

City of Racine
Official Notice #6-2022
Request for Proposal (RFP)
Home Buyer Assistance Counseling and
Administration of Down Payment Assistance Program
Contract #2022074



06/16/2022	Published in Newspaper Published Online
06/17/2022	Published in Newspaper
06/20/2022	Questions due by 5:00pm
06/23/2022	Addendums Posted
June 27, 2022 by 10:00am	DUE DATE Bid proposals received after this time will not be considered
Method of submittal	City of Racine Purchasing – DemandStar ONLY https://network.demandstar.com/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/
Contact information:	Monica G. Santos – Purchasing Agent City of Racine Purchasing 730 Washington Ave. Room 105 Racine, WI 53403 Office: 262.636.9143 Fax: 262.636.9100 Email: monica.santos@cityofracine.org Website: http://www.cityofracine.org/purchasing

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Housing Resources, Inc.

Name: Tyren Bond

Address: 401 Lake Avenue, Suite G25

City, State, Zip: Racine, WI 53403

Phone: 262.636.9271

Email: AccountsPayable@cityofracine.org

1. General Information

The City of Racine is requesting proposals from qualified Home Buyer Counseling Agencies (the "agency") to provide Home Buyer Assistance Counseling and Administration of Down Payment Assistance Program. Via Demandstar.

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The City of Racine is the sole judge of the suitability of all bidders and reserves the right to reject any and all parts of the proposal that is not in the best interest of the City of Racine. The City of Racine may also give additional work as needed.

The City of Racine, in its sole discretion and without cause, may terminate this Request, Purchase Order or Contract, in whole or in part, at any time without incurring liability to the bidder for lost profits, or any other costs of damages.

The City may request additional information from any Respondent to assist the City in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the City and will be subject to Wisconsin Open Records Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into an agreement.

This contract is for a two (2) year term with option to be renewed for one (1) additional year period providing both parties agree to the extension under the condition that the price may be renegotiated and all other terms, conditions, and specifications remain the same. Notification to the City of the desire to extend, including any price change request, shall be given the by Contractor at least ninety (90) days before the contract expiration date.

Questions regarding this RFP should be addressed in writing via email to the Purchasing Agent only.

Invoice(s) should be sent to accountspayable@cityofracine.org and should include contract #2022074

On March 11, 2021, President Biden signed the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter "ARPA") and on May 10, 2021, the U.S. Treasury issued the Interim Final Rule ("IFR") to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations ("CFR") describing eligible and ineligible uses of funds (as well as other program provisions). Under ARPA Section 603 (c)(1)(A) and (3) and the Interim Final Rule 31 CFR 35.6(b)(7) Subrecipients may use Coronavirus State and Local Fiscal Recovery Fund ("SLFRF") Funds to award grants to organizations that are responding to the negative impact of the COVID-19 public health emergency.

The City recently allocated additional funding for the program through the federal American Rescue Plan Act (ARPA) and wants to continue efforts under the Program to support new home ownership in the City of Racine.

This Contract results in a subaward of federal assistance provided by the US Department of Treasury under Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act (ARPA) Pub. L. No. 117-2 (March 11, 2021). The Contractor is a subrecipient and the City of Racine is a pass-through entity for purposes of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.

This RFP is regulated in accordance with 2 CFR § 200.318-326 and Appendix II: <https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.318>

This request for proposal is for a project that may be funded using federal grant funds. The following provisions will apply:

1. Eligible party will not be disbarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive order 12549, *Debarment and Suspension*.
2. Expenses for activities will be for allowable costs under OMB Circular A1-33 *Audits of States, Local Governments, and Non Profit Institutions*.
3. Funds will not be used for any work associated with "lobbying" in accordance with 18 U.S.C. 1913

2. Proposal

Year 1 \$ \$139,153

Year 2 \$ \$147,600

Total \$ \$156,130

Please attach/include a Proposal letter/Word/Excel of the proposal budget breakdown

3. General Questions

Have you performed any work for the City of Racine in the past?

☒ YES ☐ NO

Are you part of the Disadvantage Business Enterprise (DBE) Program?

☐ YES ☒ NO

if you answered no, would you like more information?

☒ YES ☐ NO

Are you able to perform work for the State of Wisconsin?

☒ YES ☐ NO

Has your organization received a federal grant in the last 5 years?

☒ YES ☐ NO

4. Racine Works Program (RWP)

The "Racine Works Program (RWP)" is a preferential hiring program used by the City of Racine to help residents of the City gain access to employment opportunities on City construction or City funded projects. The Racine Works Program is designed to promote employment of City residents as part of a contractor's workforce on some City construction projects.

The City of Racine RWP procurement policy promotes the utilization of local workers and maximization of the economic impact of annual operating and capital project spending.

Bidders and contractors shall satisfy the City of Racine Ordinance Section 46-41 if applicable.

5. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: City of Milwaukee - Community Development Grants Administration

Address: City Hall, 200 E. Wells Street, Room 606, Milwaukee, WI 53202

Contact Person: Steven Mahan, Director

Phone Number: 414-286-3842

E-mail: smahan@Milwaukee.gov

Company Name: Waukesha County

Address: 515 W. Moreland Boulevard, Room AC320, Waukesha, WI 53188

Contact Person: Kristin Silva, Community Development Manager

Phone Number: 262-896-3370

E-mail: ksilva@waukeshacounty.gov

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail: _____

6. Scope of Services

- a. Receive and review all applications from City residents for the City's new homebuyer down payment and closing cost assistance grant programs, including the ARPA-funded first-time homebuyer program to be launched summer of 2022 and the TID-funded homebuyer programs to be launched early in 2023.
- b. Work with City resident applicants to ensure they have all necessary documentation for the City's home buyer assistance grant programs.

BIDDER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Housing Resources, Inc.

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of:

Wisconsin

a partnership consisting of:

an individual trading as:

of the City of

Milwaukee

State of

Wisconsin

that I have examined and carefully prepared this proposal from the plans and specifications and have checked the same in detail before submitting this proposal; that I have full authority to make such statements and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE:

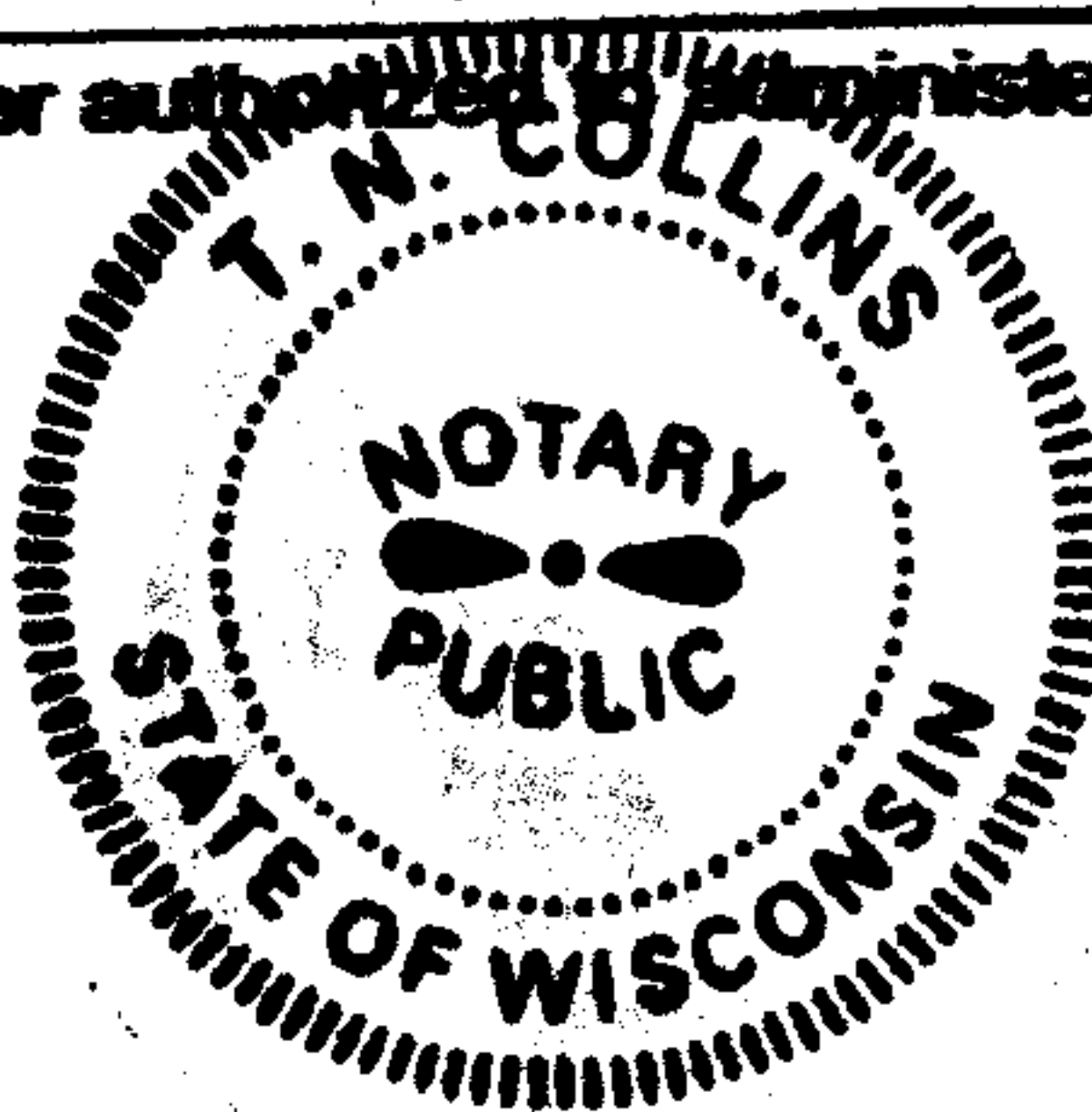
TITLE: Executive Director

Sworn and subscribed to before me

this 23 day of June 2022.

(Notary or other officer authorized to administer oaths)

SEAL:



My Commission Expires:

J. R. Collins

LETTER OF TRANSMITTAL

Upon review of the City of Racine Home Buyer Assistance

Counseling and Down Payment Assistance Program, Official Notice #6-2022, Housing Resources Inc. (HRI) understands the City of Racine is seeking experienced and qualified organizations to provide homebuyer counseling and administer the City of Racine's Down Payment Assistance Program. Based on the Scope of Services, we will be expected to conduct the following activities.

- **Conduct marketing and outreach to increase awareness of the program among the community**
- **Accept applications for the program from interested homebuyers**
- **Provide HUD-Certified homebuyer education classes at least once per month at a cost of no more than \$100 or less, as well as pre-purchase counseling for City residents**
- **Review applications, obtain the necessary required information and documentation as well as determine applicant's eligibility for the Program consistent with the Program guidelines**
- **Manage all grant processing for approved applicants**
- **Assist residents in identifying and applying for other down payment resources they may qualify for**
- **Provide post-purchase counseling for city residents who obtain down payment assistance**
- **Disperse grant funds directly to approved and eligible City residents**
- **Submit regular reports to the City of Racine detailing the grants originated under the Program and include the information regarding the grant recipients and property purchases required for reporting purposes**
- **Provide each grant recipient a minimum of 8 hours of home buying counseling services to prepare them for home ownership**
- **Refer residents to the FEC who may not be ready for homeownership and/or have other financial goals they wish to achieve**

Request for Proposals

City of Racine

City of Racine – Home Buyer Assistance Counseling and Down Payment Assistance Program

**Housing Resources, Inc.
7830 W. Burleigh Street
Milwaukee, WI 53222
(414) 461-6330**

**Trena Bond
Trena_Bond@hri-wi.org**

June 23, 2022

Qualifications and Experience

Housing Resources, Inc.'s (HRI) experience with housing counseling programs extends back to 1991, when it was founded with the principals of providing education and counseling to first-time homebuyers. Housing Resources' mission focuses and guides the organization's operations, specifically on providing a continuum of programs and services for the first-time homebuyer as well as owners. HRI continues to have a successful history of working with individuals interested in pursuing and maintaining home ownership. We are a HUD approved, NeighborWorks Chartered housing counseling organization. Our organization has also adopted and endorsed the National Industry Standards for Homeownership.

Housing Resources has had a long history of working with Housing Cost Reduction Initiative (HCRI) funds which are provided by the State of Wisconsin. HCRI funds are competitive funds that are required to be applied for every 2 years. The purpose of the funds is to help increase affordability for homebuyers or to stabilize homeowners who are low or moderate income within our areas of service. Once funds are awarded, we make draw requests and keep the funds in an interest-bearing account. Our role as service provider and administrator includes creating marketing materials, promoting the program, creating program documents and retention agreement, calculating buyers income and collecting required documentation, providing required application forms and disclosures to be completed by each buyer, qualifying buyers, providing education and counseling services, helping buyers arrange mortgage financing, reviewing buyers home inspections and ensuring any health, safety or unsanitary conditions are addressed, calculating the funding buyers need to close, providing the funding to each client at closing, tracking the funding provided and completing quarterly reports. We track and maintain client level data via our client management system (Counselor Max).

2008 - HRI received a \$120,000 HCRI award in 2008 to assist homebuyers with down payment assistance and homeowners facing foreclosure. We were able to use all of the funds by June 2011 and assist 42 homeowners and homebuyers.

2013 – We provided just over \$154,000 and were able to assist fifty-five homebuyers with down payment and closing cost assistance of up to \$3,000.

2016 - We were able to use just over \$174,000 to provide down payment and closing cost assistance to first-time homebuyers. HRI helped twenty-eight homebuyers with assistance of up to \$3,000

2018 - Due to increasing home prices, and a review of buyers we had previously helped, we found that we needed to increase the amount of assistance from up to \$3,000 to up to \$10,000. We assisted seventy-eight homebuyers with an average grant of just over \$5,700. The total funds provided total over \$562,000.

2019 – Additional assistance became available, and we were awarded an extra \$305,362. With those funds, we helped forty-nine buyers.

Our current contract was awarded in 2021 is just over \$204,000 and we anticipate helping 25 or more buyers with forgivable grants of up to \$8,000.

Although it is not homebuyer related, in 2020, we were awarded \$2.7 million dollars by Milwaukee County to provide mortgage assistance to homeowners who suffered a loss or reduction of income due to COVID-19. We manage these funds, provided payments on behalf of homeowners to their servicers to bring their mortgages current, assist homeowners in completing applications, qualify homeowners to determine eligibility, collect required documentation, provide post-purchase counseling, ensure program compliance and reporting are completed. To date, we have provided \$2,377,719 in assistance for 375 homeowners.

Finally, HRI has experience working with other programs such as the Affordable Housing Program. Contracts for these funds are awarded through a competitive process by the Federal Home Loan Bank of Chicago. Our experience with this program includes partnering with lending institutions who are the member banks. Those institutions provided the down payment and closing cost assistance directly to the buyers at closing, so we did not directly manage the funds. However, HRI was served as service provider on those projects and administrator. We were responsible for creating marketing materials and program documents, promoting the program, calculating buyers' income and collecting required documentation, providing required application forms and disclosures to be completed by each buyer, qualifying buyers, providing education and counseling services, helping buyers arrange mortgage financing, tracking the funding provided, completing reports and preparing packets to be submitted for lender reimbursement from FHLBC.

Projects included:

2008 - \$400,000 was awarded. We helped 80 first-time buyers with \$5,000 per buyer.

2009 - \$180,000 was awarded. We helped 36 first-time buyers with \$5,000 per buyer.

2011 - \$360,000 was awarded. We helped 60 first-time buyers with \$6,000 per buyer.

2012- \$560,000 was awarded. We helped 70 first-time buyers with \$8,000 per buyer.

2014 - \$240,000 was awarded. We helped 30 first-time buyers with \$8,000 per buyer.

2015 - \$222,000 was awarded. We helped 37 first-time buyers with \$6,000 per buyer.

2022 - \$156,000 was awarded to assist 24 first-time buyers.

We participate in the Milwaukee Home Down Payment Program. We played an integral role in helping develop guidelines and provided suggestions for modifications once the program was

up and running. We used our contacts, social media, and outreach opportunities as well as local media to increase awareness of the program. We set in place a review process to ensure applicants were qualified and met all program guidelines prior to approval. We received \$500K when the program was rolled out in June 2021 and had all funds reserved for qualified participants by December 2021. Of the 75 buyers we have assisted to date, 96% are minority. We were awarded an additional \$500K for 2022.

HRI's Executive Director, Trena Bond provided oversight for all of the above-mentioned projects to ensure compliance and completed reporting. All current staff have worked with our organization on the projects and/or provided services related to the projects.

Housing Resources, Inc. has been providing homebuyer education and counseling for more than 30 years in Milwaukee. The organization was founded specifically to educate and counsel first-time homebuyers and our work has remained consistent with the original purpose since that time. Our organization has maintained our HUD approval since 1998.

HRI has four (4) current staff in Racine that will work on the project in some capacity, and we will add 1.5 additional staff. The current staff include management, administrative and 3 housing counselors. We plan to add 1 additional housing counselor and ½ FTE administrative staff. As of 8/1/2021, housing counseling staff for all HUD approved organizations were required to successfully pass the HUD exam in order to continue to provide housing counseling. We currently have 3 HUD Certified counselors who have met this requirement. Our counselors are also required to obtain certifications from NeighborWorks Training Institutes in Homebuyer Education, Homebuyer Counseling and in Financial Capabilities. To maintain their certifications, they are required to participate in 30 hours of continuing education every 3 years. The certifications, experience and on the job coaching helps our counselors to be better advocates for and provide better coaching and advice to our clients.

Our counselors will facilitate twelve (12) homebuyer education workshops in Racine as well as provide one-on-one counseling for first-time homebuyers seeking down payment assistance.

We specialize in assisting first-time homebuyers with the majority of our clients being low-and moderate income, minority, and female-headed households.

Housing Resources is a minority founded housing counseling organization. For over 31 years, HRI has been homebuyers assisting LMI & minority home buyers in working through barriers to homeownership including improving or establishing credit, reducing debt, understanding the role of real estate professionals, and accessing down payment and closing cost funds. Eighty percent or more of the buyers assisted by our organization are LMI and minority.

We have experience working with city, county and state governments, foundations, neighborhoods, nonprofits, businesses, collaboratives, etc. who have an interest in increasing homeownership opportunities specifically for LMI and homebuyers of color.

HRI has recruited and maintained a staff that is diverse and representative of the clients that we serve. Those differences are reflected in their national origin, physical appearance, religion, education, age, gender, or sexual orientation. We have found that by doing this, we can better serve our clients and are better able to understand and empathize with our clients' needs and situations. We actively seek this diversity and believe that it only makes us better at the work we do.

In addition, we have bilingual staff who speak English and Spanish which helps us to reach out to linguistically isolated residents and provide them services as well as translate our materials. We provide language interpretation services for clients with limited English proficiency and ASL services to those that need it and cover the cost of those services.

Our outreach and marketing strategies are geared towards minority buyers and has led to our organization being a top producer of homeowners who are minorities. We are a trusted, go-to organization for local municipalities, nonprofits, neighborhoods seeking to increase homeownership. We market to people in our area who are least likely to reach out for assistance or least likely to know these services exist.

Staffing

The project will be managed by our Executive Director, Trena Bond. She has been with the organization for more than 23 years.

Trena received her start in the housing industry by working for one of the country's leading mortgage servicers in 1995, assisting homeowners in understanding their homeownership responsibilities. She was inspired to work with first-time homebuyers, and she found her calling at Housing Resources, Inc. Since she began her tenure at HRI in 1999, Trena has held a variety of positions with increasing responsibility including housing counselor and program manager, culminating in her current appointment as its Executive Director in 2003. She attended Marquette University where she obtained a Bachelor of Arts Degree in Communications in 1997.

Trena has been an advocate for expanding housing opportunities for low-to-moderate income families. During her tenure at HRI, Trena has helped to increase minority participants served, broaden community outreach and support, and expanded programming. She has responsibly increased the organizations capacity and added supportive services that help ensure that homeowners remain successful.

She not only provides oversight for the organization, staff, and programs, but she oversees all grant programs to ensure compliance and reporting requirements are met. Trena provided the oversight for the HCRI contracts, Milwaukee Home, and other programs. So, the organization will not have a problem performing the scope of services outlined in this RFP.



CERTIFICATE OF LIABILITY INSURANCE

HOUSRES-01

JPRESS

DATE (MM/DD/YYYY)
12/17/2021

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 Robertson Ryan - Mequon 12308 North Corporate Parkway, Suite 600 Mequon, WI 53092	CONTACT NAME: Jayne Preuss PHONE (A/C, No, Ext): (414) 221-0345 345 FAX (A/C, No): (262) 458-1123 E-MAIL ADDRESS: jpreuss@robertsonryan.com
INSURED Housing Resources Inc 7830-34 W. Burleigh Street Milwaukee, WI 53222	INSURER(S) AFFORDING COVERAGE INSURER A: ACUIITY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 14184

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
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:			E50663	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$			E50663	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	E50663	1/1/2022	1/1/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Employee Dishonesty			E50663	1/1/2022	1/1/2023	Limit 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Property located at: 500 Wisconsin Avenue, Suite 205, Racine WI 53403

CERTIFICATE HOLDER City of Racine Department of City Development Room 102 City Hall 730 W. Washington Ave Racine, WI 53403	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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Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Housing Resources, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

7830 W. Burleigh Street

6 City, state, and ZIP code

Milwaukee, WI 53222

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

3 9 - 1 7 0 6 6 5 8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

6/23/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.