



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, MARCH 17, 2022, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

- I. William VandeCastle - Chair, Terri Refsguard Vice-Chair, Sandra Popp, Erin Edwards and Stephen Srubas

C. Approval of the Agenda.

- I. Approval of the agenda for the March 17, 2022, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the January 20, 2022, meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Election of Officers, Chair, Vice-Chair and Secretary.

F. Informational.

- I. Introduction of Attorney Paul Dombrowski, Partner with Husch Blackwell LLP.
2. Update on RAD/Section 18 Redevelopment Project from Gorman And Company, Developer and Baker Tilly, Consultant.
3. GBHA Bills.
4. GBHA Financial Report.

5. Langan Report.
6. Director's Report.
7. Occupancy Report.
8. Date of next meeting: April 21, 2022

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 Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+13017158592,,81434999289# US (Washington DC)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

Find your local number: <https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your 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 yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the “raise your hand” tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to “open the floor for interested parties to speak.” Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





Report to the
**Housing Authority
of the City of Green Bay**

MEETING DATE

March 17, 2022

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

Election of Officers, Chair, Vice-Chair and Secretary.

BACKGROUND

Current officers:
Chair- Bill VandeCastle
Vice-Chair- Terri Refsguard
Secretary- Cheryl Renier-Wigg

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
**Housing Authority
of the City of Green Bay**

MEETING DATE

March 17, 2022

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # F.1

Introduction of Attorney Paul Dombrowski, Partner with Husch Blackwell LLP.

BACKGROUND

The GBHA authorized the Executive director and the Chair of the GBHA to seek out and hire an attorney to represent the GBHA with the redevelopment of Mason Manor and Scattered Sites public housing.

The Executive Director worked closely with the City's Law Department to find a pool of firms that had experience with this type of project. RFP's were sent out and received two (2) responses. One from Nixon and Peabody out of New York and one from Husch Blackwell out of Madison. The proposals were reviewed by the Executive Director, City Attorney and GBHA Chair. It was determined that both candidates were very qualified; however, Husch Blackwell had more experience with other Wisconsin Public Housing Authority's that had gone through the redevelopment/RAD process. They also came in a little lower in hourly costs. Based on this, the GBHA executed an Engagement Letter with Husch Blackwell for services.

The response from Husch Blackwell is attached to the agenda along with the Engagement Letter. Staff has met with Atty. Paul Dombrowski to bring him up to speed on the project. He is reviewing the creation documents as well as the by-laws for Green Bay Properties I Inc. and will advise us on what is needed for next steps moving forward.

RECOMMENDATION**FISCAL IMPACT****ATTACHMENTS**

1. Engagement Letter - GBHA-Dombrowski - SIGNED
2. Husch Blackwell Response to Green Bay Housing Authority

HUSCH BLACKWELL

Paul J. Dombrowski
Partner

33 E. Main Street, Suite 300
Madison, WI 53703
Direct: 608.234.6103
paul.dombrowski@huschblackwell.com

January 26, 2022

VIA E-MAIL

Green Bay Housing Authority
100 N. Jefferson Street
Green Bay, WI 54301
Attn: Cheryl Renier-Wigg

RE: Agreement for Legal Services

Dear Cheryl:

Thank you for selecting Husch Blackwell LLP to provide legal services. This letter is to confirm our engagement and to set forth the terms under which we will provide the requested services.

Client and Scope of Representation. Our client for this engagement will be Green Bay Housing Authority (“GBHA” or “Client”). It is understood that, in the absence of written agreement to the contrary, our work in connection with this engagement shall not be considered to create an attorney-client relationship between us and any other persons or entities related to Client, including parents, subsidiaries, shareholders, partners, members, or other affiliates, and thus our sole client for this engagement shall be GBHA. We will not consider entities affiliated with GBHA as our clients for the purpose of checking future conflicts of interest.

We are being retained to represent you in regard to a HUD/RAD conversion for Mason Manor. In the event that we are asked to provide additional services, we will confirm such engagement in writing. Absent specific modification, any additional services will be governed by the terms and conditions of this agreement.

Conflicts. Husch Blackwell LLP has a number of offices and represents many clients on a regional or national basis. Some of the clients we represent may be your competitors, vendors or customers. It is possible that some of our present or future clients will ask us to represent them in disputes or other matters where their interests are adverse to Client’s during the time we are providing legal services to you. It is also possible that we will represent, or be asked to represent (in other matters), parties whose interests are adverse to yours in this or a future matter in which we represent you. Both of these situations would create a conflict of interest under our ethical rules which would prohibit us from undertaking the simultaneous representations without the waiver and consent of both clients. Therefore, as a condition to our undertaking this

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engagement, you agree that our firm may represent existing or new clients whose interests are adverse to yours in all types of matters, including litigation, that are not substantially related to the matters in which we represent you. You further agree that we may undertake to represent parties to whom you are adverse in matters in which we represent you, provided again that we do so only in matters that are not substantially related to our work for you. You could, of course, choose not to waive these conflicts of interest, in which case we could decline to undertake this representation. Because the validity and enforceability of these conflict waivers are essential conditions to the firm's willingness to accept this engagement, and the firm would not accept the engagement but for these waivers, you agree that, if the validity or enforceability of these waivers is ever challenged or revoked, we may withdraw from representing you and continue to represent our other clients, even in matters directly adverse to GBHA, including litigation.

Fees and Expenses. Our fees are based on the amount of time we devote to a project. Any estimates of fees that we may give from time to time are based on our judgment of the circumstances at a given time, and actual fees may be more or less than the estimated amount. Any estimate of fees or costs we provide thus may not be considered as a minimum, maximum, or fixed fee quotation.

I will be the responsible attorney for this engagement but other attorneys and legal assistants may assist with the engagement. We ask that you agree that we may use such personnel as is appropriate in our professional judgment. Our hourly rates for attorneys range from \$445 to \$955 for partners of the firm and \$290 to \$705 for associates. The firm also employs paralegals and their rates range from \$175 to \$395. Other professionals employed in certain specialty areas have rates that range from \$160 to \$700. Our hourly rates are reviewed and adjusted periodically. Adjusted rates will be applicable to any work done after the effective date of the adjustment. As noted in our response to GBHA's Request for Qualifications, we have agreed to the following discounted rates for this engagement:

Paul Dombrowski, Partner \$575/hour

Mary Parmeter, Associate Attorney \$385/hour

Jennifer Dahms, Senior Paralegal \$285/hour

In litigation and matters requiring document productions, including third party and government subpoenas, investigations, and regulatory matters, electronically stored information is almost always implicated. For these matters, the firm uses the services of its Litigation Technology Department to meet the demands of electronic discovery and document management using the latest technological tools. The services provided by the firm's Litigation Technology Department require significant expertise. Services may include coordination and consultation on discovery materials, development and hosting of document review databases. Pricing for this work is set forth in the attached schedule. Additionally, it is the firm's policy to bill for providing responses to audit letter requests. Should this type of work materialize, we charge a flat rate of \$250 to \$2,000 based on the complexity of the request and the time and resources

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expended by the members of the audit letter team. The flat fee covers all of the work of our centralized audit letter team to prepare the audit letter response. The flat fee does not include the time the attorneys handling your matter(s) spend preparing descriptions of actual or potential loss contingencies, which may be billed separately.

We will bill on a monthly basis for our professional fees and for reimbursement of expenses incurred in connection with this engagement. A schedule of our charges for various services and incidental items is attached. We will generally not pay the fees and expenses of other service providers, such as consultants, local counsel, deposition reporters, experts, and the like, but will forward those bills directly to you for payment.

Payment shall be due upon receipt of our invoice. If we do not receive comment about the invoice within twenty days of the date of the invoice, we will assume you have reviewed the invoice and find it acceptable. Invoices not paid within thirty days of the invoice date will be subject to a late charge of 1% per month on the unpaid balance, commencing from the date of the invoice and continuing until paid. If an invoice remains unpaid more than ninety days after the invoice date, we may, consistent with our ethical obligations and judicial requirements, cease performing services for you until arrangements satisfactory to us have been made for payment of arrearages and future fees. You agree that, in such an event, we have the right to withdraw as your attorneys from any matter or proceeding in which we may be engaged.

Communications. We understand that we are to report to and take direction from Cheryl Renier-Wigg for this engagement. If you should prefer that we report to some other person, please let us know. We understand that you have approved the use of internet e-mail for communications concerning this matter. Our state ethics rules suggest that we remind you that the internet does not provide a totally secure method of communication, and e-mail may be copied and held by any computer through which it passes. Persons not participating in the communication may intercept e-mails, and e-mails stored on computers may be accessed by unauthorized parties. If you would prefer that we not communicate with you via e-mail, please advise me immediately.

Marketing Materials. Periodically, our firm prepares marketing materials in which we include the names and corporate logos of selected clients and sometimes a brief description of a significant project on which we worked. You agree that we may do so with regard to you and any matters we handle for you at this time or in the future. If we include our representation of you in these materials, we will not include information about any specific transaction that is not otherwise publicly available without your prior approval.

Document Retention. Some materials related to our representation of you (e.g. administrative records, time and expense reports, personnel materials, and credit and accounting records) belong to us and will be handled in accordance with our document retention policy. Other materials (i.e., documents provided to us by you and the final version of documents that you retain us to create) are considered client files and belong to you. We will retain your client

January 26, 2022

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file for ten years or such longer period as required by statute or our firm's document retention policy. At your request, we will return your file to you or any other person designated by you. If, at your request, we retain your client files beyond their normal period of retention, such long-term storage will be at your cost. If you have not requested that we return your file or made arrangements for long-term storage, we may destroy or otherwise dispose of your client files after the retention period.

Limited Liability Partnership. Husch Blackwell LLP is organized as a limited liability partnership under Delaware law. This means every attorney in our firm who either directly performs or supervises legal services for you will have full professional responsibility and legal liability for those services, in addition to the firm itself. However, individual attorneys in the firm who have no direct involvement or supervisory role in your representation will not have any personal liability for the legal services performed by others in the firm.

Conclusion of Representation. Our relationship with you will be concluded when we have completed our agreed-upon services. In addition, and without limiting the preceding sentence, in the event we have performed no work for you or on your behalf for six consecutive months, you agree that our attorney-client relationship with you will be terminated.

It is understood that the terms of this letter and its enclosures constitute the terms under which we will undertake this representation. If you find the proposed engagement terms acceptable, please execute and return a copy of this letter for our file. If you do not agree to any of the terms of this letter and its enclosures, please call me as soon as possible within the next ten days to discuss. If I do not hear from you, it is understood that these are the terms of our representation.

Thank you again for selecting us for this engagement. We look forward to working with you.

Very truly yours,

HUSCH BLACKWELL LLP



Paul J. Dombrowski

PJD/co
Attachment

January 26, 2022

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AGREED:

GREEN BAY HOUSING AUTHORITY

By: 

Name: Cheryl Renier-Wigg

Title: Executive Director

Dated: 2/3/2022

SCHEDULE OF CHARGES FOR INCIDENTAL SERVICES

Effective 1/1/2021

This schedule identifies charges that will be added to our invoices for incidental services we provide and costs we incur in connection with our legal services. If we have reached a separate written agreement with you concerning any of these charges, the terms of that separate agreement will prevail over any conflicting provisions of this schedule.

Document Processing Services

Paper (Black and White)	\$0.15 per page
Paper (Color)	\$0.25 per page
	No charges for paper documents under 20 pages

Computer Legal Research Costs

Online research may be charged at up to 95% of the vendor's transactional/retail rates, when applicable	Charged at up to 95% of the vendor's transactional/retail rates
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Postage, Couriers and Delivery Services

Large mailings, certified or express delivery services are billed to client at actual costs	Billed at actual costs
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Internal Messengers Services

In-House Messengers charges are billed at \$60 per hour, in 6 minute increments	\$60 per hour, in 6 minute increments
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Video Conferencing

Husch Blackwell initiated; 2 locations	\$100 per hour/per location: prorated based on actual minutes used
Husch Blackwell initiated; each additional location	\$100 per hour/per location: prorated based on actual minutes used
Non Husch Blackwell initiated; each additional location	No Charge

Paper file storage following conclusion of engagement

Client material is boxed and stored at a secured offsite location	\$0.17 per bankers box per month
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Electronic file storage following conclusion of engagement

If after the engagement data is required to remain active and or accessible via HB data storage, a fee of \$50.00 per gigabyte per year will be billed to the client. This fee is pro-rated by size and specified time frame.	\$50 per gigabyte per year (prorated)
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Media Services-

CD/DVD creation\duplication:	\$10 CD / DVD
Flash Drive 8 Gigabyte:	\$10 per Drive
Flash Drive 32 Gigabyte:	\$15 per Drive
Flash Drive 64 Gigabyte	\$20 per Drive
Flash Drive 128 Gigabyte	\$40 per Drive
External Hard Drive 1 Terabyte	\$80 per Drive

Audit Letters

\$250 - \$2,000



Husch Blackwell Proposal to Serve

Green Bay Housing Authority

RAD/Section 18 Blend Conversion and LIHTC

Paul J. Dombrowski, Partner

paul.dombrowski@huschblackwell.com

(608) 234-6103

HUSCH BLACKWELL



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Tab 6 – Pricing and Signature Page (Attachment C)

Tab 7 – Attachment of Certificate of Insurance



TAB 1

Introduction and
Firm Overview

HUSCH BLACKWELL

Paul J. Dombrowski

Partner

33 East Main Street, Suite 300

Madison, WI 53701-1379

(608) 234-6103

paul.dombrowski@huschblackwell.com

December 22, 2021

Cheryl Renier – Wigg

GBHA Executive Director

100 N. Jefferson St. Rm 608

Green Bay, WI 54301

RE: Green Bay Housing Authority Request for Qualification (RFQ) | RAD/Section 18 Conversion and LIHTC

Thank you for the opportunity to present our experience and qualifications in response to your request for qualification for legal partners to provide counsel regarding the conversion of your current public housing to the Rental Assistance Demonstration (RAD)/Section 18 Blend program. Husch Blackwell attorneys have provided similar services to clients across the country for many years, and we are confident that our expertise will serve Green Bay Housing Authority (GBHA) well.

To ensure you receive a consistent, high level of service, a dedicated service team would be assigned to GBHA, consisting of a client relationship manager and a core team possessing appropriate legal expertise. Serving as your relationship manager, I, Paul Dombrowski, will have overall responsibility for managing your relationship with our firm. This includes monitoring all assignments given to other firm attorneys and paralegals to ensure that the services provided to you are well-coordinated and that each matter is handled with the highest quality. I have worked with numerous community development and housing authorities, lenders, and tax credit investors in successful RAD/Section 18 Blend conversion projects. Mary Parmeter, an associate attorney, will also be a part of the core team, as well as Jennifer Dahms, a senior paralegal with more than 15 years of experience in closing real estate and financing transactions. Below are their biographies. Together, we have the experience needed to close your RAD transaction as efficiently as possible.

Husch Blackwell acknowledges and understands the work to be done as stated in the scope of services and commits to performing the work within an efficient and cost-effective period. The following proposal is a firm and irrevocable offer to GBHA good for a minimum of 90 days.

If selected, I intend to provide the services at the proposed prices in accordance with the terms and conditions specified in this proposal and the RFP document. We look forward to discussing in detail how we can help GBHA, and we thank you again for considering Husch Blackwell as a partner for your legal needs. I would be happy to meet with you and your team in Green Bay if you would like to discuss this in person.

Sincerely,



Paul J. Dombrowski

Firm Profile

At Husch Blackwell, we have built our law firm around one idea – to lead our clients from where they are to where they want to be. Not only have we assembled a deep bench of the best minds in the legal profession, we have reached beyond the law to include industry professionals with operational, academic, and technical knowledge to provide uniquely comprehensive perspectives that drive leading-edge results. Other law firms talk about understanding the client’s industry. For us, it is at the core of how we function.

Organized into an industry structure that puts clients first, Husch Blackwell breaks the legal industry mold by aligning with our clients’ businesses. With more than 800 attorneys spanning 25 offices in 23 cities nationwide, Husch Blackwell provides counsel to national and global leaders in major industries across the United States, including technology and manufacturing, energy, food and agribusiness, financial services, healthcare, real estate, construction, and transportation.

a. List the company’s complete legal name, full address, headquarters location.

Husch Blackwell LLP
33 East Main Street, Suite 300
Madison, WI 53703

b. List the contact person for this RFQ, name, title, e-mail, and phone.

Paul J. Dombrowski, Partner
paul.dombrowski@huschblackwell.com | (608) 234-6103

c. State how long the company has been in business.

Our firm's history reflects more than a century of legal excellence and superior client service. We earned our reputation as a market-leading law firm by delivering the highest standards of legal services our clients demand. Husch Blackwell dates our founding to 1916 with the formation of McCune, Caldwell & Downing, which later became Blackwell Sanders. In its current form, Husch Blackwell is the product of a 2008 merger between two Missouri law firms: St. Louis-based Husch & Eppenger and Kansas City-based Blackwell Sanders.

d. Give a brief overview of your company to include affiliated divisions and locations, main or core areas of expertise, and services offered.

Husch Blackwell is an industry-focused business and litigation law firm delivering innovative and strategic solutions to organizations around the world. With 25 offices in 23 cities nationwide and our LINK Virtual Office, Husch Blackwell provides counsel to national and global leaders in major industries.

Rather than traditional legal practice areas, Husch Blackwell is organized into strategic business units that focus on specific industries. This structure provides the firm with the ability to field deep, interdisciplinary teams capable of quickly identifying the right skill sets required for your unique legal challenges.

Husch Blackwell has the following resources available to Green Bay Housing Authority:

HUSCH BLACKWELL

Legal Project Management

LPM is a systematic approach for scoping, planning, managing, and controlling legal work. It ensures that time, budget, and performance expectations and requirements are clearly understood by the law firm and the client. Our dedication to legal project management is an essential element of our process, helping ensure our team has a full understanding of your business and your goals. A key component of LPM is front-end planning. We take the time to listen to your needs and expectations. We discuss project scope, time, and cost, and consider any possible events or risks that may impact our projects with you. We take care to correctly align our attorneys' experience and skills with your needs on each matter. Careful communication ensures that all phases, deliverables, and desired outcomes are clearly outlined and agreed upon. The result is more efficient and cost-effective legal counsel.

Extra Advantage Client Portal

ExtraAdvantage is a robust and secure client portal designed and owned by Husch Blackwell that will be fully customized to monitor, coordinate and manage your legal needs. As a supplement to our personal relationships, ExtraAdvantage serves as our 24/7 connection to you and your team to help reduce legal spend. With ExtraAdvantage, the Husch Blackwell team can communicate and collaborate with you directly through the portal, thereby avoiding heavy and confusing email traffic. In our experience, clients tend to see a reduction in overall attorney and in-house time spent dealing with day-to-day maintenance when using the portal. This system will be custom built specifically for Hanesbrands, and your team's needs will dictate the design and functionality of the platform and software. Your Husch Blackwell attorneys and IT experts will closely collaborate with you to ensure customized content that fits the way you work. Depending on what is most important to Hanesbrands, we can build your ExtraAdvantage Portal to best integrate with your business needs.

The platform compiles all of the most up-to-date information and documents useful to your team by providing a direct interface with our document management systems and docketing systems in one online location that is both secure and simple to use. We can build your ExtraAdvantage Portal to allow you and your Hanesbrands team to quickly search for and find the status of all matters, including upcoming deadlines. Once a matter has been selected, in-house attorneys can provide instructions, upload documents, and even access any desired document stored in Husch Blackwell's document management system under that matter. All information in the portal is secure and can be accessed 24/7.

The portal is provided to clients at no cost.

e. State the number of employees of the company.

Husch Blackwell employs over 800 attorneys and nearly 1,000 professional staff members.

f. Indicate the capability of your firm to hold harmless, indemnify and defend the GBHA for losses, costs, and expenses arising from liability claims resulting from the alleged negligence of your firm, its officers, employees, and subcontractors; describe the liability insurance coverage carried by your firm.

Please find Husch Blackwell's certificate of insurance that meets or exceeds the coverage requirements at the end of this document (with the exception of the request for "explosions, collapse and underground coverage" which is inapplicable given the nature of our business).

g. Provide a statement of assurance that your firm is not presently in violation of any statutes or regulatory rules that might have an impact on your firm's operations.

We confirm that Husch Blackwell LLP is not presently in violation of any statutes or regulatory rules that might have an impact on our firm's operations.

h. Financial Statements: Three years balance sheets and income statements upon request.

Husch Blackwell's history of more than 100 years and our position as an AmLaw 100 firm with over 800 attorneys and 25 office locations, including the Link virtual office, attests to our strength and financial stability. Husch Blackwell continues to be financially disciplined and fiscally responsible and manages its business well within budget. As good stewards of firm resources, the firm [reported](#) gross revenue of \$417 million in 2020 during COVID-19, a 9.7 percent year-over-year increase that was unrelated to a merger and outpaced the AmLaw 100 average by approximately 6 percent.

Chief Executive Paul Eberle and Chair Catherine Hanaway attributed the firm's organic growth during a global crisis to the talent and dedication of attorneys and staff, investments in technology, client-focused approach, and trusted relationships with clients.

The firm is not facing, nor does it anticipate facing, any lawsuits or other exposures that would have a material impact on the firm's financial or institutional soundness. Additionally, we carry professional liability insurance with limits that are more than adequate to protect the firm's financial health and institutional soundness. Although Husch Blackwell does not externally distribute confidential financial details about the Firm, we will meet with clients, in our office, to discuss our audited financial statements. Please contact our CFO, Tim Tyler, to schedule an appointment – his contact information is provided below:

Timothy D. Tyler

Phone: 314-480-1558

E-mail Address: timothy.tyler@huschblackwell.com



TAB 2

Qualifications,
Staffing, and Budget

Qualifications, Staffing, and Budget

- 1. A comprehensive summary of the firm's demonstrated capability, including the length of time that the firm has provided the services being requested herein. Provide a list of key accounts receiving services as those required in this RFQ.**

Husch Blackwell has been involved in numerous RAD conversions and Section 18 Blends, representing public housing authorities, lenders, and tax credit investors. Having represented all "sides" in RAD conversion, we are able to anticipate the needs of all involved, and plan and respond accordingly. Husch Blackwell has extensive experience in all phases of a RAD conversion – from initial strategy, corporate organization, and property transfers through the RAD conversion process, including related financing and LIHTC closings.

We have routinely assisted clients in negotiating and documenting all aspects of RAD conversions and property development and redevelopments, including but not limited to the RAD Conversion Commitments, RAD Use Agreements, Housing Assistance Payment (HAP) Contracts, corporate organizational documents, ground leases, regulatory agreements, declarations of trust and restrictive covenants, management agreements, construction and architectural contracts, development agreements, PILOT agreements, financing documents, LIHTC documents (including those involving tax-exempt bonds), and other sources of funding such as the HOME, Community Development Block Grant (CDBG), and Affordable Housing Programs (AHP).

A selection of relevant representations includes:

- Representation of Wisconsin public housing authorities in all aspects of the conversion of public housing units under the RAD program, including related financing and LIHTC closings.
- Representation of construction and permanent lenders in the conversion of public housing units under the RAD program in the City of Milwaukee.
- Representation of tax credit investor in the conversion of public housing units under the RAD program in the City of Milwaukee.
- Regular representation of construction lenders, perm lenders, and tax credit investors in LIHTC projects throughout Wisconsin, Illinois, and Minnesota.
- Advised one of the largest CDFIs in the country on bridge loan placement for affordable housing projects, including the securitization of more than \$5 million in bridge loans for a nearly \$20 million affordable housing project for seniors and physically impaired residents.
- Counseled client in the development of 54 units of affordable senior housing using state and federal LIHTCs, HOME Investment Partnerships Program funding, and tax abatement.

Under our Rules of Professional Conduct, all client information, including client names, are considered confidential, and we are prohibited from revealing any information about them unless authorized. However, we are pleased to share a selection of approved references under tab 4.

HUSCH BLACKWELL

2. Identify all persons who will be assigned to work on the GBHA's account and who will be performing the services required under this contract. Describe their level/title, qualifications, certifications, and experience, including the number of years working on public safety projects, and a list of key clients they have performed these services for.

PAUL DOMBROWSKI | PARTNER | MADISON, WI



Paul counsels clients on all facets of finance and real estate law, assisting clients with the acquisition, development, and disposition of their properties, and he frequently advises clients on construction, annexation, zoning, and land use matters. He devotes a significant portion of his practice to commercial finance matters, including those involving Low Income Housing Tax Credits (LIHTC), Historic Tax Credits (HTC), New Markets Tax Credits (NMTC), tax increment financing (TIF), HUD financings, RAD Conversions, mortgage lending, work-outs, and other commercial loans. Paul has successfully represented clients for more than 30 years, including lenders, investors, developers, and housing authorities in numerous LIHTC projects.

MARY PARMETER | ASSOCIATE | MADISON, WI



Mary brings a wealth of finance and corporate law experience to her transactional real estate clients. She represents lenders, developers, operating companies, and local governments in a wide range of complex real estate and financing transactions, including multi-phase development projects, construction real estate loans, tax credit financing structures, and the acquisition and disposition of commercial real estate.

JENNIFER A. DAHMS | SENIOR PARALEGAL | MADISON, WI



Jennifer is a senior paralegal who focuses on commercial financing, real estate, and general corporate matters. She has more than 15 years of experience working with financial institutions, national insurance companies, corporations, and real estate developers. Jennifer has extensive experience drafting loan agreements and ancillary documents; preparing real estate purchase agreements, easements, and closing documents; and reviewing title, survey, and due diligence materials for loan and real estate transactions.

3. Upon award and during the contract period, if the Contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including the information listed above to the City for approval before they may begin work.

Husch Blackwell confirms that upon award of and for the duration of this contract, we will notify Green Bay Housing Authority of any personnel adjustment for your and the City's approval.



TAB 3

Compliance and Proposed
Budget

Compliance and Proposed Budget

1. **Include a statement that your firm meets and will fulfill the requirements and will abide by the procedures outlined on pages 8 – 14 of this RFQ.**

Husch Blackwell LLP will meet and will fulfill the requirements and will abide by the procedures outlined on pages 8 – 14 of this RFQ, so long as the firm's amendments are accepted.

2. **Provide a detailed listing of any exceptions vendor wishes to take with Outside Counsel Procedures & Requirements, explain the basis of the exception, and propose an alternative solution or arrangement.**

Lowest and Best Rates: Unfortunately, Husch Blackwell cannot agree to this provision because the firm has so many different types of fee arrangements with our clients that the firm does not have a "lowest rates" charged amount. We have, however, included a discounted rate structure, as described below.

Indemnity: The Services to be provided by Husch Blackwell under this Agreement include legal advice and other legal services to be rendered to Green Bay Housing Authority. Husch Blackwell agrees to comply with all professional standards and to exercise the requisite standard of care in the delivery of such legal services. Husch Blackwell acknowledges that it may be held responsible in tort for any professional negligence or breach of fiduciary duty in connection with the legal services provided hereunder. While it hasn't been tested, it is fair to say that professional liability insurance policies like ours generally do not cover contractually agreed upon liabilities beyond those imposed by tort law, and as providers of professional legal services, it is not appropriate for us to undertake indemnification duties for which we can't readily insure ourselves or our clients. As lawyers, we of course are responsible for meeting the standard of care for attorneys, and understand that we may be found liable in tort for damages sustained by a client as a result of a failure by us to meet the standard of care.

3. **Provide a proposed detailed budget for the scope of services as contemplated under this RFQ.**

Please see our discounted rate structure, described below. As noted above, we employ a Legal Practice Management (LPM) approach in developing a detailed scope of services and estimated budget. We have found that it is essential to meet with the client to discuss project scope, timing expectations, and costs in determining a budget that would serve as our roadmap for the engagement. We would welcome the opportunity to meet with you (at no charge) to discuss the scope of the project in further detail and prepare a more accurate budget based on those discussions.



TAB 4

References (Attachment A)

References

1. City of Wisconsin Rapids Housing Authority

2521 10th Street South

Wisconsin Rapids, WI 54494

(715) 423-7288

Mary Vang, Executive Director

mary@wisrapha.org

Assisted client in RAD Conversion Project.

Husch Blackwell has provided support to the City of Wisconsin Rapids Housing Authority since 2019.

2. Kaukauna Housing Authority

125 W. 10th Street

Kaukauna, WI 54130

(920) 766-4772

Lori Ratzburg, COS, PHM, Executive Director

Director@KaukaunaHA.org

Assisted client in RAD Conversion/Section 18 Blend LIHTC project.

Husch Blackwell has provided support to Kaukauna Housing Authority since 2020.

3. Associated Bank

8040 Excelsior Drive, 2nd Floor

Madison, WI 53717

(608) 259-3637

Steve Sosnowski, Senior Vice President, Commercial Real Estate Division

steve.sosnowski@AssociatedBank.com

Assisted client in transactions involving RAD conversions and LIHTCs.

Husch Blackwell has provided support to Associated Bank for over 10 years.

4. Baker Tilly US, LLP

4807 Innovate Lane

Madison, WI 53718

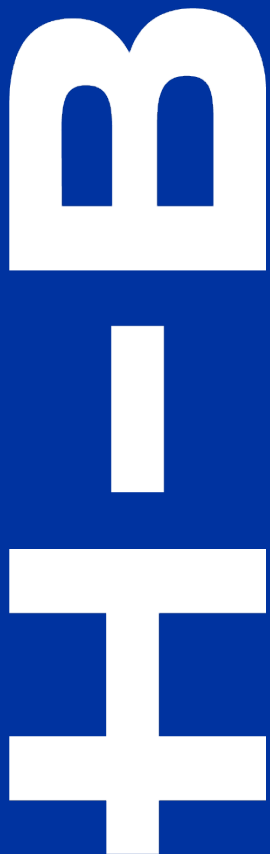
(608) 240-2425

Kaitlin Konyn, Affordable Housing and Repositioning Senior Manager; Donald Bernards, Partner

kaitlin.konyn@bakertilly.com; donald.bernards@bakertilly.com

Partnered with Baker Tilly on numerous LIHTC and RAD conversions.

Husch Blackwell has provided support to Baker Tilly US for over 15 years.



TAB 5

Designation of
Confidential, Trade Secret
and Proprietary
Information (Attachment B)

ATTACHMENT B

DESIGNATION OF CONFIDENTIAL, TRADE SECRET, PROPRIETARY INFORMATION

As a governmental entity, the GBHA is subject to making records available for public disclosure (open records). Proposer's may request that certain information be treated as confidential material (trade secrets) and not released to the public, as provided in Wis. Stat. § 19.36(5).

Material submitted in response to the GBHA's Request for Qualifications 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 GBHA under a pledge of confidentiality. I would not have submitted this information had the GBHA not pledged to keep it confidential* and request that the following pages not be released:

<u>Section</u>	<u>Page</u>	<u>Topic</u>
Tab 5	1	References/Client Information
Tab 6	1	Pricing and Rates

***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 GBHA 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.

	(608) 234-6103	paul.dombrowski@huschblackwell.com
Signature (Authorized Representative)	Telephone Number	E-mail
Paul J. Dombrowski	Husch Blackwell LLP	
Name (Please Print)	Company Name	
Partner	12.22.2021	
Title	Date	

NOTE: The GBHA 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 GBHA's preference is for the proposer to segregate all information designated as confidential into one section of the Request for Qualifications 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, or under separate cover, e.g., in confidential Section No. . Data contained in the proposal and all documentation become property of the GBHA.



TAB 6

Pricing and Signature
Page (Attachment C)

ATTACHMENT C

PROPOSAL PRICING & SIGNATURE PAGE RFQ #2837 LEGAL 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 Qualifications 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 GBHA, 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 GBHA 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.

List below your discounted fee structure for hourly rates by position, out of pocket expenses, and other billable items:	Indicate if rate is per hour or flat rate:
Paul Dombrowski, Partner	\$ 575/hr.
Mary Parmeter, Associate Attorney	\$ 385/hr.
Jennifer Dahms, Senior Paralegal	\$ 285/hr.
	\$
	\$
	\$
	\$
	\$
PAYMENT TERMS: Net 30 Vendor accepts P-Cards: ☒ YES ☐ NO	
The GBHA will not accept any added fees for credit card usage.	

Vendor Full Legal Name: Husch Blackwell LLP

Complete Address, City, ST, Zip: 33 East Main Street, Suite 300

Madison, WI 53703

Bidders Contact Name & Title (Type or Print): Paul J. Dombrowski

Authorized Signature: 

Phone # & Fax#: Phone: 608.234.6103 Fax: 608.258.7138

Date: December 17th, 2021

Taxpayer I.D. Number: 26-1688286

E-mail address: paul.dombrowski@huschblackwell.com

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: _____



TAB 7

Certificate of
Insurance



CERTIFICATE OF LIABILITY INSURANCE

4/1/2022

DATE (MM/DD/YYYY)

4/5/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED	HUSCH BLACKWELL LLP 1305733 190 CARONDELET PLAZA, STE 600 ST. LOUIS MO 63105	INSURER(S) AFFORDING COVERAGE INSURER A: Great Northern Insurance Company INSURER B: Federal Insurance Company INSURER C: Chubb Indemnity Insurance Company INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 17465906 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☒ OTHER: CONTRACTUAL	N	N	3585-7036	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ Included \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	N	N	7355-0968	4/1/2021	4/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$	N	N	7985-9111	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7177-1074	4/1/2021	4/1/2022	☒ PER STATUTE ☐ OTH-ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

17465906
FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

March 17, 2022

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # F.2

Update on RAD/Section 18 Redevelopment Project from Gorman And Company, Developer and Baker Tilly, Consultant.

BACKGROUND

Gorman and Co. and Baker Tilly representatives will be present to provide the board with an update on the RAD/Section 18 blend redevelopment project. Included with the agenda packet is an outline of discussion points provided by Gorman and Co. and an updated timeline from Baker Tilly as well.

RECOMMENDATION

To receive and place on file

FISCAL IMPACT**ATTACHMENTS**

1. Gorman items for discussion
2. RAD Timeline-Updated 3.14.2022

MEMORANDUM

DATE: March 17, 2021

TO: Cheryl
Jayme Valentine

FROM: Ted Matkom, Gorman & Company, LLC

RE: Mason Manor

This memo is intended to identify issues we will discuss during the upcoming GBHA Board of Directors meeting:

1. Current Physical Needs assessment vs. resources available to fund construction costs
2. Strategies to obtain more resources to fund construction needs
 - Scattered Sites
 - Historic Designation and tax credits
 - WHEDA vs Private financing
3. Timeline/HUD approvals
4. Vacancies
5. GBHA Management
6. Gorman/GBHA Development Agreement

Mason Manor + Scattered Sites Timeline	RAD Milestones	Estimated Closing Timeframe: 11/30/22
	LIHTC Milestones	

	Event	Timeframe		Parties Involved	Reports Needed	Notes
		Start	End			
Completed	RAD Application	September 1, 2021	October 15, 2021	GBHA, BT	None	Baker Tilly compelled the RAD Application and it was submitted through RAD Resource desk
	CHAP Award		January 14, 2022	GBHA, BT	None	Received CHAP Award from HUD

In Process	WHEDA 4% LIHTC App	April 1, 2022	May 1, 2022	Gorman, GBHA	Market Study, Appraisal, Capital Needs Assessment	Gorman to prepare the LIHTC application; appraisal to be received April 15th. Will submit app by May 1st
	PIC Removal	January 14, 2022	March 31, 2022	GBHA	None	GBHA to complete the PIC Removal Application
	Concept Call	March 1, 2022	May 1, 2022	GBHA, BT	PCNA + eTool, Environmental Reports including Phase I, Lead Based Paint, Radon, Asbestos and Part 58.	Reports must be completed and entered into eTool and HEROS systems. Baker Tilly to work with the housing authority on the site and neighborhood standards review. FHEO must sign off before can submit for the concept call. Also need to coordinate with Brown County to be Contract Administrator
	Coordination of Sources	March 1, 2022	July 1, 2022	Gorman, GBHA	None	Gorman to start coordinating financial partners - debt (WHEDA) and equity (TBD).
	Financing Plan (FP)	March 1, 2022	July 1, 2022	GBHA, BT	None	Baker Tilly to work with GBHA on preparing the items for the financing plan.
	Review of LIHTC App	May 1, 2022	July 1, 2022	WHEDA	None	
	HUD Review of FP	July 1, 2022	September 1, 2022	HUD	None	
	HUD Issuance of RCC	September 1, 2022	October 1, 2022	GBHA, BT	None	HUD will issue the RCC. Team has 30 days to prepare the RCC package.
	Closing	October 1, 2022	November 30, 2022	All	None	From RCC package submission, HUD closing will take place 45 to 60 days

10:29 AM

03/04/22

Green Bay Housing Authority

Check Detail

January 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		01/31/2022		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-84.68
TOTAL						-84.68
Check		01/31/2022		Service Cha...	1162.02 · Security ...	
				Service Charge	4530.00 · Bank Fees	-4.50
TOTAL						-4.50
Bill Pmt -Check	6519	01/13/2022	AT&T	1424 Admiral	1111.01 · General ...	
Bill	12/22/21	12/22/2021		door system	4190.07 · Tele Fax...	-53.10
				Door system	4190.07 · Tele Fax...	-53.10
TOTAL						-106.20
Bill Pmt -Check	6520	01/13/2022	CANADEO LAWN ...	1424 Admiral	1111.01 · General ...	
Bill	clip245-2022	12/23/2021		lawn care	4430.13 · Landscap...	-1,833.60
TOTAL						-1,833.60
Bill Pmt -Check	6521	01/13/2022	CITY OF GREEN B...		1111.01 · General ...	
Bill	150315	12/22/2021		sanitation ch...	4430.19 · Garbage ...	-54.00
Bill	970-12420	12/24/2021		copies	4190.01 · Printing	-81.13
				copies	4190.01 · Printing	-81.13
Bill	150698	12/31/2021		fuel	4430.03 · Maint - Tr...	-114.91
				fuel	4430.03 · Maint - Tr...	-114.91
Bill	150943	12/31/2021		mailings	4190.02 · Postage	-17.28
TOTAL						-463.36
Bill Pmt -Check	6522	01/13/2022	FIRST SUPPLY G...	1424 Admiral	1111.01 · General ...	
Bill	12915087-00	12/20/2021		toilet seats	4420.00 · Maint - S...	-680.26
TOTAL						-680.26
Bill Pmt -Check	6523	01/13/2022	GREEN BAY WAT...		1111.01 · General ...	
Bill	12/30/21-4665-01	12/30/2021		1424 Admiral	4390.00 · Other Util...	-358.70
				1424 Admiral	4310.00 · Water	-3,471.60
Bill	12/30/21-32063-01	12/30/2021		1424 Admiral	4390.00 · Other Util...	-141.30
TOTAL						-3,971.60
Bill Pmt -Check	6524	01/13/2022			1111.01 · General ...	
Bill	SD refund	01/12/2022		SD refund	2114.00 · Tenant S...	-189.48
				Key Dept ref...	2114.02 · Security ...	-6.77
Bill	relocation	01/12/2022		relocation co...	4190.10 · Miscellan...	-320.17
TOTAL						-516.42

10:29 AM

03/04/22

Green Bay Housing Authority

Check Detail

January 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6525	01/13/2022	Jayme Valentine		1111.01 · General ...	
Bill	12/1-12/31/21 mile...	12/31/2021		mileage	4150.00 · Travel	-15.12
Bill	1/10/22 meeting	01/10/2022		mileage	4150.00 · Travel	-35.28
				waha meeting	4150.00 · Travel	-97.46
TOTAL						-147.86
Bill Pmt -Check	6526	01/13/2022	LANGAN INVESTI...		1111.01 · General ...	
Bill	12/1-12/31/21 mm	01/06/2022		Proffesonal s...	4130.01 · Investigat...	-101.75
Bill	12/1-12/31/21 SS	01/06/2022		Proffesonal s...	4130.01 · Investigat...	-174.25
TOTAL						-276.00
Bill Pmt -Check	6527	01/13/2022	LARSON PAINTING	1424 Admiral	1111.01 · General ...	
Bill	5762	01/02/2022		painting #606	4430.00 · Maint - C...	-302.40
				painting #213	4430.00 · Maint - C...	-239.40
TOTAL						-541.80
Bill Pmt -Check	6528	01/13/2022	LIZER LAWN CARE	1424 Admiral	1111.01 · General ...	
Bill	125331	01/03/2022		plowing	4430.11 · Snow Re...	-240.00
TOTAL						-240.00
Bill Pmt -Check	6529	01/13/2022	Overhead Door Co...	896 School	1111.01 · General ...	
Bill	BAY2573470	10/18/2021		repair garage...	4420.00 · Maint - S...	-110.95
TOTAL						-110.95
Bill Pmt -Check	6530	01/13/2022	Stephanie Schmut...	mileage	1111.01 · General ...	
Bill	10/21-12/31/21 mil...	12/31/2021		mileage	4150.00 · Travel	-21.84
TOTAL						-21.84
Bill Pmt -Check	6531	01/13/2022	TIME WARNER CA...	1424 Admiral	1111.01 · General ...	
Bill	0366595010122	01/01/2022		cable	4230.00 · Ten Ser...	-2,999.08
TOTAL						-2,999.08
Bill Pmt -Check	6532	01/13/2022	WISCONSIN PUBL...		1111.01 · General ...	
Bill	12/28/21-2671-00...	12/28/2021		1420 University	4320.00 · Electricity	-24.74
				1420 University	4330.00 · Gas	-65.05
Bill	12/30/21-2671-00...	12/30/2021		712 Bond	4320.00 · Electricity	-40.98
				712 Bond	4330.00 · Gas	-63.77
Bill	1/4/22-2671-00036	01/04/2022		1424 Admiral	4320.00 · Electricity	-894.80
Bill	1/4/22-2671-00002	01/04/2022		1424 Admiral	4320.00 · Electricity	-4,209.71
TOTAL						-5,299.05

10:29 AM

03/04/22

Green Bay Housing Authority

Check Detail

January 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6533	01/27/2022	ACE DRAIN & SE...	896 School	1111.01 · General ...	
Bill	18367	12/31/2021		auger main - ...	4430.16 · Plumbing	-165.00
TOTAL						-165.00
Bill Pmt -Check	6534	01/27/2022	AMA HEATING	1424 Admiral	1111.01 · General ...	
Bill	s95480	01/14/2022		filters	4420.00 · Maint - S...	-283.24
TOTAL						-283.24
Bill Pmt -Check	6535	01/27/2022	BELLIN HOME HE...	RN commun...	1111.01 · General ...	
Bill	MB7478	01/10/2022		RN communi...	4230.00 · Ten Ser-...	-300.00
TOTAL						-300.00
Bill Pmt -Check	6536	01/27/2022	CELLCOM	Cell bill	1111.01 · General ...	
Bill	865150	01/15/2022		cell bill	4190.07 · Tele Fax...	-43.72
				Cell bill	4190.07 · Tele Fax...	-95.48
TOTAL						-139.20
Bill Pmt -Check	6537	01/27/2022	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	12/20/2021		filing fee	4130.00 · Legal Ex...	-10.00
Bill	970-12420	12/23/2021		light & pain ...	4420.00 · Maint - S...	-22.88
				mouse killer	4420.00 · Maint - S...	-5.99
Bill	970-12420	12/28/2021		blinds/drip bo...	4420.00 · Maint - S...	-52.44
Bill	970-12420	12/28/2021		online training	4140.00 · Staff Trai...	-39.00
				online training	4140.00 · Staff Trai...	-39.00
Bill	151140	12/31/2021		HR services	4190.10 · Miscellan...	-6,317.41
Bill	151503	12/31/2021		workers comp	4433.00 · Emp Ben...	-6.45
				workers comp	4433.00 · Emp Ben...	-6.46
Bill	970-12420	01/04/2022		background c...	4130.01 · Investigat...	-20.35
				background c...	4130.01 · Investigat...	-20.35
Bill	970-12420	01/05/2022		wall plate	4420.00 · Maint - S...	-3.49
Bill	970-12420	01/05/2022		Drip bowls/ fri...	4420.00 · Maint - S...	-93.10
				fridge parts	4420.00 · Maint - S...	-64.11
Bill	970-12420	01/10/2022		electrical test...	4420.00 · Maint - S...	-544.58
Bill	970-12420	01/11/2022		mouse killer/...	4420.00 · Maint - S...	-70.01
				thermostats/t...	4420.00 · Maint - S...	-177.51
Bill	970-12420	01/22/2022		filing fee	4130.00 · Legal Ex...	-117.65
TOTAL						-7,610.78
Bill Pmt -Check	6538	01/27/2022	Clean By Design L...		1111.01 · General ...	
Bill	1612	01/11/2022		325 N Ashlan...	4430.00 · Maint - C...	-550.00
Bill	1613	01/11/2022		cleaning Apt ...	4430.00 · Maint - C...	-360.00
TOTAL						-910.00
Bill Pmt -Check	6539	01/27/2022	GRAINGER		1111.01 · General ...	
Bill	9167525303	01/04/2022		masks	4420.00 · Maint - S...	-30.00
Bill	9182182379	01/18/2022		cork board	4420.00 · Maint - S...	-105.37
TOTAL						-135.37

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Check Detail

January 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6540	01/27/2022	GREEN BAY WAT...		1111.01 · General ...	
Bill	1/17/22-514-06	01/17/2022		967 Holzer	4390.00 · Other Util...	-61.95
Bill	1/17/22-1033-02	01/17/2022		967 Holzer	4310.00 · Water	-107.34
Bill	1/19/22-2170-03	01/19/2022		712 Bond	4390.00 · Other Util...	-61.95
Bill	1/19/22-1882-05	01/19/2022		712 Bond	4310.00 · Water	-613.80
Bill	1/19/22-2375-04	01/19/2022		815 Dousman	4390.00 · Other Util...	-61.95
Bill				815 Dousman	4310.00 · Water	-200.56
Bill				886 Division	4390.00 · Other Util...	-61.95
Bill				886 Division	4310.00 · Water	-168.40
Bill				1428 Dousman	4390.00 · Other Util...	-61.95
Bill				1428 Dousman	4310.00 · Water	-138.31
TOTAL						-1,538.16
Bill Pmt -Check	6541	01/27/2022	KONE INC	1424 Admiral	1111.01 · General ...	
Bill	962096896	01/01/2022		elevator maint	4430.12 · Elevator ...	-910.00
TOTAL						-910.00
Bill Pmt -Check	6542	01/27/2022	LIZER LAWN CARE		1111.01 · General ...	
Bill	125490	01/17/2022		plowing	4430.11 · Snow Re...	-114.00
Bill	125487	01/17/2022		plowing	4430.11 · Snow Re...	-380.00
Bill	125488	01/17/2022		plowing	4430.11 · Snow Re...	-114.00
Bill	125489	01/17/2022		plowing	4430.11 · Snow Re...	-114.00
TOTAL						-722.00
Bill Pmt -Check	6543	01/27/2022	MID-STATE SUPPLY	1444 univers...	1111.01 · General ...	
Bill	4480032	01/11/2022		faucets	4420.00 · Maint - S...	-1,060.98
TOTAL						-1,060.98
Bill Pmt -Check	6544	01/27/2022	Patrick A. Zelzer &...	paper service	1111.01 · General ...	
Bill	zel-2022000090	01/13/2022		paper service...	4130.00 · Legal Ex...	-75.00
TOTAL						-75.00
Bill Pmt -Check	6545	01/27/2022	Sandberg K9 Solu...	1424 Admiral	1111.01 · General ...	
Bill	1925	01/16/2022		inspection	4430.17 · Extermin...	-100.00
TOTAL						-100.00
Bill Pmt -Check	6546	01/27/2022	TIME WARNER CA...	1424 Admiral	1111.01 · General ...	
Bill	437255011822	01/18/2022		wifi	4230.00 · Ten Ser...	-89.99
TOTAL						-89.99
Bill Pmt -Check	6547	01/27/2022	Twin Eagle Holdin...	1424 Admiral	1111.01 · General ...	
Bill	149730	01/12/2022		1424 Admiral	4330.00 · Gas	-4,204.51
TOTAL						-4,204.51

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Check Detail

January 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6548	01/27/2022	VAN'S FIRE & SAF...	1424 Admiral	1111.01 · General ...	
Bill	4155191	01/06/2022		inspection	4430.09 · Fire Prote...	-110.00
TOTAL						-110.00
Bill Pmt -Check	6549	01/27/2022	WISCONSIN PUBL...		1111.01 · General ...	
Bill	128/300/21-2671-...	12/30/2021		712 Bond	4320.00 · Electricity	-40.98
				712 Bond	4330.00 · Gas	-63.77
Bill	1/12/22-2671-00217	01/12/2022		816 N Maple	4320.00 · Electricity	-42.51
				816 N Maple	4330.00 · Gas	-119.34
Bill	1/14/22-2671-00009	01/14/2022		1125 Univeristy	4320.00 · Electricity	-43.94
				1125 Univeristy	4330.00 · Gas	-96.41
Bill	1/14/22-2671-00222	01/14/2022		1444 University	4320.00 · Electricity	-21.55
				1444 University	4330.00 · Gas	-55.19
TOTAL						-483.69
Bill Pmt -Check	6550	01/27/2022		SD refund	1111.01 · General ...	
Bill	SD refund	01/27/2022		SD refund	2114.00 · Tenant S...	-277.69
TOTAL						-277.69

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Check Detail

February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		02/28/2022		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-84.68
TOTAL						-84.68
Bill Pmt -Check	6570	02/10/2022	AT&T	door system	1111.01 · General ...	
Bill	1/22/2022	01/22/2022		door system	4190.07 · Tele Fax...	-53.21
				door system	4190.07 · Tele Fax...	-53.22
TOTAL						-106.43
Bill Pmt -Check	6571	02/10/2022	BELSON CO	1424 Admiral	1111.01 · General ...	
Bill	425002	01/25/2022		TP/ paper to...	4420.00 · Maint - S...	-493.37
TOTAL						-493.37
Bill Pmt -Check	6572	02/10/2022	BENO PLUMBING ...	1424 Admrial	1111.01 · General ...	
Bill	63073	01/31/2022		broken Valve...	4430.16 · Plumbing	-954.69
TOTAL						-954.69
Bill Pmt -Check	6573	02/10/2022	Brown County Plu...	837 Christiana	1111.01 · General ...	
Bill	6936	01/30/2022		light water he...	4430.16 · Plumbing	-95.00
TOTAL						-95.00
Bill Pmt -Check	6574	02/10/2022	CITY OF GREEN B...		1111.01 · General ...	
Bill	151802	12/31/2021		IT services	4190.06 · Computer...	-1,805.70
				IT services	4190.06 · Computer...	-3,611.37
				IT services	4190.06 · Computer...	-7,710.03
Bill	151748	12/31/2021		law services	4130.00 · Legal Ex...	-969.89
Bill	151862	12/31/2021		copies	4190.01 · Printing	-200.00
Bill	151859	12/31/2021		OFFICE SUP...	4190.03 · Paper & ...	-29.73
Bill	151813	12/31/2021		Admin Servic...	4190.10 · Miscellan...	-975.00
				Admin Servic...	4190.10 · Miscellan...	-975.00
				Admin services	4190.10 · Miscellan...	-1,680.00
Bill	151905	12/31/2021		workers comp	4182.00 · Employe...	-857.40
				workers comp	4182.00 · Employe...	-857.40
				workers comp	4433.00 · Emp Ben...	-571.60
				workers comp	4433.00 · Emp Ben...	-1,143.21
Bill	970-12420	01/18/2022		movie night	4220.01 · Ten Ser -...	-74.80
Bill	970-12420	01/19/2022		door handle/t...	4420.00 · Maint - S...	-141.34
				door chain/dr...	4420.00 · Maint - S...	-10.29
Bill	970-12420	01/19/2022		closet rod/ w...	4420.00 · Maint - S...	-218.95
Bill	970-12420	01/25/2022		stove	4430.18 · Appliances	-99.00
				Hibu	4190.08 · Marketing	-20.00
				waste manag...	4430.19 · Garbage ...	-426.40
Bill	970-12420	01/26/2022		panel/drywall...	4420.00 · Maint - S...	-11.32
Bill	970-12420	01/26/2022		sink sprayer/...	4420.00 · Maint - S...	-151.78
Bill	970-12422	01/31/2022		wages	4110.00 · Admin Sa...	-3,758.10
				Benefits	4182.00 · Employe...	-1,729.05
				wages	4410.00 · Maint - L...	-4,717.48
				Benefits	4433.00 · Emp Ben...	-1,637.33
				wages	4110.00 · Admin Sa...	-3,515.49
				Benefits	4182.00 · Employe...	-1,676.15
				wages	4410.00 · Maint - L...	-1,949.98
				Benefits	4433.00 · Emp Ben...	-600.73

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February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
				wages	4110.00 · Admin Sa...	-2,540.14
				Benefits	4182.00 · Employe...	-1,675.12
TOTAL						-46,339.78
Bill Pmt -Check	6575	02/10/2022	GRAINGER		1111.01 · General ...	
Bill	9185919280	01/21/2022		drain opener	4420.00 · Maint - S...	-183.67
Bill	9186403102	01/21/2022		door closers	4420.00 · Maint - S...	-332.17
TOTAL						-515.84
Bill Pmt -Check	6576	02/10/2022	GREEN BAY WAT...		1111.01 · General ...	
Bill	1/26/22-4086-04	01/26/2022		839 Christiana	4390.00 · Other Util...	-61.99
				839 Christiana	4310.00 · Water	-24.80
Bill	1/26/22-4356-06	01/26/2022		896 School	4390.00 · Other Util...	-61.99
				896 School	4310.00 · Water	-151.19
Bill	1/26/22-4089-05	01/26/2022		835 Christiana	4390.00 · Other Util...	-61.99
				835 Christiana	4310.00 · Water	-396.19
Bill	1/28/22-4665-01	01/28/2022		1424 Admiral	4390.00 · Other Util...	-399.09
				1424 Admiral	4310.00 · Water	-3,643.22
Bill	1/31/22-5399-04	01/31/2022		323 n Ashland	4390.00 · Other Util...	-120.50
				323 n Ashland	4310.00 · Water	-185.23
Bill	1/31/22-5334-04	01/31/2022		516 N Ashland	4390.00 · Other Util...	-61.99
				516 N Ashland	4310.00 · Water	-295.15
Bill	1/31/22-33210-01	01/31/2022		510 N Chest...	4390.00 · Other Util...	-61.99
				510 N Chest...	4310.00 · Water	-189.55
Bill	1/31/22-5694-03	01/31/2022		715 N Chest...	4390.00 · Other Util...	-61.99
				715 N Chest...	4310.00 · Water	-113.41
Bill	1/31/22-5706-05	01/31/2022		913 N Chest...	4390.00 · Other Util...	-61.99
				913 N Chest...	4310.00 · Water	-145.38
Bill	1/31/22-5459-02	01/31/2022		509 S Maple	4390.00 · Other Util...	-61.99
				509 S Maple	4310.00 · Water	-159.02
Bill	1/31/22-5524-04	01/31/2022		522 N Maple	4390.00 · Other Util...	-61.99
				522 N Maple	4310.00 · Water	-211.17
Bill	1/31/22-5573-04	01/31/2022		415 N Maple	4390.00 · Other Util...	-61.99
				415 N Maple	4310.00 · Water	-57.56
Bill	1/31/225574-03	01/31/2022		409 N Maple	4390.00 · Other Util...	-61.99
				409 N Maple	4310.00 · Water	-211.33
Bill	1/31/22-33149-01	01/31/2022		816 N Maple	4390.00 · Other Util...	-61.99
				816 N Maple	4310.00 · Water	-25.41
Bill	1/31/22-5210-05	01/31/2022		836 Cora	4390.00 · Other Util...	-61.99
				836 Cora	4310.00 · Water	-91.22
TOTAL						-7,225.29
Bill Pmt -Check	6577	02/10/2022	Ka Vang	mileage	1111.01 · General ...	
Bill	7/1-12/31/21 milea...	12/31/2021		mileage	4150.00 · Travel	-31.64
				mileage	4150.00 · Travel	-7.35
TOTAL						-38.99
Bill Pmt -Check	6578	02/10/2022	LANGAN INVESTI...	services	1111.01 · General ...	
Bill	1/1-1/31/2022 ss	02/03/2022		professional ...	4130.01 · Investigat...	-273.89
TOTAL						-273.89

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Check Detail

February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6579	02/10/2022	LARSON PAINTING	1424 Admiral	1111.01 · General ...	
Bill	5781	01/30/2022		painting #721	4430.00 · Maint - C...	-239.40
TOTAL						-239.40
Bill Pmt -Check	6580	02/10/2022	Lindeman's Cleani...		1111.01 · General ...	
Bill	606548	01/11/2022		cleaning drap...	4430.01 · Maint - N...	-65.48
Bill	606549	01/11/2022		cleaning drap...	4430.01 · Maint - N...	-65.48
Bill	607013	01/20/2022		reparing drap...	4430.01 · Maint - N...	-18.44
Bill	607012	01/20/2022		reparing drea...	4430.01 · Maint - N...	-18.44
Bill	606939	01/24/2022		cleaming dra...	4430.01 · Maint - N...	-65.48
Bill	606940	01/24/2022		cleanind drap...	4430.01 · Maint - N...	-81.50
TOTAL						-314.82
Bill Pmt -Check	6581	02/10/2022	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	158526	01/19/2022		social worker	4210.00 · Ten Ser-...	-6,053.00
TOTAL						-6,053.00
Bill Pmt -Check	6582	02/10/2022	Sandberg K9 Solu...	1424 Admrial	1111.01 · General ...	
Bill	1937	02/03/2022		inspect appar...	4430.17 · Extermin...	-100.00
TOTAL						-100.00
Bill Pmt -Check	6583	02/10/2022	SINCLAIR PLUMBI...		1111.01 · General ...	
Bill	1413	01/19/2022		water leaks	4430.16 · Plumbing	-261.00
Bill	1494	01/28/2022		waste line leak	4430.16 · Plumbing	-495.00
TOTAL						-756.00
Bill Pmt -Check	6584	02/10/2022	T D A INC	516 N Ashland	1111.01 · General ...	
Bill	34751	01/25/2022		cleaning sew...	4430.16 · Plumbing	-185.00
TOTAL						-185.00
Bill Pmt -Check	6585	02/10/2022	Trane US Inc	1424 Admira...	1111.01 · General ...	
Bill	312278656	06/24/2021		HVAC comm...	4430.25 · Unit Repair	-20,689.61
				HVAC comm...	4430.25 · Unit Repair	-4,735.39
TOTAL						-25,425.00
Bill Pmt -Check	6586	02/10/2022	Truck 'N Junk LLC	1424 Admrial	1111.01 · General ...	
Bill	542214	01/26/2022		removal of ite...	4430.01 · Maint - N...	-1,198.00
TOTAL						-1,198.00
Bill Pmt -Check	6587	02/10/2022	Wash Multifamily ...	1424 Admrial	1111.01 · General ...	
Bill	sinv00026275	01/26/2022		venting issue	4430.01 · Maint - N...	-185.00
TOTAL						-185.00

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Check Detail

February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6588	02/10/2022	WISCONSIN PUBL...		1111.01 · General ...	
Bill	1/26/22-2671-00221	01/26/2022		325 N Ashland	4320.00 · Electricity	-66.32
Bill	1/28/22-2671-00220	01/28/2022		325 N Ashland	4330.00 · Gas	-47.71
Bill	1/28/22-2671-00217	01/28/2022		712 Bond	4320.00 · Electricity	-51.19
Bill	2/2022 ur's	02/01/2022		712 Bond	4330.00 · Gas	-146.02
				816 N Maple	4320.00 · Electricity	-39.13
				816 N Maple	4330.00 · Gas	-108.72
				1428 Dousm...	4320.01 · Utility Rei...	-120.00
				1333 Univeri...	4320.01 · Utility Rei...	-97.00
				1341 Univeri...	4320.01 · Utility Rei...	-74.00
				886 Division -...	4320.01 · Utility Rei...	-61.00
				1121 Univers...	4320.01 · Utility Rei...	-97.00
				967 Holzer - ...	4320.01 · Utility Rei...	-24.00
				913 N Chest...	4320.01 · Utility Rei...	-25.00
TOTAL						-957.09
Bill Pmt -Check	6589	02/23/2022	AMA HEATING		1111.01 · General ...	
Bill	S95705	02/08/2022		boiler reset	4430.10 · Heating a...	-261.69
Bill	S95826	02/15/2022		repair water l...	4430.16 · Plumbing	-129.00
TOTAL						-390.69
Bill Pmt -Check	6590	02/23/2022		SD refund	1111.01 · General ...	
Bill	SD refund	02/11/2022		SD refund - ...	2114.00 · Tenant S...	-95.11
				Pet Dept refu...	2114.02 · Security ...	-118.89
TOTAL						-214.00
Bill Pmt -Check	6591	02/23/2022	CEC	1424 Admiral	1111.01 · General ...	
Bill	375335	02/02/2022		panel issues	4430.09 · Fire Prote...	-275.10
TOTAL						-275.10
Bill Pmt -Check	6592	02/23/2022	CELLCOM	cell bill	1111.01 · General ...	
Bill	992097	02/15/2022		cell bill	4190.07 · Tele Fax...	-44.02
				cell bill	4190.07 · Tele Fax...	-96.38
TOTAL						-140.40
Bill Pmt -Check	6593	02/23/2022	CITY OF GREEN B...		1111.01 · General ...	
Bill	152168	12/31/2021		health ins	4182.00 · Employe...	-74.12
				health ins	4182.00 · Employe...	-111.18
				health ins	4182.00 · Employe...	-111.18
				health ins	4433.00 · Emp Ben...	-148.25
				health ins	4433.00 · Emp Ben...	-74.12
Bill	970-12420	01/28/2022		keys	4420.00 · Maint - S...	-15.92
Bill	970-12420	01/31/2022		wall plate/kno...	4420.00 · Maint - S...	-267.92
				bags	4420.00 · Maint - S...	-2.89
Bill	15908	01/31/2022		fuel	4430.03 · Maint - Tr...	-217.22
				fuel	4430.03 · Maint - Tr...	-217.22
Bill	970-12420	02/01/2022		stamps	4190.02 · Postage	-116.00
				stamps	4190.02 · Postage	-116.00
Bill	970-12420	02/03/2022		adapter/ curti...	4420.00 · Maint - S...	-63.98
Bill	152040	02/07/2022		equipment	4510.00 · Insurance...	-8.64
Bill	152043	02/07/2022		Auto ins	4510.00 · Insurance...	-75.18
				auto ins	4510.00 · Insurance...	-75.18
Bill	970-12420	02/09/2022		tub drain/blin...	4420.00 · Maint - S...	-475.43

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Green Bay Housing Authority

Check Detail

February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	970-12420	02/09/2022		levers/TP hol...	4420.00 · Maint - S...	-192.91
Bill	970-124720	02/09/2022		background c...	4130.01 · Investigat...	-4.28
				background c...	4130.01 · Investigat...	-4.29
TOTAL						-2,371.91
Bill Pmt -Check	6594	02/23/2022	ELAND ELECTRIC	816 N Maple	1111.01 · General ...	
Bill	100984	01/26/2022		repair wiring	4430.15 · Electrical	-565.68
TOTAL						-565.68
Bill Pmt -Check	6595	02/23/2022	GREEN BAY WAT...		1111.01 · General ...	
Bill	2/14/22-10418-03	02/14/2022		1008 Pine	4390.00 · Other Util...	-62.52
				1008 Pine	4310.00 · Water	-1,764.22
Bill	2/14/22-10417-02	02/14/2022		1014 Pine	4390.00 · Other Util...	-62.52
				1014 Pine	4310.00 · Water	-267.28
Bill	2/14/22-10413-04	02/14/2022		1100 Pine	4390.00 · Other Util...	-62.52
				1100 Pine	4310.00 · Water	-169.55
Bill	2/14/22-11033-02	02/14/2022		1121 Univeristy	4390.00 · Other Util...	-62.52
				1121 Univeristy	4310.00 · Water	-82.01
Bill	2/14/22-11032-04	02/14/2022		1125 University	4390.00 · Other Util...	-62.52
				1125 University	4310.00 · Water	-229.46
Bill	2/14/22-11009-03	02/14/2022		1333 University	4390.00 · Other Util...	-62.52
				1333 University	4310.00 · Water	-108.70
Bill	2/14/22-32906-02	02/14/2022		1337 University	4390.00 · Other Util...	-62.52
				1337 University	4310.00 · Water	-200.17
Bill	2/14/22-11008-03	02/14/2022		1339 University	4390.00 · Other Util...	-62.52
				1339 University	4310.00 · Water	-471.18
Bill	2/14/22-11007-04	02/14/2022		1341 University	4390.00 · Other Util...	-62.52
				1341 University	4310.00 · Water	-396.81
Bill	2/14/22-33067-01	02/14/2022		1404 University	4390.00 · Other Util...	-62.52
				1404 University	4310.00 · Water	-288.91
Bill	2/14/22-10909-03	02/14/2022		1408 University	4390.00 · Other Util...	-62.52
				1408 University	4310.00 · Water	-254.66
Bill	2/14/22-33068-01	02/14/2022		1410 University	4390.00 · Other Util...	-62.52
				1410 University	4310.00 · Water	-252.16
Bill	2/14/22-10910-03	02/14/2022		1412 University	4390.00 · Other Util...	-62.52
				1412 University	4310.00 · Water	-124.87
Bill	2/14/22-10911-04	02/14/2022		1416 University	4390.00 · Other Util...	-62.52
				1416 University	4310.00 · Water	-263.67
Bill	2/14/22-10912-03	02/14/2022		1420 University	4390.00 · Other Util...	-62.52
				1420 University	4310.00 · Water	-166.79
Bill	2/14/22-33069-01	02/14/2022		1424 University	4390.00 · Other Util...	-62.52
				1424 University	4310.00 · Water	-232.75
Bill	2/14/22-33070-01	02/14/2022		1440 University	4390.00 · Other Util...	-62.52
				1440 University	4310.00 · Water	-106.62
Bill	2/14/22-33071-01	02/14/2022		1444 University	4390.00 · Other Util...	-62.52
				1444 University	4310.00 · Water	-42.87
Bill	2/14/22-10914-03	02/14/2022		1448 University	4390.00 · Other Util...	-62.52
				1448 University	4310.00 · Water	-201.10
TOTAL						-6,811.66
Bill Pmt -Check	6596	02/23/2022	Koehler Flooring		1111.01 · General ...	
Bill	1524	02/09/2022		flooring #213	4430.00 · Maint - C...	-905.00
Bill	1523	02/09/2022		flooring #721	4430.00 · Maint - C...	-905.00
Bill	1522	02/09/2022		flooring #420	4430.00 · Maint - C...	-996.00
TOTAL						-2,806.00

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03/04/22

Green Bay Housing Authority

Check Detail

February 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	6597	02/23/2022	KONE INC	1424 Admiral	1111.01 · General ...	
Bill	962123174	02/01/2022		maint agree...	4430.12 · Elevator ...	-910.00
TOTAL						-910.00
Bill Pmt -Check	6598	02/23/2022	Lindeman's Cleani...		1111.01 · General ...	
Bill	606550	01/11/2022		cleaning drap...	4430.01 · Maint - N...	-65.48
Bill	606551	01/11/2022		cleaning drap...	4430.01 · Maint - N...	-65.48
Bill	607011	01/20/2022		repairing dra...	4430.01 · Maint - N...	-18.44
Bill	607014	01/20/2022		repairing dra...	4430.01 · Maint - N...	-18.44
TOTAL						-167.84
Bill Pmt -Check	6599	02/23/2022	LIZER LAWN CARE		1111.01 · General ...	
Bill	125621	02/09/2022		plowing	4430.11 · Snow Re...	-80.00
Bill	125735AD	02/17/2022		plowing & sal...	4430.11 · Snow Re...	-57.00
Bill	125734AD	02/17/2022		plowing & sal...	4430.11 · Snow Re...	-57.00
TOTAL						-194.00
Bill Pmt -Check	6600	02/23/2022	SCOTT WARNER ...	1333 Univeri...	1111.01 · General ...	
Bill	151	02/09/2022		window instal...	4430.00 · Maint - C...	-110.00
TOTAL						-110.00
Bill Pmt -Check	6601	02/23/2022	TIME WARNER CA...	1424 Admiral	1111.01 · General ...	
Bill	0366595020122	02/01/2022		cable	4230.00 · Ten Ser...	-2,999.08
TOTAL						-2,999.08
Bill Pmt -Check	6602	02/23/2022	Twin Eagle Holdin...	1424 Admiral	1111.01 · General ...	
Bill	150585	02/10/2022		1424 Admiral	4330.00 · Gas	-5,722.27
TOTAL						-5,722.27
Bill Pmt -Check	6603	02/23/2022	WAHA	dues	1111.01 · General ...	
Bill	2/15/22 dues	02/15/2022		2022 dues	4190.05 · Members...	-70.00
TOTAL						-70.00
Bill Pmt -Check	6604	02/23/2022	WISCONSIN PUBL...		1111.01 · General ...	
Bill	2/2/22-2671-00036	02/02/2022		1424 Admiral	4320.00 · Electricity	-1,139.95
Bill	2/2/22-2671-00002	02/02/2022		1424 Admiral	4320.00 · Electricity	-4,175.95
Bill	2/14/22-2671-00009	02/14/2022		1125 University	4320.00 · Electricity	-44.55
				1125 University	4330.00 · Gas	-110.62
TOTAL						-5,471.07

Green Bay Housing Authority

Budget vs. Actual

Summary

Feb-22

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	119,499.83	175,727.00	729,290.62	837,203.25	5,260.00	12,465.00	317,830.84	344,879.86	1,171,881.29	1,370,275.12
Total Expense	89,446.87	156,425.00	500,407.67	1,073,507.67	27,068.40	4,600.00	230,883.22	576,739.08	847,806.16	1,811,271.75
Net Income	30,052.96	19,302.00	228,882.95	-236,304.41	-21,808.40	7,865.00	86,947.62	-231,859.22	324,075.13	-440,996.63

Reserve Spreadsheet

	MM	SS
2021 Unaudited Report	549,554	322,448
YTD Net Income/(loss) Without Depreciation	228,883	86,948
Committed Funds	(150,000)	-
Remaining Projects	-	-
Subtotal	628,437	409,396
Transfer	-	-
Projected Reserve	628,437	409,396
6 Month Expenses	476,400	249,648
Excess/shortfall	152,037	159,748
	☺	☺

Green Bay Housing Authority Budget vs. Actual Detail

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	277,010.50	175,801.33	101,209.17	157.57%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	340,848.14	505,397.21	-164,549.07	67.44%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,336.00	4,597.33	-1,261.33	72.56%
3510.00 · Management Fee Revenue	91,381.98	133,512.00	129,864.00	68.45%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	16,080.00	24,000.00	24,000.00	67.0%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	11,835.00	18,000.00	18,000.00	65.75%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	200.00	2,500.00	0.0%	432.27	750.00	-317.73	57.64%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	4,845.00	6,173.33	-1,328.33	78.48%
3690.01 · Other Income - Ins Dividends	202.85	15.00	15.00	1,352.33%	12,982.52	3,427.04	9,555.48	378.83%
3690.02 · Other Income	0.00	0.00	0.00	0.0%	13,946.38	11,057.00	2,889.38	126.13%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	75,889.81	130,000.00	-54,110.19	58.38%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	119,499.83	175,727.00	-56,227.17	68.0%	729,290.62	837,203.25	-107,912.63	87.11%
Expense								
4110.00 · Admin Salaries	31,876.81	70,000.00	-38,123.19	45.54%	48,397.81	108,500.00	-60,102.19	44.61%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	10.00	6,000.00	-5,990.00	0.17%	413.45	1,500.00	-1,086.55	27.56%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,247.17	2,600.00	-1,352.83	47.97%
4140.00 · Staff Training	89.91	7,000.00	-6,910.09	1.28%	521.45	4,000.00	-3,478.55	13.04%
4150.00 · Travel	151.22	200.00	-48.78	75.61%	86.43	250.00	-163.57	34.57%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	69,723.64	101,469.12	-31,745.48	68.71%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	9,029.70	13,680.00	-4,650.30	66.01%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	12,240.00	18,240.00	-6,000.00	67.11%
4171.00 · Auditing Fees	1,900.00	1,850.00	50.00	102.7%	3,800.00	3,500.00	300.00	108.57%
4182.00 · Employee Benefits - Admin	14,028.32	30,000.00	-15,971.68	46.76%	19,785.88	43,500.00	-23,714.12	45.49%
4190.01 · Printing	200.00	300.00	-100.00	66.67%	567.62	1,850.00	-1,282.38	30.68%
4190.02 · Postage	101.02	300.00	-198.98	33.67%	659.50	990.00	-330.50	66.62%
4190.03 · Paper & Office Supplies	493.87	900.00	-406.13	54.87%	676.53	1,000.00	-323.47	67.65%
4190.04 · Publications	134.35	300.00	-165.65	44.78%	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	1,805.70	7,000.00	-5,194.30	25.8%	8,699.43	12,000.00	-3,300.57	72.5%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,212.05	1,850.00	-637.95	65.52%
4190.08 · Marketing	0.00	3,000.00	-3,000.00	0.0%	1,295.07	2,300.00	-1,004.93	56.31%
4190.10 · Miscellaneous	18,196.52	15,000.00	3,196.52	121.31%	975.00	2,000.00	-1,025.00	48.75%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	19.68	200.00	-180.32	9.84%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,595.78	2,900.00	-304.22	89.51%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	29,691.66	26,800.00	2,891.66	110.79%
4310.00 · Water	0.00	0.00	0.00	0.0%	28,308.90	37,500.00	-9,191.10	75.49%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	44,476.98	61,000.00	-16,523.02	72.91%
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%	18,290.86	28,500.00	-10,209.14	64.18%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,263.05	4,400.00	-1,136.95	74.16%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	58,772.24	140,500.00	-81,727.76	41.83%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%	13,663.60	38,000.00	-24,336.40	35.96%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	11,653.49	41,378.55	-29,725.06	28.16%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	7,435.34	5,500.00	1,935.34	135.19%
4430.03 · Maint - Truck Maint	0.00	100.00	-100.00	0.0%	1,189.41	500.00	689.41	237.88%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	4,368.49	2,800.00	1,568.49	156.02%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	3,601.92	6,000.00	-2,398.08	60.03%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,688.21	6,500.00	-4,811.79	25.97%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	8,190.00	10,500.00	-2,310.00	78.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	3,144.92	1,000.00	2,144.92	314.49%
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%	2,530.94	1,250.00	1,280.94	202.48%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	8,495.00	22,750.00	-14,255.00	37.34%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	4,877.80	5,000.00	-122.20	97.56%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	866.00	0.00	866.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	20,647.97	50,750.00	-30,102.03	40.69%
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%	35,598.20	34,000.00	1,598.20	104.7%
4510.01 · Insurance Expenses - Liability	300.00	300.00	0.00	100.0%	7,702.00	7,000.00	702.00	110.03%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	39,000.00	-39,000.00	0.0%
4530.00 · Bank Fees	614.15	1,025.00	-410.85	59.92%	4.50	0.00	4.50	100.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4590.00 · Other General	19,475.00	12,000.00	7,475.00	162.29%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%	0.00	175,000.00	-175,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	89,446.87	156,425.00	-66,978.13	57.18%	500,407.67	1,073,507.67	-573,100.00	46.61%
Net Income/(Loss)	30,052.96	19,302.00	10,750.96	155.7%	228,882.95	-236,304.41	465,187.36	-96.86%

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	149,880.00	158,037.33	-8,157.33	94.84%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	146,035.45	176,342.53	-30,307.08	82.81%
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	750.00	-750.00	0.0%	0.00	500.00	-500.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	2,043.00	0.00	2,043.00	100.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	7,099.82	1,300.00	5,799.82	546.14%
3690.02 · Other Income	5,260.00	11,715.00	-6,455.00	44.9%	12,772.57	8,700.00	4,072.57	146.81%
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	0.00	0.00	0.0%
Total Income	5,260.00	12,465.00	-7,205.00	42.2%	317,830.84	344,879.86	-27,049.02	92.16%
Expense								
4110.00 · Admin Salaries	47.63	500.00	-452.37	9.53%	41,423.82	74,500.00	-33,076.18	55.6%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%	969.89	1,024.12	-54.23	94.71%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,162.03	5,000.00	-3,837.97	23.24%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	521.45	4,000.00	-3,478.55	13.04%
4150.00 · Travel	0.00	0.00	0.00	0.0%	247.68	300.00	-52.32	82.56%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	21,658.34	32,042.88	-10,384.54	67.59%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	2,805.00	4,320.00	-1,515.00	64.93%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	3,840.00	5,760.00	-1,920.00	66.67%
4171.00 · Auditing Fees	500.00	400.00	100.00	125.0%	3,800.00	3,500.00	300.00	108.57%
4182.00 · Employee Benefits - Admin	20.77	200.00	-179.23	10.39%	17,650.70	29,000.00	-11,349.30	60.86%
4190.01 · Printing	0.00	0.00	0.00	0.0%	591.42	1,367.08	-775.66	43.26%
4190.02 · Postage	0.00	0.00	0.00	0.0%	659.50	1,000.00	-340.50	65.95%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	608.35	725.00	-116.65	83.91%
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%	3,611.37	6,750.00	-3,138.63	53.5%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	798.11	1,200.00	-401.89	66.51%
4190.08 · Marketing	0.00	3,000.00	-3,000.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	2,325.76	2,000.00	325.76	116.29%
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%	0.00	1,200.00	-1,200.00	0.0%
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%	26,981.47	27,000.00	-18.53	99.93%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	981.17	3,500.00	-2,518.83	28.03%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	9,054.00	0.00	9,054.00	100.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,428.03	2,500.00	-1,071.97	57.12%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,683.34	10,000.00	-2,316.66	76.83%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	17,255.27	46,500.00	-29,244.73	37.11%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	13,002.82	30,000.00	-16,997.18	43.34%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	6,660.71	30,500.00	-23,839.29	21.84%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	1,561.39	15,000.00	-13,438.61	10.41%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	1,161.00	500.00	661.00	232.2%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	1,038.61	1,000.00	38.61	103.86%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	513.00	1,000.00	-487.00	51.3%
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%	1,268.40	3,000.00	-1,731.60	42.28%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	565.68	0.00	565.68	100.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	630.00	1,000.00	-370.00	63.0%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	430.00	3,000.00	-2,570.00	14.33%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	99.00	2,000.00	-1,901.00	4.95%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	2,714.00	2,000.00	714.00	135.7%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	26,500.00	0.00	26,500.00	100.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	7,187.11	16,500.00	-9,312.89	43.56%
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%	24,887.80	24,500.00	387.80	101.58%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	3,107.00	3,000.00	107.00	103.57%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	35,000.00	-35,000.00	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	10,000.00	-10,000.00	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	135,000.00	-135,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	27,068.40	4,600.00	22,468.40	588.44%	230,883.22	576,739.08	-345,855.86	40.03%
Net Income/(Loss)	-21,808.40	7,865.00	-29,673.40	-277.28%	86,947.62	-231,859.22	318,806.84	-37.5%

Green Bay Housing Authority Budget vs. Actual Detail

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	426,890.50	333,838.67	93,051.83	1.28
3110.00 · Dwelling Rental	486,883.59	681,739.74	-194,856.15	0.71
3120.00 · Excess Utilities	3,336.00	4,597.33	-1,261.33	0.73
3510.00 · Management Fee Revenue	91,381.98	133,512.00	-42,130.02	0.68
3520.00 · Asset Management Rev	16,080.00	24,000.00	-7,920.00	0.67
3530.00 · BookKeeping Fee Rev	11,835.00	18,000.00	-6,165.00	0.66
3610.00 · Int Income	432.27	2,200.00	-1,767.73	0.20
3690.00 · Other Income - Tenants	6,888.00	6,173.33	714.67	1.12
3690.01 · Other Income - Ins Dividends	20,285.19	4,742.04	15,543.15	4.28
3690.02 · Other Income	31,978.95	31,472.00	506.95	1.02
3690.03 · Cell Tower Rent	75,889.81	130,000.00	-54,110.19	0.58
9110.00 · Transfers In	0.00	0.00	0.00	0.00
Total Income	1,171,881.29	1,370,275.12	-198,393.83	85.52%
Expense				
4110.00 · Admin Salaries	121,746.07	253,500.00	-131,753.93	48.03%
4120.00 · Compensated Absences	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	1,393.34	8,524.12	-7,130.78	16.35%
4130.01 · Investigations Expense	2,409.20	7,600.00	-5,190.80	31.7%
4140.00 · Staff Training	1,132.81	15,000.00	-13,867.19	7.55%
4150.00 · Travel	485.33	750.00	-264.67	64.71%
4160.00 · Management Fee	91,381.98	133,512.00	-42,130.02	68.45%
4163.00 · BookKeeping Fee	11,834.70	18,000.00	-6,165.30	65.75%
4165.00 · Asset Management Fee	16,080.00	24,000.00	-7,920.00	67.0%
4171.00 · Auditing Fees	10,000.00	9,250.00	750.00	108.11%
4182.00 · Employee Benefits - Admin	51,485.67	102,700.00	-51,214.33	50.13%
4190.01 · Printing	1,359.04	3,517.08	-2,158.04	38.64%
4190.02 · Postage	1,420.02	2,290.00	-869.98	62.01%
4190.03 · Paper & Office Supplies	1,778.75	2,625.00	-846.25	67.76%
4190.04 · Publications	134.35	300.00	-165.65	44.78%
4190.05 · Membership Dues & Fees	70.00	500.00	-430.00	14.0%
4190.06 · Computer Support	14,116.50	25,750.00	-11,633.50	54.82%
4190.07 · Tele Fax & Comm	2,010.16	3,050.00	-1,039.84	65.91%
4190.08 · Marketing	1,295.07	8,300.00	-7,004.93	15.6%
4190.10 · Miscellaneous	21,497.28	19,500.00	1,997.28	110.24%
4220.00 · Ten Ser-Recr Etc	19.68	200.00	-180.32	9.84%
4220.01 · Ten Ser - Resident Part	2,595.78	4,100.00	-1,504.22	63.31%
4230.00 · Ten Ser-Contrs	29,691.66	26,800.00	2,891.66	110.79%
4310.00 · Water	55,290.37	64,500.00	-9,209.63	85.72%
4320.00 · Electricity	45,458.15	64,500.00	-19,041.85	70.48%
4320.01 · Utility Reimbursements	9,054.00	0.00	9,054.00	100.0%
4330.00 · Gas	19,718.89	31,000.00	-11,281.11	63.61%
4390.00 · Other Utilities	10,946.39	14,400.00	-3,453.61	76.02%
4410.00 · Maint - Labor	76,027.51	187,000.00	-110,972.49	40.66%
4420.00 · Maint - Supplies	26,666.42	68,100.00	-41,433.58	39.16%
4430.00 · Maint - Contracts	18,314.20	71,878.55	-53,564.35	25.48%
4430.01 · Maint - Non-Contract	8,996.73	20,500.00	-11,503.27	43.89%
4430.03 · Maint - Truck Maint	2,350.41	1,100.00	1,250.41	213.67%
4430.09 · Fire Protection - Maint	4,368.49	2,800.00	1,568.49	156.02%
4430.10 · Heating and Cooling	4,640.53	7,000.00	-2,359.47	66.29%
4430.11 · Snow Removal	2,201.21	7,500.00	-5,298.79	29.35%
4430.12 · Elevator Maintenance	8,190.00	10,500.00	-2,310.00	78.0%
4430.13 · Landscape and Grounds	4,413.32	4,000.00	413.32	110.33%
4430.15 · Electrical	565.68	0.00	565.68	100.0%
4430.16 · Plumbing	3,160.94	2,250.00	910.94	140.49%
4430.17 · Extermination	8,925.00	25,750.00	-16,825.00	34.66%
4430.18 · Appliances	99.00	2,000.00	-1,901.00	4.95%
4430.19 · Garbage & Trash Removal	7,591.80	7,000.00	591.80	108.45%
4430.25 · Unit Repair	866.00	0.00	866.00	100.0%
4432.00 · Extraordinary Maintenance	26,500.00	0.00	26,500.00	100.0%
4433.00 · Emp Ben Contr-ord maint	27,835.08	67,250.00	-39,414.92	41.39%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	60,486.00	58,500.00	1,986.00	103.4%
4510.01 · Insurance Expenses - Liability	11,109.00	10,300.00	809.00	107.85%
4520.00 · PILOT	0.00	74,000.00	-74,000.00	0.0%
4530.00 · Bank Fees	618.65	1,025.00	-406.35	60.36%
4572.00 · Bad Debt - Tenant Rents	0.00	15,000.00	-15,000.00	0.0%
4590.00 · Other General	19,475.00	12,000.00	7,475.00	162.29%
4800.00 · Depreciation Expense	0.00	310,650.00	-310,650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	847,806.16	1,811,271.75	-963,465.59	46.81%
Net Income/(Loss)	324,075.13	-440,996.63	765,071.76	-73.49%

Green Bay Housing Authority
Capital Funds Program Report
February-22

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	0.00	0.00	0.00	13,054.95	242,312.32	255,367.27
Scattered Sites	0.00	0.00	0.00	55,279.59	22,942.65	78,222.24
	-	-	-	68,334.54	265,254.97	<u>333,589.51</u>

Obligation Date	4/12/2017	4/12/2018	8/15/2019	5/28/2020	4/15/2021
Grant End Date	4/12/2019	4/12/2020	8/15/2021	5/28/2022	4/15/2023

Grant Amount \$ 187,845 \$ 190,918 \$ 207,049 \$ 320,213 \$ 330,432

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	
Mason Manor	325,009.00	345,708.00	0.00	0.00	0.00	670,717.00
Scattered Sites	0.00	0.00	0.00	0.00	0.00	0.00
	325,009.00	345,708.00	-	-	-	<u>670,717.00</u>

Obligation Date	4/1/2022	2/22/2023
Grant End Date	4/1/2024	2/22/2025

Grant Amount \$ 326,808 \$ 345,708

GREEN BAY HOUSING AUTHORITY
MARCH 2022

			MASON MANOR VACANCIES (3 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	1/31/22	1	HOLD OPEN FOR RENOVATION	DECEASED	READY
###	2/09/22	1		MOVED OUT OF STATE	READY
###	2/11/22	1		EVICTION	UNIT TURNOVER
			SCATTERED SITES VACANCIES (3 TOTAL)		
###	12/31/21	3	?	IN HOUSE TRANSFER	UNIT TURNOVER
###	1/01/22	4	?	BOUGHT A HOME	UNIT TURNOVER
###	2/28/22	3	?	MOVED OUT OF GB	UNIT TURNOVER
UPCOMING VACANCIES				APPLICATIONS INFO	
	MASON MANOR (0 TOTAL)			MM APPLICANTS:	TOTAL
	UNIT	STATUS		1 bedroom (38-BC; 19-non BC)	57
				2 bedroom (1-BC; 1-non BC)	2
	SCATTERED S. (0 TOTAL)			SS APPLICANTS:	TOTAL
	UNIT	STATUS		2 bedroom (35-BC; 13-non BC)	52
				3 bedroom (7-BC; 11-non BC)	18
				4 bedroom (8-BC; 3-non BC)	11
	MOVE IN/OUT #'S			6 NEW MOVE INS	7 MOVE OUTS
OCCUPANY RATES				HUD	
	MM	SS	GBHA	MM	SS
March	100.00%	97.92%	98.96%	100.00%	97.92%
April	99.34%	97.92%	98.63%	99.34%	97.92%
May	98.68%	97.92%	98.30%	98.68%	97.92%
June	99.34%	97.92%	98.63%	99.34%	97.92%
July	100.00%	97.92%	98.96%	100.00%	97.92%
August	98.03%	97.92%	97.97%	98.03%	97.92%
Sept	100.00%	97.92%	98.96%	100.00%	97.92%
Oct	100.00%	95.83%	97.92%	100.00%	95.83%
Nov	98.68%	97.92%	98.30%	98.68%	97.92%
Dec	98.03%	100.00%	99.01%	98.03%	100.00%
Jan	99.34%	95.83%	97.59%	98.68%	95.83%
Feb	98.03%	95.83%	96.93%	98.03%	95.83%
TOTAL	99.12%	97.57%	98.35%	99.07%	97.57%