



**HOUSING AUTHORITY OF THE COUNTY OF PORTAGE**

**1100 Centerpoint Dr., Suite 201B Stevens Point WI 54481**

**Housing Authority Office: 715-346-1392**

**“This institution is an equal opportunity provider and employer.”**

**RESOLUTION #19-01**

**12-31-18**

**PERFORMANCE STANDARDS**

**BORROWER SELF-CERTIFICATION**

WHEREAS: In accordance with the criteria, specified in Section 5; Paragraph 4.32C., of the USDA Rural Development Handbook (HB-2-3560) for the year ended 12-31-18, the borrower must self-certify that Tomorrow River Villa, Rustic Manor, and Morgan Manor – Project I is in compliance with the nine performance standards. The following is a summary of our compliance with the performance standards.

WHEREAS: The 2018 Financials are in accordance with the following Performance Standards:

1. The required accounts are properly maintained and tracked separately. The accounts we maintain are: Operating Accounts, Security Deposit Account, Tax and Insurance Account, and Reserve Account;
2. The payments from operating accounts are disclosed and accurately represented;
3. The reserve amount:
  - a. is on schedule with the Agency required minimum funding requirements for 2018. Annual requirement of deposit for 2018 was made. According to Rural Development payment of expenses trump deposit requirement. If it is ever possible, more money will be deposited into the reserve account to start building the account back up to minimum funding requirements;
  - b. is maintained in a supervised bank account that requires the Agency’s countersignature on all withdrawals;
  - c. is on schedule with contributions to the reserve account for the current year 2019 with the Agency required minimum funding; and
  - d. has no encumbrances on the reserve funds.
4. The tenant security deposit accounts are fully funded and are maintained in separate accounts;
5. The payment of owner return was not allowable due to our nonprofit status;
6. The borrower has maintained proper insurance in accordance with the requirements in 7 CFR 3560.105. Coverage maintained for Tomorrow River Villa and Rustic Manor – Project I is as follows: Liability Insurance, Property Insurance, Auto Insurance, and Fidelity Bond;
7. All financial records are adequate and suitable for examination;

8. On January 20, 2017, Morgan Manor in Junction City, WI was sold per Rural Development approval. Morgan Manor is no longer part of this agency's portfolio. There have been no changes in the ownership of Tomorrow River Villa and Rustic Manor – Project I, other than those approved by the Agency and identified in the certification. As a non-profit borrower, The Board of Commissioners are active and maintains oversight responsibilities for the project; and
9. The real estate taxes (payment in lieu of taxes – PILOT) are paid in accordance with state and/or local requirements. As of December 31, 2018, there are no delinquent real estate taxes (payment in lieu of taxes – PILOT).

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Portage certifies that the above is true, accurate, and is properly supported by documentation kept in our agency's files.

Dated this 21<sup>st</sup> day of March, 2019.

\_\_\_\_\_  
Betty Garski, Chair

\_\_\_\_\_  
Jerry Zurawski, Member

\_\_\_\_\_  
Julie Morrow, Vice Chair

\_\_\_\_\_  
Christian Budzinski, Member

\_\_\_\_\_  
Ntxhais Chai Moua, Member