>	<b>44,812.31</b>	<b>44,812.31</b>	<b>48,158.00</b>

**Protective Services Expenses**

4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4470	Materials	0.00	0.00	0.00	0.00	0.00	0.00
4470	Materials	0.00	0.00	0.00	0.00	0.00	0.00
4480	Contract Costs	1,591.16	1,591.16	1,291.50	1,053.99	1,053.99	1,129.00
4480	Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Protective Services</b>		<b>1,591.16</b>	<b>1,591.16</b>	<b>1,291.50</b>	<b>1,053.99</b>	<b>1,053.99</b>	<b>1,129.00</b>

**Other General Expenses**

4510	Insurance Expense	567.59	567.59	5,449.75	1,235.14	1,235.14	6,635.50
4510	Insurance Expense	472.10	472.10	704.50	1,070.29	1,070.29	969.50
4520	Payment in Lieu of Taxes	8,135.24	8,135.24	7,991.25	8,272.45	8,272.45	8,007.75
4520	Payment in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00
4570	Collection Losses	0.00	0.00	0.00	-145.00	-145.00	0.00
4570	Collection Losses	0.00	0.00	100.00	0.00	0.00	100.00
4590	Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00
4590	Other General Expense	414.72	414.72	425.00	0.00	0.00	250.00
	Gain/Loss on Investments	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
4595	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00
4595	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other General Expenses</b>		<b>9,589.65</b>	<b>9,589.65</b>	<b>14,670.50</b>	<b>10,432.88</b>	<b>10,432.88</b>	<b>15,962.75</b>

**Extraordinary/Casualty Loss Expenses**

4610	Labor	0.00	0.00	0.00	0.00	0.00	600.00
4610	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Extraordinary/Casualty Loss</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>

**Housing Assistance Payments**

4715	Hap Expenses	506,836.00	506,836.00	0.00	509,636.00	509,636.00	0.00
<b>Total Hap expenses</b>		<b>506,836.00</b>	<b>506,836.00</b>	<b>0.00</b>	<b>509,636.00</b>	<b>509,636.00</b>	<b>0.00</b>

**Depreciation Expense**

4800	Depre Expense - PHA Funded	93,150.00	93,150.00	93,250.00	91,686.00	91,686.00	92,726.75
4800	Depre Expense - PHA Funded	525.00	525.00	525.00	540.00	540.00	0.00
<b>Total Depreciation Expense</b>		<b>93,675.00</b>	<b>93,675.00</b>	<b>93,775.00</b>	<b>92,226.00</b>	<b>92,226.00</b>	<b>92,726.75</b>

**TOTAL OPERATING EXPENSES**

<b>789,989.89</b>	<b>789,989.89</b>	<b>287,075.00</b>	<b>781,648.88</b>	<b>781,648.88</b>	<b>280,505.75</b>
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**Change in Net Position**

<b>1,090,823.36</b>	<b>1,090,823.36</b>	<b>11,926.85</b>	<b>244,054.07</b>	<b>244,626.07</b>	<b>27,795.50</b>
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<b>Prior Year Adjustments</b>							
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Prior Year Adjustments</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Equity Transfers</b>							
9116	Equity Transfers	0.00	0.00	0.00	0.00	0.00	0.00
9116	Equity Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Equity Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET INCOME/LOSS</b>		<b>1,090,823.36</b>	<b>1,090,823.36</b>	<b>11,926.85</b>	<b>244,054.07</b>	<b>244,626.07</b>	<b>27,795.50</b>





RIVERVIEW TOWERS LLC  
INCOME STATEMENT SUMMARY THROUGH MARCH 31, 2026

	<b>2026 QUARTERLY</b>	<b>2026 YTD</b>	<b>2026 BUDGET</b>	<b>2025 YTD</b>
TTL TENANT REV	\$177,797.00	\$177,797.00	\$175,515.00	\$155,721.00
TTL OTHER REV	\$137,341.67	\$137,341.67	\$141,037.26	\$123,921.92
<b>TOTAL REVENUE</b>	<b>\$315,138.67</b>	<b>\$315,138.67</b>	<b>\$316,552.26</b>	<b>\$279,642.92</b>
TTL ADMIN EXP	\$75,014.67	\$75,014.67	\$65,049.24	\$62,224.05
TTL TENANT SRVC EXP	\$645.50	\$645.50	\$1,425.00	\$459.25
TTL UTILITY EXP	\$22,642.90	\$22,642.90	\$31,739.49	\$15,840.20
TTL MAINTENANCE EXP	\$56,445.96	\$56,445.96	\$59,779.98	\$58,083.34
TTL PROTECTIVE SRVC EXP	\$1,048.82	\$1,048.82	\$825.00	\$627.54
TTL OTHER EXP	\$34,087.39	\$34,087.39	\$26,471.01	\$29,913.28
TTL EXTRA/CASUALTY EXP	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$189,885.24</b>	<b>\$189,885.24</b>	<b>\$185,289.72</b>	<b>\$167,147.66</b>
<b>INCOME/(LOSS) BEFORE DEPRECIATION</b>	<b>\$125,253.43</b>	<b>\$125,253.43</b>	<b>\$131,262.54</b>	<b>\$112,495.26</b>
DEPRECIATION EXP	\$67,500.00	\$67,500.00	\$67,500.00	\$85,334.22
<b>NET INCOME/(LOSS)</b>	<b>\$57,753.43</b>	<b>\$57,753.43</b>	<b>\$63,762.54</b>	<b>\$27,161.04</b>

**RIVERVIEW TOWERS LLC**

**FINANCIAL STATEMENTS**

**For the Accounting Period Ending March 31, 2026**



To the Members  
Riverview Towers LLC  
Wausau, WI

The members are responsible for the accompanying financial statements of Riverview Towers LLC ("Project"), which comprise the balance sheet as of March 31, 2026, and the related statement of operations for the one month and three months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the members. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Accounting principles generally accepted in the United States of America require that accounts payable be recorded. The members have informed us that the Project has not recorded accounts payable, which is not in accordance with accounting principles generally accepted in the United States of America. The members have not determined the effect of the departure from accounting principles generally accepted in the United States of America on the accompanying financial statements.

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

The accompanying budget of the Project for the year ending December 31, 2026, has not been compiled or examined by us, and, accordingly, we do not express an opinion or any other form of assurance on it. The members have elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the Project's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

We are not independent with respect to the Project.

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

La Crosse, Wisconsin  
April 8, 2026

**Riverview Towers LLC**  
**Balance Sheet-Riverview Towers LLC**  
**March 31, 2026**

	<b>Current Period</b>	<b>Cumulative</b>
<b>ASSETS</b>		
CURRENT ASSETS		
<b>Cash</b>		
26-0-000-000-1010.100 Cash - Construction (US Bank)	0.00	0.00
26-0-000-000-1111.040 Cash - Unrestricted	23,619.80	2,345,047.26
26-0-000-000-1111.050 Cash - Reserve Account	0.00	0.00
26-0-000-000-1162.000 Cash - Savings/Money Mkts/CDs	9,525.21	1,517,441.76
Total	33,145.01	3,862,489.02
<b>Accounts Receivable</b>		
26-0-000-000-1122.000 Accounts Receivable - Tenants	(110.00)	2,733.19
26-0-000-000-1128.000 Accounts Receivable - Other	0.00	0.00
26-0-000-000-1129.000 Accounts Receivable - Subsidy	0.00	0.00
Total	(110.00)	2,733.19
<b>Accrued Receivables</b>		
26-0-000-000-1145.000 Accrued Interest Receivable	0.00	0.00
Total	0.00	0.00
<b>Other Current Assets</b>		
26-0-000-000-1210.000 Prepaid Expenses	(2,008.27)	16,325.30
26-0-000-000-1211.000 Prepaid Insurance	(2,836.09)	23,834.51
26-0-000-000-1295.001 Interprogram Due (to) from PH	0.00	0.00
Total	(4,844.36)	40,159.81
<b>TOTAL CURRENT ASSETS</b>	<b>28,190.65</b>	<b>3,905,382.02</b>

\*(See Accountants' Compilation Report)

**Riverview Towers LLC**  
**Balance Sheet-Riverview Towers LLC**  
**March 31, 2026**

	<b>Current Period</b>	<b>Cumulative</b>
<b>NONCURRENT ASSETS</b>		
<b>Fixed Assets</b>		
26-0-000-000-1400.000 CWIP	0.00	0.00
26-0-000-000-1400.060 Land	0.00	0.00
26-0-000-000-1400.061 Land Improvements	0.00	20,555.00
26-0-000-000-1400.080 Dwelling Equipment	0.00	18,329.76
26-0-000-000-1400.090 Nondwelling Equipment	0.00	338,846.40
26-0-000-000-1400.100 Building Improvements	0.00	10,113,502.20
26-0-000-000-1400.150 Accumulated Depreciation	(22,500.00)	(4,010,334.62)
Total	(22,500.00)	6,480,898.74
<b>Other Assets</b>		
26-0-000-000-1460.000 Tax Credit Fees	0.00	47,114.00
26-0-000-000-1460.010 Tax Credit Fee Amort	(261.75)	(42,402.03)
26-0-000-000-1470.000 Financing Fees	0.00	0.00
26-0-000-000-1470.010 Financing Fees Amort	0.00	0.00
Total	(261.75)	4,711.97
<b>TOTAL NONCURRENT ASSETS</b>	<b>(22,761.75)</b>	<b>6,485,610.71</b>
<b>TOTAL ASSETS</b>	<b>5,428.90</b>	<b>10,390,992.73</b>

\*(See Accountants' Compilation Report)

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*Riverview Towers LLC*  
*Balance Sheet-Riverview Towers LLC*  
*March 31, 2026*

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	Current Period	Cumulative
<b>LIABILITIES AND MEMBERS' EQUITY</b>		
<b>CURRENT LIABILITIES</b>		
<b>Accounts Payable</b>		
26-0-000-000-2111.000 A/P - Vendors & Contractors	0.00	0.00
26-0-000-000-2111.010 A/P - Other	0.00	0.00
26-0-000-000-2114.000 Tenants Security Deposits	111.00	56,115.00
26-0-000-000-2119.000 A/P - Other	0.00	0.00
26-0-000-000-2119.010 A/P - Payroll	(534.89)	25,526.43
26-0-000-000-2119.020 A/P - Gorman Compliance Fee	0.00	0.00
26-0-000-000-2119.030 A/P - Gorman Developer Fee	0.00	0.00
26-0-000-000-2119.040 A/P - Subsidy	0.00	0.00
Total	(423.89)	81,641.43
<b>Accrued Liabilities</b>		
26-0-000-000-2134.000 Accrued Comp Absences - Due within one year	0.00	19,549.86
26-0-000-000-2136.000 Other Accrued Liabilities	0.00	0.00
26-0-000-000-2137.000 Payment in Lieu of Taxes	4,699.26	67,913.47
26-0-000-000-2149.000 Accrued Asset Mgt Fee	945.34	2,836.02
Total	5,644.60	90,299.35
<b>Other Current Liabilities</b>		
26-0-000-000-2145.001 Interprogram Due to (from) PH	0.00	0.00
26-0-000-000-2145.002 Interprogram Due to (from) Voucher	0.00	0.00
26-0-000-000-2145.012 Interprogram Due to (from) Riverview Terrace	0.00	0.00
26-0-000-000-2145.017 Interprogram Due to (from) BA II	(8.43)	7,053.01
26-0-000-000-2240.000 Tenants Prepaid Rent	0.00	0.00
26-0-000-000-2290.000 Unearned Revenue	0.00	0.00
Total	(8.43)	7,053.01
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,212.28</b>	<b>178,993.79</b>

\*(See Accountants' Compilation Report)

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*Riverview Towers LLC*  
**Balance Sheet-Riverview Towers LLC**  
*March 31, 2026*

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	Current Period	Cumulative
<b>NONCURRENT LIABILITIES</b>		
26-0-000-000-2134.010 Accrued Comp Absences	0.00	31,393.74
26-0-000-000-2310.000 Notes Payable - Construction Loan	0.00	0.00
26-0-000-000-2320.000 Notes Payable - Wausau CDA PH	0.00	2,500,000.00
26-0-000-000-2320.010 Interest Payable - Wausau CDA PH	4,166.67	612,500.01
26-0-000-000-2330.000 Notes Payable - Wausau CDA PH (AHP loan)	0.00	750,000.00
26-0-000-000-2330.010 Interest Payable - Wausau CDA PH (AHP loan)	331.78	47,253.69
Total	4,498.45	3,941,147.44
<b>TOTAL LIABILITIES</b>	<b>9,710.73</b>	<b>4,120,141.23</b>
<b>MEMBERS' EQUITY</b>		
26-0-000-000-2700.000 CY Net Change	(4,281.83)	43,472.83
26-0-000-000-1450.000 Syndication Costs	0.00	(52,000.00)
26-0-000-000-2810.512 Unrestricted Net Assets	0.00	0.00
26-0-000-000-2834.000 Managing Member Equity	0.00	174,834.48
26-0-000-000-2835.000 NEF Investor Equity	0.00	6,104,544.19
TOTAL MEMBERS' EQUITY	(4,281.83)	6,270,851.50
<b>TOTAL LIABILITIES AND MEMBERS' EQUITY</b>	<b>5,428.90</b>	<b>10,390,992.73</b>
Proof	0.00	0.00

\*(See Accountants' Compilation Report)

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Three Month Period - March 31, 2026**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
PUM	1.00	149.00	149.00	1.00	447.00	447.00	0.00
<b>OPERATING REVENUE</b>							
<b>Rental Revenue</b>							
26-1-000-000-3420.000 Tenant Revenue - Rent	393.54	58,637.00	59,450.42	401.73	179,575.00	178,351.26	1,223.74
26-1-000-000-3421.000 Tenant Rent - Vacancy Loss	5.68	(847.00)	(945.42)	3.98	(1,778.00)	(2,836.26)	1,058.26
26-1-000-000-3422.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	387.85	57,790.00	58,505.00	397.76	177,797.00	175,515.00	2,282.00
<b>Nonrental Revenue</b>							
26-1-000-000-3410.000 HUD HAP Subsidy	231.85	34,545.00	36,437.42	230.16	102,883.00	109,312.26	(6,429.26)
26-1-000-000-3410.010 HUD Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.000 Other Inc - Tenants Charges	0.72	107.76	466.67	2.73	1,222.14	1,400.01	(177.87)
26-1-000-000-3440.020 Other Inc - Tenant Store	1.49	221.50	208.33	1.50	672.40	624.99	47.41
26-1-000-000-3440.030 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.060 Other Income - Voucher CARES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3444.040 Laundry	4.44	661.16	666.67	3.70	1,655.23	2,000.01	(344.78)
26-1-000-000-3444.050 Vending	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3691.000 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3692.000 Other Inc - Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	238.49	35,535.42	37,779.09	238.10	106,432.77	113,337.27	(6,904.50)
<b>TOTAL OPERATING REVENUE</b>	<b>626.35</b>	<b>93,325.42</b>	<b>96,284.09</b>	<b>635.86</b>	<b>284,229.77</b>	<b>288,852.27</b>	<b>(4,622.50)</b>
<b>OPERATING EXPENSES</b>							
<b>Administration</b>							
26-1-000-000-4110.000 Administration Salaries	53.46	7,965.61	8,706.50	53.46	23,896.82	26,119.50	(2,222.68)
26-1-000-000-4110.010 Admin Salaries - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4120.000 Advertising & Marketing	3.09	460.00	468.33	3.06	1,366.71	1,404.99	(38.28)
26-1-000-000-4130.000 Legal Expense	0.00	0.00	41.67	0.00	0.00	125.01	(125.01)
26-1-000-000-4140.000 Staff Training	1.62	241.94	100.00	0.54	241.94	300.00	(58.06)
26-1-000-000-4150.000 Travel	0.00	0.00	75.00	0.00	0.00	225.00	(225.00)
26-1-000-000-4150.010 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4160.000 Office Expenses	17.55	2,615.45	800.00	7.55	3,375.58	2,400.00	975.58
26-1-000-000-4170.000 Accounting Fees	5.15	768.00	479.17	2.66	1,190.00	1,437.51	(247.51)
26-1-000-000-4171.000 Audit Fees	65.31	9,731.25	1,254.83	31.17	13,931.25	3,764.49	10,166.76
26-1-000-000-4182.000 Employee Benefits - Admin	33.18	4,943.74	4,481.00	33.18	14,831.12	13,443.00	1,388.12
26-1-000-000-4190.000 Other Admin and Sundry	0.00	0.00	41.67	0.00	0.00	125.01	(125.01)
26-1-000-000-4191.000 Telephone	2.83	421.61	350.00	2.46	1,098.05	1,050.00	48.05
26-1-000-000-4192.000 Management Fee	23.55	3,509.49	3,380.83	23.65	10,570.93	10,142.49	428.44
26-1-000-000-4193.000 Compliance Fee	3.75	558.75	558.75	3.75	1,676.25	1,676.25	0.00
26-1-000-000-4194.000 Asset Management Fee	6.34	945.34	945.33	6.34	2,836.02	2,835.99	0.03
Total	215.85	32,161.18	21,683.08	167.82	75,014.67	65,049.24	9,965.43

\*See Accountants' Compilation Report

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Three Month Period - March 31, 2026**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>OPERATING EXPENSES</b>							
<b>Tenant Services</b>							
26-1-000-000-4210.000 Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4220.000 Rec, Pub and Other	0.50	73.76	250.00	0.31	139.13	750.00	(610.87)
26-1-000-000-4221.000 Tenant Store Expenses	2.06	307.37	225.00	1.13	506.37	675.00	(168.63)
Total	2.56	381.13	475.00	1.44	645.50	1,425.00	(779.50)
<b>Utilities</b>							
26-1-000-000-4310.000 Water	0.00	0.00	1,245.83	0.00	0.00	3,737.49	(3,737.49)
26-1-000-000-4320.000 Electricity	27.12	4,041.42	5,250.00	18.78	8,394.49	15,750.00	(7,355.51)
26-1-000-000-4330.000 Gas	45.34	6,756.02	2,683.33	31.88	14,248.41	8,049.99	6,198.42
26-1-000-000-4360.000 Sewer	0.00	0.00	1,216.67	0.00	0.00	3,650.01	(3,650.01)
26-1-000-000-4390.000 Other Utilities Expense	0.00	0.00	184.00	0.00	0.00	552.00	(552.00)
Total	72.47	10,797.44	10,579.83	50.66	22,642.90	31,739.49	(9,096.59)
<b>Maintenance and Operations</b>							
26-1-000-000-4410.000 Maint Labor	55.49	8,268.02	9,061.33	61.88	27,660.15	27,183.99	476.16
26-1-000-000-4410.010 Maint Labor - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4420.000 Maint Materials	16.67	2,483.21	1,958.33	8.78	3,926.83	5,874.99	(1,948.16)
26-1-000-000-4430.010 Heating & Cooling	0.00	0.00	466.67	0.00	0.00	1,400.01	(1,400.01)
26-1-000-000-4430.020 Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4430.030 Elevator Maintenance	3.63	540.17	591.67	3.63	1,620.51	1,775.01	(154.50)
26-1-000-000-4430.040 Landscape & Grounds	0.00	0.00	666.67	1.69	756.00	2,000.01	(1,244.01)
26-1-000-000-4430.050 Unit Turnaround	0.00	0.00	83.33	0.00	0.00	249.99	(249.99)
26-1-000-000-4430.060 Electrical	0.00	0.00	150.00	1.05	469.66	450.00	19.66
26-1-000-000-4430.070 Plumbing	0.00	0.00	133.33	0.00	0.00	399.99	(399.99)
26-1-000-000-4430.080 Extermination	16.98	2,530.00	1,913.33	5.66	2,530.00	5,739.99	(3,209.99)
26-1-000-000-4430.090 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4430.100 Other Contract Costs	6.44	960.00	316.67	8.97	4,010.00	950.01	3,059.99
26-1-000-000-4430.101 Routine	0.00	0.00	100.00	0.00	0.00	300.00	(300.00)
26-1-000-000-4431.000 Garbage & Trash Removal	4.86	724.83	758.33	5.28	2,360.23	2,274.99	85.24
26-1-000-000-4433.000 Employee Benefits - Maint	28.39	4,229.48	3,727.00	29.33	13,112.58	11,181.00	1,931.58
Total	132.45	19,735.71	19,926.66	126.28	56,445.96	59,779.98	(3,334.02)
<b>Protective Services</b>							
26-1-000-000-4480.000 Contract Costs	4.03	601.18	275.00	2.35	1,048.82	825.00	223.82
Total	4.03	601.18	275.00	2.35	1,048.82	825.00	223.82

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Three Month Period - March 31, 2026**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>OPERATING EXPENSES</b>							
<b>General Expense</b>							
26-1-000-000-4510.010 Insurance - Property	15.25	2,272.67	2,387.50	15.25	6,817.97	7,162.50	(344.53)
26-1-000-000-4510.020 Insurance - Liability	3.78	563.42	579.17	3.78	1,690.26	1,737.51	(47.25)
26-1-000-000-4510.030 Insurance - Workers Comp	0.80	119.58	132.00	0.80	358.75	396.00	(37.25)
26-1-000-000-4510.040 Insurance - Other	0.00	0.00	29.17	0.00	0.00	87.51	(87.51)
26-1-000-000-4520.000 Payment in Lieu of Taxes	31.54	4,699.26	4,887.08	34.71	15,515.41	14,661.24	854.17
26-1-000-000-4570.000 Collection Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4590.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4590.010 Other Gen Exp - Compliance Fee	45.00	6,705.00	558.75	15.00	6,705.00	1,676.25	5,028.75
26-1-000-000-4590.020 Other Gen Exp - Tax Return	20.13	3,000.00	250.00	6.71	3,000.00	750.00	2,250.00
26-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	116.51	17,359.93	8,823.67	76.26	34,087.39	26,471.01	7,616.38
<b>Extraordinary Maintenance</b>							
26-1-000-000-4610.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4610.030 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Casualty Losses</b>							
26-1-000-000-4620.030 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Depreciation Expenses</b>							
26-1-000-000-4800.000 Depreciation Expense	151.01	22,500.00	22,500.00	151.01	67,500.00	67,500.00	0.00
26-1-000-000-4801.000 Amortize - Tax Credit Fees	1.76	261.75	261.75	1.76	785.25	785.25	0.00
26-1-000-000-4802.000 Amortize - Finance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	152.76	22,761.75	22,761.75	152.76	68,285.25	68,285.25	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>696.63</b>	<b>103,798.32</b>	<b>84,524.99</b>	<b>577.56</b>	<b>258,170.49</b>	<b>253,574.97</b>	<b>4,595.52</b>
<b>OPERATING INCOME (LOSS)</b>	<b>70.29</b>	<b>(10,472.90)</b>	<b>11,759.10</b>	<b>58.30</b>	<b>26,059.28</b>	<b>35,277.30</b>	<b>(9,218.02)</b>

\*See Accountants' Compilation Report

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Three Month Period - March 31, 2026**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>Nonoperating Revenue (Expense)</b>							
26-1-000-000-3430.000 Investment Income	71.74	10,689.52	9,233.33	69.15	30,908.90	27,699.99	3,208.91
26-1-000-000-3480.000 Gain (Loss) on Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4540.000 Interest Expense - CDA Loan	27.96	(4,166.67)	(4,498.44)	27.96	(12,500.01)	(13,495.32)	995.31
26-1-000-000-4540.010 Interest Expense - AHP CDA Loan	2.23	(331.78)	0.00	2.23	(995.34)	0.00	(995.34)
26-1-000-000-9000.000 Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	41.55	6,191.07	4,734.89	38.96	17,413.55	14,204.67	3,208.88
<b>CHANGE IN NET ASSETS</b>	<b>28.74</b>	<b>(4,281.83)</b>	<b>16,493.99</b>	<b>97.25</b>	<b>43,472.83</b>	<b>49,481.97</b>	<b>(6,009.14)</b>
<b>Prior Period Adjustments</b>							
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET CHANGE</b>	<b>28.74</b>	<b>(4,281.83)</b>	<b>16,493.99</b>	<b>97.25</b>	<b>43,472.83</b>	<b>49,481.97</b>	<b>(6,009.14)</b>

\*See Accountants' Compilation Report

# Procurement Policy

Wausau Community  
Development Authority

550 E. Thomas Street  
Wausau, WI 54403

Resolution No: 19-006

Revised: August 20, 2019  
Adopted: August 27, 2019

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## **I. General Provisions**

- A. The purpose of this Procurement Policy is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Wausau Community Development Authority (hereinafter, WCDA); assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the WCDA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity. This Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the WCDA and the United States Department of Housing and Urban Development (HUD); Federal Regulations 2 CFR 200.317 through 200.326, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs); HUD Handbook 7460.8, Rev 2; and applicable State and Local Laws. In case of a discrepancy between this document and the procurement standards of HUD, the language of the HUD Procurement Handbook shall prevail.

WCDA will conduct its purchasing and procurement according to this Policy and the federal regulations, Handbooks and policies listed above. This procedure is authorized for the Housing Authority by the federal government, thus WCDA conducts its purchasing methods under the exception to Wis. Stat. sec. 66.1201(24)(a) stated in sec. 66.1201(24)(ag). WCDA also is not obligated to follow the City of Wausau's purchasing guidelines and related ordinances, because WCDA is a separate legal entity from the City of Wausau. However, WCDA may use the services of the City of Wausau Finance Department Purchasing unit when it is advantageous to do so, as long as it is done in compliance with this Policy.

- B. This Procurement Policy applies to all contracts for the procurement of supplies, services, and construction entered into by the WCDA after the effective date of this Policy. It shall apply to every expenditure of funds by the WCDA for public purchasing; however, nothing in this Policy shall prevent the WCDA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. The term "procurement", as used in this Policy, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.
- C. Procurement information shall be a matter of public record to the extent provided in Wisconsin State Statutes 19.35 and 19.36 and shall be available to the public as provided in that statute.

## **II. Procurement Authority and Administration**

- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or other individual he or she has authorized in writing.
- B. The Executive Director or his/her designee shall ensure that:
  - 1. Procurement requirements are subject to assure efficient and economical purchasing;
  - 2. Contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
  - 3. For procurement over the small purchase limit (\$250,000), public notice is given of each upcoming procurement at least 10 days (or other time period if required by State or Local law) before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 days (or other time period if required by State or Local law) is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public;
  - 4. Solicitation procedures are conducted in full compliance with Federal standards stated in 2 CFR 200, or State and Local laws that are more stringent, provided they are consistent with 2 CFR 200;
  - 5. An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
  - 6. Contract award is made to the responsive and responsible bidder whose proposal offers the greatest value to the WCDA, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within 10 days (or other time period required by State or Local law) after contract award;
  - 7. There are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted; and
  - 8. The WCDA complies with applicable HUD review requirements.
- C. This Policy and any later changes shall be submitted to the Board of Commissioners for approval. The Board appoints and delegates procurement authority to the Executive

Director and is responsible for ensuring that any procurement policies adopted are appropriate for the WCDA.

### **III. Procurement Methods**

- A. Selection of Method: If it has been decided that the WCDA will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.
- B. Small Purchase Procedures:
1. General: Any contract greater than \$10,000 but not exceeding \$250,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Policy).
  2. Petty Cash Purchase: Petty Cash funds may be used for very small, one-time purchases not exceeding \$25. The Contracting Officer shall ensure that: the account is established in an amount sufficient to cover petty cash purchases made during a reasonable period (e.g. one month); security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher; and, the account is audited at least annually by the Public Housing Manager or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
  3. Micro Purchase: For Micro Purchases under \$10,000, only one quotation need be solicited if the Contracting Officer considers the price to be reasonable. Such purchases must be distributed equitably among qualified sources.
  4. Blank Purchase Agreement: Blank Purchase Agreements will be competitively established for procurements of the same kind of goods or services that the WCDA procures frequently. Examples may be for painting, electrical repair or such services.
  5. Purchase Orders: Purchase orders may be issued for the one-time procurement of goods or services up to the small purchase threshold unless the WCDA's procurement policy sets a lower limits for the use of Purchase orders.
  6. Purchasing Cards: The WCDA purchase card may be utilized for purchases under \$5,000. The Contracting Officer has the discretion to designate whom is allowed to make purchases using the purchase card.

7. Small Purchase: For Small Purchases in excess of \$10,000 but not exceeding \$250,000 no less than three bidders shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State and Local laws. Award shall be made to the bidder providing the lowest responsible and responsive bid whose bid meets the requirements of the invitation for bids, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of bidders and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or Local Law).

C. Sealed Bids (Required for purchases over Small Purchase limit of \$250,000):

1. Conditions for Use: Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; adequate number of responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction, materials and service procurement.
2. Invitation for Bids & Solicitation: An invitation for bids (IFB) shall be issued including specifications and all contractual terms and conditions applicable to the procurement; including a statement that award will be made to the lowest, responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.

Buy American requirements of Section 1605 of the Recovery Act of 2009 shall be included as a part of any solicitation and award pertaining to ARRA monies.

3. Alternate Bid: The WCDA may include a list of deduct alternatives when preparing a bid solicitation package. The solicitation will include the specification of work or products needed and then list deduct alternatives to enable the WCDA to make an award within available funds. All deducts will be taken in a predetermined order and listed in the specifications.
4. Pre-Bid Conference: After the IFB is issued and before bids are due, the Contracting Officer may hold a pre-bid conference with prospective builders to discuss the IFB. This will be held if the IFB is a large or complex procurement. A notice of any scheduled conference shall be included in the IFB and the published notice.

5. Bid Opening, Evaluation and Award: Bids shall be publicly opened on the scheduled date and time shown on the solicitation and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Bids will be evaluated based upon lowest, responsive, and responsible bidders. Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or Local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price verifies the reasonableness of the price.
6. Mistakes in Bids:
  - a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
  - b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the WCDA or fair competition shall be permitted.
7. Contractor Responsibility. The WCDA will assess contractor responsibility prior to awarding contracts. When determining a contractor's ability to perform consideration will be given to financial capability, performance record, and eligible to receive a PHA contract.
8. Bonds: In addition to the other requirements of this Policy, the following apply:
  - a. For construction contracts exceeding \$250,000, contractors shall be required to submit the following, unless otherwise required by State or Local laws or regulations:
    1. A bid bond or guarantee from each bidder equivalent to 5% of the bid price; and
    2. A performance bond for 100% of the contract price; and
    3. A payment bond for 100% of the contract price.

D. Competitive Proposals:

1. Conditions for Use: Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where conditions are not appropriate for the use of sealed bids. For professional services contracts, the competitive proposal method of solicitation is preferred. An adequate number of qualified sources shall be solicited.
2. Solicitation: The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and sub-factors, including the weight given to each technical factor and sub-factor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria in the request for proposals.
3. Negotiations with Offerors:
  - a. Negotiations or discussions are exchanges (in either competitive or sole source environment) between the WCDA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations or discussions may include bargaining.
  - b. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.
  - c. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions.
  - d. Discussions are tailored to each offeror's proposal, and shall be conducted by the Contracting Officer with each offeror within the competitive range.
  - e. The primary object of discussions is to maximize the WCDA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The Contracting Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the Contracting Officer, be altered or explained to enhance materially the offeror's potential for award.

- f. The scope and extent of discussions are a matter of the Contracting Officer's judgment. The Contracting Officer may inform an offeror that its price is considered by the WCDA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the WCDA's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
4. Award: After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the WCDA.
5. Architect / Engineer Services: Architect / Engineer services in the excess of the small purchase limitation (or less if required by State or Local law) may be obtained by either the competitive proposals method or qualifications-based selection procedures, unless State law mandates the specific method. Sealed bidding, however, shall not be used to obtain architect / engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect / engineer firms are potential sources.

#### E. Noncompetitive Proposals

1. Conditions of use: Procurement shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of the contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:
  - a. The item is available only from a single source, based on a good faith review of available sources;
  - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the WCDA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
  - c. HUD authorizes the use of noncompetitive proposals; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

2. Justification: Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer. The WCDA will submit the proposed non-competitive contracts to HUD for pre-award approval.
3. Price Reasonableness: The reasonableness of the price for all procurement based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph III F3 below.

F. Cost and Price Analysis:

1. General: A cost or price analysis shall be performed for all procurement actions, including contract modifications, and the degree of analysis shall depend on the facts surrounding each procurement. The method of analysis shall be determined as set forth in this section.
2. Submission of Cost or Pricing Information: If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by the WCDA (e.g. when contracting for professional, consulting, or architect/engineer services) the offeror shall be required to submit:
  - a. A cost breakdown showing projected costs and profit;
  - b. Commercial pricing and sales information, sufficient to enable the WCDA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
  - c. Documentation showing that the offered price is set by law or regulation.
3. Cost Analysis: Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; the WCDA shall have a right to audit the contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the WCDA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.
4. Price Analysis: A comparison of prices shall be used in all cases other than those described in III F3 above.

G. Cancellation of Solicitations:

1. An invitation for bids, request for proposals, or other solicitation may be canceled before offers are due if: the WCDA no longer requires the supplies, services or construction; the WCDA can no longer reasonable expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
2. A solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the WCDA; prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds or there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the WCDA.
3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
4. A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, the WCDA shall cancel the solicitation and either:
  - a. Resolicit using a request for proposals; or
  - b. Complete the procurement by using the competitive proposals method, following paragraphs IIID3 and IIID4 above (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method and following paragraph IIIE2 above (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the WCDA's intent to negotiate and each responsible bidder is given a reasonable opportunity to negotiate.

H. Cooperative Purchasing:

1. General: The WCDA may enter into State and Local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The WCDA is encouraged to use Federal and State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

**IV. Contractor Qualifications and Duties**

- A. Procurement shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the WCDA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (such as other PHAs), and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.
- B. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) when necessary to protect the WCDA in its business dealings.
- C. Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any pre-qualified lists of persons, firms, or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such pre-qualified suppliers.

## V. Types of Contracts, Clauses, and Contract Administration:

- A. Contract Types: Any type of contract which is appropriate to the procurement and which will promote the best interest of the WCDA may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurement shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the WCDA's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation (FAR), found in 48 CFR Chapter 1). A time and material contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at his own risk.
- B. Options: For additional quantities or performance periods may be included in contracts, provided that: (1) the option is contained in the solicitation; (2) the option is a unilateral right of the WCDA; (3) the contract states a limit on the additional quantities and the overall term of the contract; (4) the options are evaluated as part of the initial competition; (5) the contract states the period within which the options may be exercised; (6) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (7) the options may be exercised only if determined to be more advantageous to the WCDA than conducting a new procurement.
- C. Contract Clauses: In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, and Procurement handbook 7460.8 REV 2, and as provided in 2 CFR Appendix II to Part 200, such as the following:
1. Termination for cause or convenience;
  2. Equal Employment Opportunity;
  3. Anti-Kickback Act;
  4. Davis-Bacon Act;
  5. Contract Work Hours and Safety Standards Act, reporting requirements;
  6. Patent rights;
  7. Rights in data;
  8. Examination of records by Comptroller General, retention of records for three years after closeout;

9. Clean air and water;
10. Energy efficiency standards;
11. Bid protests and contract claims;
12. Value engineering;
13. Payment of funds to influence certain Federal transactions; and
14. Section 3 Agreement Clauses.

- D. A contract administration system designed to insure that contractors perform in accordance with their contracts shall be maintained. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR, Subpart 31.2.

## **VI. Specifications**

- A. General: All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the WCDA's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurement to obtain a more economical purchase (but see VIII below). For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.
- B. The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the WCDA's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the WCDA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

## **VII. Appeals and Remedies**

- A. General: It is the WCDA's policy to resolve, wherever possible, "contractual issues" defined as any contractor's protest against the WCDA, involving the solicitation or award of a contract process, or for any perceived or actual violations of the provisions of the WCDA procurement policy, informally and without litigation. Nothing contained herein shall be construed to preclude litigation, if and when necessary after, reasonable efforts to informally resolve the contractual disputes have been utilized without success.

Disputes involving Federal funds, shall not be referred to HUD or other applicable Federal agency until all administrative remedies have been exhausted at the WCDA level. When appropriate, the WCDA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of the WCDA to review a complaint or protest.

- B. Bid Protests: Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.
- C. Contract Claims: All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in the WCDA, such as the Executive Director and then to the Board of Commissioners.

## **VIII. Assistance to Small and Other Businesses:**

- A. Required Efforts:
1. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the WCDA shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a WCDA project are used when possible. Such efforts shall include, but shall not be limited to:
    - a. Including such firms, when qualified, on solicitation mailing lists;

- b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
  - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
  - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the project, as described in 24 CFR 135;
  - g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A1.a. through A1.f.above.
2. Goals may be established by the WCDA periodically for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project, in the WCDA's prime contracts and subcontracting opportunities.
  3. To enhance the economic opportunities available to public housing residents, solicitations may be limited only to businesses owned in substantial part by residents (resident-owned businesses). The total value of contracts awarded under this alternative process may not exceed \$1,000,000 for any one resident-owned business.

B. Definitions:

1. A small business is defined as a business which is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless the WCDA determines that their use is inappropriate.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.

3. A women's business enterprise is defined as business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U.S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.
5. A business concern located in the area of the project, is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

## **IX. Ethics in Public Contracting**

- A. General: The WCDA and contractors doing business with the WCDA shall adhere to all applicable Federal, State and local conflict of interest laws, rules and regulations.
- B. Conflict of Interest: No employee, officer or agent of this WCDA shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:
  1. An employee, officer or agent involved in making the award;
  2. His/Her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
  3. His/Her partner; or,
  4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.
- C. Gratuities, Favors, Kickbacks, and Use of Confidential Information: WCDA officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

- D. Prohibition Against Contingent Fees: Contractors shall not retain a person to solicit or secure a WCDA contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

**X. Retention of Records**

- A. The WCDA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:
1. Rationale for the method of procurement (if not self-evident);
  2. Rationale on contract pricing arrangement (also if not self evident);
  3. Reason for accepting or rejecting bids or offers;
  4. Basis for contract price (as prescribed in this handbook);
  5. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
  6. Basis for contract modifications; and
  7. Related contract administration actions.
- B. Records are to be retained for a period of three years after the final payment and all matters pertaining to the contract are closed.