



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, APRIL 23, 2020, 10:30 AM

Telephonic Meeting

public may also view at

www.youtube.com/CityOfGreenBay

A. Virtual Meeting Information

- I. Please find information to join this meeting via "zoom meeting" along with instructions.

B. Roll Call.

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

C. Approval of the Agenda.

- I. Approval of the agenda for the April 23, 2020, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the March 12, 2020, meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Consideration with possible action to approve Baker Tilly as a consultant to the Green Bay Housing Authority in the rehabilitation of Mason Manor.

F. Informational.

- I. GBHA Bills.
2. GBHA Financial Report.
3. Langan Report.

4. Director's Report.
 - a. COVID-19 Update
5. Occupancy Report for the month of April.
6. Date of next meeting: May 21, 2020.

G. 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.

Virtual Meeting Instructions



Green Bay Housing Authority for 4/23/2020

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/483375657>

Meeting ID: 483 375 657

One tap mobile

+19292056099,,483375657# US (New York)

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Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 483 375 657

Find your local number: <https://zoom.us/u/ar8eimGum>

Additional Information

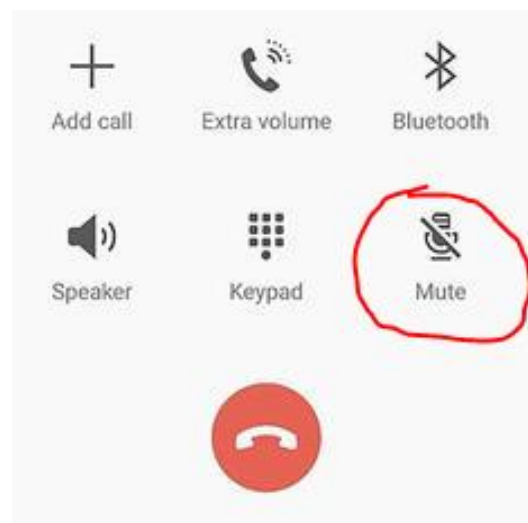
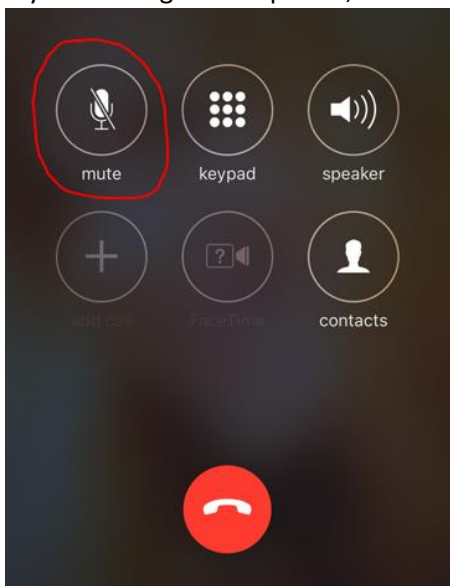
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in, you will automatically be in the “waiting room”.
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
5. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
6. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
7. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
8. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
9. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
10. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
11. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





MINUTES OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, MARCH 12, 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, Terri Refsguard, Stephen Srubas,
Excused:Sandra Popp, Absent: None

B. APPROVAL OF THE AGENDA.

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

Moved by Mary Borowitz and seconded by William VandeCastle to approve of the agenda for the March 12, 2020 meeting of the Green Bay Housing Authority.

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

C. APPROVAL OF MINUTES.

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

Moved by Mary Borowitz and seconded by Terri Refsguard to approve of the minutes from the January 16, 2020 meeting of the Green Bay Housing Authority.

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

D. REGULAR BUSINESS.

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.

Moved by William VandeCastle and seconded by Mary Borowitz to approve of the 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.

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

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.

Moved by William VandeCastle and seconded by Mary Borowitz to approve of 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.

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

E. INFORMATIONAL.

I. 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.

Jayme Valentine presented the Langan Report. No action needed.

4. Director's Report.

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

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.

Jayme Valentine presented the Occupancy Report for the month of March. No action needed.

6. Date of next meeting: April 16, 2020.

F. ADJOURNMENT.

Moved by Stephen Srubas and seconded by Mary Borowitz to adjourn the Green Bay Housing Authority meeting.

Motion carried. Yes-William VandeCastle, Mary Borowitz, Stephen Srubas, Terri Refsguard, San
No:None, Abstain:None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 23, 2020

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.I

Consideration with possible action to approve Baker Tilly as a consultant to the Green Bay Housing Authority in 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 rehabilitation 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. The GBHA board approved going forward with an RFP for this purpose at the March meeting.

Staff worked with the City's Purchasing Dept. in preparing this RFP for consultants and it was subsequently sent out. The GBHA received one proposal from Baker Tilly.

The review team of Calvin Winters, City Procurement Manager, Cheryl Renier-Wigg, Executive Director, Bill VandeCastle, Board Chair and Jayme Valentine, Housing Administrator met and completed a consensus scoring of the application. There were some questions that came out of that meeting and an additional meeting was held with Don Bernard from Baker Tilly and Ted Matkom from Gorman and Company. The team was looking for some clarification regarding the roles of Baker Tilly and Gorman & Company regarding this project. As a result, an addendum was submitted by Baker Tilly clarifying Baker Tilly as the consultant working for the GBHA. Baker Tilly will use Gorman as a consultant regarding the actual development of the project with the expectation that there could be a potential to partner with them for future development.

The consultant will charge the GBHA up to \$25,000. They will bill the GBHA monthly. If we are successful with a development project, these fees can be structured as part of the project costs.

RECOMMENDATION

Staff is recommending approval of hiring Baker Tilly as a consultant to the Green Bay Housing Authority in the rehabilitation of Mason Manor.

FISCAL IMPACT

ATTACHMENTS

1. RFP #3243
2. Baker Tilly RFP
3. Addendum 2020.04.20

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.

TABLE OF CONTENTS

INFORMATION AND INSTRUCTIONS.....	3
<i>General Information</i>	3
<i>Contact with the City of Green Bay</i>	3
<i>Schedule of Events</i>	3
<i>Definitions</i>	3
<i>Reasonable Accommodations</i>	3
<i>Sealed Proposal Submission</i>	4
<i>Questions</i>	4
<i>Addenda</i>	4
<i>Non-restrictive specifications and vendor alternates</i>	4
<i>Proposal Opening</i>	4
<i>Proposal Evaluation Process</i>	4
<i>Award Notice</i>	4
<i>Appeals Process</i>	4
<i>Termination of Contract</i>	5
<i>Right of Rejection and Clarification</i>	5
<i>Right to award all or a portion</i>	5
<i>Financial Commitments</i>	5
<i>Incurring Costs</i>	5
<i>Right to Cancel</i>	5
<i>Fixed Price Period</i>	5
<i>Statutory Information</i>	5
<i>Nondiscrimination</i>	5
<i>Assignment or subcontract</i>	5
<i>Independent Contractor Status</i>	6
<i>Non-compliance</i>	6
<i>Patent Infringement</i>	6
<i>Rights to Submitted Material</i>	6
1. PREPARING AND SUBMITTING A PROPOSAL	6
<i>General Instructions</i>	6
<i>Proprietary Information</i>	6
<i>Proposal Response Organization and Format</i>	6
<i>Number of Proposal Options & Complete Information</i>	6
<i>Oral Presentations</i>	6
2. PROPOSAL SELECTION AND AWARD PROCESS	7
<i>Preliminary Evaluation</i>	7
<i>Proposal Scoring</i>	7
<i>Right to Reject Proposals and Negotiate Contract Terms</i>	7
3. INSURANCE/INDEMNIFICATION REQUIREMENTS	7
4. VENDOR QUALIFICATIONS	8
5. SCOPE OF SERVICES RFP #3243	9
Scope of Proposal	9
ATTACHMENT A – REFERENCES.....	12
ATTACHMENT B – CONFIDENTIAL, TRADE SECRET & PROPRIETARY	13
ATTACHMENT C – PROPOSAL PRICING PAGE.....	14
ATTACHMENT D – PROPOSAL SIGNATURE PAGE	15
APPENDIX A- U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FORM HUD-5369 B INSTRUCTIONS TO OFFERORS NON-CONSTRUCTION	
APPENDIX B- U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FORM HUD-5369-C CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS	

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

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

OMB Approval No: 2577-0180 (exp. 7/30/96)

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:



GREEN BAY HOUSING AUTHORITY

**RAD Conversion and or Repositioning Consultant Services
RFP# 3243**

April 8, 2020

GORMAN
& COMPANY

 **bakertilly**
now, for tomorrow

April 7, 2020

1. Letter of Intent

Mr. Calvin Winters
Procurement Manager
City of Green Bay Purchasing Department
100 N. Jefferson Street Rm. 101
Green Bay, WI 54301-5026

**RE: Response to Green Bay Housing Authority RAD Conversion or Repositioning Consultant Services
Sealed Proposal RFP #3243 ("RFP")**

Dear Mr. Winters,

For over three decades, Gorman & Company has successfully partnered with Public Housing Authorities, leveraging the transformative power of mixed-finance, mixed-income approaches to re-envision public housing communities. Our integrated services platform (development, construction, architecture & property management) along with our proposed collaboration with consultant, Baker Tilly, provides a powerful platform to advance the goals of the Green Bay Housing Authority ("GBHA") to renovate and update Mason Manor consistent with HUD requirements.

Gorman & Company and Baker Tilly envision leveraging the Rental Assistance Demonstration program ("RAD") along with Wisconsin Housing Economic Development Authority ("WHEDA") low income housing Tax credits ("LIHTC") and other available sources of financing to renovate and update Mason Manor for the benefit of current and future residents. Utilizing a similar strategy we incorporated with the City of Wausau's, Riverview Towers, we would plan to renovate Mason Manor without moving residents off site, but rather keep them within the building in temporary "hotel" units while their permanent units are being renovated. In addition, similar to Wausau, we would engage the residents of Mason Manor in multiple resident engagement sessions to inform and involve them about the design and construction process relating to the interior of their units and common areas.

In short, Gorman & Company, along with Baker Tilly, are experts in how to maximize the RAD and LIHTC programs to finance the renovation of Mason Manor for the benefit of the GBHA and its residents.

THE ADVANTAGES OF WORKING WITH GORMAN & COMPANY:

Fast moving, Integrated Platform

Gorman & Company is a vertically integrated company with Development, Construction, Architecture, and Property Management divisions. This capacity and streamlining of services bolsters Gorman & Company's ability to mobilize and achieve GBHA's goals and deadlines. Our design team will work with our construction team to provide GBHA the most efficient and cost effective design that will allow us to maximize the upgrades to Mason Manor. This will be a part of a collaborative process with our team, GBHA staff and residents. Our property management division will work with the staff of GBHA to orchestrate the temporary moves of residents within Mason Manor in an efficient and cost effective manner and will work with GBHA to lease up any vacant units at the end of the project to achieve stabilization.

1. Letter of intent

Local contracting along with WBE, MBE and Section 3

Gorman & Company does not self-perform any trades so all trade work on the job will be performed by local contractors. In addition, Gorman & Company has extensive experience in maximizing the potential in the community to meet minority and women business participation goals and to promote Section 3 opportunities for local disadvantaged individuals and businesses per HUD guidelines. Gorman and Company views incorporation of disadvantaged businesses and individuals as an essential part of this project. We have successfully completed 25 projects incorporating Section 3 individuals and businesses along with WBE and MBE participants.

Innovative Community Investment Tools

As experienced community development partners, Gorman & Company has previously sought out a variety of innovative community investment tools and funding sources. These include LIHTC, Affordable Housing Funds from the Federal Home Loan Bank, HOME funds, CDBG, Replacement Housing Factor Funds, Capital Magnet Funds and Capital Funds. In the case of Mason Manor, we would like to explore the utilization of historic tax credits as a source since the building is more than 50 years old. These financial tools spearhead the implementation of comprehensive community development solutions.

Financial Strength

Gorman & Company has been in business for over 35 years and during that time we have built up a company with a strong financial balance sheet so the GBHA can feel confident in the guarantees Gorman & Company will make to the GBHA and the lenders and investors that will be a part of the project. Typical guarantees would include construction completion, code compliance, tax credit delivery and stabilization.

THE ADVANTAGES OF WORKING WITH BAKER TILLY:

Experienced Professionals

Baker Tilly brings a dedicated engagement team specializing in serving the housing and development industry, with significant Wisconsin and Public Housing repositioning experience (RAD and Section 18), helping to reposition over 2,000 units of public housing nationwide. GBHA will be served by Baker Tilly professionals who are on the cutting edge of new housing programs and have the proven deal experience, technical expertise and creativity necessary to route the complex tasks for development projects. Primary members of your proposed engagement team average more than 20 years of experience serving the affordable housing industry and have the knowledge and expertise to assist GBHA in meeting its objectives for Mason Manor. Team members have worked with Wisconsin housing authorities ranging in size from Antigo, Kaukauna, Wisconsin Rapids, and Wausau to Milwaukee. Baker Tilly's service team routinely works on 10 or more projects annually, which apply for WHEDA 9 percent or 4 percent Low-Income Housing Tax Credits and other related affordable housing resources.

Timeline Management

Once the RFP is awarded, Gorman & Company and Baker Tilly will work with the GBHA to submit a RAD application and prepare the LIHTC application due to WHEDA in December 2020. To submit the RAD application, the first step is to hold two separate meetings to notify GBHA residents of the plan to proceed with RAD for Mason Manor. Then, the GBHA will need to hold a board meeting and obtain a board resolution to move forward with RAD. The RAD application can be submitted online. It will take HUD on average 60 days to review the RAD application and award the Commitment to enter into a Housing Assistant Payment (CHAP). The CHAP will provide the rents that can be charged for the WHEDA LIHTC application. Baker Tilly will work with the GBHA to submit the Mason Manor RAD application by July. Once CHAP is submitted and received from HUD, the focus

1. Letter of intent

turns toward preparing the LIHTC Application that is due in December. For this application, a number of third party reports will need to be ordered including an appraisal, physical needs assessment and market study. These should be ordered in August or September as these items can take 60 days to complete.

Partnership Structure, Business Relationship and Fee Structure:

Gorman & Company and Baker Tilly will collaborate to accomplish the proposed timeline as set forth in Section 4, "Approach". This timeline will enable the project to file an application with WHEDA in December 2020. Gorman & Company will be flexible in the way GBHA wants to structure and proceed with this project however, we envision the entity that will file the application with WHEDA will be a partnership between the GBHA and Gorman & Company, LLC. The role of Gorman & Company, LLC would be to act as architect, general contractor and co-property manager with the GBHA until the property is "leased up" or what is commonly referred to as "stabilized". Gorman & Company would also provide a completion guaranty to finish the scope of renovation agreed upon which would include a guaranty that these improvements meet all local, state and federal code requirements. Gorman & Company would also provide guarantees that the completed project will lease up and stabilize pursuant to lender and investor requirements. Gorman & Company is flexible as to the scope and length of involvement our property management division would have with this project and the GBHA after stabilization occurs. We would propose a developer fee split of 65% for Gorman & Company, LLC and 35% for GBHA. This split is consistent with industry standard and is the split that was adopted for the other RAD projects we have recently completed.

Please note Gorman & Company and Baker Tilly will both comply with the "Insurance/Indemnification Requirements" in Section 3 of the RFP and we both comply with all "Vendor Qualifications" listed in Section 4 of the RFP. Finally Gorman & Company and Baker Tilly will collaborate to execute all aspects set forth in Section 5 of the RFP titled, "Scope of Services RFP #3243."

On the following pages of this response we have assembled material to give you confidence that Gorman & Company and Baker Tilly would be the right development partner for the GBHA.

Sincerely,



Edward B. Matkom
Wisconsin Market President
Gorman & Company, LLC
T: 414 617 9997
Email: tmatkom@gormanusa.com



Donald N. Bernards
Partner
Baker Tilly Virchow Krause, LLP
T: 608 240 2643
Email: donald.bernards@bakertilly.com

Contents

1. LETTER OF INTENT	1
2. ORGANIZATIONAL CAPABILITIES	5
3. STAFF QUALIFICATIONS	13
4. APPROACH.....	19
5. BUSINESS REFERENCES AND GBHA FORMS	21



2. Organizational capabilities

Development Manager

Ted Matkom will serve as the Development Manager for the Mason Manor project. Since 2007, Mr. Matkom has held the title of General Counsel and Wisconsin Market President for Gorman & Company. Mr. Matkom has completed over 25 projects during the last 13 years including projects with HUD, WHEDA and multiple communities throughout Wisconsin. Resources applied for and utilized by Mr. Matkom to capitalize his projects include LIHTC, NSP, Federal Home Loan Bank AHP funds, HOME, Historic Tax Credits, Project-Based Section-8 and the Rental Assistance Demonstration (RAD) program. Baker Tilly along with every individual listed as part of the Gorman team in Section 3 below, "Staff Qualifications," will assist Mr. Matkom to execute and complete this project to a successful completion.

The three RAD projects we would like to highlight within this Section correspond with the three RAD references we provided on Attachment A. We have included one-page summaries for each of the projects listed below:

- Madison Heights – Housing Authority of Maricopa County
- Little Rock Towers – Metropolitan Housing Alliance
- Monroe Gardens – City of Phoenix Housing Department

Monroe Gardens Apartments

1441 East Monroe St, Phoenix, AZ



Project Details	
Number of Units	78
Unit Types	1BR, 2BR, 3BR, 4BR, 5BR
Income Restrictions	40%, 50%, 60% AMI
Development Type	Affordable Rental

Monroe Gardens is the redevelopment of 38 existing units of public housing at A.L. Krohn East Apartments. The project will allow for the demolition of the existing, obsolete buildings and the construction of 78 new units through HUD's Rental Assistance Demonstration (RAD) program. Monroe Gardens will be developed on an existing parcel of land that is owned by the City of Phoenix Housing Department. The addition of the 78 new units in the Eastlake Park Neighborhood targeting households with children will regenerate quality affordable housing that will be available to those families who qualify for rental assistance. This development achieves the goals outlined in the 2015-2020 City of Phoenix Consolidated Plan, more specifically the Phoenix Enterprise Community (EC), which is a HUD-designated Neighborhood Revitalization Strategy Area (NRSA). In addition, the City of Phoenix Housing Department and the Eastlake Park Neighborhood Association have worked together throughout the Choice Neighborhoods Planning and Action Grant process, and residents of A.L. Krohn East have participated in the East AMP Community Visioning project and the Choice Neighborhoods Resident Leadership Council. The goal of this project is to provide affordable housing and amenities for families and bring new business and jobs into the community through strengthening the sense of community pride and creating a safe and secure living environment. The project is located in a Qualified Census Tract and has the required zoning in place to allow for this 78-unit development.

Madison Heights Phase I and II
1102 N 6th Pl, Avondale, AZ

Project Details	
Number of Units	Phase I – 77 Phase II – 66
Unit Types	1BR
Income Restrictions	30%, 50%, 60% AMI
Development Type	Affordable Rental

Key Dates	
Selected as Developer	2014
Closing	Sept 2015
Placed in Service	Phase I – Dec 2016 Phase II – Nov 2016

Madison Heights gave Gorman & Company a unique opportunity to redevelop a severely dilapidated, post-World War II-era public housing project and turn it into a viable neighborhood, rich with community partnerships and on-site services. This project represents the first successful public housing transformation completed in Arizona under HUD's Rental Assistance Demonstration (RAD) program and was one of the first in the U.S. to involve the transfer of assistance of three dilapidated public housing sites into one new location. The site of the newly redeveloped Madison Heights development is within a stone's throw from several major schools, including Agua Fria High School, which shares a fence with our property. Also nearby to our site are city parks, mixed-use employment hubs, grocery stores, churches and community amenities including a DES family service center. The site is within ¼ mile of two high capacity bus lines as well. The previous public housing locations lacked any of these neighborhood amenities and had no access to public transportation.

Financing Sources and Amounts – Phase I	
Section 42 - LIHTC - 9% Tax Credits	\$14,228,289
First Mortgage	\$1,410,540
HOME Funds	\$320,000
SHF	\$715,528
Total Project Construction Costs	\$11,780,159
Total Project Development Costs	\$16,674,357

Financing Sources and Amounts – Phase II	
Section 42 - LIHTC - 9% Tax Credits	\$12,050,062
First Mortgage	\$1,521,500
HOME Funds	\$200,000
SHF	\$509,274
Total Project Construction Costs	\$9,429,569
Total Project Development Costs	\$13,702,194

Little Rock Towers

Little Rock, AR



Project Details	
Number of Units	597
Unit Types	0 BR, 1BR, 2BR
Income Restrictions	30%, 60% AMI
Development Type	Affordable Rental Historic Preservation

Key Dates	
Project Start Date	2018
Placed in Service	Ongoing

Gorman & Company in partnership with the Metropolitan Housing Alliance (MHA) is currently rehabilitating and preserving the historic Little Rock Towers of Cumberland, Fred Parris, and Jesse Powell. The Towers are undergoing an in-place RAD rehabilitation utilizing Low Income Housing Tax Credits, Federal and State Historic Tax Credits, FHLB San Francisco Affordable Housing Program funds, among others. The project is a rolling rehabilitation so residents are not vacating the building. The buildings had enough vacancy that residents are moved from floor to floor, as two to four floors are under construction at a time. Many residents in the towers are senior and/or physically or mentally disabled. The residents that have been able to move back into their brand new unit have been very pleased with their new home.

Financing Sources and Amounts	
Section 42 - LIHTC - 4% Tax Credits	\$20,513,665
First Mortgage	\$14,570,000
Historic Tax Credit	\$7,846,178
Seller Financing	\$18,120,000
FHLB SF	\$2,000,000
NSP Funds	\$1,350,000
MHA Loan	\$1,180,304
Deferred Developer Fee	\$2,605,098
Income from Operations	\$826,664
MHA Operating Reserves	\$280,354
Total Project Development Costs	\$69,292,266
<i>Investor – RBC</i>	

2. Organizational capabilities

About Baker Tilly

Top 12 nationally recognized accounting and advisory firm

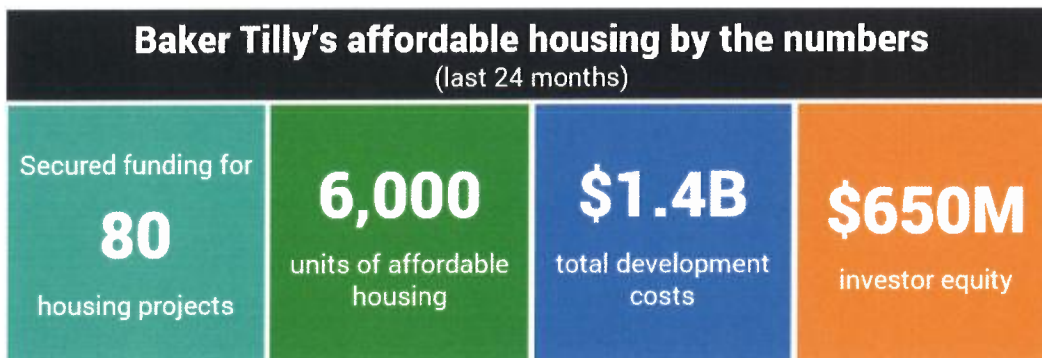
More than 3,900 professionals strong, Baker Tilly is one of the oldest, largest and fastest-growing accounting firms in the United States. Founded in 1931, our primary objective has always been to deliver industry-focused strategies and innovative financial solutions that help our clients improve their business operations. We achieve this goal by following through on our commitment to our values, our people and, most of all, providing Exceptional Client Service.

Growth is at the heart of our business, and we have grown significantly over the years to be agile and adaptable to the unique needs of our clients. As evidence, Baker Tilly is ranked as one of the top 12 largest accounting and advisory firms in the U.S. according to Accounting Today's 2019 list of "Top 100 firms."

Baker Tilly's affordable housing experience

Baker Tilly's real estate team understands the intricacies of the real estate and affordable housing industries. More than 4,000 construction and real estate clients across the country rely on our industry specialists to meet their strategic and operational needs. Professionals who are fully immersed in audit and tax, project accounting, regulatory compliance, real estate transactions and opportunity development will provide the Authority with your requested services. They sit on national and state boards and have in-depth knowledge of industry trends and best practices. [The affordable housing services team's primary objective is to assist clients in financing and developing quality affordable housing.](#) Your engagement team provides financial advisory services to private and public sector developers, owners, managers and affordable housing financing institutions in both rural and urban markets.

Baker Tilly professionals have experience assisting clients through each stage of the LIHTC, RAD and HUD Mixed Finance processes. We prepare the preliminary development and operating budgets, apply for and obtain tax credits, structure and negotiate financing terms with HUD, investors and other stakeholders. Baker Tilly's specialists are experienced with obtaining many layers of financing and understand the complexity of compliance that come with using mixed and tax credit financing.

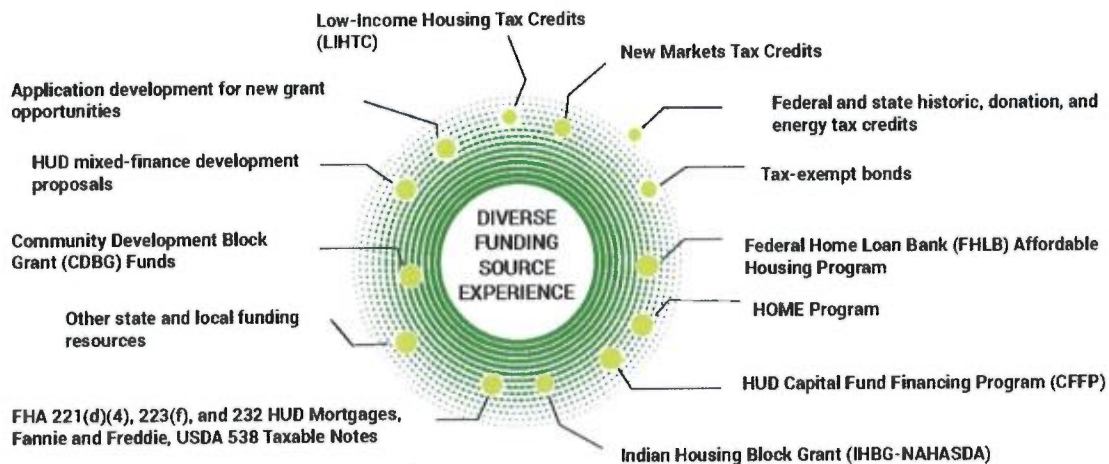


We provide various services to public sector clients pursuing development projects including analyzing project components, reviewing financing alternatives, implementing financing plans and reviewing the performance of completed projects. Alternatively, public sector clients may pursue a public/private partnership approach to affordable housing development. In these cases, Baker Tilly will evaluate developer proposals and financing plans and assist in determining the appropriate level of participation.

2. Organizational capabilities

We implement a transaction-oriented service approach. Our team will help the Authority structure — and close — market-proven transactions. In addition, we will bring innovative and creative ideas to address challenges such as financial risk, credit quality and regulatory barriers.

Our firm's ability to secure funds for housing authority projects using various competitive funding programs at the federal, state and local levels is evidenced by our success with the following programs.



Our housing specialists possess an in-depth understanding of real estate fundamentals, affordable housing programs and sound structuring alternatives. The diversity and volume of affordable housing and community development projects we have worked on have provided us with the knowledge and relationships necessary to provide great value to the Authority.

Rental Assistance Demonstration

Baker Tilly is at the forefront of the RAD program initiative. Baker Tilly served as a sub-contractor to the US Department of Housing and Urban Development (HUD) on a national contract to provide technical assistance to PHAs for the RAD program. We assist PHAs in assessing their developments as it relates to RAD feasibility as well as present on the topic at several state and regional housing conferences. We collaborate with developers experienced in housing and the RAD program effectively address the challenges and opportunities presented with each project. In addition, we have established effective relationships with state housing finance agencies across the nation.

By teaming with Baker Tilly, we will be able to help the Authority convert your housing units under HUD's RAD program, access other affordable housing financing options and navigate the development process successfully. We will review the details of each project, potential funding sources, and capital needs as we work on the program to confirm the best project structure.



RAD EXPERIENCE

25,000

UNITS FOR RAD APPLICATIONS

2,004

UNITS OF CLOSED RAD TRANSACTIONS

\$308M

DEVELOPMENT COSTS

2. Organizational capabilities

We leverage our experience with obtaining many layers of financing and with understanding the complex layers of compliance that come with using them to:

- Evaluate RAD feasibility and perform financial modeling
- Complete the RAD program application and manage HUD processing
- Identify, apply for, and obtain tax credits, tax-exempt bonds, and other financing sources
- Structure and underwrite mixed finance transactions
- Negotiate with equity investors and lenders
- Examples of our RAD collaborations with PHAs can be found later in this section

Public housing authority experience

Members of our team have extensive experience with public housing authorities and the rules and regulations promulgated by HUD that govern their operations and finances. They served in various capacities from program manager to development consultant to financial advisor in areas such as developer evaluation and selection, relocation, demolition, disposition, funding applications, revitalization planning, asset management, construction management, financial leveraging and the CFFP. Our team members have experience with HUD mixed-finance requirements and frequently consult with clients on the regulatory requirements of their major funding sources and housing programs. Below are highlights of our recent public housing experience.

Below are some of the projects with which we have been involved. We hope this demonstrates our experience working with public housing authorities and our ability to help the Authority meet your planned objectives.

Experience and understanding of HUD public housing redevelopment programs and applicable HUD regulations

Baker Tilly has provided financial advisory services to PHAs throughout the nation on both individual projects and in long-term portfolio management. While providing advisory services to various clients, Baker Tilly specialists have become very knowledgeable and experienced in HUD and state regulatory requirements and processes, including, the acquisition and disposition of assets, applying for and securing approval for alternative funding sources and uses, securing development plan and financing approval and more.

Some of the developments with which we have been involved, which shows our working knowledge of HUD, public housing and RAD include:

City of Wisconsin Rapids Housing Authority – Wisconsin Rapids, Wisconsin

Baker Tilly is working with the City of Wisconsin Rapids Housing Authority on reviewing and analyzing their entire portfolio to determine how best to rehab and/or reposition it. The first project is the RAD conversion with minor rehab of a 65 unit senior project. This utilized an Affordable Housing Program (AHP) grant through the Federal Home Loan Bank of Chicago. Additional projects will follow that will utilize the LIHTC program.

Housing Authority of the City of Milwaukee (HACM) – Milwaukee, Wisconsin

Baker Tilly is currently providing project management and advisory services for the HACM. In this capacity, Baker Tilly has staff spending two days a week on-site at HACM's office to participate in management meetings along with work on projects alongside staff. These projects range from Choice Neighborhoods to RAD conversions and mixed-income new construction projects.

2. Organizational capabilities

Wausau Community Development Authority – Wausau, Wisconsin

Baker Tilly worked with Gorman & Company and the Wausau CDA to provide financial advisory services on a substantial renovation of Riverview Towers, a 149-unit low-income housing redevelopment project which was very similar to what is intended for Mason Manor. Services included financial modeling, tax credit and AHP application preparation support, mixed-finance structuring, underwriting, transaction support and equity investor negotiations, along with applying for RAD and assisting to implement it.



3. Staff qualifications

Intentionally selected to serve GBHA

The quality of our engagement team is a critical component in our ability to deliver value-added insights and provide GBHA with the expertise required to make this project successful. We are committed to providing GBHA with an integrated team of financial and public housing specialists that will serve GBHA collaboratively and deliver technical expertise from start to finish. This team has extensive experience to service all of GBHA's needs regarding their planned renovation of Mason Manor.

GORMAN & COMPANY

BRIAN SWANTON | PRESIDENT & CEO



Brian Swanton transitioned into the role of President & Chief Executive Officer for Gorman & Company in 2018, after serving as the Arizona Market President since 2008. During his tenure as Arizona Market President, Mr. Swanton led a multi-disciplinary team that designed and constructed over 1,000 units of new housing across the State with an emphasis on permanent supportive housing for families, seniors, veterans and chronically homeless populations in both urban and rural locations. Mr. Swanton also redeveloped some of the first public housing units in the country using HUD's Rental Assistance Demonstration (RAD) program. As President & CEO, Mr. Swanton oversees all of Gorman's business units, including design, construction, development, property & asset management, and administration. Prior to joining Gorman,

Mr. Swanton held various leadership positions in the non-profit sector, where he directed the preservation and construction of over 2,300 units of housing in 29 residential communities across Arizona and successfully refinanced and/or repositioned 1,702 units of existing affordable housing. Mr. Swanton also spent eight years of his career in the public sector, having served as the Housing Development Manager for the City of Scottsdale, as well as other positions in housing and community development with the City of Glendale, AZ, the Arizona Department of Housing, and the City of Quincy, MA.

Mr. Swanton holds a Master of Public Administration and a Bachelor of Science in Urban Planning, both from Arizona State University where he has taught graduate and undergraduate courses in housing finance and neighborhood revitalization. Brian is also certified as a Housing Development Finance Professional by the National Development Council. Brian is the past Chairman of the Board of Directors for the Arizona Housing Alliance, Arizona's only statewide affordable housing advocacy organization, guiding that organization through a merger with the Arizona Coalition to End Homelessness in 2017. Brian continues to serve on the Board of the newly merged organization, the Arizona Housing Coalition. Brian is also an active member of Greater Phoenix Leadership, the Arizona Multihousing Association, the Housing Advisory Group (HAG), the Affordable Housing Developers Council (AHDC), and the Affordable Housing Tax Credit Coalition where he advocates on the federal, state and local levels to advance affordable housing resources across the U.S.

2. Organizational capabilities

GARY J. GORMAN | CHAIRMAN OF THE BOARD



After completing his B.A. in Economics and Law Degrees from the University of Wisconsin at Madison, Mr. Gorman began his career as a practicing attorney focusing on representation of developers and real estate syndicators. In 1984 Mr. Gorman formed a firm for the purpose of developing and syndicating multifamily real estate projects. After the passage of the Tax Reform Act of 1986, Mr. Gorman specialized in the development of affordable multifamily rental communities utilizing the tax credit created by Section 42 of the 1986 Tax Reform Act.

Gorman & Company is now a major developer of affordable rental housing as well as historic renovations. The firm has offices in Wisconsin, Illinois, Arizona, Colorado, and Florida, as well as projects in six states. Gorman & Company has in-house design and construction divisions that have successfully completed over one billion dollars of new construction and major renovations. Its affiliated property management firm manages over six thousand units.

Mr. Gorman served as a board member for Catholic Charities and Northern Bankshares, Inc. Mr. Gorman also served as a member of the Steering Committee for the Housing Credit Group of National Association of Homebuilders (NAHB) and the Advisory Board for the Federal Home Loan Bank of Chicago.

TED MATKOM | WISCONSIN MARKET PRESIDENT

Ted Matkom has held the role of Wisconsin Market President over the past 10 years with Gorman & Company and has also served as General Counsel for the past thirteen years. Ted has a wealth of experience in developing both residential and commercial real estate. He served five years on the board of directors for Menomonee Valley Partners, the non-profit development entity designated to revitalize Milwaukee's Menomonee Valley industrial park. For the past 8 years, Ted has been President of The Corridor, Inc., a nonprofit organization that has been charged with helping to redevelop the "30th Street Corridor" in the heart of Milwaukee. He has also been appointed for the past six years to the Board of Directors for the Milwaukee Area Workforce Investment Board, Inc. Ted has a Bachelor of Arts in International Relations and Political Science from the University of Wisconsin-Madison, and a Doctorate of Law from Marquette University.



ZACH JOHNSON | DIRECTOR OF HOUSING FINANCE

Zach Johnson serves as the Director of Housing Finance, providing oversight and support on financing structure and HUD processes, with a primary focus on Gorman's Public Housing Authority relationships. Since joining Gorman in 2008, Mr. Johnson has led Gorman's deal structuring and financial underwriting efforts across all of our national markets. Mr. Johnson has extensive experience with the RAD Program and other HUD programs, concentrating on structuring projects with Low Income Housing Tax Credits and other affordable housing resources. Mr. Johnson received his BA in Finance from the University of Wisconsin-Whitewater.

2. Organizational capabilities

JIN PARK-HIGBEE | DEVELOPMENT COORDINATOR

Jin Park-Higbee serves as Development Coordinator for Gorman & Company for the Wisconsin and Illinois Markets. Previous to her employment with Gorman & Company, Ms. Park-Higbee worked for a regional economic development organization in Madison, Wisconsin. Ms. Park-Higbee has a BA in International Relations from Boston University, and a Master's Degree in Urban and Regional Planning from the University of Wisconsin-Madison.

DUANE BUSCHER | FINANCIAL ANALYST

Duane Buscher serves as Financial Analyst for Gorman & Company, focusing primarily on underwriting Low-Income Housing Tax Credit projects. Mr. Buscher works closely with the Market Presidents and Construction Accounting team at all stages of the development process to evaluate project feasibility and conduct proforma analysis. Mr. Buscher joined the team at Gorman & Company in September 2014, having most recently worked in a similar role as an Underwriter for the Missouri Housing Development Commission. Mr. Buscher has a BA in Psychology and a Master's Degree in Urban Planning from the University of Kansas.

PATRICK PATRELLO | DIRECTOR OF ARCHITECTURE



Patrick has 20 years of experience in commercial and residential architectural design. He is a registered Architect in Illinois, Wisconsin, Florida, Michigan, Colorado, Arizona, Arkansas, Indiana, Ohio, New Mexico, and is NCARB certified. His experience includes a wide range of construction types and occupancy classifications including adaptive reuse and new construction. While with Gorman, Patrick has served as the Project Architect, Architect of Record, and Director of Architecture for over 900 units of housing and/or hotel guest rooms spread over several developments in six states.

Prior to joining Gorman & Company, Patrick worked for the University of Wisconsin and the City of Detroit. Previously, he was with an award winning Chicago architecture firm recognized as a leader in the design of mid to high-rise residential and mixed-use developments. Patrick received his Bachelors and Masters of Architecture degrees from the University of Michigan. Patrick is a member of the American Institute of Architects and the Congress of New Urbanism. He is passionate about urban redevelopment and the psychological effect of quality housing. Outside of Architecture, he enjoys coaching his two sons Little League Baseball teams, traveling, and spending time in Door County, WI.

RON SWIGGUM | VICE PRESIDENT OF CONSTRUCTION



Ron has over 25 years of experience in construction project management. As part of a vertically integrated development company, he has a breadth of skills beyond general contracting including coordination of design professionals, space planning, life cycle costing, development and training of personnel, strategic business planning, risk management, staff leadership, profit and loss oversight, and customer relations. Ron directed construction for one of the largest "Green Communities" Public Housing Authority developments east of the Mississippi River, and oversaw the construction for an innovative workforce housing development in Monroe County, Florida. He also served as Construction Project Manager for award winning Gorman & Company affordable housing development in Glendale, Arizona as well as a LEED Platinum project. Ron has most recently completed oversight for an \$80M Hotel and Convention Center in the City of Rockford, Illinois.

2. Organizational capabilities

LAURA NARDUZZI | VICE PRESIDENT OF OPERATIONS

Laura received her degree in Hotel and Restaurant Management from the University of Wisconsin – Stout in 1989. She began her hotel career with The North Central Group, a hotel management and development company. She held various positions in her 20-year tenure with that company including the Vice President of Operations. In that role, she was responsible for a \$90 million highly reputable hotel portfolio of Hilton and Marriott brands, which received several brand awards. She joined Gorman & Company in 2009 and now is the Director of Property Management.



She directly oversees the operations of Gorman & Company's management division as well as supervises several corporate functions including Human Resources, Facilities, Marketing, Training and Compliance. She works closely with the third party management companies insuring Gorman & Company's standards are synonymous across all markets. Laura works closely with Development, Design and Construction in the development process to insure strong viability and long-term sustainability.

DAN CLARK | DIRECTOR OF PROPERTY MANAGEMENT

Dan Clark is responsible for Gorman & Company's management division. His primary focuses is on meeting operational objectives to drive positive business results of multifamily and commercial real estate within the company's portfolio. In his role, working with external and internal partners, his responsibilities include multi-state oversight of in-house and third party management companies, financial/ capital planning, and market strategies. Mr. Clark joined Gorman & Company in 2017, previously serving as Senior Regional Portfolio Manager at The ConAm Group of Companies where he was responsible for Southern California's regional operations and investment performance of affordable and market-rate housing developments. He brings over 25 years of real estate asset management, property management and facilities management experience on high density, mixed use and urban infill projects. Mr. Clark earned his Bachelor of Science in Applied Management from Grand Canyon University's Colangelo College of Business with an emphasis in servant leadership and management. He previously served as Education Chair with Arizona Apartment Association, Political Action Committee at California Apartment Association, member of Project Management Institute and currently maintains a real estate license in California. CA BRE 01994729



DONALD N. BERNARDS, CPA | PARTNER, BAKER TILLY VIRCHOW KRAUSE, LLP

Don, a partner in the real estate group with Baker Tilly, has been active in many aspects of affordable housing since 1999. Don is well versed in structuring affordable housing transactions, including tax issues. Don is adept at creating a checklist of major issues for each project that can put a deal at risk. Immersed in the affordable housing practice, Don has a wide range of experience working on projects and collaborating with owners and investors. He has built a significant network of contacts within the field. His enthusiasm and passion for the industry are infectious. "It's not just about numbers," he says, "it's about the end product and growing capacity." Don has worked on affordable housing transactions in 26 states.



Don has a Bachelor of Business Administration in Accounting from the University of Wisconsin–Madison

2. Organizational capabilities

Specific experience

- Manages a portfolio of clients with the affordable housing industry utilizing various programs including Section 42 and Section 8
- Provides financial modeling for acquisition/ rehabilitation and new construction tax credit deals
- Part of HUD technical assistance team providing Rental Assistance Demonstration (RAD) technical assistance nationwide to housing authorities through one-on-one training as well as presenting at educational conferences and seminars
- Consults on various 4 percent and 9 percent deals that have a RAD award and are working toward closing
- Assists in the preparation of Low-Income Housing Tax Credit (LIHTC) applications and applications for soft sources of financing, including HOME, Affordable Housing Program (AHP) and Community Development Block Grants (CDBG)
- Determines optimal Historic Tax Credit transaction structure, works with attorneys to ensure structure abides by safe harbor guidelines and advises on maximizing qualified rehabilitation expenditures (QREs)
- Assists with obtaining debt for various types of affordable housing, including taxable and various tax-exempt debt totaling more than \$350 million over the past five years
- Assists with portfolio acquisition and disposition strategies and implementation
- In the past five years, assisted in raising and closing more than \$500 million in equity for LIHTC and Historic Tax Credit projects
- Reviews budgets and performs financial analysis on assisted living projects
- Assists with cost segregation studies for affordable housing properties
- Involved in many tax aspects of a project, from transaction structuring to planning and preparation
- Reviews 10 percent tests and cost certifications
- Clients include not-for-profit developers, public housing agencies, tribal housing entities and for-profits, as well as tax credit investors

BILL BOERIGTER | SENIOR MANAGER, BAKER TILLY VIRCHOW KRAUSE, LLP

Bill, a senior manager with Baker Tilly, joined the firm's real estate transaction services team in 2014. Bill previously served as Manager of LIHTC Allocation, Multifamily Lending and Asset Management with the Wisconsin Housing and Economic Development Authority (WHEDA). He provides advisory services on real estate transactions that typically involve tax incentives such as the Low-Income Housing Tax Credit (LIHTC), tax-exempt bonds, or others. Services include reviewing financial feasibility of transactions, performing financial structuring and modeling, preparing and consulting on various tax credit and soft funding applications, securing equity and debt, reviewing relevant legal documents, and providing technical or strategic consulting.



Bill has a Bachelor of Business Administration from the University of Texas–Austin. He has a “Certificate in Leadership” University of Notre Dame, a “Certificate in Management and Leadership” from Marquette University and a “Real Estate Executive Certificate” from the University of Wisconsin

Specific experience

- Specializes in affordable housing development services including assistance with obtaining and structuring funding sources such as LIHTC, tax-exempt bonds, HOME, Community Development Block Grants (CDBG), Federal Home Loan Banks (FHLB), and other public and private resources

2. Organizational capabilities

- Completes financial modeling and structuring services for projects involving LIHTC, tax-exempt bonds, and Historic Tax Credits (HTC) among others
- Provides consultation on applications for 9 percent LIHTC, tax-exempt bonds, and soft financing sources (e.g., HOME Funds, Federal Home Loan Bank AHP Funds)
- Assists in securing equity for LIHTC projects through networking with investors, reviewing letters of intent, and negotiating agreement terms
- Experience in multiple redevelopment projects with various mixed-finance programs
- Consults on various 4 percent and 9 percent LIHTC transactions that are currently working through the closing process
- Experienced in Section 8 preservation, and preservation of other federally subsidized housing, tax-exempt bond financing, and tax credit preservation, monitoring, and compliance
- At WHEDA, Bill managed all phases of multifamily loan origination and LIHTC allocation for WHEDA 2005 to 2014; record lending levels hit \$104 million in 2006, \$111 million in 2007, and \$216 million in 2012; he also managed the State of Wisconsin LIHTC allocation process (\$120 million annually) and was responsible for policy development for Wisconsin's Qualified Allocation Plan (QAP)
- Experienced in all areas of multifamily real estate development



KAITLIN SCOPOLINE | MANAGER, BAKER TILLY VIRCHOW KRAUSE, LLP

Kaitlin, a manager with Baker Tilly's real estate transaction services team, has been with the firm since 2015. Kaitlin specializes in consulting with and assisting developers to apply for various sources of funds to build multifamily, affordable housing developments. She provides advisory services on real estate transactions that typically involve tax incentives such as Low Income Housing Tax Credits (LIHTC).

Kaitlin has a Bachelor of Science in Housing Studies from the University of Minnesota—Twin Cities.

Specific experience

- Assists in the preparation of LIHTC applications including 9 percent and tax-exempt bonds
- Consults on applications for soft financing sources including HOME and CDBG
- Prepares applications for AHP funds to various Federal Home Loan Bank regions including Boston, Chicago, Cincinnati, Indianapolis and Pittsburgh
- Provides financial modeling for acquisition/ rehabilitation and new construction LIHTC deals
- Provides consulting to housing authorities and developers on the US Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) program from initial application to award to financing plan to RCC to closing
- Assists with tracking and monitoring construction budgets
- Assists in coordinating and executing due diligence for prospective mixed-use and residential developments
- Assists in securing equity for LIHTC projects through networking with investors and reviewing letters of intent
- Completes first-year tax credit delivery calculations
- Provides Year 15 analysis for LIHTC projects
- In her four years at Baker Tilly, Kaitlin has worked on more than 20 9 percent LIHTC and eight 4 percent LIHTC applications in five states; additionally, she has worked on three RAD projects with \$35 million of project costs



4. Approach

Gorman & Company and Baker Tilly envision leveraging the Rental Assistance Demonstration program ("RAD") along with Wisconsin Housing Economic Development Authority ("WHEDA") low income housing Tax credits ("LIHTC") and other available sources of financing to renovate and update Mason Manor for the benefit of current and future residents. Utilizing a similar strategy we incorporated in renovating the City of Wausau's public housing tower, Riverview Towers, we would plan to renovate Mason Manor without moving residents off site. At Riverview Towers, Gorman & Company devised a plan to keep residents within the building in temporary "hotel" units while their permanent units were being renovated. In addition, similar to Wausau, we would engage the residents of Mason Manor in multiple resident engagement sessions to inform and involve them about the design and construction process relating to the interior of their units and common areas.

In the event the team of Gorman & Company and Baker Tilly are chosen for this RFP, we would approach this project within the following timeline as follows:

May 2020 — Meeting on site with Gorman & Company, Baker Tilly and GBHA to determine scope of renovation to Mason Manor and commence exploring eligibility and desire for Mason Manor to be designated as an "historic" public housing property. Schedule first and second meeting of Mason Manor residents to discuss process for RAD application and macro renovation plans. Gorman & Company to start reviewing capital needs assessment and plans for building along with interviewing GBHA staff to identify initial scope of work and commence cost model for contemplated improvements. We will schedule a GBHA board meeting to adopt a resolution to submit a RAD application for Mason Manor. We will also look to gain an understanding if you have any EPC or CFFP loans outstanding, as well as reviewing historical operating expenses. This information will be utilized to firm up financial projections for the project.

During this month we will collectively analyze whether RAD should be incorporated as part of our finance package before or after construction.

June 2020 — In the event we all agree RAD is a necessary finance component to fund the contemplated improvements to Mason Manor, we will pursue a resolution from the GBHA board authorizing a RAD application to be prepared and filed with HUD. After adoption of the resolution from the GBHA, Baker Tilly, Gorman & Company and GBHA staff will work together to prepare a RAD application with HUD. Gorman & Company and GBHA will continue to work on and finalize the scope of renovation to Mason Manor.

July 2020 — GBHA to file the RAD application with HUD. There is a 60 day HUD review period for this submitted RAD application.

August 2020 — HUD review period for pending RAD application.

September 2020 — Review HUD Commitment to enter into a Housing Assistance Payment ("CHAP") agreement regarding Mason Manor and agree to terms of the CHAP.

4. Approach

October 2020 — We will start ordering third party reports that will be for the WHEDA LIHTC application such as a capital needs assessment, appraisal and marketing study. Also finalize partnership memorandum between GBHA and Gorman & Company.

November 2020 — Continue preparing WHEDA LIHTC application. Baker Tilly has previously scored this project in a way in which it will be competitive within the “Preservation Set Aside” in the upcoming application round assuming the WHEDA Qualified Allocation Plan (“QAP”) is unchanged from the previous round.

December 2020 — File WHEDA application.

January -March 2021 — WHEDA application pending with WHEDA review team.

April 2021 — WHEDA awards are announced. If LIHTC credits are awarded, we will proceed to closing with the following timeline. If LIHTC credits are not awarded, we could look to reapply in the following year.

May to June 2021 — Prepare and submit applications for other soft sources of funds which may include HOME funds, CDBG funds or AHP funds through the Federal Home Loan Bank system. Begin working on assembling the debt and equity providers. Work on items for RAD Financing Plan including amending your annual plan to include language regarding RAD and preparing the documents for the Concept Call.

July 2021 — Have the concept call with HUD.

August 2021 — Prepare and submit the carryover application to WHEDA. Submit the Financing Plan.

September 2021 — October 2021: HUD will take 60 days to review the financing plan and issue the RCC.

November 2021 — Turn legal RCC documents back to HUD and prepare for closing.

December 2021 — Closing



5. Business References and GBHA Forms

Please find required forms and information on the following pages.

ATTACHMENT A – REFERENCES

Vendor Name:

Gorman & Company

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:	Housing Authority of Maricopa County
Address:	8910 North 78th Ave., Building D, Peoria, AZ 85345
Telephone:	602 744 4542
Contact Person:	Gloria Munoz, Executive Director
Product(s) and/or Service(s) Used:	RAD Conversion of Housing Portfolio
How long have you been working with this company?	2013

2. Company Name:	City of Phoenix Housing Department
Address:	251 W Washington St., 4th Fl, Phoenix, AZ 85003
Telephone:	602 262 4924
Contact Person:	Cindy Stotler, Housing Director
Product(s) and/or Service(s) Used:	RAD Conversion, CNI housing implementation
How long have you been working with this company?	2018

3. Company Name:	Metropolitan Housing Authority
Address:	100 S Arch St., Little Rock, AR 72201
Telephone:	501 413 8585
Contact Person:	Anthony Snell, Executive Director
Product(s) and/or Service(s) Used:	RAD Conversion of Little Rock Towers
How long have you been working with this company?	2016

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

ATTACHMENT A – REFERENCES

Vendor Name:

Baker Tilly Virchow Krause, LLP

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:	Windsor Development Group
Address:	3026 Happy Landing Dr., Springfield, IL 62711
Telephone:	217 793 4007
Contact Person:	Michale Niehaus, President
Product(s) and/or Service(s) Used:	Financial and RAD consulting services
How long have you been working with this company?	2014-Present

2. Company Name:	General Capital Development
Address:	6938 N Santa Monica Blvd., Fox Point, WI 53217
Telephone:	414 228 3518
Contact Person:	Joshua Hafron, Vice President
Product(s) and/or Service(s) Used:	Financial consulting services
How long have you been working with this company?	2016-Present

3. Company Name:	The Vecino Group
Address:	305 W Commercial St., Springfield, MO 65803
Telephone:	417 720 1577 ext. 8201
Contact Person:	Paul Robinson, National Director of HUD-RAD
Product(s) and/or Service(s) Used:	Financial and RAD consulting services
How long have you been working with this company?	2014-Present

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

5. Business References and GBHA Forms

Section 3 Participation

Gorman & Company has extensive experience in facilitating Section 3 participation of residents and/or local disadvantaged individuals and businesses for all of our housing authority clients. Section 3 participation for this Mason Manor project will be a top priority for Gorman & Company. Gorman & Company will take responsibility to create a process wherein Section 3 participation for the Mason Manor project will comply with HUD regulations and conform to GBHA goals. Gorman & Company has developed many recent detailed Section 3 participation initiatives for other housing authority clients. These plans are voluminous in nature and specific to the area where the subject project is located.

In the event of GBHA would like to review a specific Section 3 Plan that was created for another housing authority client, we could provide for GBHA's review separately.

Minority and Women Business Participation

Gorman & Company has extensive experience over the past 25 years and with our current housing authority clients in soliciting MBE and WBE participation in all of our federally funded projects. Gorman & Company will take responsibility to comply with all federal regulations and GBHA requirements regarding MBE and WBE requirements for the Mason Manor project. Our WBE and MBE plan will include: (i) use the State list and any list held by GBHA to solicit involvement by MBE and WBE firms in the Mason Manor project; (ii) publish bid notices in two local newspapers; (iii) contact all area chamber of commerce or other bidding forums (all local "plan" houses) to reach out to MBE and WBE firms so they can view the scope of renovation so we can create involvement for them in the project; and, (iv) hold a "workfair" prior to going out to bid to meet with area MBE and WBE companies and Section 3 residents, individuals and businesses to solicit participation at the highest possible level. Gorman does not self-perform any trades so all work on the job will be performed by local contractors. Gorman & Company is committed to maximizing the potential in the community to meet minority- and women-owned business participation goals and to promote Section 3 opportunities for local disadvantaged individuals and businesses per HUD and GBHA guidelines.

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

N/A

***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
414 617 9997

E-mail
tmatkom@gormanusa.com

Name (Please Print)

Edward B. Matkom

Company Name

Gorman & Compnay, LLC

Wisconsin Market President

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. N/A, etc. Data contained in the proposal and all documentation become property of the City.

5. Business References and GBHA Forms

Attachment C – Proposal pricing page

Value for fees

Gorman & Company proposes to split the developer fee on this project with the GBHA as follows: 65% to Gorman & Company and 35% to GBHA. We believe this split in developer fee is consistent with industry standards and similar to the developer fee sharing agreements we have with other public authority clients. All time charged by Baker Tilly to fulfill the scope of services described in Section 4 of this response titled "Approach" will be the responsibility of Gorman & Company.

ATTACHMENT C – PROPOSAL PRICING PAGE

VENDOR NAME: Gorman & Company

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
Please see previous page for proposed fee schedule.			
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:	Gorman & Company, LLC
Complete Address, City, ST, Zip:	200 N Main Street Oregon, WI 53575
Bidders Contact Name & Title (Type or Print):	Edward Matkom
Authorized Signature:	
Phone # & Fax#:	414 617 9997
Contact's Email Address:	tmatkom@gormanusa.com
Date:	April 7, 2020
Taxpayer I.D. Number:	82-3739186
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>	No

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

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. Corrections 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 office.

(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 and 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

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

OMB Approval No: 2577-0180 (exp. 7/30/96)

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:

Edward Matkom

April 7, 2020

Typed or Printed Name:

Wisconsin Market President

Title:

Gorman & Compnay, LLC

**ADDENDUM TO THE
RAD Conversion and or Repositioning Consultant Services
RFP# 3243**

Baker Tilly understands that the Green Bay Housing Authority (“GBHA”) is looking for assistance with helping GBHA to assess the Mason Manor public housing property for repositioning strategies along with education to GBHA staff of the various programs and potential paths.

To that extent, Baker Tilly proposes the following steps:

- 1) Review the existing capital needs study**
- 2) Conduct a call with GBHA staff to discuss the capital needs study and learn of any other goals or other amenities that would be of interest**
- 3) Understand the current staffing plan and operating expenses for the property**
- 4) Understand if there are any EPC and CFFP loans outstanding**
- 5) Based on the information above, prepare financial projections for a renovation considering mixed finance, RAD, RAD/Section 18 blend, or other repositioning strategy.**
- 6) Simultaneously, prepare for a RAD application, if applicable, which includes two tenant meetings and board approval and assisting with submitting the application when/if applicable. If other repositioning strategies are pursued, applications for those paths will be pursued.**
- 7) Provide examples and education on low-income housing tax credits, which includes reviewing risks and rewards, entity structures, ownership of the property, land leases, potential structure with a third party developer.**
- 8) Provide advice and counsel on future organizational structuring for GBHA to facilitate its management and operation of the revised operations under either RAD or other repositioning.**

Note that if tax credits are determined to be the path, and you consider a partnership with a tax credit developer, you will want to bring the co-developer on board by at least the September timeframe, so they have time to vet construction costs, conduct third party reports necessary (including market study, appraisal, and any updates to the capital needs study).

Our fees for the services in Steps 1 – 8 above will be \$25,000 and will be billed on a monthly basis.

Please let us know if you have any questions.

Sincerely,



Donald Bernards

Baker Tilly Virchow Krause, LLP

12:10 PM

04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5589	03/11/2020	AMA HEATING	415 n Mpale	1111.01 · General ...	
Bill	S88751	02/07/2020		water leak	4430.10 · Heating a...	-177.61
TOTAL						-177.61
Bill Pmt -Check	5590	03/11/2020	AT&T	door system	1111.01 · General ...	
Bill	1/23-2/22/20	02/22/2020		door system	4190.07 · Tele Fax...	-5.65
				door system	4190.07 · Tele Fax...	-5.65
TOTAL						-11.30
Bill Pmt -Check	5591	03/11/2020	Brown County Plu...	912 S Oakland	1111.01 · General ...	
Bill	6450	02/29/2020		whater heate...	4430.25 · Unit Repair	-1,595.00
TOTAL						-1,595.00
Bill Pmt -Check	5592	03/11/2020	Bug Blaster Inc		1111.01 · General ...	
Bill	28745	02/12/2020		treating #403	4430.17 · Extermin...	-140.00
Bill	28746	02/12/2020		treatment # 3...	4430.17 · Extermin...	-140.00
TOTAL						-280.00
Bill Pmt -Check	5593	03/11/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	129034	12/31/2019		auto insurance	4510.00 · Insurance...	-72.15
				auto insurance	4510.00 · Insurance...	-72.15
Bill	129030	12/31/2019		liabilities	4182.00 · Employe...	-647.78
				liabilities	4433.00 · Emp Ben...	-863.71
				liabilities	4182.00 · Employe...	-647.78
				liabilities	4433.00 · Emp Ben...	-431.85
				liabilities	4182.00 · Employe...	-431.85
Bill	129067	12/31/2019		liabilities	4182.00 · Employe...	-427.05
				liabilities	4433.00 · Emp Ben...	-569.42
				liabilities	4182.00 · Employe...	-427.05
				liabilities	4433.00 · Emp Ben...	-284.70
				liabilities	4182.00 · Employe...	-284.70
Bill	129498	12/31/2019		it support	4190.06 · Computer...	-2,526.00
				it support	4190.06 · Computer...	-6,073.00
				it support	4190.06 · Computer...	-1,262.00
Bill	128967	01/29/2020		auto instrance	4510.00 · Insurance...	-72.15
				auto instrance	4510.00 · Insurance...	-72.15
Bill	970-12420	01/30/2020		mirrors/door ...	4420.00 · Maint - S...	-62.93
Bill	970-12420	02/05/2020		keys/toilet/pi...	4420.00 · Maint - S...	-142.48
				desk	4190.03 · Paper & ...	-5.54
				desk	4190.03 · Paper & ...	-5.54
Bill	970-12420	02/06/2020		evictions	4130.00 · Legal Ex...	-89.14
				evictions	4130.00 · Legal Ex...	-153.78
				resident Vale...	4220.01 · Ten Ser -...	-92.22
				background c...	4130.01 · Investigat...	-11.22
				background c...	4130.01 · Investigat...	-11.22
Bill	970-12420	02/07/2020		door bin	4420.00 · Maint - S...	-31.49
				supply line	4420.00 · Maint - S...	-4.56
Bill	970-12420	02/18/2020		stamps	4190.02 · Postage	-165.00
				stamps	4190.02 · Postage	-165.00
Bill	970-12420	02/18/2020		drip bowls	4420.00 · Maint - S...	-32.62
Bill	970-12420	02/19/2020		adhesive/cle...	4420.00 · Maint - S...	-73.88
Bill	129610	02/21/2020		mower insura...	4510.00 · Insurance...	-7.06
Bill	970-12420	02/23/2020		resedent st. ...	4220.01 · Ten Ser -...	-34.35
				garbage pick ...	4430.19 · Garbage ...	-410.00
				paper/white-o...	4190.03 · Paper & ...	-30.28

12:10 PM

04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
				paper/white-o...	4190.03 · Paper & ...	-30.28
				resedent st. ...	4230.00 · Ten Ser-...	-14.00
Bill	970-12420	02/26/2020		ads	4190.08 · Marketing	-20.00
				blinds	4420.00 · Maint - S...	-69.37
Bill	129728	02/26/2020		stud finder/sc...	4420.00 · Maint - S...	-103.32
				mailings	4190.02 · Postage	-36.38
Bill	970-12422	02/29/2020		rfp printing	4190.01 · Printing	-56.25
				Wages	4110.00 · Admin Sa...	-7,659.80
				benifits	4182.00 · Employe...	-3,473.88
				Wages	4410.00 · Maint - L...	-9,188.78
				benifits	4433.00 · Emp Ben...	-3,828.35
				Wages	4110.00 · Admin Sa...	-4,060.45
				benifits	4182.00 · Employe...	-1,600.45
				Wages	4410.00 · Maint - L...	-3,210.00
				benifits	4433.00 · Emp Ben...	-1,202.43
				Wages	4110.00 · Admin Sa...	-4,222.41
Bill	130099	03/05/2020		benifits	4182.00 · Employe...	-1,831.89
				fuel	4430.03 · Maint - Tr...	-78.33
				fuel	4430.03 · Maint - Tr...	-78.34
TOTAL						-57,458.51
Bill Pmt -Check	5594	03/11/2020	Clean By Design L...		1111.01 · General ...	
Bill	1548	02/24/2020		cleaning 112...	4430.00 · Maint - C...	-800.00
				cleaning 141...	4430.00 · Maint - C...	-550.00
Bill	1549	03/04/2020		Cleaning #812	4430.00 · Maint - C...	-250.00
				cleaning # 715	4430.00 · Maint - C...	-250.00
				cleaning # 521	4430.00 · Maint - C...	-360.00
TOTAL						-2,210.00
Bill Pmt -Check	5595	03/11/2020	D & D Glass Co. L...		1111.01 · General ...	
Bill	75649	01/13/2020		repair screens	4420.00 · Maint - S...	-267.15
Bill	75674	01/21/2020		repair sreens	4420.00 · Maint - S...	-130.27
Bill	75643	02/12/2020		repair screens	4420.00 · Maint - S...	-96.00
TOTAL						-493.42
Bill Pmt -Check	5596	03/11/2020	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	12067414-00	02/26/2020		bowls	4420.00 · Maint - S...	-862.10
TOTAL						-862.10
Bill Pmt -Check	5597	03/11/2020	GRAINGER		1111.01 · General ...	
Bill	9433659613	02/05/2020		hvac motor	4420.00 · Maint - S...	-115.16
Bill	9433659621	02/05/2020		flap wheel	4420.00 · Maint - S...	-34.09
Bill	9433659639	02/19/2020		anti seize	4420.00 · Maint - S...	-21.21
Bill	9449128793	02/19/2020		end cap	4420.00 · Maint - S...	-14.96
Bill	9449128801	02/19/2020		whisk brush	4420.00 · Maint - S...	-8.32
TOTAL						-193.74
Bill Pmt -Check	5598	03/11/2020	GREEN BAY WAT...	1424 Admira...	1111.01 · General ...	
Bill	2/27/20-4665-01	02/27/2020		1424 Admiral...	4390.00 · Other Util...	-342.90
				1424 Admiral...	4310.00 · Water	-3,593.23
TOTAL						-3,936.13

12:10 PM

04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5599	03/11/2020	H.J. MARTIN & SO...		1111.01 · General ...	
Bill	HJ266332	02/24/2020		carpting # 603	4430.00 · Maint - C...	-413.77
Bill	HJ266802	02/24/2020		carpting #316	4430.00 · Maint - C...	-585.40
TOTAL						-999.17
Bill Pmt -Check	5600	03/11/2020	Jayne Valentine	mileage	1111.01 · General ...	
Bill	2/1-2/29/20 mileage	02/29/2020		mileage	4150.00 · Travel	-20.00
				mileage	4150.00 · Travel	-47.28
TOTAL						-67.28
Bill Pmt -Check	5601	03/11/2020	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959499854	03/01/2020		elevator main...	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5602	03/11/2020	LANGAN INVESTI...		1111.01 · General ...	
Bill	2/1-2/29/20 MM	03/03/2020		screenings	4130.01 · Investigat...	-289.50
Bill	2/1-2/29/20	03/03/2020		screenings	4130.01 · Investigat...	-319.11
TOTAL						-608.61
Bill Pmt -Check	5603	03/11/2020	LARSON PAINTING		1111.01 · General ...	
Bill	5348	02/27/2020		painting	4430.25 · Unit Repair	-150.00
Bill	5338	02/27/2020		painting # 316	4420.00 · Maint - S...	-292.80
				painting #409	4420.00 · Maint - S...	-231.80
TOTAL						-674.60
Bill Pmt -Check	5604	03/11/2020		2nd floor -R...	1111.01 · General ...	
Bill	2/22/20 2nd floor	02/22/2020		2nd floor	4220.00 · Ten Ser...	-5.28
TOTAL						-5.28
Bill Pmt -Check	5605	03/11/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	124129	02/18/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	124128	02/18/2020		cleanind drap...	4430.01 · Maint - N...	-54.66
Bill	124576	02/20/2020		repairing dra...	4430.01 · Maint - N...	-68.00
Bill	124577	02/20/2020		cleaning drap...	4430.01 · Maint - N...	-54.66
Bill	125132	02/26/2020		reparing drap...	4430.01 · Maint - N...	-15.00
TOTAL						-246.98
Bill Pmt -Check	5606	03/11/2020	LIZER LAWN CARE		1111.01 · General ...	
Bill	99554AD	03/05/2020		plowing & sal...	4430.11 · Snow Re...	-58.00
Bill	99553AD	03/05/2020		plowing & sal...	4430.11 · Snow Re...	-164.00
Bill	99552AD	03/05/2020		plowing & sal...	4430.11 · Snow Re...	-106.00
TOTAL						-328.00

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04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5607	03/11/2020	One Service LLC		1111.01 · General ...	
Bill	66	02/11/2020		treating # 118	4430.17 · Extermin...	-240.00
Bill	73	03/05/2020		treating 1337...	4430.17 · Extermin...	-77.50
				treating 1339...	4430.17 · Extermin...	-77.50
TOTAL						-395.00
Bill Pmt -Check	5608	03/11/2020	Operating Reserve...	Operating R...	1111.01 · General ...	
Bill	3/2/20 appeal	03/02/2020		Operating Re...	4130.00 · Legal Ex...	-100.00
TOTAL						-100.00
Bill Pmt -Check	5609	03/11/2020		SD refund	1111.01 · General ...	
Bill	3/3/20 SD refund	03/03/2020		Key Dept ref...	2114.02 · Security ...	-10.00
				SD refund - ...	2114.00 · Tenant S...	-200.00
TOTAL						-210.00
Bill Pmt -Check	5610	03/11/2020	Sandberg K9 Solu...	1424 Admira...	1111.01 · General ...	
Bill	1605	02/11/2020		quarterly insp...	4430.17 · Extermin...	-2,999.98
TOTAL						-2,999.98
Bill Pmt -Check	5611	03/11/2020	SCHINDLER ELEV...	1424 Admira...	1111.01 · General ...	
Bill	7153104929R	02/21/2020		elevator repairs	4430.12 · Elevator ...	-350.00
TOTAL						-350.00
Bill Pmt -Check	5612	03/11/2020	SHERWIN-WILLIA...	1424 Admira...	1111.01 · General ...	
Bill	0162-0	02/21/2020		paint	4420.00 · Maint - S...	-388.13
TOTAL						-388.13
Bill Pmt -Check	5613	03/11/2020	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	Feb & march 2020	03/02/2020		Feb & March ...	4230.00 · Ten Ser...	-5,230.13
TOTAL						-5,230.13
Bill Pmt -Check	5614	03/11/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	2/27/20-2671-00036	02/27/2020		1424 Admial ct	4320.00 · Electricity	-1,164.34
Bill	2/27/20-2671-00002	02/27/2020		1424 Admiral...	4320.00 · Electricity	-3,725.88
TOTAL						-4,890.22
Bill Pmt -Check	5615	03/11/2020	YP	1424 Admira...	1111.01 · General ...	
Bill	2/17/20	02/17/2020		ads	4190.08 · Marketing	-99.31
TOTAL						-99.31

12:10 PM

04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5616	03/26/2020	Acme Flooring	1125 Univeir...	1111.01 · General ...	
Bill	2	03/19/2020		flooring	4430.25 · Unit Repair	-910.00
TOTAL						-910.00
Bill Pmt -Check	5617	03/26/2020	AMA HEATING	323 Ashland	1111.01 · General ...	
Bill	S89001	03/20/2020		furnace repair	4430.10 · Heating a...	-351.94
TOTAL						-351.94
Bill Pmt -Check	5618	03/26/2020	BELSON CO		1111.01 · General ...	
Bill	359628	03/09/2020		cleaining sup...	4420.00 · Maint - S...	-332.78
Bill	361139	03/20/2020		disinfectant	4420.00 · Maint - S...	-184.06
TOTAL						-516.84
Bill Pmt -Check	5619	03/26/2020	CEC	1424 Admira...	1111.01 · General ...	
Bill	332340	03/13/2020		alarm system	4430.09 · Fire Prote...	-421.13
TOTAL						-421.13
Bill Pmt -Check	5620	03/26/2020	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	02/28/2020		calk/chuck/pl...	4420.00 · Maint - S...	-186.62
Bill	970-12420	03/04/2020		folders	4190.03 · Paper & ...	-1.62
				folders	4190.03 · Paper & ...	-1.62
Bill	970-12420	03/04/2020		screws & nuts	4420.00 · Maint - S...	-4.07
Bill	970-12420	03/10/2020		receipt book	4190.03 · Paper & ...	-17.29
				WAHA	4140.00 · Staff Trai...	-80.00
				WAHA	4140.00 · Staff Trai...	-80.00
TOTAL						-371.22
Bill Pmt -Check	5621	03/26/2020	Clean By Design L...		1111.01 · General ...	
Bill	1550	03/20/2020		cleaning # 618	4430.00 · Maint - C...	-250.00
				cleaning #212	4430.00 · Maint - C...	-250.00
Bill	1552	03/24/2020		cleaning 835 ...	4430.00 · Maint - C...	-656.80
TOTAL						-1,156.80
Bill Pmt -Check	5622	03/26/2020	Ellison Electric Su...		1111.01 · General ...	
Bill	1119155	03/10/2020		lights	4420.00 · Maint - S...	-321.09
Bill	1119493	03/18/2020		light	4420.00 · Maint - S...	-16.68
Bill	1119878	03/24/2020		lights	4420.00 · Maint - S...	-904.02
TOTAL						-1,241.79
Bill Pmt -Check	5623	03/26/2020	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	12093622-00	03/04/2020		plumbing sup...	4420.00 · Maint - S...	-332.88
TOTAL						-332.88

12:10 PM

04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5624	03/26/2020	GRAINGER		1111.01 · General ...	
Bill	9470957672	03/11/2020		drain opener	4420.00 · Maint - S...	-113.50
Bill	9470957680	03/11/2020		motors	4420.00 · Maint - S...	-274.50
Bill	9470957698	03/11/2020		power cord	4420.00 · Maint - S...	-7.05
Bill	9471732355	03/11/2020		dehumidifier	4420.00 · Maint - S...	-243.50
TOTAL						-638.55
Bill Pmt -Check	5625	03/26/2020	GREEN BAY WAT...		1111.01 · General ...	
Bill	3/11/20-20454-02	03/11/2020		1577 Charles	4390.00 · Other Util...	-57.81
				1577 Charles	4310.00 · Water	-239.59
Bill	3/11/20-20802-04	03/11/2020		912 S Oakland	4390.00 · Other Util...	-57.81
				912 S Oakland	4310.00 · Water	-173.91
TOTAL						-529.12
Bill Pmt -Check	5626	03/26/2020	H.J. MARTIN & SO...	1424 Admira...	1111.01 · General ...	
Bill	hj267082	03/10/2020		flooring #409	4430.00 · Maint - C...	-484.43
TOTAL						-484.43
Bill Pmt -Check	5627	03/26/2020	InPro Corporation	00432500	1111.01 · General ...	
Bill	1478814	03/13/2020		kickplates	4420.00 · Maint - S...	-1,188.52
TOTAL						-1,188.52
Bill Pmt -Check	5628	03/26/2020	Lindeman's Cleani...		1111.01 · General ...	
Bill	126244	03/04/2020		cleaind drepe...	4430.01 · Maint - N...	-27.33
Bill	126243	03/04/2020		cleaning dra...	4430.01 · Maint - N...	-27.33
Bill	126241	03/04/2020		cleaning dre...	4430.01 · Maint - N...	-54.66
Bill	127124	03/10/2020		cleaning dre...	4430.01 · Maint - N...	-54.66
Bill	127125	03/10/2020		CLEANING ...	4430.01 · Maint - N...	-54.66
Bill	127602	03/16/2020		repair dreape...	4430.01 · Maint - N...	-15.00
Bill	127598	03/16/2020		repair dreape...	4430.01 · Maint - N...	-30.00
Bill	127596	03/16/2020		repair drepes...	4430.01 · Maint - N...	-30.00
TOTAL						-293.64
Bill Pmt -Check	5629	03/26/2020	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	149239	02/29/2020		social worker	4210.00 · Ten Ser...	-5,557.00
TOTAL						-5,557.00
Bill Pmt -Check	5630	03/26/2020		SD refund	1111.01 · General ...	
Bill	SD refund	03/20/2019		Sd refund - M...	2114.00 · Tenant S...	-121.74
				Key Dept ref...	2114.02 · Security ...	-6.09
				Pet Dept refu...	2114.02 · Security ...	-152.17
TOTAL						-280.00

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04/09/20

Green Bay Housing Authority

Check Detail

March 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5631	03/26/2020	MID-STATE SUPPLY		1111.01 · General ...	
Bill	4341169	03/10/2020		sink	4420.00 · Maint - S...	-67.09
Bill	4341177	03/10/2020		shelf	4420.00 · Maint - S...	-35.20
Bill	4341179	03/10/2020		supply line	4420.00 · Maint - S...	-9.76
TOTAL						-112.05
Bill Pmt -Check	5632	03/26/2020	One Service LLC		1111.01 · General ...	
Bill	75	03/10/2020		cockroach tre...	4430.17 · Extermin...	-50.00
Bill	80	03/17/2020		pest treatment	4430.17 · Extermin...	-115.00
Bill	81	03/19/2020		pest treatment	4430.17 · Extermin...	-80.00
TOTAL						-245.00
Bill Pmt -Check	5633	03/26/2020	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/11/20-2671-00009	03/11/2020		1125 University	4320.00 · Electricity	-33.16
				1125 University	4330.00 · Gas	-46.21
Bill	3/11/20-2671-00203	03/11/2020		1125 University	4320.00 · Electricity	-26.44
				1125 University	4330.00 · Gas	-62.04
Bill	3/12/20-2671-00199	03/12/2020		1341 univeirs...	4320.00 · Electricity	-46.76
				1341 univeirs...	4330.00 · Gas	-16.77
Bill	3/12/20-2671-00204	03/12/2020		1412 University	4320.00 · Electricity	-43.92
				1412 University	4330.00 · Gas	-40.47
Bill	3/16*20-2671-00203	03/16/2020		1125 University	4320.00 · Electricity	-6.85
				1125 University	4330.00 · Gas	-3.93
TOTAL						-326.55

Green Bay Housing Authority

Budget vs. Actual

Summary

Mar-20

Account # 525

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	127,899.02	173,926.04	680,347.66	820,095.69	14,985.45	24,955.00	272,967.01	316,940.58	1,096,199.14	1,335,917.31
Total Expense	93,912.74	158,300.00	606,323.05	1,154,394.73	529,058.82	717,325.00	311,654.34	639,921.85	1,540,948.95	2,669,941.58
Net Income	<u>33,986.28</u>	<u>15,626.04</u>	<u>74,024.61</u>	<u>-334,299.04</u>	<u>-514,073.37</u>	<u>-692,370.00</u>	<u>-38,687.33</u>	<u>-322,981.27</u>	<u>-444,749.81</u>	<u>-1,334,024.27</u>

Reserve Spreadsheet

	MM	SS
Projected from 6/30/19	476,008	245,925
YTD Net Income/(loss)	74,025	(38,687)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	400,033	194,756
Transfer	-	-
Projected Reserve	400,033	194,756
6 Month Expenses	442,264	239,658
Excess/shortfall	(42,231)	(44,902)
	☹	☹

Green Bay Housing Authority

Budget vs. Actual Detail

COCC

Mason Manor

AQUA by BAS

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%	138,276.50	160,609.00	-22,332.50	86.1%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	397,921.01	494,266.69	-96,345.68	80.51%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,697.00	4,620.00	-923.00	80.02%
3510.00 · Management Fee Revenue	96,424.02	128,981.04	-32,557.02	74.76%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	18,110.00	24,240.00	-6,130.00	74.71%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	13,365.00	18,180.00	-4,815.00	73.52%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	2,500.00	-2,500.00	0.0%	24,380.67	10,000.00	14,380.67	243.81%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	5,720.00	8,000.00	-2,280.00	71.5%
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%	13,257.89	8,000.00	5,257.89	165.72%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	92,952.15	134,000.00	-41,047.85	69.37%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	127,899.02	173,926.04	-46,027.02	73.54%	680,347.66	820,095.69	-139,748.03	82.96%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	45,515.79	70,000.00	-24,484.21	65.02%	73,973.09	92,000.00	-18,026.91	80.41%
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%	656.73	2,500.00	-1,843.27	26.27%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,457.59	2,600.00	-1,142.41	56.06%
4140.00 · Staff Training	2,345.01	7,000.00	-4,654.99	33.5%	80.00	4,000.00	-3,920.00	2.0%
4150.00 · Travel	77.14	750.00	-672.86	10.29%	167.82	200.00	-32.18	83.91%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	73,535.49	97,055.04	-23,519.55	75.77%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	10,192.50	13,680.00	-3,487.50	74.51%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	13,770.00	18,240.00	-4,470.00	75.49%
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	21,078.23	29,500.00	-8,421.77	71.45%	33,690.98	40,000.00	-6,309.02	84.23%
4190.01 · Printing	256.25	1,000.00	-743.75	25.63%	1,882.64	2,500.00	-617.36	75.31%
4190.02 · Postage	197.17	300.00	-102.83	65.72%	687.50	1,000.00	-312.50	68.75%
4190.03 · Paper & Office Supplies	259.74	1,500.00	-1,240.26	17.32%	619.78	1,500.00	-880.22	41.32%
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	3,033.01	8,000.00	-4,966.99	37.91%	10,237.81	12,000.00	-1,762.19	85.32%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,114.75	1,500.00	-385.25	74.32%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	1,577.86	2,300.00	-722.14	68.6%
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%	70.34	1,500.00	-1,429.66	4.69%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,454.25	3,000.00	-545.75	81.81%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	27,029.97	36,500.00	-9,470.03	74.06%
4310.00 · Water	0.00	0.00	0.00	0.0%	28,452.68	43,000.00	-14,547.32	66.17%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	43,321.68	68,500.00	-25,178.32	63.24%
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%	2,975.35	4,250.00	-1,274.65	70.01%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	85,243.99	127,500.00	-42,256.01	66.86%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	38,787.05	67,000.00	-28,212.95	57.89%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	14,402.03	37,219.69	-22,817.66	38.7%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	2,392.99	5,500.00	-3,107.01	43.51%
4430.03 · Maint - Truck Maint	0.44	400.00	-399.56	0.11%	1,532.55	2,500.00	-967.45	61.3%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	1,473.63	9,000.00	-7,526.37	16.37%
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%	7,647.32	10,500.00	-2,852.68	72.83%
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%	17,523.12	23,000.00	-5,476.88	76.19%
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%	3,728.08	3,500.00	228.08	106.52%
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%	35,789.75	47,000.00	-11,210.25	76.15%
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%	10,757.86	10,100.00	657.86	106.51%
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	637.00	1,025.00	-388.00	62.15%	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	93,912.74	158,300.00	-64,387.26	59.33%	606,323.05	1,154,394.73	-548,071.68	52.92%

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
33,986.28	15,626.04	18,360.24	217.5%	74,024.61	-334,299.04	408,323.65	-22.14%

Green Bay Housing Authority

Budget vs. Actual Detail

AQUA by BAS

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%	129,326.00	143,472.00	-14,146.00	90.14%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	133,687.12	130,468.58	3,218.54	102.47%
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%	9,953.89	9,000.00	953.89	110.6%
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%	272,967.01	316,940.58	-43,973.57	86.13%

Expense

	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	30.24	1,000.00	-969.76	3.02%	43,046.26	64,000.00	-20,953.74	67.26%
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	100.00	0.00	100.00	100.0%	783.59	1,500.00	-716.41	52.24%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,563.00	3,500.00	-937.00	73.23%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	80.00	4,000.00	-3,920.00	2.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%	364.28	500.00	-135.72	72.86%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	22,888.53	31,926.00	-9,037.47	71.69%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	3,172.50	4,500.00	-1,327.50	70.5%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	4,340.00	6,000.00	-1,660.00	72.33%
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	13.58	300.00	-286.42	4.53%	18,171.71	26,500.00	-8,328.29	68.57%
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%	687.50	1,000.00	-312.50	68.75%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	619.77	800.00	-180.23	77.47%
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%	5,426.81	6,750.00	-1,323.19	80.4%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	759.81	1,200.00	-440.19	63.32%
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%	19,606.88	25,000.00	-5,393.12	78.43%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	2,156.84	1,500.00	656.84	143.79%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	7,052.00	0.00	7,052.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,689.62	1,500.00	189.62	112.64%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,232.88	10,000.00	-2,767.12	72.33%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	41,158.99	46,000.00	-4,841.01	89.48%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	28,059.12	39,000.00	-10,940.88	71.95%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	17,369.77	39,059.85	-21,690.08	44.47%
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%	712.37	2,500.00	-1,787.63	28.5%
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%	2,465.25	1,500.00	965.25	164.35%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,338.00	1,500.00	-162.00	89.2%
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%	2,395.00	1,500.00	895.00	159.67%
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%	16,272.68	16,000.00	272.68	101.7%
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%	40,483.80	40,000.00	483.80	101.21%
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	529,058.82	717,325.00	-188,266.18	73.75%	311,654.34	639,921.85	-328,267.51	48.7%

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)	-514,073.37	-692,370.00	178,296.63	74.25%	-38,687.33	-322,981.27	284,293.94	11.98%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

AQUA by 525

Income

	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	267,602.50	304,081.00	-36,478.50	0.88
3110.00 · Dwelling Rental	531,608.13	624,735.27	-93,127.14	0.85
3120.00 · Excess Utilities	3,697.00	4,620.00	-923.00	0.80
3510.00 · Management Fee Revenue	96,424.02	128,981.04	-32,557.02	0.75
3520.00 · Asset Management Rev	18,110.00	24,240.00	-6,130.00	0.75
3530.00 · BookKeeping Fee Rev	13,365.00	18,180.00	-4,815.00	0.74
3610.00 · Int Income	24,380.67	30,000.00	-5,619.33	0.81
3690.00 · Other Income - Tenants	5,720.00	8,000.00	-2,280.00	0.72
3690.01 · Other Income - Ins Dividends	4,142.44	2,125.00	2,017.44	1.95
3690.02 · Other Income	38,197.23	31,955.00	6,242.23	1.20
3690.03 · Cell Tower Rent	92,952.15	134,000.00	-41,047.85	0.69
9110.00 · Transfers In	0.00	25,000.00	-25,000.00	0.00
Total Income	1,096,199.14	1,335,917.31	-239,718.17	82.06%

Expense

	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	162,565.38	227,000.00	-64,434.62	71.62%
4120.00 · Compensated Absences	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	2,860.56	4,350.00	-1,489.44	65.76%
4130.01 · Investigations Expense	4,020.59	6,100.00	-2,079.41	65.91%
4140.00 · Staff Training	2,505.01	15,000.00	-12,494.99	16.7%
4150.00 · Travel	609.24	1,450.00	-840.76	42.02%
4160.00 · Management Fee	96,424.02	128,981.04	-32,557.02	74.76%
4163.00 · BookKeeping Fee	13,365.00	18,180.00	-4,815.00	73.52%
4165.00 · Asset Management Fee	18,110.00	24,240.00	-6,130.00	74.71%
4171.00 · Auditing Fees	8,300.00	9,325.00	-1,025.00	89.01%
4182.00 · Employee Benefits - Admin	72,954.50	96,300.00	-23,345.50	75.76%
4190.01 · Printing	3,459.00	4,100.00	-641.00	84.37%
4190.02 · Postage	1,572.17	2,300.00	-727.83	68.36%
4190.03 · Paper & Office Supplies	1,499.29	3,800.00	-2,300.71	39.46%
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	18,697.63	26,750.00	-8,052.37	69.9%
4190.07 · Tele Fax & Comm	1,874.56	2,700.00	-825.44	69.43%
4190.08 · Marketing	1,577.86	2,300.00	-722.14	68.6%
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	70.34	1,500.00	-1,429.66	4.69%
4220.01 · Ten Ser - Resident Part	2,488.83	4,250.00	-1,761.17	58.56%
4230.00 · Ten Ser-Contrs	27,029.97	36,500.00	-9,470.03	74.06%
4310.00 · Water	48,059.56	68,000.00	-19,940.44	70.68%
4320.00 · Electricity	45,478.52	70,000.00	-24,521.48	64.97%
4320.01 · Utility Reimbursements	7,052.00	0.00	7,052.00	100.0%
4330.00 · Gas	22,501.36	32,500.00	-9,998.64	69.24%
4390.00 · Other Utilities	10,208.23	14,250.00	-4,041.77	71.64%
4410.00 · Maint - Labor	126,402.98	173,500.00	-47,097.02	72.86%
4420.00 · Maint - Supplies	66,846.17	106,100.00	-39,253.83	63.0%
4430.00 · Maint - Contracts	31,771.80	76,279.54	-44,507.74	41.65%
4430.01 · Maint - Non-Contract	5,867.99	43,786.00	-37,918.01	13.4%
4430.03 · Maint - Truck Maint	2,245.36	5,400.00	-3,154.64	41.58%
4430.09 · Fire Protection - Maint	1,473.63	9,000.00	-7,526.37	16.37%
4430.10 · Heating and Cooling	5,657.13	6,500.00	-842.87	87.03%
4430.11 · Snow Removal	13,556.80	14,000.00	-443.20	96.83%
4430.12 · Elevator Maintenance	7,647.32	10,500.00	-2,852.68	72.83%
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	19,918.12	24,500.00	-4,581.88	81.3%
4430.18 · Appliances	128.70	6,000.00	-5,871.30	2.15%
4430.19 · Garbage & Trash Removal	4,858.68	4,500.00	358.68	107.97%
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	52,062.43	63,000.00	-10,937.57	82.64%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	51,241.66	50,100.00	1,141.66	102.28%
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	637.00	1,025.00	-388.00	62.15%
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	1,540,948.95	2,669,941.58	-1,128,992.63	57.72%

Green Bay Housing Authority

Budget vs. Actual Detail

TOTAL

Net Income/(Loss)

YTD	Budget	\$ Over Budget	% of Budget
-444,749.81	-1,334,024.27	889,274.46	33.34%



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

March 31, 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 March 2020 there were **38** Green Bay Housing applications reviewed by Langan and Associates. They were:

- 19** Application for Mason Manor.
- 19** 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

April 23, 2020

PREPARED BY

AGENDA ITEM # F.4.a

COVID-19 Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

GREEN BAY HOUSING AUTHORITY
(APRIL 2020)

			MASON MANOR VACANCIES (2 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	03/01/20	1	5/01/20	DECEASED	READY FOR MOVE IN (IN HOUSE TRANSFER)
###	03/15/20	1	?	IN HOUSE TRANSFER	UNIT TURNOVER
			SCATTERED SITES VACANCIES (2 TOTAL)		
###	3/31/20	3	?	MOVED OUT WITH SIGNIFICANT OTHER	UNIT TURNOVER
###	3/31/20	3	?	MOVED OUT WITH SIGNIFICANT OTHER	UNIT TURNOVER
UPCOMING VACANCIES			APPLICATIONS INFO		
	MASON MANOR (1 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (62-BC; 38-non BC)	100
	###	EVICTION		2 bedroom (1-BC; 1-non BC)	2
	SCATTERED S. (1 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (41-BC; 14-non BC)	55
	###	EVICTION		3 bedroom (4-BC; 4-non BC)	8
				4 bedroom (8-BC; 0 non BC)	8
	MOVE IN/OUT #'S		8 NEW MOVE INS		12 MOVE OUTS
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
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%
Jan	99.34%	100.00%	99.67%	99.34%	100.00%
Feb	99.34%	100.00%	99.67%	99.34%	100.00%
March	98.03%	100.00%	99.01%	98.03%	100.00%
TOTAL	99.07%	97.22%	98.15%	99.01%	98.09%