



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, MARCH 12, 2020, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. Roll Call.

1. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Mary Borowitz and Stephen Srubas

B. Approval of the Agenda.

1. Approval of the agenda for the March 12, 2020, meeting of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the minutes from the January 16, 2020, meeting of the Green Bay Housing Authority.

D. Regular Business.

1. Consideration with possible action to approve Resolution 20-02 approving the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.
2. Consideration with possible action to approve sending out a Request for Proposal for consultant services to assist the Green Bay Housing Authority in determining the best plan for the rehabilitation of Mason Manor.

E. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.

- a. Update on the Mason Manor redevelopment project including the Capital Needs Assessment.
- b. Update on the Section 18 application process.
- 5. Occupancy Report for the month of March.
- 6. Date of next meeting: April 16, 2020.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Green Bay Housing Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, JANUARY 16, 2020, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Mary Borowitz and Stephen Srubas

Members present: William VandeCastle, Mary Borowitz, Stephen Srubas, Excused: Terri Refsguard, Sandra Popp, Absent: None

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the January 16, 2020, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by William VandeCastle to approve of the agenda for the January 16, 2020 meeting of the Green Bay Housing Authority.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Stephen Srubas, No- None, Abstain-None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the December 19, 2019, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by William VandeCastle to approve of the minutes from the December 19, 2019 meeting of the Green Bay Housing Authority.

Motion carried. Yes- William VandeCastle, Stephen Srubas, Mary Borowitz, No-None, Abstain-None

D. REGULAR BUSINESS.

I. Consideration with possible action to approve the Resolution Authorizing and Providing for the Sale and Issuance of \$5,300,000.00* Student Housing Revenue Refunding Bonds, Series 2020 (University Village Housing, Inc. Project) and Providing Certain Details in Connection Therewith.

Moved by Stephen Srubas and seconded by William VandeCastle to open the floor for the public to speak.

Motion carried. Yes-William VandeCastle, Stephen Srubas, Mary Borowitz, No-None, Abstain-None

Moved by Mary Borowitz and seconded by William VandeCastle to close the floor for the public to speak.

Moved by William VandeCastle and Mary Borowitz seconded by to approve of the resolution authorizing and providing for the sale and issuance of \$5,300,000.00 Student Housing Revenue Bonds, series 2020 (University Village Housing, Inc. Project) and providing certain details in connecting therewith.

Motion carried. Yes- William VandeCastle, Stephen Srubas, Mary Borowitz, No- None, Abstain-No

2. Consideration with possible action on approval of the June 30, 2019, Audit Report.

Moved by William VandeCastle and seconded by Mary Borowitz to approve of the June 30, 2019 audit report.

Motion carried. Yes-William VandeCastle, Stephen Srubas, Mary Borowitz, No-None, Abstain-None

3. Consideration with possible action on writing off delinquent tenant accounts.

Moved by Stephen Srubas and seconded by Mary Borowitz to approve of writing off delinquent tenant accounts.

Motion carried. Yes-William VandeCastle, Stephen Srubas, Mary Borowitz, No-None, Abstain-None

E. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the GBHA Financial Report. No action needed.

3. Langan Report.

Jayne Valentine presented the Langan Report. No action needed.

4. Director's Report.

Cheryl Renier-Wigg presented the Director's report. No action needed.

5. Occupancy Report for the month of December.

Jayne Valentine presented the Occupancy Report for the month of December. No action needed.

6. Date of next meeting: February 20, 2020.

F. ADJOURNMENT.

Moved by Mary Borowitz and seconded William VandeCastle by to adjourn the Green Bay Housing Authority meeting.

Motion carried. Yes- William VandeCastle, Stephen Srubas, Mary Borowitz, No-None, Abstain-None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 12, 2020

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.I

Consideration with possible action to approve Resolution 20-02 approving the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.

BACKGROUND

This is a resolution that is required by HUD when an application is made under the Section 18 Disposition process.

RECOMMENDATION

Staff is recommending approval of Resolution 20-02 regarding the submittal of the inventory removal application HUD 52860 and HUD 52860-A for the Green Bay Housing Authority Scattered Sites Program.

FISCAL IMPACT

ATTACHMENTS

- I. Section 18 resolution 20-02

RESOLUTION NO. 2020-02

RESOLUTION OF THE GREEN BAY HOUSING AUTHORITY APPROVING THE SUBMITAL OF THE INVENTORY
REMOVAL APPLICATION HUD-52860 & HUD-52860-A FOR THE GREEN BAY HOUSING AUTHORITY'S
SCATTERED SITE PROGRAM.

BY THE GREEN BAY HOUSING AUTHORITY:

WHEREAS: The capital improvement needs of the GBHA scattered site housing exceeds the resources available to maintain the properties for the long term, and:

WHEREAS: HUD has provided, under Section 18 of the Housing Act of 1937, the ability for Housing Authorities to dispose of unsustainable scattered site units on non-contiguous sites, (remove from Trust) and;

WHEREAS: This process will provide the GBHA with additional capital resources to maintain the scattered site properties while maintaining the units as affordable subsidized units,

THEREFOR BE IT RESOLVED: that the Green Bay Housing Authority approves the submittal of the Section 18 application to remove the Scattered Site Public Housing Units under PIH Notice 2018-04 and authorizes staff to proceed with this process.

By: _____

William Vande Castle
Chairman

APPROVED: March 12, 2020 _____

ATTEST: _____

Cheryl Renier-Wigg
Executive Director



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 12, 2020

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # D.2

Consideration with possible action to approve sending out a Request for Proposal for consultant services to assist the Green Bay Housing Authority in determining the best plan for the rehabilitation of Mason Manor.

BACKGROUND

Since the Section 18 re-positioning of the scattered site units application is in process, we need to begin to focus on the rehab needs of Mason Manor. We have received a lot of information from consulting firms and HUD as to the options we have when looking at a substantial reinvestment in our building. The next step for us to hire a consultant who will look at what the rehab needs for Mason Manor are and advise us as to the best plan of action to finance and seek out a developer for this project.

Staff worked with the City's Purchasing Dept. in preparing a Request for Proposal (RFP) for consultants. Our plan is to have a recommendation on a consultant back to the GBHA at the April meeting.

RECOMMENDATION

Staff is recommending approval to send out a Request for Proposal for consultant services to assist the Green Bay Housing Authority in determining the best plan for the rehabilitation of Mason Manor.

FISCAL IMPACT

ATTACHMENTS

- I. Consultant RFP #3243

CITY OF GREEN BAY, WISCONSIN
Green Bay Housing Authority
REQUEST FOR PROPOSAL (RFP) # 3243
RAD Conversion and or Repositioning Consultant Services



Request for Proposal (RFP) Schedule of Events CC: 91800, 91804, 91819, 91821, 91827, 91849, 91863	
March 13, 2020	RFP issued to Vendors
March 31, 2020	Questions from Vendors due (written only)
April 1, 2020	Addendum issued (if required)
April 8, 2020 2:00 PM – Sealed	DUE DATE FOR RFP (by 2:00PM CST, opened in room 101)
April 17, 2020	Projected award notification date, pending Authority approval on April 16, 2020.
Method and deadline of submittal	SEALED envelope only, by mail delivery or in person. No fax or E-mail. Submit Five (5) complete sets of your RFP documents and one (1) digital copy on CD or flash drive. Please Label the lower left corner of your sealed submittal envelope: “ SEALED PROPOSAL RFP #3243 GBHA- RAD Conversion/Repositioning Consultant Services”
Submit Proposals to	Calvin Winters, Procurement Manager City of Green Bay, Purchasing Department 100 N. Jefferson St., Room 101, Green Bay, WI 54301-5026
E-mail, Phone, Fax Info	Purchasing Department E-mail: purchasingag@greenbaywi.gov Fax: 920-448-3050

Although every effort will be made to follow this schedule, the City reserves the right to modify the dates as necessary and to accommodate special circumstances. All RFP's are due by the time specified. Any RFP received at the designated location after the required time and date specified for receipt shall be considered late and non responsive. All times listed are in Central Time, unless otherwise noted.

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INFORMATION AND INSTRUCTIONS

General Information

The City of Green Bay (City) is requesting your consideration to participate in our Request for Proposal (RFP). This section lists basic information and instructions. The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal this Contract. All Vendors are expected to read this section thoroughly to ensure full understanding of the conditions which responses should be made. Thank you for the time and effort you put forth in responding. We sincerely look forward to hearing from your company.

Background

The Green Bay Housing Authority (GBHA) is a small public housing authority that consists of 204 Public Housing Units, with 152 units located in one high rise development called Mason Manor located at 1424 Admiral Court. This request for consultant services will apply to Mason Manor only.

GBHA plans to revitalize the building systems, common areas and apartments with the possible conversion of some units. The plans are to utilize the HUD RAD Program funding, Low Income Housing Tax Credit (LIHTC) funding, or a combination of these programs to assist in the revitalization of mason Manor buildings and property.

The GBHA reserves the right to select, negotiate and subsequently award, the proposed service which best meets our required needs, quality levels, and budget constraints. The award may be in part or whole. To learn more about the City of Green Bay Housing Authority, please visit our website at <http://www.greenbaywi.gov>

Contact with the City of Green Bay

This Request for Proposal (RFP) is issued by the City of Green Bay (City) Purchasing Division, which is the sole point of contact for the City during the selection process. During participation in this proposal, Vendors must arrange all contacts with the City through the individual listed. Contact with the City must be for the sole purpose of clarifying issues related directly to this proposal. Contacts not arranged through the individual listed are deemed to be unacceptable. The Purchasing Staff responsible for managing the procurement process is Jackie Krawze.

Submit RFP's to:	Calvin Winters, Procurement Manager- Purchasing Department
Address	100 North Jefferson Street, Room 101, Green Bay, WI 54301-5026
Phone	920-448-3047 FAX: 920-448-3050
Email	PurchasingAg@greenbaywi.gov

Schedule of Events

Although every effort will be made to follow this schedule, the City reserves the right to modify the dates as necessary and to accommodate special circumstances. Proposals must be received in the above office by the specified time stated. Late submissions will be considered unresponsive and will not be evaluated. In the event the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing addenda to this RFP.

Definitions

The following definitions are used throughout the Request for Proposal (RFP).

- City means City of Green Bay
- GBHA means Green Bay Housing Authority
- Proposer/Vendor means a firm submitting a proposal in response to this RFP.
- Contractor means proposer awarded the contract.

Reasonable Accommodations

The City will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division contact listed in this proposal. City Hall is available through either of the two entrances on the Jefferson Street (west) side of the building.

Sealed Proposal Submission

This is a sealed proposal and only the names of proposers will be read at the public opening. Documentation must be received at the office of the Purchasing Department on or before the due date noted above between the hours of 8am and 4:30pm, Monday – Friday. Proposals shall be in your envelope clearly marked with the Vendor’s name and return address and indicate **“SEALED PROPOSAL RFP#3243.”** Facsimile or e-mail submitted proposals will not be accepted. Responses received after the deadline cannot be considered and will be returned unopened. The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other delivery method employed by the Vendor.

Questions

Vendors are asked to examine this request for proposal (RFP) upon receipt. All questions or clarifications should only be directed in writing via fax or e-mail to the Purchasing Department, before the designated deadline for written questions. Questions received after this date may not be responded to. Any contact or attempt to contact any other employee of City regarding this RFP may result in the immediate disqualification of the Vendor. Oral and other interpretations or clarifications will be without legal effect. Only questions answered by formal written addenda will be binding.

Addenda

Questions will be responded to in the form of written addenda to all Vendors. It shall be the responsibility of each Vendor, prior to submitting their proposal, to determine if addenda were issued. Addenda will be issued on DemandStar to registered vendors who will be notified electronically. All addenda issued shall become a part of the contract documents and shall be acknowledged and dated by the Vendor on the bottom of the Proposal Signature Page.

Non-restrictive specifications and vendor alternates

Specifications are intended to define the level of quality and performance of this purchase and not to restrict competition. Where certain brands or part number are specified, it is for illustration or to establish a standard of quality (unless ‘No Substitution’ is noted). Vendors may offer one or more alternates with lesser or greater features, however the City reserves the right to make its selection based on the best interest of the City. Vendors offering alternates shall submit, with their proposal, an itemized comparison with this specification, documenting equivalence for quality, performance, etc. ALL SUCH ITEMIZED LISTS SHALL BE PRESENTED IN THE EXACT SAME ORDER AS THE CITY SPECIFICATIONS AND SHALL REFERENCE THE CITY ITEM NUMBER. Failure to identify exceptions or deviations in this manner may be a basis to declare the proposal as non-responsive. If in your opinion, any of the specifications, terms and conditions of this RFP prevents you from offering a proposal, consideration will be given to a Vendor’s request for change.

Proposal Opening

Proposals will be publicly opened and only proposers name to be read on the proposal due date in the Purchasing Department Conference Room at 2:00 PM, City Hall, Room 101, 100 N. Jefferson St., Green Bay, WI. The main purpose of the proposal opening is to reveal the names only of the Vendors, and not to serve as a forum for determining the most responsive, responsible Vendor.

Proposal Evaluation Process

After the closing date, the City’s evaluation and clarification process will commence. An evaluation team will review the proposals. Financial terms will not be the sole determining factor in this award. Other criteria described in this RFP will be considered, as well as any other factors the evaluation team determines may affect the suitability of the proposal for the GBHA’s requirements. A supplier’s submission of a proposal constitutes their acceptance of the evaluation technique and their recognition and acceptance the evaluators will use their judgment in making a determination. One or more responsive and responsible vendor proposals may be selected and further negotiations and/or interviews/oral presentations may occur. Once the successful Vendor has been selected, an award notice will be issued.

Award Notice

After an award is made, a proposal tabulation summary will be available through DemandStar. Proposal results will not be given over the telephone. Award will be based on overall best value to the City and not based only on lowest price.

Appeals Process

Protest of this award or recommendation of award shall be made in writing and received in the purchasing office within 72 hours after the posting of intent to award and evaluation tabulation. Tabulations for interested parties are posted on the Demandstar service.

A written protest must contain a specific legal basis for appeal, precise statements of the relevant facts, an identification of the issue to be resolved, and authorities in support of the protest. Appeals not containing the necessary information or not filed on a timely basis shall be rejected. Appeals shall be addressed to the Purchasing Agent.

Termination of Contract

The City or GBHA may terminate the resulting contract at any time by a notice in writing from the City Purchasing Agent to the Vendor. If the City terminates the contract with the Vendor, the Vendor shall be entitled to receive payment for work completed up to the date of notice.

Right of Rejection and Clarification

The GBHA reserves the right to accept or reject any or all proposals or to waive any technicality, and accept any proposal deemed to be in the best interests of the GBHA.

Right to award all or a portion

The GBHA reserves the right to award all or a portion of this request to one or more Vendors on a location basis. Vendor to indicate any additional discount allowed for award of entire order.

Financial Commitments

All financial commitments by the GBHA are subject to the availability of funds approved by the Green Bay Housing Authority.

Incurring Costs

The GBHA is not liable for any cost incurred by proposers in replying to this RFP. This includes costs to determine the nature of the proposal, submitting, negotiating, presentations, or any other costs a vendor would incur in responding to the RFP.

Right to Cancel

The resulting contract may be canceled with just cause by either party, with submission of a 90-day written notice to the other party.

Fixed Price Period

All prices, costs, and conditions in the proposal shall remain firm and valid for acceptance for 90 days after the due date of this solicitation to allow evaluation and award determination, unless indicated otherwise. Once awarded, prices shall remain firm for the duration of the contract. Prices MUST also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.

Statutory Information

Any purchase agreement resulting from this RFP shall be construed in accordance with the laws of the State of Wisconsin. Any litigation between the parties arising out of, or in connection with the contract shall be initiated either in the court system of the State of Wisconsin or the United States District Court for the Eastern District of Wisconsin.

All project participants, consultants, engineers, and vendors, must comply with all applicable Federal, State and local laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.

Public Records Requirement

It shall be understood any proposal and any/all referencing information submitted in response to this RFP shall become the property of the City/GBHA and will not be returned. The City/GBHA will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. As a Public Housing Authority, the GBHA is subject to making records available for disclosure.

Nondiscrimination

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

Assignment or subcontract

Neither party shall assign any right or interest, nor delegate or subcontract any obligation owed without the written consent of the other.

Independent Contractor Status

The Contractor agrees it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Non-compliance

Submission of a proposal constitutes confirmation your firm is not presently on any lists maintained by the Wisconsin Department of Administration, or any other State, Federal Government specifically HUD, for non-compliance with any requirements, including equal opportunity and/or affirmative action.

Patent Infringement

The seller shall indemnify and hold harmless the City and GBHA and all persons acting for or on their behalf from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment, or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at its expense, and as the agencies may elect, replace such material, equipment or apparatus with non-infringing material, equipment, or apparatus, or remove the material, equipment, or apparatus, and refund the sums paid therefore.

Rights to Submitted Material

It shall be understood all proposals, responses, inquiries or correspondence relating to or in reference to this RFP, and all reports, charts, and proposal or referencing information submitted in response to this RFP shall become the property of the City/GBHA, and will not be returned. The City/GBHA will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. As a governmental entity/Public Housing Authority, the City/GBHA is subject to making records available for disclosure.

1. PREPARING AND SUBMITTING A PROPOSAL

General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Elaborate proposals (e.g. expensive artwork) beyond what is sufficient to present a complete and effective proposal, are not necessary or desired.

Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated **on the attached** "Designation of Confidential and Proprietary Information" form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s) and Wisconsin Open Records Law.

Proposal Response Organization and Format

Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals should be organized and presented in the order and by the number assigned in the RFP. Each individual attachment should be separated by tabs or otherwise clearly marked. **Five (5)** complete hard-copy sets of documents are required and one (1) CD or flash drive with all proposal documents. The signature page attachment lists all the documents and page numbers that are required by each vendor.

Number of Proposal Options & Complete Information

Proposers may submit more than one proposal if they choose. Each proposal submitted must conform fully to the requirements for proposal submission. Vendors shall submit all specifications or requirements included within the provisions of the Contract prior to the proposal opening. Failure to enclose all necessary attachments by the time the proposals are opened may disqualify the Vendor from being awarded the contract. If more than one proposal is submitted, proposer shall number proposals (ie. Proposal 1, Proposal 2, etc.)

Oral Presentations

Selected vendors may be required to make oral presentations to supplement their proposals, if requested by the GBHA. The GBHA will make every reasonable attempt to schedule each presentation at a time which is agreeable to the proposer. Failure of a proposer to conduct a presentation to the GBHA on the date scheduled may result in rejection of the vendor's proposal.

2. PROPOSAL SELECTION AND AWARD PROCESS

Preliminary Evaluation

The proposals will first be reviewed to determine if the requirements are met, and if additional mandatory requirements are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event all vendors do not meet one or more of the mandatory requirements, the City reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references or request oral presentations. The GBHA's intention is to procure the most functionally complete and cost-effective application which will provide the flexibility to meet our current and future needs. The total price of the proposed solution for the GBHA's applications will be considered in the final analysis, but may not be used as the primary consideration in the selection of the "best" solution. Ultimately, the GBHA will award the contract to the responsive and responsible Vendor whose overall proposal offers the best value for the GBHA, as evaluated pursuant to the evaluation criteria as set forth herein. The GBHA reserves the right to award in part or whole. The proposals will be scored by a committee. They will select a vendor based on the following criteria. A Vendor's submission of a proposal constitutes their acceptance of the evaluation technique and their recognition and acceptance the evaluators will use their judgment in making a determination based on several criteria.

SCORING CRITERIA & POINTS

Description	Points
Organizational Capabilities	30
Staff Qualifications	25
Approach	20
References and M/W/DBE Plan Participation	15
Fee Proposal/Cost	10
TOTAL	100

Right to Reject Proposals and Negotiate Contract Terms

The GBHA reserves the right to reject any and all proposals. The GBHA reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the GBHA may negotiate a contract with the next highest scoring proposer.

3. INSURANCE/INDEMNIFICATION REQUIREMENTS

It is hereby agreed and understood that the insurance required by the City of Green Bay Housing Authority is primary coverage and that any insurance or self insurance maintained by the City of Green Bay Housing Authority, its officers, board members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract.

1. **PROFESSIONAL LIABILITY (Errors and Omissions)**
 - A. Minimum Limits
 - (a) \$1,000,000 each claim/\$3,000,000 annual aggregate
 - (b) Any deductible not to exceed \$25,000 each claim
 - B. Must continue coverage for 3 years after final payment for service/job
2. **GENERAL LIABILITY COVERAGE**
 - A. Commercial General Liability
 - (a) \$1,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit
 - B. Claims made form of coverage is not acceptable.
 - C. Insurance must include:
 - (a) Premises and Operations Liability

- (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Green Bay, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, collapse and underground coverage
 - (e) Products/Completed Operations
 - (f) Independent Contractors
3. **BUSINESS AUTOMOBILE COVERAGE**
- A. Minimum Limits - \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
 - A. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability
4. **WORKERS COMPENSATION AND EMPLOYERS LIABILITY**
- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease - Each Employee
5. **ADDITIONAL PROVISIONS**
- * **Additional Insured** – On the General Liability Coverage, City of Green Bay, Green Bay Housing Authority and its officers, council members, agents, employees, and authorized volunteers shall be “Additional Insureds.”
 - * **Endorsement** -The Additional Insured and Workers Compensation Subrogation Waiver policy endorsements must accompany the Certificate of Insurance.
 - * **Indemnification** - (VENDOR) hereby agrees to indemnify, defend and hold harmless the Green Bay Housing Authority, City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys’ fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of (VENDOR) or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers.
 - (VENDOR) shall reimburse the City of Green Bay, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.
 - In the event that (VENDOR) employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be (VENDOR) responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.
 - * **Waiver of Workers Compensation Subrogation** - The workers’ compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of the policy that arises from the work performed by the named insured for or on behalf of the City of Green Bay.
 - * **Certificates of Insurance** - A copy of the Certificate of Insurance must be on file with the Risk Management.
 - * **Notice** - City of Green Bay requires written notice of cancellation.
 - * **Acceptability of Insurers** - No insurance required hereunder shall be carried with an insurer not authorized to do business in Wisconsin. The City reserves the right to disapprove any insurance company. A minimum AM Best Rating of A-VII is required.

4. VENDOR QUALIFICATIONS

The following are minimums of standards a responsible Vendor should meet:

- 1) Five years of experience working with small housing authorities including affordable housing development, construction, and rehabilitation of HUD ACC units.
- 2) Five years’ experience working with federal, state or other local programs that are administered by other government agencies, non-profit organizations or conventional financial institutions.
- 3) Experience and success in obtaining grants and other financing for renovation of existing low-income housing.
- 4) Strong knowledge of community lending programs, especially LIHTC development.
- 5) Three years’ experience working with HUD programs and LIHTC.
- 6) Be able to comply with the requirements of the GBHA’s work, taking into consideration all existing business commitments;
- 7) Favorable references from firms with projects of similar scope and indicate the Vendor has the ability to carry out the services specified:
 - Completed contracts in accordance with the Contract Documents.
 - Diligently pursued execution of the work and completed contracts according to the established time schedule unless extensions were granted by the owner.
 - Fulfilled Guarantee requirements of the Contract Documents.
 - Is not presently on an ineligible list maintained by the Wisconsin Department of Administration for noncompliance with equal employment opportunities and affirmative action requirements or for projects involving federal funds, not presently included on the

"List of Parties Excluded From Federal Procurement and Non-Procurement Contracts" identifying federally debarred contractors

- 8) Have a satisfactory record of integrity and business ethics;
- 9) Be otherwise qualified, licensed, and eligible to receive the contract award under applicable laws and regulations.
- 10) Vendor must not be listed on the HUD Suspended and Debarred list located at <https://sam.gov/SAM/>. Any proposer found to be listed on this shall have their proposal rejected.

VENDOR'S PERFORMANCE CAPABILITY: Prospective Vendor's performance capability will be evaluated. This may include:

- 1) An evaluation of data on hand;
- 2) An evaluation of the data from other agencies, including references;
- 3) An optional on-site inspection of facilities;
- 4) Any combination of above.

5. SCOPE OF SERVICES RFP #3243

Scope of Proposal

The Green Bay Housing Authority is seeking to obtain a RAD/Repositioning Consultant for the revitalization of the Mason Manor.

Mason Manor was built in 1970; has 152 units, and is a mix of one-bedroom and two-bedroom apartments. This development is almost entirely elderly and disabled residents. A 10,000 square foot addition was completed in September of 2010 which added an additional elevator and storage lockers.

GBHA's property is 50 years old, expensive to maintain, has little-to-no amenities, and would need to be revitalized to bring up to current codes and standards. For this reason, GBHA wishes to possibly convert and revitalize our current public housing stock with newly designed, energy-efficient apartments with modern amenities as well as upgrade and replace outdated mechanical systems.

The selected consultant will assist GBHA in developing a plan of action to achieve our redevelopment goals. The Authority's goal is to hire a qualified Consulting firm that will bring the knowledge and experience of their organization and consulting team to enter into a service agreement where the selected firm will provide services for revitalizing GBHA's Mason Manor. Services to be provided include, but are not limited to:

- Assist with development of master revitalization plan.
- Assist with establishing any required nonprofits of limited liability corporations.
- Assist with securing rental assistance.
- Assist with presenting the master revitalization plan to HUD.
- Assist GBHA in the reviewing of all available programs for redevelopment such as but not limited to RAD, Section 18, demo/dispo, tenant protective vouchers, LIHTC etc. and make recommendations for the program structure that best benefits the GBHA.
- Prepare funding requests including, but not limited to: tax credits, Trust Funds, Federal Home Loan Bank, HUD or Rural Development insured loans or tax-exempt bonds, conventional loans, state housing development funds, and grants.
- Assist with obtaining environmental assessments.
- Assist with preparation of relocation plans in compliance with the Uniform Relocation Act.
- If RAD is used, monitor, oversee, and submit the required items (i.e., RPCA, environmental report, proforma, HUD form documents, etc.) to meet the HUD-required CHAP milestones, including the Financing Plan which will be used in the HUD RAD approval process.

- If RAD is used, participate in communications with GBHA and HUD RAD staff to help the Project to move through the RAD Financing Plan and RAD Conversion Commitment (RCC) issuance processes; and
- If RAD is used, facilitate the RAD closing process, serving as a liaison between HUD, GBHA, and GBHA's attorney. The Consultant will help to resolve any outstanding issues for the RAD attorneys to guide GBHA through the review and execution of the RAD Conversion Commitment (RCC), the HAP Contract, the RAD Use Agreement, and other RAD-related documents required by HUD for the Project.

Once selected, the chosen consultant shall provide a sample agreement to use in finalizing the consultant's agreement between the two parties. At a minimum, the consultant agreement should contain provisions for:

1. Consultant is to provide services; from project conception to completion and startup costs.
2. Consultant will assist the GBHA in application submission processes and all requirements related to the application.
3. Consultant will offer technical expertise and general recommendations to inform the GBHA in their efforts to determine feasibility of structuring of the project participating in redevelopment.
4. Consultant to assist GBHA with securing rental assistance for each public housing unit if demolished or disposed of and replaced.
5. GBHA is to be provided a co-developer fee.
6. Developer to pay all fees and costs until funding is secured and rents and rental assistance subsidies cash flow can carry the project financially.
7. If tax credits are used, GBHA (or a closely held nonprofit) is to have ownership of tax credit properties (and related debts and costs) at the end of the tax credit compliance time period.
8. Arrangements for GBHA to continue to manage and maintain the units. The tax credit or other funding program may require the Developer to be responsible for operations for a specified compliance period; however, GBHA must be involved in the process.

6. Proposal Format

Respondents must submit the following information for the submission to be considered complete. Please label each section so it is clearly identifiable.

1. Letter of Interest

A brief statement summarizing the Respondent's company, understanding of the RAD/Repositioning program and LIHTC program, relevant experience and qualifications.

2. Organizational Capabilities

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results. Projects with Government agencies are preferred.

3. Staff Qualifications

Identify key staff your organization/company will assign to fulfill the contract requirements. Detail who would be contract manager(s) etc. Provide a synopsis describing the educational and work experience for each of the key staff who would be assigned to the project/program. Detail the number of hours for each key staff member by service component that you estimate will be needed to fulfill the contract requirements. Include any staff certifications relevant to tasks they will perform.

4. Approach

Describe your philosophy, approach, and preferred methods for meeting the requirements as listed in the scope of services.

5. Business References and GBHA Forms

- a. Business references: Provide three references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference
- b. Section 3 Participation: Provide detailed narrative on how the Respondent will assist the GBHA to comply with HUD's Section 3 Requirements for hiring Section 3 residents and/or local disadvantaged individuals and businesses.
- c. Minority and Women Business Participation: Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals.

ATTACHMENT A – REFERENCES

Vendor Name:

Provide a minimum of THREE (3) customers as references. These references must be current customers utilizing services similar to those requested. Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement. The City may make such investigation as is necessary to determine the ability of the Vendor to fulfill service requirements.

1. Company Name:	
Address:	
Telephone:	
Contact Person:	
Product(s) and/or Service(s) Used:	
How long have you been working with this company?	

2. Company Name:	
Address:	
Telephone:	
Contact Person:	
Product(s) and/or Service(s) Used:	
How long have you been working with this company?	

3. Company Name:	
Address:	
Telephone:	
Contact Person:	
Product(s) and/or Service(s) Used:	
How long have you been working with this company?	

4. Company Name:	
Address:	
Telephone:	
Contact Person:	
Product(s) and/or Service(s) Used:	
How long have you been working with this company?	

ATTACHMENT B – CONFIDENTIAL, TRADE SECRET & PROPRIETARY

DESIGNATION OF CONFIDENTIAL, TRADE SECRET AND PROPRIETARY INFORMATION FORM:

Material submitted in response to the City of Green Bay's (the "City") Request for Proposal includes at least one formula, pattern, compilation, program, device, method, technique or process that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of reasonable efforts to maintain its secrecy. Such information qualifies as a trade secret, as provided in Wis. Stat. § 19.36(5). As such, the proposer asks that the trade secrets contained on certain pages of this proposal, as indicated below, be treated as confidential material and not be released to the public. I am providing the following information with the understanding that it is being submitted to the City under a pledge of confidentiality. I would not have submitted this information had the City not pledged to keep it confidential* and request that the following pages not be released:

Section Page Topic

***NOTE: Proposers are cautioned that the ENTIRE PROPOSAL MAY NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. THE ABOVE DESIGNATION(S) OF CONFIDENTIALITY IN NO WAY GUARANTEES THAT DESIGNATED INFORMATION WILL BE KEPT CONFIDENTIAL. UNDER THE PROVISION OF THE PUBLIC RECORDS LAW, PROPOSER IS NOT ENTITLED TO NOTIFICATION PRIOR TO RELEASE OF INFORMATION, AND IS NOT ENTITLED TO GO TO COURT TO BLOCK DISCLOSURE OF ANY PORTION OF THE PROPOSAL.**

IF THE CITY AGREES WITH PROPOSER'S DESIGNATION OF TRADE SECRET OR CONFIDENTIALITY AND THE DESIGNATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF TRADE SECRET OR CONFIDENTIALITY.

Failure to include this designation in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying.

Signature (Authorized Representative)

Telephone Number

E-mail

Name (Please Print)

Company Name

Title

Date

NOTE: The City as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.

PROPRIETARY INFORMATION: A proposer responding to this proposal should not include any proprietary information or protected trade secret(s) as part of its proposal unless the proposer 1) designates the specific information that it maintains is proprietary or trade secret and the reason(s) for such designation in a separate document, and 2) identifies the specific information when it occurs within the proposal.

The City's preference is for the proposer to segregate all information designated as confidential into one section of the Request for Proposal and/or a separate document for easier removal to maintain its confidential status. The response to the proposal should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No. _____, etc. Data contained in the proposal and all documentation become property of the City.

ATTACHMENT C – PROPOSAL PRICING PAGE

VENDOR NAME: _____

RAD Conversion and Repositioning Consultant Services

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm, or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understand all provisions and fully understanding the local conditions affecting the cost of the work, hereby proposes to furnish all labor, materials, tools and equipment to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); (5) if accepted by the City, this proposal is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

Your proposed price is to include all labor, materials & equipment necessary to satisfactorily complete the above listed project(s). Payment to vendor will be upon satisfactorily completion of work. **By signing this proposal, vendor agrees to all City of Green Bay Specifications, terms & conditions contained herein.** The City reserves the right to award all or a portion of this request to one or more Vendors on a line item (per project) basis.

Please fill in the table below for your estimated costs for the project based on the information provided. Please include any costs that will be charged to the City for the project including but not limited to staff hours, travel costs, reimbursable expenses, etc. Total estimated cost shall be the basis for scoring. Please include additional sheets if necessary. **Please provide a breakdown of how fees will be charged to the City (ex. upfront costs vs. costs rolled into total project costs)**

Cost Description/Staff Title	Hourly Rate	Estimated Hours/Quantity	Extended Cost
Total Estimated Cost			

ATTACHMENT D – PROPOSAL SIGNATURE PAGE

RFP #3243 – RAD Conversion and/or Repositioning Consultant Services

VENDOR'S SIGNATURE & INFORMATION:	
Vendor Full Legal Name:	
Complete Address, City, ST, Zip:	
Bidders Contact Name & Title (Type or Print):	
Authorized Signature:	
Phone # & Fax#:	
Contact's Email Address:	
Date:	
Taxpayer I.D. Number:	
Indicate YES or NO if your company accepts payment by credit card. <i>The City does not pay service fees when paying by credit card:</i>	

ADDENDA - It is Vendor's responsibility to check for issuance of any addenda. The undersigned hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____
 Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

Documents to be submitted with this Proposal (4 copies) plus one (1) electronic copy on a CD or flash drive

- | | | | |
|----|--------------------------|--|---------|
| 1. | ☐ | Attachment A – References Page | Page 12 |
| 2. | ☐ | Attachment B – Confidential/Proprietary Info | Page 13 |
| 3. | ☐ | Attachment C – Pricing Page | Page 14 |
| 4. | ☐ | Attachment D – Signature Page | Page 15 |

Instructions to Offerors Non-Construction

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



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

Certifications and Representations of Offerors

Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5551	02/13/2020	AT&T	1424 Admira...	1111.01 · General ...	
Bill	12/23/19-1/22/20	01/22/2020		door system	4190.07 · Tele Fax...	-85.32
				Door system	4190.07 · Tele Fax...	-85.33
TOTAL						-170.65
Bill Pmt -Check	5552	02/13/2020	BELSON CO	1424 Admiral	1111.01 · General ...	
Bill	355678	01/30/2020		duster	4420.00 · Maint - S...	-7.90
TOTAL						-7.90
Bill Pmt -Check	5553	02/13/2020	Broadway Lofts LP	Braday Lofts	1111.01 · General ...	
Bill	Loan	01/30/2020		Braday Lofts ...	4432.00 · Extraordi...	-503,500.00
TOTAL						-503,500.00
Bill Pmt -Check	5554	02/13/2020	Brown County Plu...	1440 univeri...	1111.01 · General ...	
Bill	6408	01/28/2020		water heater	4420.00 · Maint - S...	-1,450.00
TOTAL						-1,450.00
Bill Pmt -Check	5555	02/13/2020	Bug Blaster Inc		1111.01 · General ...	
Bill	28661	01/30/2020		tratment # 306	4430.17 · Extermin...	-140.00
Bill	28679	01/31/2020		treatment #403	4430.17 · Extermin...	-140.00
TOTAL						-280.00
Bill Pmt -Check	5556	02/13/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	128655	12/31/2019		city legal revi...	4130.00 · Legal Ex...	-1,320.24
Bill	970-12420	01/17/2020		shower curtai...	4420.00 · Maint - S...	-230.91
Bill	970-12420	01/22/2020		waste manag...	4430.19 · Garbage ...	-535.00
				court fees	4130.00 · Legal Ex...	-352.95
				court fees	4130.00 · Legal Ex...	-235.30
				HIBU	4190.08 · Marketing	-20.00
Bill	970-12420	01/22/2020		bar axel	4420.00 · Maint - S...	-4.50
				ceiling boxes/...	4420.00 · Maint - S...	-93.41
Bill	970-12420	01/27/2020		blinds/cap/re...	4420.00 · Maint - S...	-293.65
Bill	970-12420	01/29/2020		parts for sno...	4430.11 · Snow Re...	-63.39
				door bell	4420.00 · Maint - S...	-21.98
Bill	970-12422	01/31/2020		Wages	4110.00 · Admin Sa...	-8,063.07
				Benefits	4182.00 · Employe...	-3,665.78
				Wages	4410.00 · Maint - L...	-9,162.92
				Benefits	4433.00 · Emp Ben...	-3,791.52
				Wages	4110.00 · Admin Sa...	-4,376.91
				Benefits	4182.00 · Employe...	-1,751.60
				Wages	4410.00 · Maint - L...	-4,017.15
				Benefits	4433.00 · Emp Ben...	-1,502.19
				Wages	4110.00 · Admin Sa...	-4,999.76
				Benefits	4182.00 · Employe...	-2,175.53
Bill	970-12420	01/31/2020		printing	4190.01 · Printing	-81.60
				printing	4190.01 · Printing	-81.61
Bill	129308	02/06/2020		fuel	4430.03 · Maint - Tr...	-141.68
				fuel	4430.03 · Maint - Tr...	-141.68
TOTAL						-47,124.33

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5557	02/13/2020	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	12060772-00	02/04/2020		parts	4420.00 · Maint - S...	-69.88
TOTAL						-69.88
Bill Pmt -Check	5558	02/13/2020	GRAINGER	1424 Admiral	1111.01 · General ...	
Bill	9422750092	01/24/2020		pump	4420.00 · Maint - S...	-676.00
TOTAL						-676.00
Bill Pmt -Check	5559	02/13/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	1/27/20-33210-01	01/27/2020		510 N Chest...	4390.00 · Other Util...	-57.44
Bill	1/27/20-5334-04	01/27/2020		510 N Chest...	4310.00 · Water	-162.47
Bill	1/27/20-5694-03	01/27/2020		516 N Ashland	4390.00 · Other Util...	-57.44
Bill	1/27/20-5694-03	01/27/2020		516 N Ashland	4310.00 · Water	-390.84
Bill	1/27/20-33149-01	01/27/2020		715 N Chest...	4390.00 · Other Util...	-57.44
Bill	1/27/20-33149-01	01/27/2020		715 N Chest...	4310.00 · Water	-23.37
Bill	1/27/20-5459-02	01/27/2020		816 N Maple	4390.00 · Other Util...	-57.44
Bill	1/27/20-5459-02	01/27/2020		816 N Maple	4310.00 · Water	-19.36
Bill	1/27/20-5573-04	01/27/2020		509 S Maple	4390.00 · Other Util...	-57.44
Bill	1/27/20-5573-04	01/27/2020		509 S Maple	4310.00 · Water	-139.08
Bill	1/27/20-5706-05	01/27/2020		415 N Maple	4390.00 · Other Util...	-57.44
Bill	1/27/20-5706-05	01/27/2020		415 N Maple	4310.00 · Water	-47.07
Bill	1/27/20-5574-03	01/27/2020		913 N Chest...	4390.00 · Other Util...	-57.44
Bill	1/27/20-5574-03	01/27/2020		913 N Chest...	4310.00 · Water	-119.81
Bill	1/27/20-5524-04	01/27/2020		409 N Maple	4390.00 · Other Util...	-57.44
Bill	1/27/20-5524-04	01/27/2020		409 N Maple	4310.00 · Water	-69.79
Bill	1/27/20-5399-04	01/27/2020		522 N Maple	4390.00 · Other Util...	-57.44
Bill	1/27/20-5399-04	01/27/2020		522 N Maple	4310.00 · Water	-263.98
Bill	1/27/20-5210-05	01/27/2020		323 N Ashland	4390.00 · Other Util...	-112.87
Bill	1/27/20-5210-05	01/27/2020		323 N Ashland	4310.00 · Water	-117.60
Bill	1/30/20-4665-01	01/30/2020		836 Cora	4390.00 · Other Util...	-57.44
Bill	1/30/20-4665-01	01/30/2020		836 Cora	4310.00 · Water	-101.52
Bill	2/5/20-1041702	02/05/2020		1424 Admiral	4390.00 · Other Util...	-340.45
Bill	2/5/20-10418-03	02/05/2020		1424 Admiral	4310.00 · Water	-3,491.16
Bill	2/5/20-10413-04	02/05/2020		1014 Pine	4390.00 · Other Util...	-57.61
Bill	2/5/20-11033.02	02/05/2020		1014 Pine	4310.00 · Water	-182.85
Bill	2/5/20-11032-04	02/05/2020		1008 Pine	4390.00 · Other Util...	-57.61
Bill	2/5/20-11008-03	02/05/2020		1008 Pine	4310.00 · Water	-284.03
Bill	2/5/20-11007-04	02/05/2020		1100 Pine	4390.00 · Other Util...	-57.61
Bill	2/5/20-11009-03	02/05/2020		1100 Pine	4310.00 · Water	-255.81
Bill	2/5/20-10910-03	02/05/2020		1121 Univeristy	4390.00 · Other Util...	-57.61
Bill	2/5/20-11032-04	02/05/2020		1121 Univeristy	4310.00 · Water	-100.07
Bill	2/5/20-11008-03	02/05/2020		1125 Univeristy	4390.00 · Other Util...	-57.61
Bill	2/5/20-32906-02	02/05/2020		1125 Univeristy	4310.00 · Water	-228.37
Bill	2/5/20-11009-03	02/05/2020		1339 Univeristy	4390.00 · Other Util...	-57.61
Bill	2/5/20-11007-04	02/05/2020		1339 Univeristy	4310.00 · Water	-208.12
Bill	2/5/20-33069-01	02/05/2020		1337 Univeristy	4390.00 · Other Util...	-57.61
Bill	2/5/20-33067-01	02/05/2020		1337 Univeristy	4310.00 · Water	-246.03
Bill	2/5/20-33068-01	02/05/2020		1333 Univeristy	4390.00 · Other Util...	-57.61
Bill	2/5/20-10912.03	02/05/2020		1333 Univeristy	4310.00 · Water	-256.33
Bill				1341 Univeristy	4390.00 · Other Util...	-57.61
Bill				1341 Univeristy	4310.00 · Water	-125.81
Bill				1412 Univeristy	4390.00 · Other Util...	-57.61
Bill				1412 Univeristy	4310.00 · Water	-16.01
Bill				1424 Univeristy	4390.00 · Other Util...	-57.61
Bill				1424 Univeristy	4310.00 · Water	-220.59
Bill				1404 Univeristy	4390.00 · Other Util...	-57.61
Bill				1404 Univeristy	4310.00 · Water	-203.82
Bill				1410 Univeristy	4390.00 · Other Util...	-57.61
Bill				1410 Univeristy	4310.00 · Water	-85.41
Bill				1420 Univeristy	4390.00 · Other Util...	-57.61
Bill				1420 Univeristy	4310.00 · Water	-133.66

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	2/5/20-33070-01	02/05/2020		1440 Univeristy	4390.00 · Other Util...	-57.61
				1440 Univeristy	4310.00 · Water	-130.14
Bill	2/5/20-10909-03	02/05/2020		1408 Univeristy	4390.00 · Other Util...	-57.61
				1408 Univeristy	4310.00 · Water	-272.73
Bill	2/5/20-10911-04	02/05/2020		1416 Univeristy	4390.00 · Other Util...	-57.61
				1416 Univeristy	4310.00 · Water	-41.06
Bill	2/5/20-10914-03	02/05/2020		1448 Univeristy	4390.00 · Other Util...	-57.61
				1448 Univeristy	4310.00 · Water	-211.28
Bill	2/5/20-33071-01	02/05/2020		1444 Univeristy	4390.00 · Other Util...	-57.61
				1444 Univeristy	4310.00 · Water	-72.52
TOTAL						-10,343.00
Bill Pmt -Check	5560	02/13/2020	H.J. MARTIN & SO...	1424 Admiral	1111.01 · General ...	
Bill	HJ265937	01/28/2020		carpet #817	4430.00 · Maint - C...	-413.77
TOTAL						-413.77
Bill Pmt -Check	5561	02/13/2020	HAWKINS ASH BA...	6/30/19 audit	1111.01 · General ...	
Bill	3104527	01/29/2020		6/30/19 audit	4171.00 · Auditing ...	-3,154.00
				6/30/19 audit	4171.00 · Auditing ...	-3,154.00
				6/30/19 audit	4171.00 · Auditing ...	-1,577.00
				6/30/19 audit	4171.00 · Auditing ...	-415.00
TOTAL						-8,300.00
Bill Pmt -Check	5562	02/13/2020	Jayme Valentine	Jan 2020 mil...	1111.01 · General ...	
Bill	1/1-1/31/20 mileage	01/31/2020		mileage	4150.00 · Travel	-25.00
				mileage	4150.00 · Travel	-14.68
TOTAL						-39.68
Bill Pmt -Check	5563	02/13/2020	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959474722	02/01/2020		maint coverage	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5564	02/13/2020	LANGAN INVESTI...	1424 Admiral	1111.01 · General ...	
Bill	1/1-1/31/20 mm	02/03/2020		professional ...	4130.01 · Investigat...	-308.50
TOTAL						-308.50
Bill Pmt -Check	5565	02/13/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	119328	01/15/2020		cleaning drap...	4430.01 · Maint - N...	-68.00
Bill	119327	01/15/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
TOTAL						-122.66
Bill Pmt -Check	5566	02/13/2020	One Service LLC	1424 Admira...	1111.01 · General ...	
Bill	63	01/29/2020		treatmetn of ...	4430.17 · Extermin...	-240.00
TOTAL						-240.00

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5567	02/13/2020	Robert Salesky	1424 Admiral	1111.01 · General ...	
Bill	1/30/20	01/30/2020		keys	4420.00 · Maint - S...	-12.00
TOTAL						-12.00
Bill Pmt -Check	5568	02/13/2020	SHERWIN-WILLIA...	1424 Admira...	1111.01 · General ...	
Bill	8340-0	01/28/2020		paint trays	4420.00 · Maint - S...	-76.30
TOTAL						-76.30
Bill Pmt -Check	5569	02/13/2020	WISCONSIN MEDIA	Public notice	1111.01 · General ...	
Bill	3111467	01/01/2020		public notice	4190.04 · Publicatio...	-30.92
TOTAL						-30.92
Bill Pmt -Check	5570	02/13/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	1/30/20-2671-00002	01/30/2020		1424 Admiral	4320.00 · Electricity	-3,713.53
Bill	1/30/20-2671-00036	01/30/2020		1424 Admiral	4320.00 · Electricity	-1,164.34
TOTAL						-4,877.87
Bill Pmt -Check	5571	02/13/2020	YP	1424 Admiral	1111.01 · General ...	
Bill	1/17/20	01/17/2020		ad	4190.08 · Marketing	-100.31
TOTAL						-100.31
Bill Pmt -Check	5572	02/27/2020	BELLIN HOME HE...	1424 Admira...	1111.01 · General ...	
Bill	MB4152	02/13/2020		RN Communi...	4230.00 · Ten Ser...	-525.00
TOTAL						-525.00
Bill Pmt -Check	5573	02/27/2020	CELLCOM	cell bill	1111.01 · General ...	
Bill	894940	02/15/2020		Cell Bill	4190.07 · Tele Fax...	-45.11
				Cell bill	4190.07 · Tele Fax...	-94.68
TOTAL						-139.79
Bill Pmt -Check	5574	02/27/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	10/21/2019		calendar	4190.03 · Paper & ...	-8.66
Bill	970-12420	12/04/2019		training - Ste...	4140.00 · Staff Trai...	-146.26
Bill	129061	12/31/2019		office supplies	4190.03 · Paper & ...	-28.35
				copies	4190.01 · Printing	-200.00
Bill	129335	12/31/2019		admin services	4190.10 · Miscellan...	-1,994.00
				admin services	4190.10 · Miscellan...	-1,937.40
				admin services	4190.10 · Miscellan...	-1,937.39
Bill	970-12420	02/26/2020		copeis	4190.01 · Printing	-81.61
				copies	4190.01 · Printing	-81.60
Bill	970-12420	02/26/2020		copies	4190.01 · Printing	-81.61
				copies	4190.01 · Printing	-81.60
Bill	970-12420	02/26/2020		copies	4190.01 · Printing	-16.85
				copies	4190.01 · Printing	-16.85
Bill	970-12420	02/26/2020		copies	4190.01 · Printing	-0.44
				copies	4190.01 · Printing	-0.43
Bill	970-12420	02/26/2020		envelopes	4190.03 · Paper & ...	-154.69

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	970-12420	02/26/2020		envelopes	4190.03 · Paper & ...	-154.68
Bill	970-12420	02/26/2020		notice	4190.04 · Publicatio...	-12.51
				notice	4190.04 · Publicatio...	-68.98
TOTAL						-7,003.91
Bill Pmt -Check	5575	02/27/2020	Clean By Design L...		1111.01 · General ...	
Bill	1545	02/12/2020		cleaning #316	4430.00 · Maint - C...	-340.00
				cleaning #318	4430.00 · Maint - C...	-340.00
Bill	1547	02/19/2020		cleaning # 412	4430.00 · Maint - C...	-250.00
				cleaning #409	4430.00 · Maint - C...	-360.00
TOTAL						-1,290.00
Bill Pmt -Check	5576	02/27/2020	Ellison Electric Su...	1424 Admira...	1111.01 · General ...	
Bill	1118257	02/25/2020		led lights	4420.00 · Maint - S...	-559.26
TOTAL						-559.26
Bill Pmt -Check	5577	02/27/2020	GRAINGER		1111.01 · General ...	
Bill	9444191390	02/14/2020		clamp & cord	4420.00 · Maint - S...	-75.32
Bill	9444191408	02/14/2020		drain opener	4420.00 · Maint - S...	-223.52
TOTAL						-298.84
Bill Pmt -Check	5578	02/27/2020	GREEN BAY WAT...	1009 Crooks	1111.01 · General ...	
Bill	2/17/20-13182-04	02/17/2020		1009 Crooks	4390.00 · Other Util...	-57.63
				1009 Crooks	4310.00 · Water	-256.57
TOTAL						-314.20
Bill Pmt -Check	5579	02/27/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	122666	02/07/2020		cleaning dra...	4430.01 · Maint - N...	-63.55
Bill	122665	02/07/2020		cleaning drap...	4430.01 · Maint - N...	-50.21
Bill	123701	02/17/2020		repairing dra...	4430.01 · Maint - N...	-15.00
TOTAL						-128.76
Bill Pmt -Check	5580	02/27/2020	LIZER LAWN CARE	816 N Maple	1111.01 · General ...	
Bill	99410AD	02/13/2020		plowing & sal...	4430.11 · Snow Re...	-164.00
TOTAL						-164.00
Bill Pmt -Check	5581	02/27/2020	Lutheran Social S...	Social worker	1111.01 · General ...	
Bill	149080	01/31/2020		social worker	4210.00 · Ten Ser...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	5582	02/27/2020	MID-STATE SUPPLY	1424 Admira...	1111.01 · General ...	
Bill	4337808	02/20/2020		drip trays	4420.00 · Maint - S...	-38.20
TOTAL						-38.20

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Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5583	02/27/2020	One Service LLC	1424 Admira...	1111.01 · General ...	
Bill	71	02/25/2020		treated units ...	4430.17 · Extermin...	-240.00
TOTAL						-240.00
Bill Pmt -Check	5584	02/27/2020	Robert Salesky	1424 Admira...	1111.01 · General ...	
Bill	2/14/2020	02/14/2020		keys	4420.00 · Maint - S...	-21.00
TOTAL						-21.00
Bill Pmt -Check	5585	02/27/2020	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	703250601021920	02/19/2020		internt	4230.00 · Ten Ser-...	-89.99
TOTAL						-89.99
Bill Pmt -Check	5586	02/27/2020	TRI CITY GLASS	1424 Admira...	1111.01 · General ...	
Bill	103071939	01/28/2020		reprogramming	4420.00 · Maint - S...	-166.50
TOTAL						-166.50
Bill Pmt -Check	5587	02/27/2020	Twin Eagle Holdin...	1424 Admirl...	1111.01 · General ...	
Bill	128100	02/11/2020		gas	4330.00 · Gas	-4,312.15
TOTAL						-4,312.15
Bill Pmt -Check	5588	02/27/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	2/7/20-2671-00189	02/07/2020		816 N Maple ...	4320.00 · Electricity	-38.45
Bill	2/11/20-2671-00009	02/11/2020		816 N Maple ...	4330.00 · Gas	-54.16
Bill	2/12/20-2671-00199	02/12/2020		1125 University	4320.00 · Electricity	-33.16
Bill	2/17/20-2671-00189	02/17/2020		1125 University	4330.00 · Gas	-42.51
Bill	March 2020 ur's	03/01/2020		1341 University	4320.00 · Electricity	-49.11
				1341 University	4330.00 · Gas	-15.65
				816 N Maple	4320.00 · Electricity	-15.78
				816 N Maple	4330.00 · Gas	-26.66
				323 N Ashlan...	4320.01 · Utility Rei...	-86.00
				1010 Pine St ...	4320.01 · Utility Rei...	-29.00
				1343 Univeri...	4320.01 · Utility Rei...	-134.00
				1410 Univers...	4320.01 · Utility Rei...	-86.00
				1404 Univers...	4320.01 · Utility Rei...	-24.00
				886 Division -...	4320.01 · Utility Rei...	-86.00
				839 Christian...	4320.01 · Utility Rei...	-86.00
				509 S Maple ...	4320.01 · Utility Rei...	-88.00
				913 N Chest...	4320.01 · Utility Rei...	-26.00
TOTAL						-920.48

Green Bay Housing Authority

Budget vs. Actual

Summary

Feb-20

Account # 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	113,751.85	173,926.04	516,868.81	820,095.69	14,985.45	24,955.00	210,259.80	316,940.58	855,865.91	1,335,917.31
Total Expense	79,545.82	158,300.00	508,054.05	1,154,394.73	528,915.00	717,325.00	276,528.33	639,921.85	1,393,043.20	2,669,941.58
Net Income	34,206.03	15,626.04	8,814.76	-334,299.04	-513,929.55	-692,370.00	-66,268.53	-322,981.27	-537,177.29	-1,334,024.27

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss)	8,815	(66,269)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	334,823	167,174
Transfer	-	-
Projected Reserve	334,823	167,174
6 Month Expenses	442,264	239,658
Excess/shortfall	(107,441)	(72,484)
	☹	☹

Green Bay Housing Authority

Budget vs. Actual Detail

COCC

Mason Manor

AQUA by 525

Income

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	125,739.50	160,609.00	-34,869.50	78.29%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	260,669.45	494,266.69	-233,597.24	52.74%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	2,569.00	4,620.00	-2,051.00	55.61%
3510.00 · Management Fee Revenue	85,764.35	128,981.04	-43,216.69	66.49%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	16,100.00	24,240.00	-8,140.00	66.42%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	11,887.50	18,180.00	-6,292.50	65.39%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	-2,500.00	0.0%	21,284.33	10,000.00	11,284.33	212.84%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	4,570.00	8,000.00	-3,430.00	57.13%
3690.01 · Other Income - Ins Dividends	0.00	25.00	-25.00	0.0%	4,142.44	600.00	3,542.44	690.41%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	10,488.34	8,000.00	2,488.34	131.1%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	87,405.75	134,000.00	-46,594.25	65.23%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	113,751.85	173,926.04	-60,174.19	65.4%	516,868.81	820,095.69	-303,226.88	63.03%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	38,479.09	70,000.00	-31,520.91	54.97%	58,400.01	92,000.00	-33,599.99	63.48%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	1,320.24	350.00	970.24	377.21%	502.95	2,500.00	-1,997.05	20.12%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,156.87	2,600.00	-1,443.13	44.5%
4140.00 · Staff Training	2,345.01	7,000.00	-4,654.99	33.5%	0.00	4,000.00	-4,000.00	0.0%
4150.00 · Travel	77.14	750.00	-672.86	10.29%	147.82	200.00	-52.18	73.91%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	65,473.10	97,055.04	-31,581.94	67.46%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	9,075.00	13,680.00	-4,605.00	66.34%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	12,240.00	18,240.00	-6,000.00	67.11%
4171.00 · Auditing Fees	1,577.00	1,800.00	-223.00	87.61%	3,154.00	3,600.00	-446.00	87.61%
4182.00 · Employee Benefits - Admin	16,471.53	29,500.00	-13,028.47	55.84%	25,495.41	40,000.00	-14,504.59	63.74%
4190.01 · Printing	200.00	1,000.00	-800.00	20.0%	1,882.64	2,500.00	-617.36	75.31%
4190.02 · Postage	160.79	300.00	-139.21	53.6%	522.50	1,000.00	-477.50	52.25%
4190.03 · Paper & Office Supplies	242.45	1,500.00	-1,257.55	16.16%	582.34	1,500.00	-917.66	38.82%
4190.04 · Publications	181.39	300.00	-118.61	60.46%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	70.00	400.00	-330.00	17.5%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	507.01	8,000.00	-7,492.99	6.34%	4,164.81	12,000.00	-7,835.19	34.71%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,109.10	1,500.00	-390.90	73.94%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,458.55	2,300.00	-841.45	63.42%
4190.10 · Miscellaneous	9,202.33	15,000.00	-5,797.67	61.35%	1,937.40	2,000.00	-62.60	96.87%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	65.06	1,500.00	-1,434.94	4.34%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,327.68	3,000.00	-672.32	77.59%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	21,785.84	36,500.00	-14,714.16	59.69%
4310.00 · Water	0.00	0.00	0.00	0.0%	24,859.45	43,000.00	-18,140.55	57.81%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	38,431.46	68,500.00	-30,068.54	56.1%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	20,811.74	31,000.00	-10,188.26	67.14%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	2,632.45	4,250.00	-1,617.55	61.94%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	67,072.96	127,500.00	-60,427.04	52.61%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	32,396.46	67,000.00	-34,603.54	48.35%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	11,558.43	37,219.69	-25,661.26	31.06%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	1,852.37	5,500.00	-3,647.63	33.68%
4430.03 · Maint - Truck Maint	0.44	400.00	-399.56	0.11%	1,454.21	2,500.00	-1,045.79	58.17%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,052.50	9,000.00	-7,947.50	11.69%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	3,191.88	5,000.00	-1,808.12	63.84%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	12,218.80	12,500.00	-281.20	97.75%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	6,847.32	10,500.00	-3,652.68	65.21%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	161.47	8,000.00	-7,838.53	2.02%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	165.00	1,750.00	-1,585.00	9.43%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	13,923.14	23,000.00	-9,076.86	60.54%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	3,318.08	3,500.00	-181.92	94.8%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	513.40	0.00	513.40	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	10,192.38	0.00	10,192.38	100.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	26,563.17	47,000.00	-20,436.83	56.52%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	10,606.50	10,100.00	506.50	105.02%
4510.01 · Insurance Expenses - Liability	232.00	225.00	7.00	103.11%	6,619.00	6,100.00	519.00	108.51%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	33,750.00	-33,750.00	0.0%
4530.00 · Bank Fees	549.40	1,025.00	-475.60	53.6%	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	13,000.00	-13,000.00	0.0%
4590.00 · Other General	7,930.00	20,000.00	-12,070.00	39.65%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
Total Expense	79,545.82	158,300.00	-78,754.18	50.25%	508,054.05	1,154,394.73	-646,340.68	44.01%

Green Bay Housing Authority
Budget vs. Actual Detail

COCC

Mason Manor

Net Income/(Loss)

YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
34,206.03	15,626.04	18,579.99	218.9%	8,814.76	-334,299.04	343,113.80	-2.64%

Green Bay Housing Authority

Budget vs. Actual Detail

AQUA by 525

RevBonds

ScSite

Income

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	117,808.00	143,472.00	-25,664.00	82.11%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	84,076.62	130,468.58	-46,391.96	64.44%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	10,000.00	-10,000.00	0.0%	0.00	7,500.00	-7,500.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
3690.02 · Other Income	14,985.45	14,955.00	30.45	100.2%	8,375.18	9,000.00	-624.82	93.06%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
Total Income	14,985.45	24,955.00	-9,969.55	60.05%	210,259.80	316,940.58	-106,680.78	66.34%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	0.00	1,000.00	-1,000.00	0.0%	33,760.16	64,000.00	-30,239.84	52.75%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%	694.45	1,500.00	-805.55	46.3%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,232.67	3,500.00	-1,267.33	63.79%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%	317.00	500.00	-183.00	63.4%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	20,291.25	31,926.00	-11,634.75	63.56%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	2,812.50	4,500.00	-1,687.50	62.5%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	3,860.00	6,000.00	-2,140.00	64.33%
4171.00 · Auditing Fees	415.00	525.00	-110.00	79.05%	3,154.00	3,400.00	-246.00	92.77%
4182.00 · Employee Benefits - Admin	0.00	300.00	-300.00	0.0%	13,442.23	26,500.00	-13,057.77	50.73%
4190.01 · Printing	0.00	0.00	0.00	0.0%	1,320.11	600.00	720.11	220.02%
4190.02 · Postage	0.00	0.00	0.00	0.0%	522.50	1,000.00	-477.50	52.25%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	582.33	800.00	-217.67	72.79%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	4,164.81	6,750.00	-2,585.19	61.7%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	754.16	1,200.00	-445.84	62.85%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	1,937.39	500.00	1,437.39	387.48%
4210.00 · Ten Ser-Salary	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	34.58	1,250.00	-1,215.42	2.77%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	19,193.38	25,000.00	-5,806.62	76.77%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	1,999.71	1,500.00	499.71	133.31%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	6,407.00	0.00	6,407.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,520.20	1,500.00	20.20	101.35%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,117.26	10,000.00	-2,882.74	71.17%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	34,359.97	46,000.00	-11,640.03	74.7%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	27,489.25	39,000.00	-11,510.75	70.49%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	15,362.97	39,059.85	-23,696.88	39.33%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	3,475.00	38,286.00	-34,811.00	9.08%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	634.04	2,500.00	-1,865.96	25.36%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	1,935.70	1,500.00	435.70	129.05%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,010.00	1,500.00	-490.00	67.33%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	6,700.60	11,000.00	-4,299.40	60.92%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	175.00	7,000.00	-6,825.00	2.5%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	2,075.00	1,500.00	575.00	138.33%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	128.70	1,000.00	-871.30	12.87%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	1,130.60	1,000.00	130.60	113.06%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	73.40	0.00	73.40	100.0%
4432.00 · Extraordinary Maintenance	528,500.00	710,000.00	-181,500.00	74.44%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	12,892.91	16,000.00	-3,107.09	80.58%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	40,339.50	40,000.00	339.50	100.85%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	2,628.00	3,600.00	-972.00	73.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	32,000.00	-32,000.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	149,000.00	-149,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	528,915.00	717,325.00	-188,410.00	73.73%	276,528.33	639,921.85	-363,393.52	43.21%

Green Bay Housing Authority
Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Net Income/(Loss)	-513,929.55	-692,370.00	178,440.45	74.23%	-66,268.53	-322,981.27	256,712.74	20.52%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

AGGREGATED BY FAS

Income

	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	243,547.50	304,081.00	-60,533.50	0.80
3110.00 · Dwelling Rental	344,746.07	624,735.27	-279,989.20	0.55
3120.00 · Excess Utilities	2,569.00	4,620.00	-2,051.00	0.56
3510.00 · Management Fee Revenue	85,764.35	128,981.04	-43,216.69	0.66
3520.00 · Asset Management Rev	16,100.00	24,240.00	-8,140.00	0.66
3530.00 · BookKeeping Fee Rev	11,887.50	18,180.00	-6,292.50	0.65
3610.00 · Int Income	21,284.33	30,000.00	-8,715.67	0.71
3690.00 · Other Income - Tenants	4,570.00	8,000.00	-3,430.00	0.57
3690.01 · Other Income - Ins Dividends	4,142.44	2,125.00	2,017.44	1.95
3690.02 · Other Income	33,848.97	31,955.00	1,893.97	1.06
3690.03 · Cell Tower Rent	87,405.75	134,000.00	-46,594.25	0.65
9110.00 · Transfers In	0.00	25,000.00	-25,000.00	0.00
Total Income	855,865.91	1,335,917.31	-480,051.40	64.07%

Expense

	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	130,639.26	227,000.00	-96,360.74	57.55%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	2,517.64	4,350.00	-1,832.36	57.88%
4130.01 · Investigations Expense	3,389.54	6,100.00	-2,710.46	55.57%
4140.00 · Staff Training	2,345.01	15,000.00	-12,654.99	15.63%
4150.00 · Travel	541.96	1,450.00	-908.04	37.38%
4160.00 · Management Fee	85,764.35	128,981.04	-43,216.69	66.49%
4163.00 · BookKeeping Fee	11,887.50	18,180.00	-6,292.50	65.39%
4165.00 · Asset Management Fee	16,100.00	24,240.00	-8,140.00	66.42%
4171.00 · Auditing Fees	8,300.00	9,325.00	-1,025.00	89.01%
4182.00 · Employee Benefits - Admin	55,409.17	96,300.00	-40,890.83	57.54%
4190.01 · Printing	3,402.75	4,100.00	-697.25	82.99%
4190.02 · Postage	1,205.79	2,300.00	-1,094.21	52.43%
4190.03 · Paper & Office Supplies	1,407.12	3,800.00	-2,392.88	37.03%
4190.04 · Publications	181.39	300.00	-118.61	60.46%
4190.05 · Membership Dues & Fees	70.00	500.00	-430.00	14.0%
4190.06 · Computer Support	8,836.63	26,750.00	-17,913.37	33.03%
4190.07 · Tele Fax & Comm	1,863.26	2,700.00	-836.74	69.01%
4190.08 · Marketing	1,458.55	2,300.00	-841.45	63.42%
4190.10 · Miscellaneous	13,077.12	18,000.00	-4,922.88	72.65%
4210.00 · Ten Ser-Salary	0.00	5,000.00	-5,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	65.06	1,500.00	-1,434.94	4.34%
4220.01 · Ten Ser - Resident Part	2,362.26	4,250.00	-1,887.74	55.58%
4230.00 · Ten Ser-Contrs	21,785.84	36,500.00	-14,714.16	59.69%
4310.00 · Water	44,052.83	68,000.00	-23,947.17	64.78%
4320.00 · Electricity	40,431.17	70,000.00	-29,568.83	57.76%
4320.01 · Utility Reimbursements	6,407.00	0.00	6,407.00	100.0%
4330.00 · Gas	22,331.94	32,500.00	-10,168.06	68.71%
4390.00 · Other Utilities	9,749.71	14,250.00	-4,500.29	68.42%
4410.00 · Maint - Labor	101,432.93	173,500.00	-72,067.07	58.46%
4420.00 · Maint - Supplies	59,885.71	106,100.00	-46,214.29	56.44%
4430.00 · Maint - Contracts	26,921.40	76,279.54	-49,358.14	35.29%
4430.01 · Maint - Non-Contract	5,327.37	43,786.00	-38,458.63	12.17%
4430.03 · Maint - Truck Maint	2,088.69	5,400.00	-3,311.31	38.68%
4430.09 · Fire Protection - Maint	1,052.50	9,000.00	-7,947.50	11.69%
4430.10 · Heating and Cooling	5,127.58	6,500.00	-1,372.42	78.89%
4430.11 · Snow Removal	13,228.80	14,000.00	-771.20	94.49%
4430.12 · Elevator Maintenance	6,847.32	10,500.00	-3,652.68	65.21%
4430.13 · Landscape and Grounds	6,862.07	19,000.00	-12,137.93	36.12%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	340.00	8,750.00	-8,410.00	3.89%
4430.17 · Extermination	15,998.14	24,500.00	-8,501.86	65.3%
4430.18 · Appliances	128.70	6,000.00	-5,871.30	2.15%
4430.19 · Garbage & Trash Removal	4,448.68	4,500.00	-51.32	98.86%
4430.25 · Unit Repair	586.80	0.00	586.80	100.0%
4432.00 · Extraordinary Maintenance	538,692.38	710,000.00	-171,307.62	75.87%
4433.00 · Emp Ben Contr-ord maint	39,456.08	63,000.00	-23,543.92	62.63%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	50,946.00	50,100.00	846.00	101.69%
4510.01 · Insurance Expenses - Liability	9,479.00	9,925.00	-446.00	95.51%
4520.00 · PILOT	0.00	65,750.00	-65,750.00	0.0%
4530.00 · Bank Fees	549.40	1,025.00	-475.60	53.6%
4572.00 · Bad Debt - Tenant Rents	0.00	25,000.00	-25,000.00	0.0%
4590.00 · Other General	7,930.00	20,000.00	-12,070.00	39.65%
4800.00 · Depreciation Expense	0.00	364,650.00	-364,650.00	0.0%
9120.00 · Transfers Out	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,393,043.20	2,669,941.58	-1,276,898.38	52.18%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

Net Income/(Loss)

YTD	Budget	\$ Over Budget	% of Budget
-537,177.29	-1,334,024.27	796,846.98	40.27%



1723 Murphy Court, Green Bay, WI 54303 • Phone: 920-494-9910 • www.LanganAndAssociates.com

February 24, 2020

Jayne Valentine
Senior Property Manager
Housing Authority of City of Green Bay
1424 Admiral Court
Green Bay, WI 54303

Re: Monthly Report:

Ms. Valentine,

For the month of February 2020 there were 8 Green Bay Housing applications reviewed by Langan and Associates. They were:

- 0 Application for Mason Manor.
- 8 Applications for Scattered Sites.

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

This document is confidential and intended for the use of the listed recipient only.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 12, 2020

PREPARED BY

AGENDA ITEM # E.4.a

Update on the Mason Manor redevelopment project including the Capital Needs Assessment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Mason Manor Full CNA Report - updated
2. Mason Manor Summary Page CNA

**Mason Manor
1424 Admiral Court
Green Bay, Wisconsin 54303**

Capital Needs Assessment

November 5, 2019

Prepared For:
Jayme Valentine, Property Manager
Housing Authority of the City of Green Bay
1424 Admiral Court
Green Bay, Wisconsin 54303
(920) 492-3733

Prepared By:
Mr. Jerry Bourquin
Dimension IV Madison
6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719
(608) 829-4452



Summary

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- 1.2 Site Information**
- 1.2 Acknowledgements**
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All item costs include demolition, materials and installation

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7.1 Property Photos

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Summary

1.1 Site Description

This property consists of one, 8-story building with 152 apartments. The property is located in the City of Green Bay, Wisconsin, in a residential/commercial area. The building rests on concrete foundation walls. The building is concrete and masonry construction and was built in 1970. There was an elevator/storage addition in 2007. There was a major interior renovation in the 1980s. The building has a masonry and concrete panel exterior with metal double-hung windows and a membrane roof both ballasted and adhered. Flashings are anodized metal.

The site has one interconnected asphalt parking lot that contains a total of 101 parking spaces: 81 spaces for tenants and 20 visitor stalls. There are four (4) HDCP parking spaces. There are concrete curbs and walkways surrounding the parking lot. There are three (3) vehicular entrances to the site. It also includes a spiral ramp for vehicle access from Admiral Court.

Property signs are located at the parking lot entrances to the property.

The property also has a gazebo and maintenance shed located on site. The site office is located on the first floor of the building.

1.2 Site Information

Property Name & Address:	Mason Manor 1424 Admiral Court Green Bay, Wisconsin 54303
County:	Brown County
Parcel Size:	One parcel: 3.97 acres
Building & Unit Size/Mix:	Building: Floor 1 – 15,370 square feet Floor 2 – 13,270 square feet Floor 3 – 13,270 square feet Floor 4 – 13,270 square feet Floor 5 – 13,270 square feet Floor 6 – 13,270 square feet Floor 7 – 13,270 square feet

Floor 8 – 13,270 square feet
Total 108,260 square feet

Apartment Building: 8 Stories / 152 units

Unit Size/Mix:

56 large one-bedroom units @ 480 square feet each

92 one-bedroom units @ 380 square feet each

4 two-bedroom units @ 548 square feet each

152 Total Units

Year Built:

1970 / Elevator Addition 2007

Units Inspected:

Multiple units of all unit types

Date of Inspection:

November 5, 2019

Acknowledgements

Interviewed contacts:

Jayme Valentine, Property Manager, Housing Authority of the City of Green Bay, (970) 492-3733
Stephen Schmidt, Property Maintenance

1.3 Immediate Critical Repairs (Health & Safety) Year 1

The project is well maintained and in very good condition for its age. There are no immediate critical repairs (Health & Safety) items.

Immediate critical repairs (Health & Safety) items listed for replacement or repair include deficiencies that require action as a result of existing unsafe conditions, building code violations, poor or deteriorated conditions of a critical element or system and major items that will not survive the next 15 years of the project. These costs would typically be shown in year 1 on the PCNA worksheet. **No** items were identified as essential, requiring immediate repair or replacement.

The items below are recommended routine maintenance and repair items; they are **not** immediate critical repair items. These items are routine repair items that are recommended to be repaired or replaced in the near future. While listed here, they are **not** required to be done in Year 1; they may be done at any time.

- Replace windows/aluminum wrap
- Replace steel service doors
- Replace damaged concrete
- Replace asphalt parking lot
- Replace site lighting
- Replace unit entry doors/hardware
- Replace furnace and A/C condenser
- Replace boilers
- Replace generator
- Modernize elevators
- Replace drain pipes
- Replace 30 refrigerators
- Replace 30 ranges
- Replace 50 interior/closet doors
- Replace carpeting in 50 units
- Replace cabinets/countertops/paint
- Replace bathroom vanities/tops
- Replace shower doors
- Replace plumbing fixtures/toilets
- Replace unit lighting

We have also included a cost estimate to bring the existing building's life safety system up to current building codes, to repair and replace existing building, and to remove the existing spiral automobile ramp.

1.4 Essential Non-Critical Replacements and Upgrades (Years 2 through 10)

Non-critical replacements include deficiencies or upgrades that will not require immediate action but should be completed on a priority basis. Items that have exceeded their expected useful life and/or may require replacement or upgrades resulting from improper design, poor installation, and substandard quality of materials or systems will appear in years 2 through 10 in costs on the PCNA worksheet. The following items were identified as non-critical, but essential to the integrity of the property.

- Replace flat roof membrane – Year 5
- Seal coat asphalt parking lot – Years 5 and 10
- Replace common area flooring – Year 2
- Paint common area – Year 2
- Replace water heaters – Year 9
- Replace refrigerators – Years 2 through 10
- Replace ranges – Years 2 through 10
- Replace interior/closet doors – Years 2 and 3
- Replace carpeting – Years 2 and 3
- Replace unit lighting – Years 2 through 4

1.5 Long Term Replacements and Upgrades (Years 11 through 20)

Long-term replacements include possible future replacements or upgrades to maintain the overall condition of the property. Repeat replacements will occur due to expected useful life of the product. The PCNA worksheet will recommend specific years and costs of possible replacements using inflation factors. The following items were identified as long-term replacements.

- Seal coat asphalt parking lot – Years 15 and 20
- Replace common area flooring – Year 12
- Paint common area – Year 12
- Replace refrigerators – Years 11 through 20
- Replace ranges – Years 11 through 20

Assessor's Statement and Qualifications

2.1 Purpose

The purpose for this Project Capital Needs Assessment is to define what the project's immediate and long-term capital needs are through observing the general condition of the building and site.

2.2 Qualifications

The assessor (Jerry Bourquin) is a principal at Dimension IV Madison Design Group. He has provided design and construction administration services for housing projects of all types and sizes during his 37 years of experience. His experience includes rehab and new construction on HUD assisted properties, project condition and needs assessments, and tax credit financing. Jerry is an approved CNA Provider by the Wisconsin Housing and Economic Development Authority. Jerry is currently providing construction consulting directly for WHEDA and housing investor groups.

2.3 How Replacement Costs are Determined

This Project Capital Needs Assessment (PCNA) is a qualified professional's opinion of a property's current physical condition. It identifies deferred maintenance, physical needs, remaining useful life of key components, building material deficiencies and material building code violations that affect the property use, structural and mechanical integrity, and the future physical and financial needs.

The information and estimates contained in this report are assumed to be equal to current pricing and accurate as of the date of this report. The following information is assumed to be an accurate picture of the current and future physical needs to the best of our knowledge.

Cost estimates contained in this report are based on current actual costs of materials and labor for this property. All current materials/items were measured with proper units of measure for that item and estimated. This report was completed per HUD & WHEDA Multifamily Project Capital Needs Assessment guidelines.

Description and Condition

3.1 General Inspection Description

I, and Mark Klann of Cardinal Construction, inspected the architectural features and grounds at this property on November 5, 2019, along with the interior and mechanicals of the building, with assistance from the property management and maintenance staff. The manager and maintenance personnel had an on-the-spot knowledge of improvements completed over the last few years. After walking the entire site and observing the topography of the site and exterior shell of the buildings, I determined the condition of the roof, soffit/fascia, exterior finishes, entry doors, windows, concrete, asphalt and proper land drainage along with any unattached structures.

The building exterior will need significant upgrades, with the windows, roof, and service doors all in need of replacement. They are all near the end of their useful life. They are mainly original construction or replaced in the 1980s. The grounds appear to be in good condition, but the asphalt parking lot should be replaced and striped and damaged concrete needs to be replaced. Storm water drainage was reported to be good. The existing vehicle ramp has spalled concrete and exposed reinforcement; it is also an ongoing maintenance problem in the winter – option to remove to be reviewed.

Once inside the building I inspected all the unit types, looking for condition and age of items such as flooring, appliances, cabinetry, plumbing, casework, walls & ceilings, lighting and health and safety concerns.

The unit interiors, such as appliances and flooring replacement and painting are usually replaced on an as-need basis so they vary in age and condition. Common areas were found in maintained condition, but flooring, paint, signage, door hardware, and lighting are all in need of replacement.

Building mechanicals are mainly original; the hot water system has been replaced. The main boiler/heating system is original and should be replaced.

The building currently has four (4) units listed as accessible. They are located on the ground floor. They have improved accessibility, but do not meet current accessibility standards.

3.2 Terminology

Terms used to describe the condition of the property's components and systems are listed and defined below.

EXCELLENT – Component or system is new within three (3) years and is functioning correctly

GOOD – Component or system is newer within five (5) years, is functioning adequately and has a least 10 years of expected useful life (EUL)

FAIR – Component or system is functional but shows signs of wear and will need replacement or repair within the next five (5) years.

POOR – Component or system is inoperable, cannot be relied on to perform its original function, was not installed with professional workmanship or has exceeded its expected useful life (EUL).

3.3 Site

Topography & Drainage

The site is one (1) parcel. The Admiral Court street entrance is at a level above the first floor. A raised second level entrance connects Admiral Court with the building. A spiral vehicle ramp connects to the first floor of the building. A concrete retaining wall runs along the west property line. There is proper pitch and grading around the perimeters of the building. Drainage is directed to storm drains located throughout the site.

CONDITION - GOOD

Observations: Site grading and drainage appeared to be in good condition.

Landscaping

The landscaping consists of a variety of mature trees and shrubs.

CONDITION – GOOD

Observations: Trees appear to be in general good health. Normal maintenance should continue.

Retaining Wall

There is a one-story high concrete retaining wall along the west property line. It is in general good condition. Light fixture bases and pilasters are incorporated into the wall.

CONDITION – GOOD

Observations: The wall is in good condition. Ongoing maintenance to concrete and joints to be performed on a regular basis.

Fences

There is a 6' steel fence on the east and north sides of the site.

CONDITION – GOOD

Observations: Fence is in good condition and is well maintained.

Parking Ramp

There is an elevated, concrete parking ramp connecting Admiral Court to the second level. It includes a spiral vehicle ramp that connects to the lower level. There is a storage area beneath the ramp. It includes a concrete and metal barrier around the upper level.

CONDITION – FAIR

Observations: Concrete spalling and exposed rebar need to be patched and repaired. The spiral ramp is difficult to maintain and keep open during winter snow.

Asphalt Paving

The site has one (1) large asphalt parking lot with three (3) means of egress onto three (3) streets. There are concrete curbs and gutters. There are 81 tenant parking spaces, with four (4) marked as HDOP accessible, and 20 visitor spaces; 101 total. All are within easy walking distance to the buildings.

CONDITION – FAIR to POOR

Observations: There are areas of cracking and deterioration. This lot has been repaired, seal coated and striped. There is a poor minimal stone base under the parking lot. The lot has cracked and settled. Parking lot and drive should be repaired and replaced.

Concrete Paving

Walkways, stoops and curbs are all concrete at this site. There is a large patio area off of the community room.

CONDITION – FAIR to GOOD

Observations: The majority of the concrete is in good condition; there are minor areas of damage. All damaged sections should be replaced to reduce the risk of slips, trips and falls.

Property Signage

There are multiple signs located at the entrances and parking lots.

CONDITION – GOOD

Observations: This sign is visible and contains project information. Option to add lighting to signs to be studied when existing signs are placed.

Site Lighting

There is a combination of 20-foot post lights, 10-foot poles, and low bollard lighting. The tall poles and lighting along the west property line have been replaced with LED fixtures.

CONDITION – FAIR TO POOR

Observations: Current lighting that has not been replaced is in poor condition. Underground wiring has deteriorated and is broken. Lighting and wiring to be replaced in future with LED fixtures.

Appurtenant Structures – Maintenance Storage

There is one (1) wood framed maintenance shed on site. Shed has garage doors for access to the property lawn equipment and maintenance supplies. Storage is also located under the parking lot ramp.

CONDITION –FAIR to POOR

Observations: The wood maintenance shed is structurally sound and in good condition. There is a shortage of storage. An additional storage building should be considered.

Gazebo

There is a wood gazebo located at the rear of the site.

CONDITION – EXCELLENT

Observations: The gazebo is in good condition.

3.4 Architectural

Common Areas

The common areas are defined as rooms or open areas accessible at all times to all tenants or visitors. The following is a list of common areas:

Laundry Room: The laundry room is located at the middle of the first floor. There are a total of four (4) washers and four (4) dryers. Equipment is owned by the Housing Authority. Dryers are gas. There is a laundry sink in the room. Finishes include tile flooring, vinyl base, painted sheetrock walls and ceilings.

Offices: There is a site management office and services office on the first floor. They are converted units with carpeted flooring, vinyl base, and painted sheetrock walls and ceilings.

Public Restroom: Men and women's restrooms are located on the main floor. Tile floors and painted walls/ceiling.

Community Room: There is a community room with serving kitchen and storage room.

Tub Rooms: There are tub/bathing rooms on the third and fourth floors. Tile floor and painted walls.

Meeting/Activity Rooms: There are meeting/activity rooms for residents scattered throughout the floors of the building.

CONDITION – OVERALL GOOD

Observations: Common areas are well maintained but upgrades are necessary. Recommend replacement of signage, entry door hardware, and lighting. Accessibility of restrooms to be upgraded.

Roofing

Roofing on the building is EPDM membrane. The original building is ballasted membrane. The new addition is adhered membrane. There are multiple cell towers located on the roof. Wall flashings have been patched and repaired.

CONDITION- POOR

Observations: The original building roof is in need of replacement. Flashings should also be replaced. Additional roof insulation should be added.

Soffits & Fascia

The flashings and fascia are anodized Metal. The original soffits are painted.

CONDITION – FAIR to POOR

Observations: Recommend replacement with the roof.

Concrete Exterior Panels

The building exterior has concrete panels beneath the windows.

CONDITION – GOOD

Observations: Concrete panels are in good condition for their age. There is a panel on the upper floor, near the middle of the building, that has a crack that has been patched. It is near an area of the roof that has a cell tower above. Added structural loads may have caused cracking.

Masonry Exterior

The exterior has full height accent masonry walls.

CONDITION – GOOD

Observations: Masonry is in good condition for its age. It has recently been repaired and tuck pointed. Note: The hidden anchorage condition, flashing, and weeping condition were not reviewed.

Windows

The windows are metal and were all found in operable, but poor overall condition. They were replaced in 1980. There are insulated metal panels next to the windows.

CONDITION – POOR

Observations: Although they were operable they are at the end of their useful life and should be replaced with a more energy efficient model and new insulated metal panels.

Exterior Wall Insulation

The exterior walls were apparently constructed with none to minimal insulation.

CONDITION — POOR

Observations: Additional insulation to be added when possible in future repairs.

Exterior Common Doors

The main entrances are aluminum frames and doors with power assist operators. There are metal frames and insulated metal doors at the storage and mechanical rooms, and stairs. They are rusted.

CONDITION — POOR to FAIR

Observations: The common entry doors show damage, are nearing the end of their useful life and should start to be replaced. The existing main entrance doors should be widened where possible. The new addition doors are in good condition.

Common Area Smoke Doors

There are smoke doors separating corridors into separate compartments; they are original.

CONDITION — POOR

Observations: Doors are original to the building, in operating condition, but nearing the end of anticipated life.

Unit Entry Doors

Units gain access through apartment entry doors from the corridor. They are solid core wood doors with metal frames. They have overhead closers and lever handles.

CONDITION – POOR to FAIR

Observations: Most entry doors are original and in poor condition due to their age. Replacements should be made. Accessible hardware should be added.

Balcony

There are no balconies.

CONDITION – N/A

Observations: N/A

Foundations

Building has concrete foundation walls.

CONDITION – GOOD

Observations: There were no visible settlement or cracking issues with the foundation.

Vertical Transportation

There are three (3) elevators. There are two (2) hydraulic elevators in the original building. There is a new traction elevator in the addition.

CONDITION – EXCELLENT to POOR

Observations: The two (2) original hydraulic elevators have not been upgraded. Elevator hydraulic shaft is showing wear. The hydraulic elevators should be replaced in the near future.

3.5 Mechanical & Electrical

Heating

The building has two (2) gas boilers; they are the original boilers. The hot water baseboard units are damaged in many areas.

CONDITION – POOR

Observations: The boilers are original and should be replaced.

Water Heaters

There are two (2) gas water heaters. Storage tanks are located in the water service room.

CONDITION – GOOD

Observations: These were recently replaced and are in good condition.

Plumbing

The plumbing water supply and sanitary piping are a mixture of copper, galvanized, and cast iron. There is a new water service main and fire pump for the new addition. The new addition has fire sprinklers.

CONDITION – FAIR to POOR

Observations: A portion of the piping in the corridor and in units was replaced in the 1980s. The hidden piping in the vertical shafts has not been replaced. Piping should be repaired and replaced.

Common Cooling

There is currently common cooling installed only in the Community Room. They have two (2) separate furnaces with condensing units. They were installed in 1980.

CONDITION – POOR

Observations: They are near the end of their life and will need replacement with new Energy Star models.

Unit Cooling

Each unit in the building has the opportunity to install a window AC unit.

CONDITION – N/A

Observations: N/A.

Electrical System

The electrical system is an underground service to a mounted meter located in the mechanical room in the apartment building. It is a 1600-amp service with sub-panels in each unit rated for 100 amps. Unit kitchens and bathrooms have ground fault circuit interrupter (GFCI) receptacles installed near the sinks. The electrical wiring includes copper and aluminum wiring.

CONDITION – POOR

Observations: The electrical service and outlets are original. The wiring service and outlets should be replaced.

Fire Protection System

There is a sprinkler system in the new addition. There are hose cabinets in the original building that have been disconnected.

CONDITION – POOR

Observations: The existing building is not sprinklered. Current building codes require sprinklers. As the building is 8 stories, the option of adding sprinklers should be studied.

Fire Emergency System

There are pull stations in the corridors. Smoke detectors are located in the living unit corridor and bedrooms. Carbon monoxide detectors on the first floor. Detectors are individual and not interconnected.

CONDITION – FAIR to POOR

Observations: An interconnected fire alarm and detection system should be studied as an option.

Intercom System

There is an intercom system tied into the unit phones to allow the residents to buzz visitors in.

CONDITION – GOOD

Observations: System is relatively new and in good condition.

Nurse Call – Emergency Cord

There is no emergency pull system in any of the buildings.

CONDITION – N/A

Observations: N/A

Backup Electrical Generator

There is an emergency diesel generator. It provides emergency power for the elevators, fire pump, and emergency lighting.

CONDITION – POOR

Observations: The generator is at the end of its life and should be replaced.

3.6 Dwelling Units

The units were all remodeled in the 1980s. New cabinets, countertops, and finishes were installed.

Carpeting

The carpeting in every unit is found in the living room, unit hallways, and bedrooms only. This carpet is a low pile, moderate wear carpet. All carpeted rooms have vinyl base.

CONDITION – FAIR to GOOD

Observations: The age and condition varies from unit to unit, but overall carpet is from the 1980s. Continue to replace as needed, starting in year one as units are turned over.

Tile Flooring

The flooring is tile; installed in unit bathrooms and kitchens. These rooms have vinyl base.

CONDITION – FAIR to GOOD

Observations: The tile is original, but most appear to be in good condition. Replace as needed starting in year 1.

Interior Doors

The interior rooms (bedrooms, bathrooms) have hinged doors that are metal framed, wood hollow core doors that appear to be in fair condition. The closet doors are bifold models. Hardware is knobs.

CONDITION – FAIR

Observations: These doors are original but are in good condition and have useful life remaining. When doors are replaced lever hardware should be installed.

Ranges

All the ranges are 24" electric, manual clean models.

CONDITION – POOR to GOOD

Observations: Ranges vary in age and condition per unit, but most are past their useful life. Recommend replacement starting in year 1.

Dishwashers

No dishwashers are provided.

CONDITION – N/A

Observations: N/A

Exhaust Fans

The unit kitchens do not have exhaust fans or range hoods. Bathroom exhaust fans are ducted to the outside.

CONDITION – POOR

Observations: Bathroom exhaust fans were operable and in good condition during the inspection; they are original and are nearing the end of their life. Recommend replacing.

Refrigerators

The refrigerators are typically 18 cubic foot, top freezer models.

CONDITION – POOR to GOOD

Observations: Refrigerators vary in age and condition per unit, but most were installed in the 1980s. Recommend replacement with an Energy Star model in year 1.

Kitchen Plumbing Fixtures

The kitchen fixtures consist of stainless steel single bowl sink, garbage disposals, single lever faucet, shut offs, supply lines, traps and strainers.

CONDITION – POOR to GOOD

Observations: Most fixtures are maintained in operable condition, but they vary from unit to unit. Replacements should coincide with the cabinet replacements.

Bath Plumbing Fixtures

The bathroom fixtures consist of standard toilets, bathtubs, tub mixers, porcelain lavatories, faucet, supply lines and traps. The showers have tile surrounds and shower doors. Grab bars are located at the toilets and in showers.

CONDITION – POOR to GOOD

Observations: Overall the bathroom surrounds are in good condition. Approximately 40% have been replaced as needed. Replacements of the lavatories, toilets, fixtures and accessories should coincide with remodeling of the units.

Counter Tops

All units have kitchen countertops that are plastic laminate.

CONDITION – POOR to GOOD

Observations: Condition varies from unit to unit, but most are past their expected useful life. Recommend replacement of counter tops to coincide with cabinet replacement.

Kitchen Cabinets

A majority of kitchen cabinets were replaced in the 1980s.

CONDITION – POOR to GOOD

Observations: Most of the cabinets are in good condition but are past their expected useful life. These cabinets should be replaced as units are repaired.

Garbage Disposals

There are no garbage disposals.

CONDITION – N/A

Observations: N/A.

Unit Electrical Devices & Lighting

Unit lighting, switches and receptacles were found in good operable condition. Kitchens and bathrooms have GFCI receptacles at sinks and lavatories.

CONDITION – GOOD

Observations: Lighting appears to be in good condition but a majority is original and should be replaced on an ongoing basis.

Smoke Detectors

Each unit has a smoke detector in the corridor and in the bedrooms. Carbon monoxide detectors are installed on the first floor.

CONDITION – GOOD to POOR

Observations: Detectors are not interconnected into the alarm system.

Walls & Ceilings

The walls and ceilings in each unit are constructed of painted sheetrock.

CONDITION – GOOD

Observations: The painting and drywall condition varies from unit to unit and is repaired and painted as needed.

Laundry Equipment

No units have laundry equipment installed, nor are any prepped for laundry equipment.

CONDITION – N/A

Observations: N/A

Window Treatments

All units have property supplied mini blinds on windows.

CONDITION – POOR to FAIR

Observations: Found to be in fair condition; to be replaced with the windows.

Disabled Accessibility

4.1 Uniform Federal Accessibility Standards

There are four (4) units designated as HDCP accessible at this property. Front doors are accessible with lever handles, but the units do not meet current accessible standards. Kitchens and bathrooms have improved accessibility. Bathrooms have grab bars.

Environmental

5.1 General Observation

This Capital Needs Assessment addresses noticeable potential environmental contamination. **The report is in no way intended to take the place of, be interpreted as, or relied upon as a Phase 1 environmental audit.** Rather, the following general observations related to potential environmental conditions are noted:

The apartment building was constructed in 1970. The potential does exist for certain building components to contain materials such as asbestos or lead base paint. Testing and sampling of materials may be required to confirm the presence of suspect materials.

No overt signs of soil contamination or underground tanks were observed. Building maintenance was not aware of any underground storage tanks on this site and the original building plans did not indicate any such tanks.

The surrounding land uses did not indicate suspected uses that would typically produce environmental concerns.

Building management did not indicate any known environmental issues.

Worksheet (Cost Estimates)

6.1 Essential Capital Improvements (See worksheets on following pages)

All item costs include demolition, materials and installation

Cardinal Capital Needs Assessment Worksheet

PROPERTY NAME: Mason Manor
LOCATION: Green Bay, WI

DATE: 12/16/2020
UNITS: 152

[illegible]

Cardinal Capital Needs Assessment Worksheet

PROPERTY NAME: Mason Manor

LOCATION: Green Bay, WI

DATE:

12/16/2020

UNITS:

152

Mechanical Items																								
Replace Water Heaters	6	15																						
Cost			6,100																					
Replace Furnace & A/C Condenser	21	15																						
Cost			15,000																					
Replace Boilers & Heating Lines	49	30																						
Cost			4,000,000																					
Replace Generator & Electrical Servic	25	20																						
Cost			1,200,000																					
Modernize Elevators	49	30																						
Cost			500,000																					
Replace Drain Pipes & Water Lines	49	35																						
Cost			13,148																					
Install Fire Suppresion System	0	25																						
Cost			700,000																					
Upgrade Fire Alarm System	0	20																						
Cost			289,000																					
Mechanical Items - Totals				9,217,496	-	-	-	-	-	-	-	12,200	-	-	-	-	-	-	-	-	-	-	-	9,229,696
Unit Items																								
Replace Refrigerators	1 to 20	12		30	10	10	4	5	4	5	4	5	4	5	5	5	5	5	5	5	5	5	5	130
Cost			525	15,750	5,250	5,250	2,100	2,625	2,100	2,625	2,100	2,625	2,100	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	68,250
Replace Range	1 to 20	15		30	10	10	4	5	4	5	4	5	4	5	5	5	5	5	5	5	5	5	5	130
Cost			475	14,250	4,750	4,750	1,900	2,375	1,900	2,375	1,900	2,375	1,900	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	61,750
Replace Interior/Closet Doors	49	35		50	50	52																		152
Cost			900	45,000	45,000	46,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	136,800
Replace Carpeting	1 to 20	10		50	50	52																		152
Cost			1,350	67,500	67,500	70,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	205,200
Replace Cabinets/Counter tops/Pain	30	25		152																				152
Cost			3,800	577,600	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	577,600
Bathroom Vanities/Tops	30	25		152																				152
Cost			800	121,600	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121,600
Replace Shower Doors	30	20		152																				152
Cost			980	148,960	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	148,960
Replace Plumbing Fixtures/Toilets	2 to 20	20		152																				152
Cost			960	145,920	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145,920
Replace Unit Lighting	1 to 30	20		35	35	35	10																	115
Cost			1,250	43,750	43,750	43,750	12,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	143,750
Open	0	0																						-
Cost				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unit Items - Totals				1,180,330	166,250	170,750	16,500	5,000	4,000	5,000	4,000	5,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	1,609,830
Uninflated Cost - All Categories				11,487,166	166,250	170,750	16,500	114,410	4,000	5,000	4,000	17,200	21,910	5,000	96,920	5,000	5,000	22,910	5,000	5,000	5,000	5,000	22,910	12,184,926
Contingency			5.0%	574,358	8,313	8,538	825	5,721	200	250	200	860	1,096	250	4,846	250	250	1,146	250	250	250	250	1,146	609,246
Uninflated Cost + Contingency				12,061,524	174,563	179,288	17,325	120,131	4,200	5,250	4,200	18,060	23,006	5,250	101,766	5,250	5,250	24,056	5,250	5,250	5,250	5,250	24,056	12,794,172
Inflation Factor			3.0%	1.00	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	1.558	1.605	1.653	1.702	1.754	
Inflated Cost				12,061,524	179,799	190,206	18,931	135,208	4,869	6,269	5,165	22,878	30,017	7,056	140,868	7,485	7,710	36,386	8,179	8,425	8,677	8,938	42,181	12,930,773

6.2 Discretionary Items
(See worksheets on following pages)

Cardinal Capital Needs Assessment Worksheet

PROPERTY NAME: Mason Manor
LOCATION: Green Bay, WI

DATE: 12/16/2020

Discretionary Items	Current Age	Estimate Life	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Total
Exterior Items																						
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior Items - Totals					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Items																						
Demolish Car Ramp					1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Cost			58,000		58,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,000
Landscaping					1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Cost			18,000		18,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,000
Main Entrance Build Out					1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Cost			170,000		170,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	170,000
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Items - Totals					246,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	246,000
Common Items																						
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Common Items - Totals					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical Items																						
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical Items - Totals					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unit Items																						
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unit Items - Totals					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Uninflated Cost - All Categories					246,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	246,000
Contingency			5.0%		12,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,300
Uninflated Cost + Contingen.					258,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	258,300
Inflation Factor			3.0%		1.00	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	1.558	1.605	1.653
Inflated Cost					258,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	258,300

Summary Table - Uninflated Costs																				
Essential Items		11,487,166	166,250	170,750	16,500	114,410	4,000	5,000	4,000	17,200	21,910	5,000	96,920	5,000	5,000	22,910	5,000	5,000	5,000	12,157,016
Discretionary Items		246,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	246,000
Total Costs		11,733,166	166,250	170,750	16,500	114,410	4,000	5,000	4,000	17,200	21,910	5,000	96,920	5,000	5,000	22,910	5,000	5,000	5,000	12,403,016

6.3 Scope of Work

• Replace flat roof:	Year 3
• Replace all unit windows and aluminum wrap:	Year 1
• Replace all exterior steel service doors:	Year 1
• Replace all damaged concrete:	Year 1
• Replace all asphalt:	Year 1
• Re-wire and replace globe site lights:	Year 1
• Replace unit wood entry doors with new hardware:	Year 1
• Replace all corridor, lobby and community center flooring:	Year 2
• Repaint all corridor and lobby walls:	Year 1
• Replace both common area furnaces and condensers:	Year 1
• Replace both hot water boilers:	Year 1
• Replace generator:	Year 1
• Modernize existing original elevators:	Year 1
• Replace galvanized drain pipes:	Year 1
• Replace unit refrigerators:	As needed
• Replace unit electric ranges:	As needed
• Replace unit interior room doors and closet doors:	Years 1 to 3
• Replace unit carpeting:	Years 1 to 3
• Replace all units cabinets and countertops:	Year 1
• Replace bathroom vanities, plumbing fixtures and toilets in all units:	Year 1
• Replace all unit bathroom shower doors:	Year 1
• Complete replacement of unit lighting:	Years 1 to 4

**6.4 Inspection Summary Report
(begins on following page)**

Inspection Summary Report (POA) for Inspection #627184

Inspection Snapshot

Inspection ID:	627184	Inspection Time:	10:59 AM - 03:20 PM
Inspection Start Date:	08/27/2018	Inspection End Date:	08/27/2018
Property ID:	WI074000010	Property Type:	Public Housing
Property Name:	MASON MANOR		
Inspection State:	Successful	Score:	85c

Inspection Summary Report (POA) for Inspection #627184

Property Profile

Property Name: MASON MANOR
Scattered Site? No **Multiple Site?** No
Address Line 1: 1424 ADMIRAL Court
Address Line 2:
City: GREEN BAY **State:** WI
ZIP: 54303 **Extension:** _____
Phone: (920) 492-3790 **Extension:**
Fax: (920) 492-3789 **Email:** robynha@greenbaywi.gov

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	1	1	1	154	152	23
Common	1	1	1	-	-	-
Total	2	2	2	154	152	23

Occupancy Information		
No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
152	100%	No

Comments No bed bugs.

Inspection Summary Report (POA) for Inspection #627184

Participant Profile

Management Agent [Primary Contact / Present During Inspection]

Name (F, MI, L): Robyn Hallet
Organization: Green Bay Housing Authority
Address Line 1: 100 North Jefferson St.
Address Line 2:
City: Green Bay **State:** WI
ZIP: 54303 **Extension:**
Phone: (920) 448-3414 **Extension:**
Fax: (920) 448-3426 **Email:** robynha@greenbaywi.gov

Executive Director [Not Present During Inspection]

Name (F, MI, L): Cheryl Renier-Wigg
Organization: Green Bay Housing Authority
Address Line 1: 100 N Jefferson St, Room 608
Address Line 2:
City: Green Bay **State:** WI
ZIP: 54301 **Extension:**
Phone: (920) 448-3412 **Extension:**
Fax: **Email:** Cherylre@greenbaywi.gov

Site Manager [Not Present During Inspection]

Name (F, MI, L): Jayme Valentine
Organization: Green Bay Housing Authority
Address Line 1: 1424 Admiral Ct.
Address Line 2:
City: Green Bay **State:** WI
ZIP: 54303 **Extension:**
Phone: (920) 492-3790 **Extension:**
Fax: (920) 492-3789 **Email:** jaymeva@greenbaywi.gov

Inspection Summary Report (POA) for Inspection #627184

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	14.12	0.00	14.12	0.00	14.12
Building Exterior	18.22	3.88	14.34	0.00	14.34
Building Systems	19.91	0.00	19.91	0.00	19.91
Common Area	8.65	7.74	0.91	0.00	0.91
Unit	39.11	0.80	38.31	2.31	36.00
Total	100.00	12.42	87.58	2.31	85.27

Score Version: 1

Score Date: 08/27/2018

Final Score: 85c

Inspection Summary Report (POA) for Inspection #627184

Health & Safety Summary

	Site	Buildings	Units	Total	Health and Safety Narrative 1 site, 2 buildings and 23 units were inspected. 3 health and safety deficiencies(HSD) were observed. Percentage Inspected: Site (PIS): 100% Building (PIB): 100% Unit (PIU): 15% Projected HSD: Site = (Actual HSDS) / PIS Building = (Actual HSDB) / PIB Unit = (Actual HSDU) / PIU If all buildings and units were inspected, it is projected that a total of 14 health and safety deficiencies would apply to the property.
Non-Life Threatening (NLT)					
Actual	0	0	1	1	
Projected	0	0	7	7	
Life Threatening (LT)					
Actual	0	1	1	2	
Projected	0	1	7	8	
Smoke Detectors (SD)					
Actual	0	0	0	0	
Projected	0	0	0	0	
Overall					
Actual	0	1	2	3	
Projected	0	1	13	14	

Inspection Summary Report (POA) for Inspection #627184

Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	BE	Walls	BE- Missing/Damaged Caulking/Mortar (Walls)	1	2	50
Ordinary	CA	Electrical Hazards	HS - Exposed Wires/Open Panels (Electrical Hazards)	1	2	50
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	2	50
Ordinary	CA	Restroom Items	CA - Damaged/Missing (Shower/Tub)	1	2	50
Ordinary	CA	Windows	CA - Inoperable/Not Lockable (Windows)	1	2	50
Ordinary	CA	Walls	CA - Peeling/Needs Paint (Walls)	1	2	50
Ordinary	CA	Windows	CA - Damaged/Missing Screens (Windows)	1	2	50
Ordinary	CA	Dryer Vent	CA - Missing/Damaged/Inoperable (Dryer Vent)	1	2	50
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	2	50
Ordinary	CA	Windows	CA - Inoperable/Not Lockable (Windows)	1	2	50
Ordinary	CA	Ceiling	CA - Peeling/Needs Paint (Ceiling)	1	2	50
Ordinary	CA	Ceiling	CA - Holes/Missing Tiles/Panels/Cracks (Ceiling)	1	2	50
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	2	50
Ordinary	CA	Kitchen Items	CA - Inoperable (Dishwasher/Garbage Disposal)	1	2	50
Ordinary	CA	Chutes	CA - Damaged/Missing Components (Chutes)	1	2	50

Note:

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

BS - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

Inspection Summary Report (POA) for Inspection #627184

Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	2	2	2	0
Unit	154	152	23	1

Building 01 - Mason Manor [Sample , Inspected]

Address Line 1: 1424 Admiral Ct

Address Line 2:

City: Green Bay

State: WI

Zip: 54303

Extension: _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	1970	8	154	152

Comments: flat roof with access to hi rise but no access to flat roof ocer community room

Unit #	# Bedrooms	Occupied?	UnInspected Reason?
106	1 Bedroom	Yes	Other Hazard
204	1 Bedroom	Yes	
210	1 Bedroom	Yes	
217	1 Bedroom	Yes	
305	1 Bedroom	Yes	
312	1 Bedroom	Yes	
319	1 Bedroom	Yes	
404	1 Bedroom	Yes	
411	1 Bedroom	Yes	
417	1 Bedroom	Yes	
503	1 Bedroom	Yes	
510	1 Bedroom	Yes	
511	1 Bedroom	Yes	
516	1 Bedroom	Yes	
602	1 Bedroom	Yes	
608	1 Bedroom	Yes	
615	1 Bedroom	Yes	
701	1 Bedroom	Yes	

Inspection Summary Report (POA) for Inspection #627184

707	1 Bedroom	Yes	
714	1 Bedroom	Yes	
721	1 Bedroom	Yes	
806	1 Bedroom	Yes	
813	1 Bedroom	Yes	
819	1 Bedroom	Yes	

Building 02 - Mason Manor Maintenance Garage [Sample , Inspected]

Address Line 1: 1424 Admiral Court

Address Line 2:

City: Green Bay

State: WI

Zip: 54303

Extension: _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Non Dwelling Structure	2008	1	0	0

Comments: pitched roof

Inspection Summary Report (POA) for Inspection #627184



Certificate Item	Certificate State
Boilers	Yes - This certificate is provided or is not expired
Elevators	No - This certificate cannot be provided or is expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	Yes - This certificate is provided or is not expired
Lead-Based Paint Inspection Reports	No - This certificate cannot be provided or is expired
Sprinkler Systems	Yes - This certificate is provided or is not expired

Inspection Summary Report (POA) for Inspection #627184

Score Details

Note: The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "**Site - Spalling (Walkway / Steps) (4)**" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the **Deficiency Details** section of this report.

Item	Deficiency	Severity	Points Deducted	Points Received
Building 01 - Mason Manor - Building Exterior [Possible Points : 17.35]				
Non-Health And Safety Deficiencies				
Walls	BE- Missing/Damaged Caulking/Mortar (Walls)	Level 2	3.88	
			3.88	13.47

Building 01 - Mason Manor - Common Areas* [Possible Points : 7.74]				
Non-Health And Safety Deficiencies				
Ceiling	CA - Holes/Missing Tiles/Panels/Cracks (Ceiling)	Level 1	0.34	
Ceiling	CA - Peeling/Needs Paint (Ceiling)	Level 1	0.06	
Chutes	CA - Damaged/Missing Components (Chutes)	Level 2	0.51	
Doors	CA - Damaged Hardware/Locks (Doors)	Level 1	0.26	
Doors	CA - Damaged Hardware/Locks (Doors)	Level 3	1.02	
Doors	CA - Damaged Hardware/Locks (Doors) (4)	Level 3	2.05	
Dryer Vent	CA - Missing/Damaged/Inoperable (Dryer Vent)	Level 3	2.05	
Kitchen Items	CA - Inoperable (Dishwasher/Garbage Disposal)	Level 2	0.57	
Restroom Items	CA - Damaged/Missing (Shower/Tub)	Level 3	1.37	
Walls	CA - Peeling/Needs Paint (Walls)	Level 1	0.06	
Windows	CA - Damaged/Missing Screens (Windows) (2)	Level 1	0.14	
Windows	CA - Inoperable/Not Lockable (Windows) (2)	Level 1	0.51	
Windows	CA - Inoperable/Not Lockable (Windows) (2)	Level 3	2.05	
Health And Safety Deficiencies				
Electrical Hazards	HS - Exposed Wires/Open Panels (Electrical Hazards) (LT)	Level 3	4.55	
* The point deductions for this sub-area exceed the number of possible points. The points received cannot be negative so it is set to zero.			15.54	0.00

Building 01 - Mason Manor - Unit 305 [Possible Points : 1.70]				
Non-Health And Safety Deficiencies				
Walls	Unit - Damaged (Walls)	Level 1	0.04	

Inspection Summary Report (POA) for Inspection #627184

Item	Deficiency	Severity	Points Deducted	Points Received
			0.04	1.66
Building 01 - Mason Manor - Unit 417 [Possible Points : 1.70]				
Health And Safety Deficiencies				
Emergency/Fire Exits	HS - Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits) (LT)	Level 3	1.39	
			1.39	0.31
Building 01 - Mason Manor - Unit 602 [Possible Points : 1.70]				
Non-Health And Safety Deficiencies				
Bathroom Items	Unit - Ventilation/Exhaust System - Inoperable (Bathroom)	Level 2	0.42	
			0.42	1.28
Building 01 - Mason Manor - Unit 714 [Possible Points : 1.70]				
Non-Health And Safety Deficiencies				
Kitchen Items	Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)	Level 1	0.16	
			0.16	1.54
Building 01 - Mason Manor - Unit 813 [Possible Points : 1.70]				
Health And Safety Deficiencies				
Electrical System	Unit - GFI - Inoperable (Electrical System) (NLT)	Level 3	0.92	
			0.92	0.78
Building 01 - Mason Manor - Unit 819 [Possible Points : 1.70]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 3	0.19	
			0.19	1.51

Inspection Summary Report (POA) for Inspection #627184

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
Site - MASON MANOR - Site(0)			
Non-Health And Safety Deficiencies			
Parking Lots/Driveways/Roads	Mason Manor front lot	Site - Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots/Driveways/Roads) - L2	- Damaged paving - Cracks greater than or equal to 3/4" - This condition DOES NOT RESULT in a Health and Safety concern.
Parking Lots/Driveways/Roads	Mason Manor north side lots	Site - Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots/Driveways/Roads) - L2	- Damaged paving - Cracks greater than or equal to 3/4" - This condition DOES NOT RESULT in a Health and Safety concern.
Walkways and Steps	Mason Manor north sidewalk	Site - Cracks/Settlement/Heaving (Walkways/Steps) - L2	- Cracks, Settlement, or Heaving (includes concrete porches and entry stoops) - Cracks greater than or equal to 3/4" - This condition DOES NOT RESULT in a Health and Safety concern.
Walkways and Steps	Mason Manor south sidewalk	Site - Cracks/Settlement/Heaving (Walkways/Steps) - L2	- Cracks, Settlement, or Heaving (includes concrete porches and entry stoops) - Cracks greater than or equal to 3/4" - This condition DOES NOT RESULT in a Health and Safety concern.
Building 01 - Mason Manor[Sample,Inspected] - Building Exterior			
Non-Health And Safety Deficiencies			
Walls	NIS caulkk used around bricks on roof wall	BE- Missing/Damaged Caulking/Mortar (Walls) - L2	- Missing Mortar - Missing mortar around more than one contiguous masonry unit

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
Building 01 - Mason Manor[Sample,Inspected] - Building Systems			
None			

Building 01 - Mason Manor[Sample,Inspected] - Common Areas			
Non-Health And Safety Deficiencies			
Basement/Garage/ Carport	Floor 1 peeling paint on parkingbgarage ceilling	CA - Peeling/Needs Paint (Ceiling) - L1	- Peeling Paint or Needs Paint - Peeling paint on 1 to 4 ceilings in common areas
Closet/Utility/ Mechanical	Floor 1 hole in it closet in main office	CA - Holes/Missing Tiles/ Panels/Cracks (Ceiling) - L1	- Hole(s) - Smaller than a sheet of paper
Closet/Utility/ Mechanical	Floor 2 NIS missing hardware 2nd floor mop room	CA - Damaged Hardware/ Locks (Doors) - L1	- All Other Doors (includes closet or other interior doors) - Hardware is damaged or missing - Closet door does not function as it should or cannot be locked.
Community Room	Floor 1 does not lock in community room	CA - Inoperable/Not Lockable (Windows) - L3	- Lock/Operability - Lock is missing or damaged (only if the window was designed to lock) - Window IS accessible from outside (for example, ground level or by means of exterior stairway) - Window can be opened from outside.
Community Room	Floor 1 does not open in community room	CA - Inoperable/Not Lockable (Windows) - L1	- Lock/Operability - Window will not open or close (only if the window was designed to open and close) - Window CAN still be secured (by a lock or stick) - Window is on 3rd floor or below - There IS another operable window in the same floor

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
			area.
Halls/Corridors/Stairs	Floor 1 south fire door does not latch	CA - Damaged Hardware/ Locks (Doors) - L3	- Restroom Door or Fire/ Emergency Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Halls/Corridors/Stairs	Floor 8 north fire door does not latch	CA - Damaged Hardware/ Locks (Doors) - L3	- Restroom Door or Fire/ Emergency Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Halls/Corridors/Stairs	Floor 8 8th floor fire door to stairs on north side does not latch	CA - Damaged Hardware/ Locks (Doors) - L3	- Restroom Door or Fire/ Emergency Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Halls/Corridors/Stairs	Floor 5 center hall fire door does not latch	CA - Damaged Hardware/ Locks (Doors) - L3	- Restroom Door or Fire/ Emergency Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Halls/Corridors/Stairs	Floor 1 does not open by community room in hall	CA - Inoperable/Not Lockable (Windows) - L1	- Lock/Operability - Window will not open or close (only if the window was designed to open and close) - Window CAN still be secured (by a lock or stick) - Window is on 3rd floor or below - There IS another operable window in the same floor area.

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
Halls/Corridors/Stairs	Floor 2 north window does not stay up	CA - Inoperable/Not Lockable (Windows) - L1	- Lock/Operability - Window will not open or close (only if the window was designed to open and close) - Window CAN still be secured (by a lock or stick) - Window is on 3rd floor or below - There IS another operable window in the same floor area.
Kitchen	Floor 1 does not work kitchen off community room	CA - Inoperable (Dishwasher/Garbage Disposal) - L2	- Dishwasher or Garbage Disposal - Dishwasher does not function
Laundry Room	Floor 1 not vented properly	CA - Missing/Damaged/Inoperable (Dryer Vent) - L3	- Not effectively vented
Office	Floor 1 missing unit 108 office	CA - Damaged/Missing Screens (Windows) - L1	- A second means of window egress exists - Window bars are actually child safety bars
Office	Floor 1 missing screen main office	CA - Damaged/Missing Screens (Windows) - L1	- A second means of window egress exists - Window bars are actually child safety bars
Office	Floor 1 office	CA - Peeling/Needs Paint (Walls) - L1	- Peeling Paint or Needs Paint - 1 to 4 square feet of two or more wall areas
Restrooms	Floor 8 handicap bathroom door on 8th floor does not latch	CA - Damaged Hardware/Locks (Doors) - L3	- Restroom Door or Fire/Emergency Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Restrooms	Floor 8 hardware to fill tub in	CA - Damaged/Missing (Shower/Tub) - L3	- Shower or Tub - The hardware is missing or

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
	handicap bathroom on 8th floor is damaged		is not functioning
Trash Collection Areas	Floor 5 chute door does not close as designed on 5th floor	CA - Damaged/Missing Components (Chutes) - L2	- Chute door does not latch properly - This condition DOES NOT RESULT in a Health and Safety concern.
Health And Safety Deficiencies			
Electrical Hazards	Floor 1 missing knock out north side mech room on 1st floor	HS - Exposed Wires/Open Panels (Electrical Hazards) (LT) - L3	- Openings in electrical panels - The openings in the electrical panels are NOT properly covered.

Building 01 - Mason Manor[Sample,Inspected] - Unit 204

None

Building 01 - Mason Manor[Sample,Inspected] - Unit 210

None

Building 01 - Mason Manor[Sample,Inspected] - Unit 217

None

Building 01 - Mason Manor[Sample,Inspected] - Unit 305

Non-Health And Safety Deficiencies

Walls	Living Area damaged wall in living room	Unit - Damaged (Walls) - L1	- Hole(s) - Between one square inch and up to a sheet of paper, but, you cannot see through the hole
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Building 01 - Mason Manor[Sample,Inspected] - Unit 312

None

Building 01 - Mason Manor[Sample,Inspected] - Unit 319

None

Building 01 - Mason Manor[Sample,Inspected] - Unit 404

None

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
Building 01 - Mason Manor[Sample,Inspected] - Unit 411			
Non-Health And Safety Deficiencies			

Building 01 - Mason Manor[Sample,Inspected] - Unit 417			
Non-Health And Safety Deficiencies			
Health And Safety Deficiencies			
Emergency/Fire Exits	Living Area too much stuff throughout unit making it diffocult to get out in an emergency	HS - Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits) (LT) - L3	- Emergency/Fire Exits (applies only on third or lower floors) - Blocked - Other Condition (Please explain other condition in the box below)

Building 01 - Mason Manor[Sample,Inspected] - Unit 503			
None			

Building 01 - Mason Manor[Sample,Inspected] - Unit 510			
None			

Building 01 - Mason Manor[Sample,Inspected] - Unit 511			
None			

Building 01 - Mason Manor[Sample,Inspected] - Unit 516			
None			

Building 01 - Mason Manor[Sample,Inspected] - Unit 602			
Non-Health And Safety Deficiencies			
Bathroom Items	Bathroom plastic over over fan in bathroom	Unit - Ventilation/Exhaust System - Inoperable (Bathroom) - L2	- Bathroom Ventilation/ Exhaust System - Exhaust fan does not work or is missing - There is NOT a window that opens.

Building 01 - Mason Manor[Sample,Inspected] - Unit 608			
None			

Building 01 - Mason Manor[Sample,Inspected] - Unit 615			
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Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
None			
Building 01 - Mason Manor[Sample,Inspected] - Unit 701			
None			
Building 01 - Mason Manor[Sample,Inspected] - Unit 707			
None			
Building 01 - Mason Manor[Sample,Inspected] - Unit 714			
Non-Health And Safety Deficiencies			
Kitchen Items	Kitchen	Unit - Refrigerator - Missing /Damaged/Inoperable (Kitchen) - L1	- Refrigerator - Door seals are deteriorated
Building 01 - Mason Manor[Sample,Inspected] - Unit 721			
None			
Building 01 - Mason Manor[Sample,Inspected] - Unit 806			
None			
Building 01 - Mason Manor[Sample,Inspected] - Unit 813			
Non-Health And Safety Deficiencies			
Health And Safety Deficiencies			
Electrical System	Bathroom inoperable	Unit - GFI - Inoperable (Electrical System) (NLT) - L3	- GFI does not function when self-test button is pressed
Building 01 - Mason Manor[Sample,Inspected] - Unit 819			
Non-Health And Safety Deficiencies			
Doors	Living Area entry door does not latch	Unit - Damaged Hardware/ Locks (Doors) - L3	- Entry Door to Unit - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
Building 02 - Mason Manor Maintenance Garage[Sample,Inspected] - Building Exterior			
None			

Inspection Summary Report (POA) for Inspection #627184

Item	Location/Comments	Deficiency/Severity	Decisions
Building 02 - Mason Manor Maintenance Garage[Sample,Inspected] - Building Systems			
None			
Building 02 - Mason Manor Maintenance Garage[Sample,Inspected] - Common Areas			
None			

Notice: Modifications to the Inspection Summary Report

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0), PIH-REAC now has the capability to collect more detailed information about observations made during the inspection of properties. Therefore, the report has been modified to provide this detailed information, and also to make the results of the inspection more clear. The following explains the major changes to the report.

Changes to Score Summary - The section of the report, which summarizes the score, has been modified to better explain how the final score was derived for the property, and the source of lost points. Additionally, score information from the two most recent inspections of the property is provided to allow comparison to this inspection's score.

Addition of scored and non-scored deficiency reports - The section of the report that displays observed deficiencies has been divided into two sections: the Score Report and the Deficiency Report. Non-scored deficiencies refer to multiple deficiencies of the same type observed with the same sub-area, they are reported for informational purposes only and are not scored. Only one deficiency of the same type for the same sub-area is counted for scoring purposes.

Score Report - a detailed account of only the scored deficiencies by sub-area.

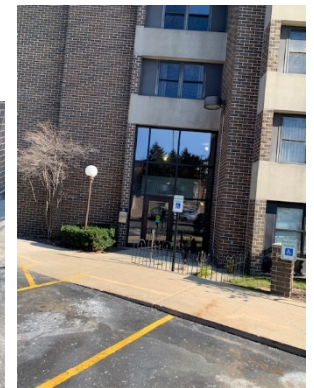
Deficiency Report - A detailed account of all deficiencies, both scored and non-scored, by sub-area. In addition, standardized locations and more descriptive information for each deficiency are provided.

To read more about the above, and for additional assistance in understanding the report, you may access the Inspection Summary Report Guide (version 4.0) at

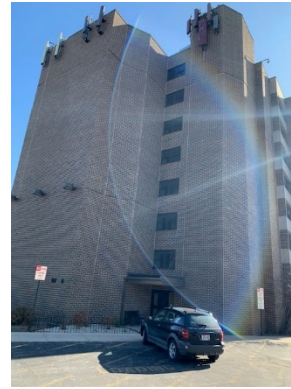
<http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm>

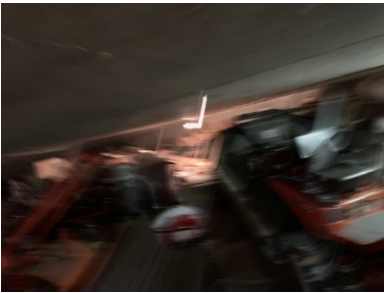
7.1 Property Photos



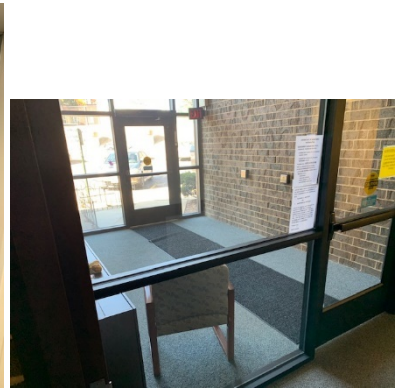
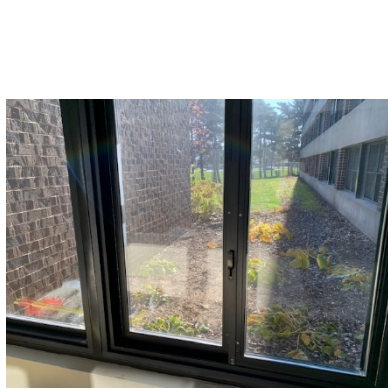


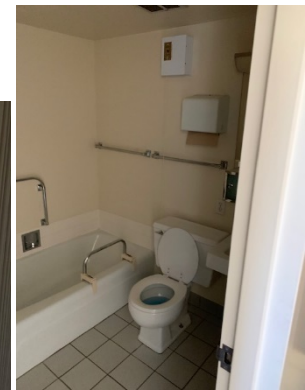
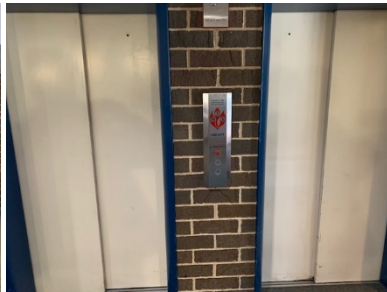
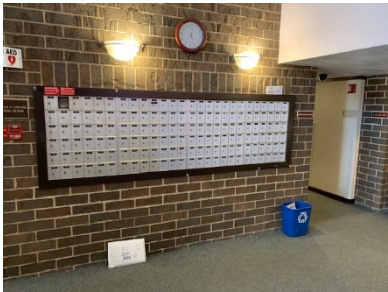
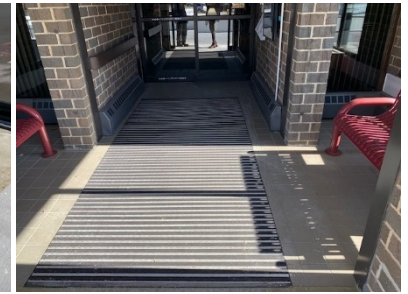


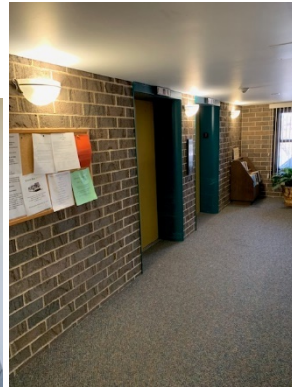
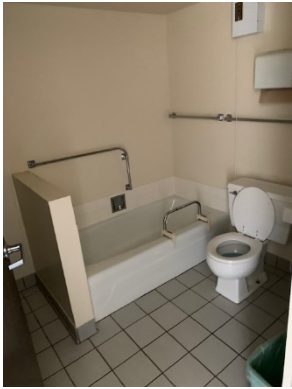


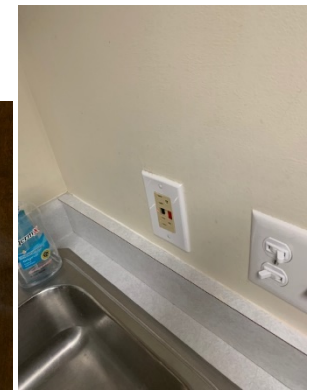
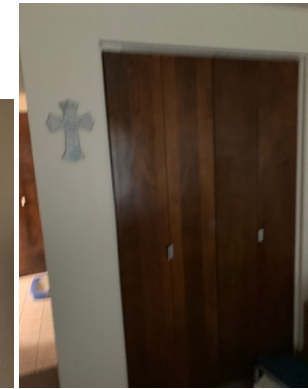


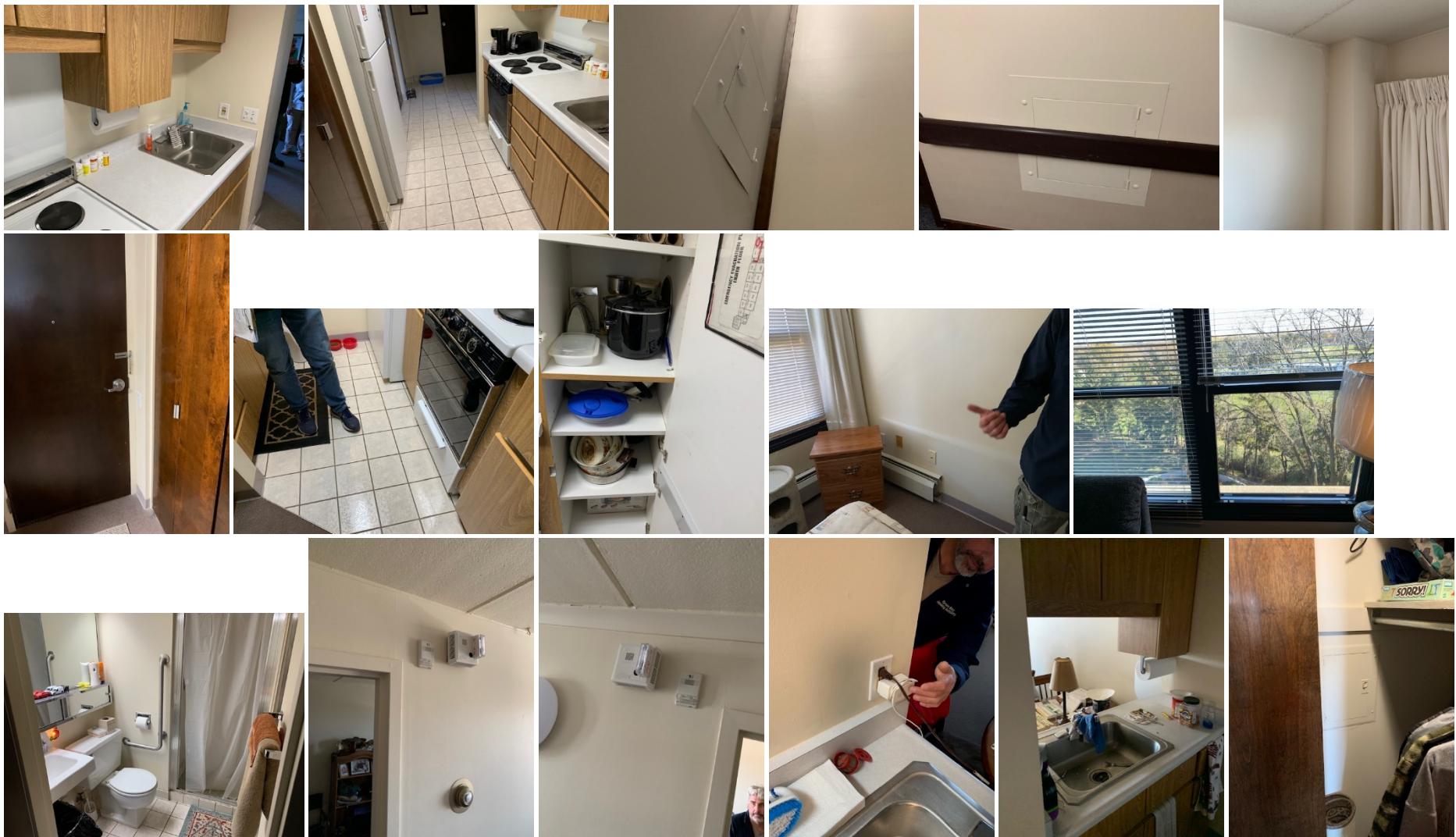


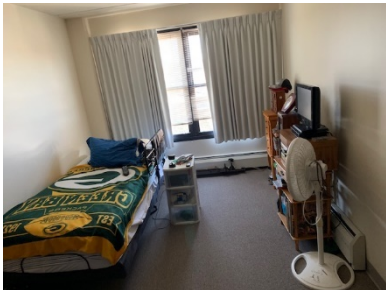
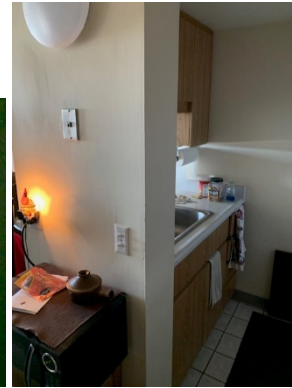
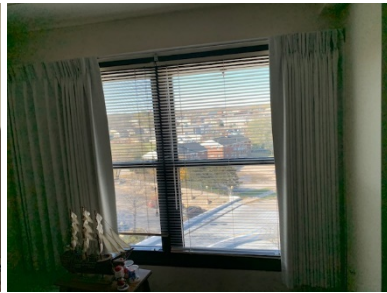
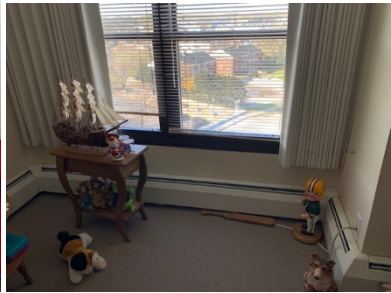


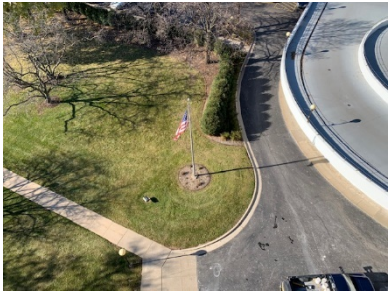


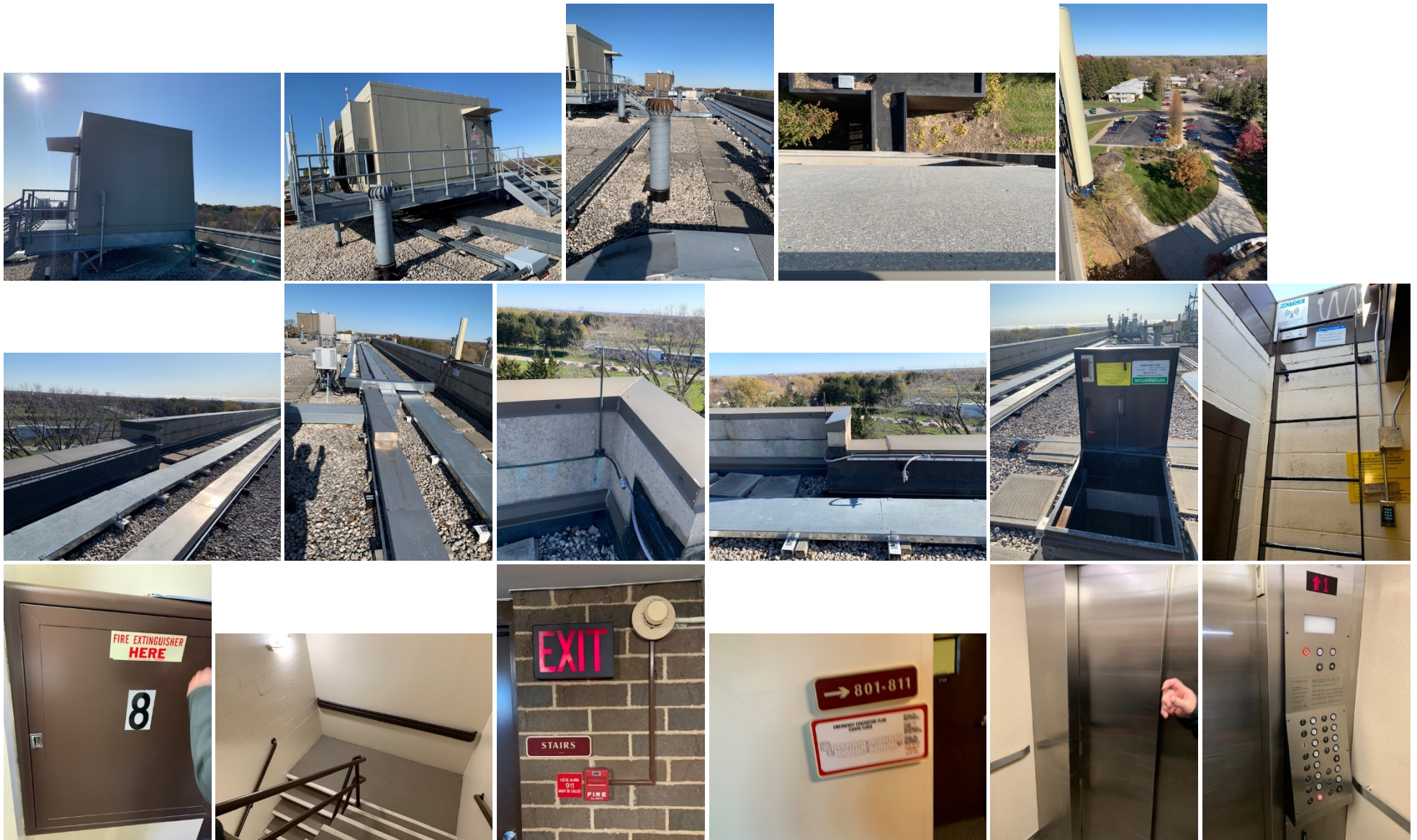


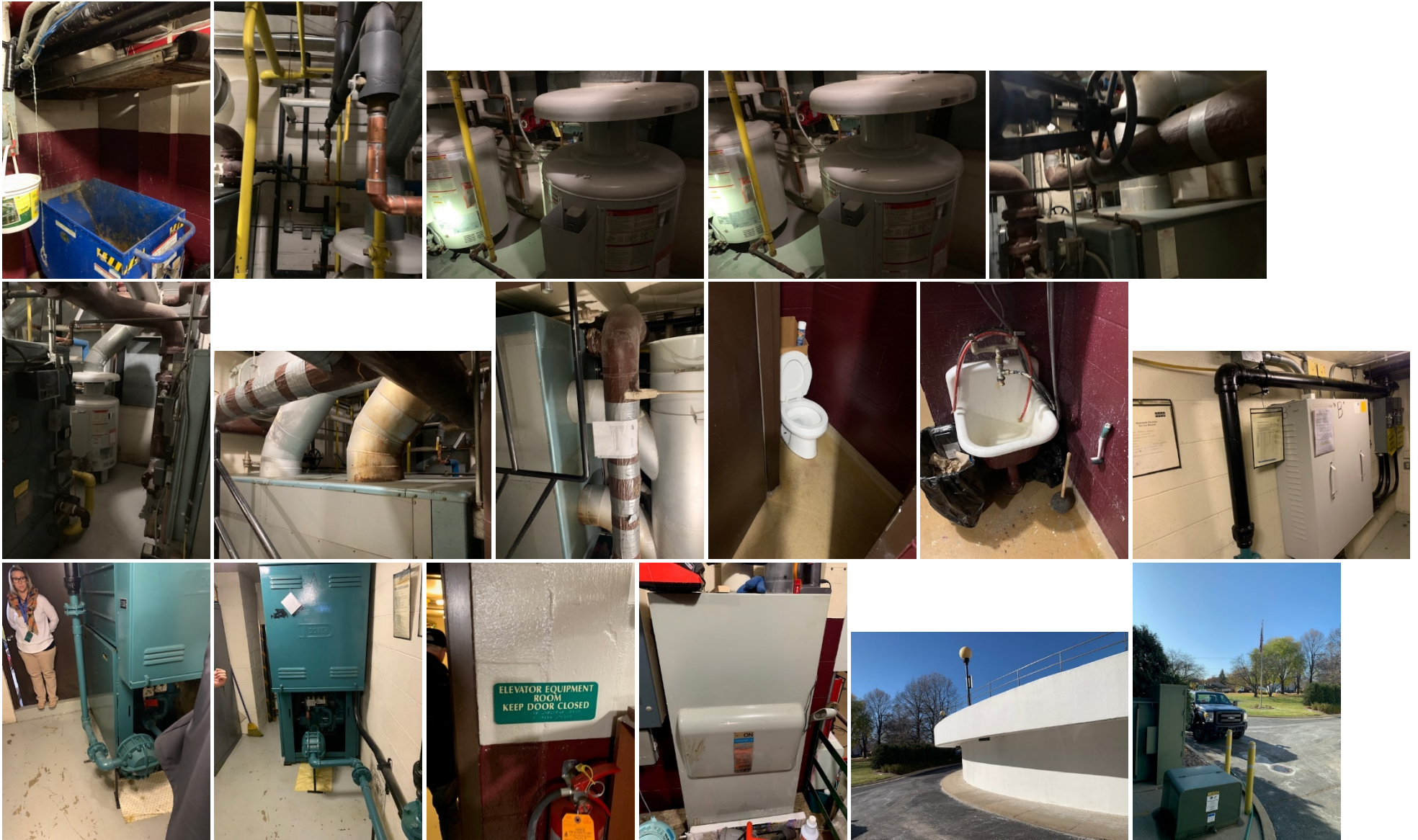




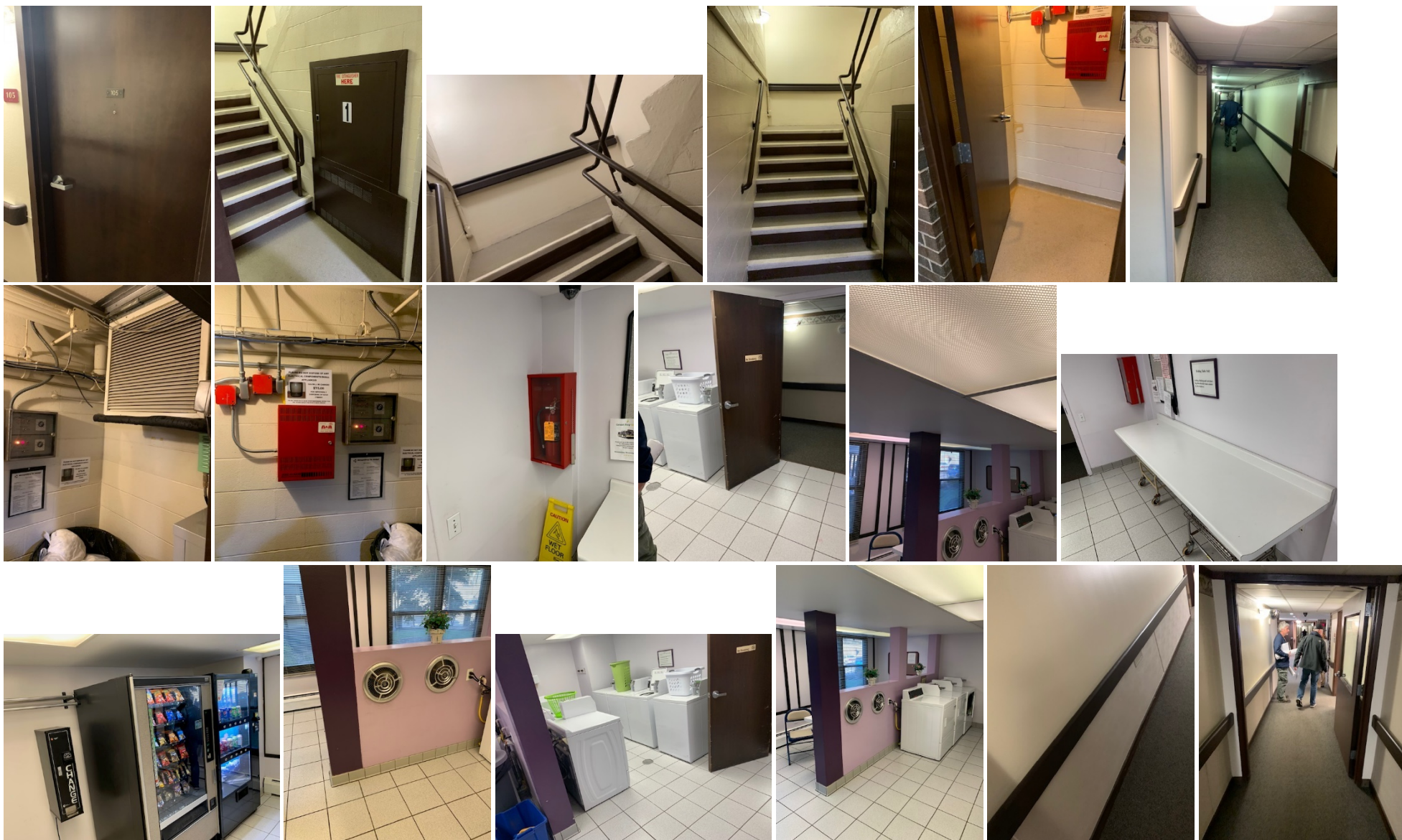






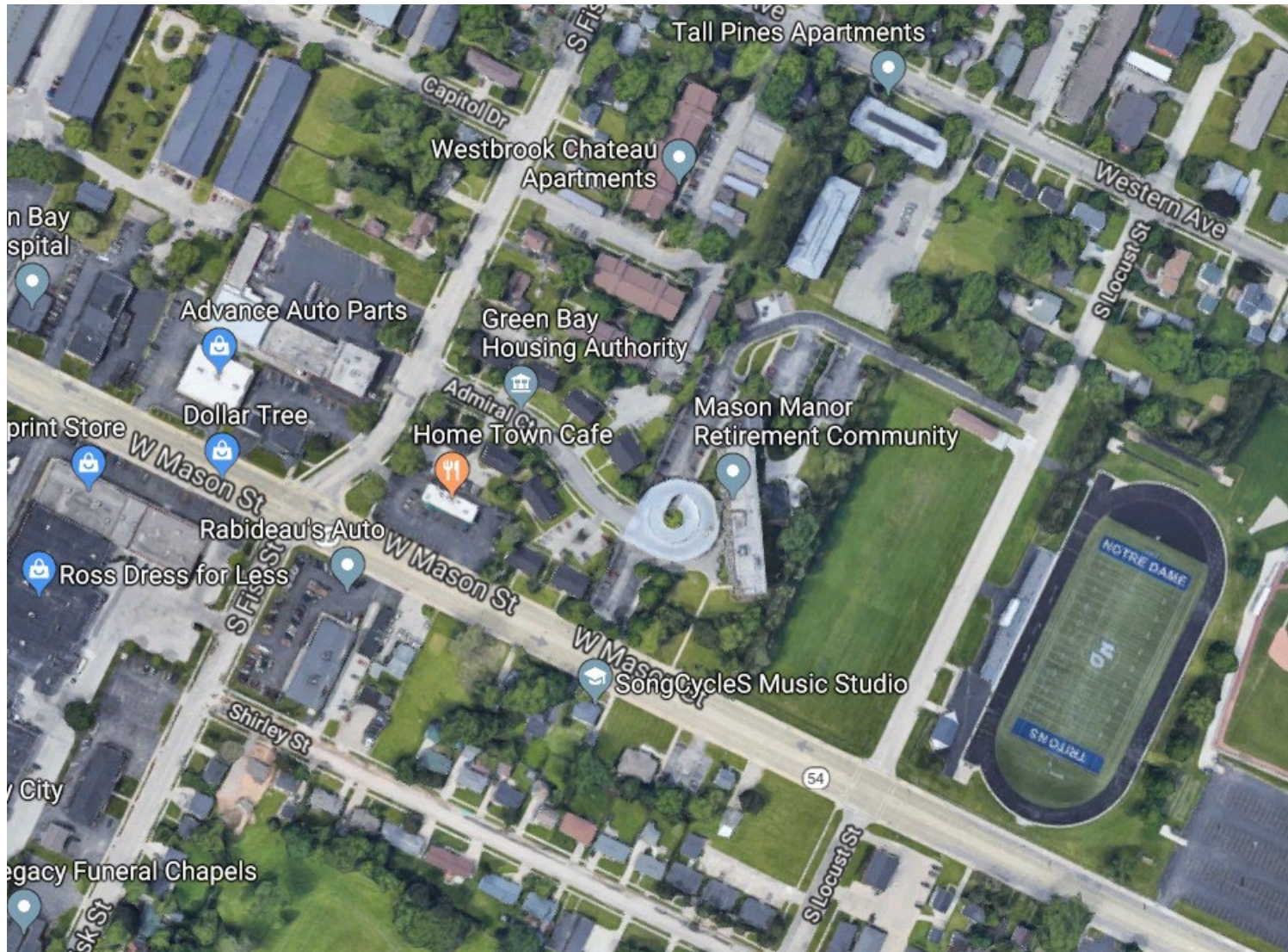








7.2 Aerial Photo



Cardinal Capital Needs Assessment Worksheet

PROPERTY NAME: Mason Manor
LOCATION: Green Bay, WI

DATE: 12/16/2020
UNITS: 152

Essential Items				Current Age	Estimate Life	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
Exterior Items																											
Replace Flat Roof Membrane	11	20																									
Cost			750				-	-	-	-	122	91,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	122
Replace Windows/Aluminum Wrap	49	30					152																				91,500
Cost			4,210				639,920	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	639,920
Replace Steel Service Doors	30	30					4																				4
Cost			1,400				5,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,600
Replace Exterior Entrances	30	25					3																				3
Cost			12,000				36,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36,000
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior Items - Totals							681,520	-	-	-	91,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	773,020
Grounds Items																											
Replace Damaged Concrete	2 to 49	20					1																				1
Cost			11,450				11,450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,450
Parking Lot Asphalt (replace)	30	25					5,970																				5,970
Cost			33				197,010	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	197,010
Parking Lot Asphalt (seal coat)	1	4									5,970					5,970					5,970					5,970	23,880
Cost			3				-	-	-	-	17,910	-	-	-	-	17,910	-	-	-	-	17,910	-	-	-	-	17,910	71,640
Replace Site Lighting	25	20					25																				25
Cost			800				20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Items - Totals							228,460	-	-	-	17,910	-	-	-	-	17,910	-	-	-	-	17,910	-	-	-	-	17,910	300,100
Common Items																											
Replace Unit Entry Doors/Hardware	49	35					152																				152
Cost			1,180				179,360	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	179,360
Replace Common Area Flooring	8	10						1										1									2
Cost			59,920				-	59,920	-	-	-	-	-	-	-	-	-	59,920	-	-	-	-	-	-	-	-	119,840
Paint Common Area	8	10						1										1									2
Cost			33,000					33,000	-	-	-	-	-	-	-	-	-	33,000	-	-	-	-	-	-	-	-	66,000
Cost	0	10																									-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Open	0	0																									-
Cost							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Common Items - Totals							179,360	-	-	-	-	-	-	-	-	-	92,920	-	-	-	-	-	-	-	-	-	272,280

Cardinal Capital Needs Assessment Worksheet

PROPERTY NAME: Mason Manor
LOCATION: Green Bay, WI

DATE: 12/16/2020
UNITS: 152

Mechanical Items																						
Replace Water Heaters	6	15	2																			
Cost		6,100	-	-	-	-	-	-	-	12,200	-	-	-	-	-	-	-	-	-	-	-	12,200
Replace Furnace & A/C Condenser	21	15	2																			
Cost		15,000	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
Replace Boilers & Heating Lines	49	30	1																			
Cost		4,000,000	4,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000,000
Replace Generator & Electrical Servic	25	20	1																			
Cost		1,200,000	1,200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000
Modernize Elevators	49	30	2																			
Cost		500,000	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000
Replace Drain Pipes & Water Lines	49	35	152																			
Cost		13,148	1,998,496	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,998,496
Install Fire Suppresion System	0	25	1																			
Cost		700,000	700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700,000
Upgrade Fire Alarm System	0	20	1																			
Cost		289,000	289,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	289,000
Mechanical Items - Totals			9,217,496	-	-	-	-	-	-	12,200	-	-	-	-	-	-	-	-	-	-	-	9,229,696
Unit Items																						
Replace Refrigerators	1 to 20	12	30	10	10	4	5	4	5	4	5	4	5	4	5	5	5	5	5	5	5	130
Cost		525	15,750	5,250	5,250	2,100	2,625	2,100	2,625	2,100	2,625	2,100	2,625	2,100	2,625	2,625	2,625	2,625	2,625	2,625	2,625	68,250
Replace Range	1 to 20	15	30	10	10	4	5	4	5	4	5	4	5	4	5	5	5	5	5	5	5	130
Cost		475	14,250	4,750	4,750	1,900	2,375	1,900	2,375	1,900	2,375	1,900	2,375	1,900	2,375	2,375	2,375	2,375	2,375	2,375	2,375	61,750
Replace Interior/Closet Doors	49	35	50	50	52																	152
Cost		900	45,000	45,000	46,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	136,800
Replace Carpeting	1 to 20	10	50	50	52																	152
Cost		1,350	67,500	67,500	70,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	205,200
Replace Cabinets/Counter tops/Paint	30	25	152																			152
Cost		3,800	577,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	577,600
Bathroom Vanities/Tops	30	25	152																			152
Cost		800	121,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121,600
Replace Shower Doors	30	20	152																			152
Cost		980	148,960	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	148,960
Replace Plumbing Fixtures/Toilets	2 to 20	20	152																			152
Cost		960	145,920	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145,920
Replace Unit Lighting	1 to 30	20	35	35	35	10																115
Cost		1,250	43,750	43,750	43,750	12,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	143,750
Open	0	0																				-
Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unit Items - Totals			1,180,330	166,250	170,750	16,500	5,000	4,000	5,000	4,000	5,000	4,000	5,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	1,609,830
Uninflated Cost - All Categories			11,487,166	166,250	170,750	16,500	114,410	4,000	5,000	4,000	17,200	21,910	5,000	96,920	5,000	5,000	22,910	5,000	5,000	5,000	5,000	12,184,926
Contingency		5.0%	574,358	8,313	8,538	825	5,721	200	250	200	860	1,096	250	4,846	250	250	1,146	250	250	250	1,146	609,246
Uninflated Cost + Contingency			12,061,524	174,563	179,288	17,325	120,131	4,200	5,250	4,200	18,060	23,006	5,250	101,766	5,250	5,250	24,056	5,250	5,250	5,250	24,056	12,794,172
Inflation Factor		3.0%	1.00	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	1.558	1.605	1.653	1.702	1.754
Inflated Cost			12,061,524	179,799	190,206	18,931	135,208	4,869	6,269	5,165	22,878	30,017	7,056	140,868	7,485	7,710	36,386	8,179	8,425	8,677	8,938	12,930,773



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 12, 2020

PREPARED BY

AGENDA ITEM # E.4.b

Update on the Section 18 application process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

GREEN BAY HOUSING AUTHORITY
(MARCH 2020)

				MASON MANOR VACANCIES (6 TOTAL)	
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	02/4/20	1	?	MOVED OUT W/SIGNIFICANT OTHER	UNIT TURNOVER
###	02/13/20	1	?	LEASE TERMINATED FOR SMOKING	UNIT TURNOVER
###	02/29/20	1	?	MOVED OUT OF GREEN BAY AREA	UNIT TURNOVER
###	02/29/20	1	?	DECEASED	UNIT TURNOVER
###	03/01/20	1	?	IN HOUSE TRANSFER	UNIT TURNOVER
###	03/01/20	1	?	IN HOUSE TRANSFER	UNIT TURNOVER
				SCATTERED SITES VACANCIES (1 TOTAL)	
###	2/28/20	3	?	LEASE TERMINATED -NONPAYMENT OF RENT	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (1 TOTAL)			MM APPLICANTS:	
	UNIT	STATUS		1 bedroom (59-BC; 38-non BC)	
	###	EVICTON		2 bedroom (1-BC; 1-non BC)	
	SCATTERED S. (0 TOTAL)			SS APPLICANTS:	
	UNIT	STATUS		2 bedroom (40-BC; 11-non BC)	
	0	0		3 bedroom (14-BC; 14-non BC)	
				4 bedroom (5-BC; 0 non BC)	
	MOVE IN/OUT #'S			8 NEW MOVE INS	
				12 MOVE OUTS	
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
Jan	98.03%	96.00%	97.01%	98.68%	96.00%
Feb	99.34%	97.92%	98.63%	100.00%	100.00%
March	97.37%	95.83%	96.60%	98.03%	97.92%
April	99.34%	97.92%	98.63%	99.34%	97.92%
May	98.03%	97.92%	97.97%	98.03%	97.92%
June	98.68%	97.92%	98.30%	98.68%	100.00%
July	98.68%	95.83%	97.26%	98.68%	97.92%
Aug	98.68%	93.75%	96.22%	98.68%	95.83%
Sept	99.34%	93.75%	96.55%	98.68%	95.83%
Oct	100.00%	95.83%	97.92%	100.00%	97.92%
Nov	99.34%	95.83%	97.59%	99.34%	95.83%
Dec	100.00%	97.92%	98.96%	100.00%	97.92%
TOTAL	98.90%	96.37%	97.64%	99.01%	97.58%