

1C-7. PHA Homeless Preference

In this file, there are 12 different public housing authorities that submitted letters, admin plans, &/or ACOP to verify the PHA homeless preference.

***Brown County Housing Authority – Letter with Admin Plan**

***Eau Claire County Housing Authority – Letter, Admin Plan**

**There were listed in the CoC Application.*

City of Eau Claire Housing Authority – Letter, ACOP

Chippewa County Housing Authority – Letter, Admin Plan

Dodge County Housing Authority – Letter, Admin Plan

Green Bay Housing Authority – Letter, ACOP

Housing Authority of the City of La Crosse – Letter with:

- **Public Housing – ACOP**
- **Section 8 HCV & Mainstream Programs – Admin Plan**
- **Section 8 New Construction-Forest Park Tenant Selection Plan**
- **Section 8 New Construction-Ping Manor Tenant Selection Plan**

Platteville Housing Authority – Admin Plan

Sheboygan PHA – ACOP

Walworth County Housing Authority – Letter, Admin Plan

Waukesha Housing Authority – Admin Plan

Wausau Community Development Authority – Letter

Brown County Housing Authority

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GREEN BAY, WISCONSIN 54305-3600

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PATRICK LEIFKER
EXECUTIVE DIRECTOR

August 21, 2023

To Whom It May Concern:

The Brown County Housing Authority (BCHA) was asked to provide information as it relates to our programs admission requirements for homeless individuals, which is listed below.

- The BCHA's Homeless Preference follows the HUD definition which includes: inhabit places not meant for human inhabitation (car, parks, deserted buildings, etc.), living in housing for the homeless, living on the street. Along with this definition, our program requires that individuals claiming the homeless preference provide a letter from a local service providing agency which indicates that they are homeless and receiving case management services.

Additionally, the BCHA was asked to provide information relative to the BCHA's Move-On Strategy. In 2018, the BCHA adopted their waiting list preferences to provide a priority for residents of Brown County who are referred by an approved agency as a participant of a Permanent Supportive Housing Program who no longer requires the intensive case management services of the PSH program but only needs the rental subsidy.

For your reference, attached is an excerpt from the BCHA's Administrative Plan that supports the information provided. If you have any further questions regarding this information, please feel free to contact me via the information listed below.

Respectfully,

A handwritten signature in blue ink, appearing to read "Patrick Leifker".

Patrick Leifker
Executive Director
Brown County Housing Authority
305 E. Walnut St. Room 320
PO Box 23600
Green Bay, WI 54305
920-448-6486
Patrick.Leifker@browncountywi.gov

Enclosure: Excerpt of BCHA Administrative Plan



4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Definition: Brown County Resident means a family with an adult family member who lives, works, or has been hired to work within Brown County.

The PHA will use the local preferences, shown below ranked in preference order:

Preference 1:

Involuntary Displaced Preference:

The PHA will provide a preference to families who have been involuntarily displaced from their Brown County Residence within 12 months of selection from the waiting list, due to disaster or government action, who are not living in standard replacement housing at time of selection.

Disaster: Fire, flood, earthquake or similar disaster resulting in the family's unit being uninhabitable.

Government Action: Federal, state, or local government action related to public improvements or development.

Standard Replacement Housing: Decent, safe, and sanitary housing adequate for family size, occupied by the family pursuant to a written or oral lease or occupancy agreement. Transient facilities, hotels, motels, temporary shelters are not considered standard replacement housing.

Preference 2:

PSH/FUP-Youth Preference:

The PHA will provide a preference for Brown County:

- Permanent Supportive Housing (PSH) program participants referred by a PHA authorized entity; or
- Brown County PHA FUP-Youth voucher holders reaching program expiration referred by the Public Child Welfare Agency (PCWA).

Preference 3:

Special Category Brown County Residents Preference:

Special Category Families (includes families with or without children):

- Elderly Families (see Ch 3 for elderly family definition);
- Disabled (families that include a disabled family member – see Ch 3 for definition of disabled);
- Veteran Families (families that include a Veteran, defined as an individual who served in the active military, naval, or air service of the United States who received other than a dishonorable discharge); and
- Families that are homeless within Brown County or at risk of homelessness and are referred by a local PHA-approved entity.

For purposes of this preference, the term “homeless” generally means— (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; (2) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (3) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing); or (4) An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided.

Preference 4:

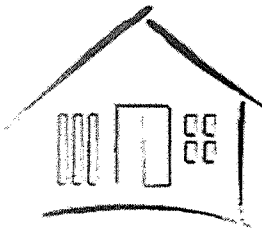
Families with Children Preference

The PHA will provide a preference for Brown County resident families that include minor children (under 18, but not the head of household, spouse, or cohead) that do not qualify for higher ranked preferences.

Preference 5:

Brown County Resident Preference

The PHA will provide a preference for Brown County resident families that do not qualify for a higher ranked preference.



Eau Claire County Housing Authority

EAU CLAIRE COUNTY AG & RESOURCE CENTER
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ALTOONA WISCONSIN 54720
(715) 839-6240

Georgia Crownhart, PHM
Executive Director
georgia.crownhart@eauclairecounty.gov

September 12, 2023

Carrie Poser
Continuum of Care Director
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702

Dear Carrie:

I am writing this letter in support of the Wisconsin Balance of State Continuum of Care. While progress has been made, our community, like many others, has a high level of homeless who are in need.

Eau Claire County Housing Authority operates both Housing Choice Vouchers and owns Public Housing units. Our policies allow a homeless preference for qualifying applicants for both programs.

We have coordinated with Dairyland local housing coalition for many years, and through our Moving Up Plan, have set aside 10 Vouchers for use by their Permanent Supportive Housing resident who are ready to move on independently, but need rental assistance.

We also continue to work with the Continuum of Care, Dairyland local housing coalition and other area supportive service agencies with our Family Unification, Foster Youth to Independence and Mainstream Housing Choice Vouchers.

We are happy to support other agencies and coordinate resources in order that those in need, can secure the necessary help and supportive services.

Sincerely,

Georgia Crownhart
Executive Director

Eau Claire County Housing Authority
ADMINISTRATIVE PLAN
Section 8 Housing Choice Voucher Program

1. Overall Approach and Objectives

The Eau Claire County Housing Authority (HA) was created by act of the County Board of Supervisors March 14, 1973 and consists of a five-member Board of Commissioners. The Executive Director of the HA hires and supervises all HA staff. In addition to the full-time Executive Director, HA staff includes one Housing Specialist (part-time), two Eligibility Specialists (one part-time, one full-time), and one Housing Assistant (part-time). Occasionally, employees or consultants on contracted persons may be hired on an “as needed” basis, as determined by the Executive Director and approved in budget by the Commission.

The HA receives supportive services from Eau Claire County including, but not limited to: legal counsel, appointment of commissioners, office space, etc. The executive director oversees all activities of the HA and assigns duties to staff members as appropriate, including outreach, admissions, record keeping, certifications, verifications, bookkeeping, financial reports, etc. All activities of the HA are reported to the Commission at least monthly.

Both the Eau Claire County Board and the HA have determined that there are unsanitary and unsafe inhabited dwelling accommodations in Eau Claire County, Wisconsin, available to persons of low income, at rents that they can afford; and that the voucher program will provide assistance for families in need of affordable, decent, safe, and sanitary housing. In addition, the HA provides assistance to voucher holders in the form of briefing and counseling sessions, landlord outreach, and informational services to aid in their housing search.

2. Housing Choice Voucher Program’s

The HA has received several different allocations of vouchers, including Regular, VASH (Veterans), Family Unification (FUP) and Mainstream (MS). The agency also has committed vouchers for Movin-Up and Project Based Vouchers.

VASH clients require a direct referral and commitment from the Veterans Administration (VA) as the VA will provide supportive services and case management for the Veteran. Veterans not wanting or needing a VASH Voucher can apply for a regular voucher directly with the HA.

Likewise, FUP clients are referred to our program through a Memorandum of Understanding (MOU) with several area supportive service agencies. The Eau Claire County Department of Human Services sends referrals to our agency for clients meeting the initial eligibility requirements for FUP, which are:

1. Families for whom the lack of adequate housing is a primary factor in:
 - a. The imminent placement of the family's child or children in out-of-home care, or,
 - b. the delay in the discharge of the child or children to the family from out-of-home care.
2. Youth (at least 18, but less than 24) who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older. (Foster Care FUP subsidy is only available to the client for 36 months)

A MOU is also in place for MS applicants; however, they may apply with us directly using our preliminary application form. The MOU outlines commitment from supportive service agencies to make supportive services available. MS clients must be non-elderly disabled adults with preference give to those who are homeless or at risk of homelessness.

The HA has an agreement in place with the Local Housing Coalition to provide up to 10 vouchers for Movin-Up where the agency will provide vouchers to clients leaving the Coalition's Permanent Supportive Housing (PSH) program and are ready to "move-up" and leave the PSH.

The HA also has Project Based Vouchers (PBV), currently for the Cannery Trail Residences 2. Applicants can apply for these using our preliminary application form.

Agreements and Memorandums of Understanding for all of these specialty programs are attachments to the Housing Choice Voucher Administration Plan and contain more detail on eligibility and policy.

3. Outreach to Families and Owners

A. Outreach to Families

To assure and reinforce public awareness of Eau Claire County's Section 8 rental voucher program, so that a more complete waiting list exists, the housing assistance program will be well publicized on local radio, television, and/or in the newspaper. Seven radio stations (FM-WIAL, WBIZ, WAXX, WUEC; AM-WEAQ, WISM, WJJK) and three television stations (WEAU, CTV, WQOW) will provide public service announcements. In addition, paid advertisements will be run, as necessary. The HA will use feature articles and public notices in the Eau Claire Leader-Telegram and Augusta Area Times.

Other informational opportunities intended to be used are brochures, community contacts, the Council of Churches, the Eau Claire County Department of Human Services and Aging & Disability Resource Center (ADRC), the area Board of Realtors, and independent and quasi-public social service agencies operating within Eau Claire and Chippewa counties.

No applicant who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

9. Notification to Ineligible Families

Applicants who, at the time of admission are determined by the HA to be ineligible on the basis of income, family composition, citizenship or immigration status, or for any other reason, shall be notified promptly, in writing, of the determination and the relevant factors therefore, and the letter shall state that the applicant has the right, within a reasonable specified time, to request an informal meeting with a HA staff person other than the staff person who made the ineligibility determination. The applicant shall be notified, in writing, of the meeting determination within 10 days after the meeting was held.

5. Selecting Families for Housing Vouchers

A. Preference in the Selection of Participants

In selecting eligible families, the HA may have more applicants than vouchers available. In such cases, preferences are applied based on information included in the application. First priority shall be given to households that will occupy Fairchild Senior Living units, second priority shall be given to homeless households, and third priority shall be given to ELI households (households whose incomes do not exceed the higher of the Federal Poverty level or 30% of AMI [11/17/2014]). At least 75% of Voucher Program participants will have incomes at or below ELI pursuant to HUD's income targeting guidelines. In all cases, preference shall be given to current residents of Eau Claire County. Ten percent of applications pulled from the waiting list for assistance shall be local households with the longest tenure on the waiting list. Household placement on the waiting list shall be by date and time of application.

NOTE: Families requiring immediate relocation due to extreme health and safety issues at their current dwelling unit (such as a family referred by the City County Health Department due to a child with high blood levels of lead caused by the current dwelling unit) and families from federally declared disaster areas who are Section 8 voucher holders or public housing residents in another jurisdiction may receive preference over other waiting list placeholders, as determined by the HA executive director.

Families who are over/under housed in Eau Claire County Housing Authority's Public Housing units where the tenants no longer qualify for the size unit they are in, may be given preference over other waiting list placeholders for a Housing Choice Voucher to enable them to move from the public housing unit into a rental unit on the private market.

If a family living in a multi-family living arrangement wishes to discontinue this joint tenancy, only the income of the family applying for assistance will be considered. If said families wish to stay together as one unit, all income and all expenses shall be considered.

AUTHORITY

September 15, 2023

Carrie Poser
Continuum of Care Director
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702

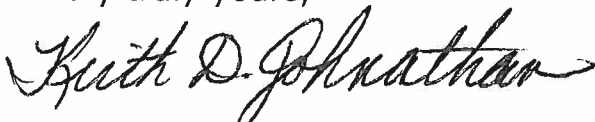
Dear Carrie:

I am writing this letter in support to the Wisconsin Balance of State Continuum of Care. Through the Dairyland Coalition, aided by the Wisconsin Balance of State, under Carrie's leadership, we have been able to offer assistance to those most vulnerable in the community.

The Eau Claire Housing Authority assists in this effort by offering a homeless preference on our waiting list. Twenty Five percent of our placements in any given year come from those who are homeless. In 2022, 21 of our 82 placements, or 30%, in housing were homeless applicants. In 2023, as of 08/31/23, 16 of our 53 placements in housing, or 25%, were homeless applicants. Additionally, it is our pleasure to be an active member of the Dairyland Coalition. We appreciate the privilege of working together to address the housing needs of this vulnerable population.

We have enjoyed a long and enduring relationship with the Balance of State and the local coalition to help address the needs of those experiencing housing insecurity and look to continue that relationship for many years into the future.

Very truly yours,



Keith D. Johnathan
Executive Director

3. Change in Preference Status while on the Waiting List

Occasionally families on the waiting list who did not qualify for a local preference at the time of application intake will experience a change in circumstances that qualifies them for a local preference. In such instances, it will be the family's duty to contact the Authority so that their status may be reverified. To the extent that the reverification determines that the family does now qualify for a Federal Preference, they will be moved up on the waiting list in accordance with their local preference, and their date and time of application. They will then be informed in writing of how the change in status has affected their place on the waiting list.

4. Removal of Applications from the Waiting List

The PHA will remove applicants from the waiting list only in accordance with its Procedure for Removing Applicants from the Waiting List.

II. Selection of Tenants

Tenant Assignment Plan

The following tenant assignment plan has been designed by the Authority to take into consideration the needs of individuals and families for low-income housing. The statutory purpose in developing and operating a socially and financially sound housing program is to provide a decent home and a suitable living environment for individual households while fostering economic and social diversity in the tenant body as a whole. The policies and procedures contained herein have been developed to insure that the selection of tenant is objective and reasonable and consistent with its responsibilities as a public agency.

Each applicant shall be assigned an appropriate place on the waiting list. The list shall be maintained on a community-wide basis. Preference for specific projects or areas of the City will not be considered by the Authority in establishing any waiting list. Applicants requiring wheelchair-accessible units shall have priority for admission to units designed as wheelchair-accessible.

The applicant will be offered a suitable unit. If the applicant refuses it, the applicant's name goes to the bottom of the waiting list for that program.

In carrying out the above plan, should the applicant present to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his name at the bottom of the eligible list.

Preference in the Selection of Tenants

A. In selecting eligible families, the City of Eau Claire Housing Authority will give consideration to the following factors in the order shown.

1. In October 1998, Congress and the U.S. Department of Housing and Urban Development (HUD) authorized a requirement that 40% of new admissions to the Public Housing, Section 8 New Construction and Substantial Rehabilitation Programs be allocated to households that are at or below 30% of the county median income level set by HUD. The Housing Authority of the City of Eau Claire will strive to meet the HUD goal placement of 40% of new households admitted to the above referenced programs meet the 0-30% of Eau Claire County median income.
2. Eligible tenants, who at the time they are seeking housing, may qualify for one of the following local preferences. Preference will be given to the family/families with the highest points within the Displaced Persons/Substandard Housing category.

Ranking Preference:

Date and Time of Application	50% of applicants
Broad Range of Income (Public Housing only)	25% of applicants

Displaced Persons/Substandard Housing	25% of applicants
Displaced Persons	6 pts.
Substandard Housing	3 pts.

3. Those applicants who are currently receiving a house subsidy shall be considered after non-subsidized applicants (excluding handicap/disabled people whose present subsidized housing does not meet their physical requirements).

B. The Authority will not, on account of race, color, sex, religion, sexual orientation, gender identity, marital status, familial status, disability, handicap, creed, or national origin, deny to any family the opportunity to apply for admission, nor deny an eligible applicant the opportunity to lease a dwelling unit suitable to its needs in any project (on account of race, color, sex, religion, sexual orientation, gender identity, marital status, familial status, disability, handicap, creed, or national origin). The Authority will direct its marketing activities in accordance with HUD Fair Housing Policies.

C. Use of Preferences

Preference at admission. In selecting applicants, the Housing Authority determines if an applicant qualifies for a local preference.

Single Preference. In selecting applicants, the HA will give preference to:

- (a) A family (with or without local preference):
 - (1) Whose single member is a displaced person; or
 - (2) Whose head or spouse or single member is an elderly person or a disabled person, over
- (b) A single person (with or without local preference) who is not elderly, disabled or displaced.

Method of Selection. The Housing Authority will use the following to select among applicants on the waiting list with the same preference status:

- (a) Date and time of application, or
- (b) A drawing or other random choice technique.

The method for selecting applicants from preference categories will be consistent with requirements governing local preference, and the singles preference (stated above).

The method for selecting applicants from preference categories will leave a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

Prohibition of preference if applicant was evicted for drug-related criminal activity. The Housing Authority may not give a preference to an applicant if any member of the family is a person who was evicted during the past three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. However, the Housing Authority may give an admission preference in any of the following cases:

- (a) If the HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.
- (b) If the HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.
- (c) If the HA determines that the evicted person no longer participates in any drug-related criminal activity.

Fair Housing requirements. Any admission preferences that are used by the Housing Authority will be

established and administered in accordance with the following authorities, and HUD implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d);
- (b) The Fair Housing Act (42 U.S.C. 3601-3619);
- (c) Executive Order 11063 on Equal Opportunity in Housing (27 FR 11527 (3 CFR, 1959-1963 Comp., p. 652);
- (d) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- (e) The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); AND
- (f) The Americans with Disabilities Act (42 U.S.C. 121011-12213).

Preferences will be consistent with HUD's affirmative fair housing objectives. The HA may not discriminate against families or family members on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, handicap, national origin, age, familial status or disability.

Informing applicants about admission preferences. The Housing Authority will inform applicants about available preferences. The HA will give applicants an opportunity to show that they qualify for a preferences.

D. Qualifications and Definitions of Federal Preferences

1. **Involuntary Displacement**

How applicant qualifies for displacement preference.

An applicant qualifies for a local preference on the basis of involuntary displacement if either of the following apply:

- a) The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing.
- b) The applicant will be involuntarily displaced within no more than six months from the date of preference status certification by the family or verification by the HA.

"Standard, permanent replacement housing" is housing:

- a) That is decent, safe, and sanitary;
- b) That is adequate for the family size; and
- c) That the family is occupying pursuant to a lease or occupancy agreement.

"Standard, permanent replacement housing" does not include:

- a) Transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence of homeless families; or
- b) In the case of domestic violence, the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

Meaning of involuntary displacement. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

a) *Displacement by disaster.* An applicant's unit is uninhabitable because of a disaster, such as a fire or flood.

b) *Displacement by government action.* Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.

Displacement by domestic violence. An applicant is involuntarily displaced if:

a) The applicant has vacated a housing unit because of domestic violence; or

b) The applicant lives in a housing unit with a person who engages in domestic violence.

"Domestic violence" means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household.

For an applicant to qualify as involuntarily displaced because of domestic violence:

a) The HA must determine that the domestic violence occurred recently or is of a continuing nature; and

b) The applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the HA has given advance written approval. If the family is admitted, the HA may deny or terminate assistance to the family for breach of this certification.

Displacement to avoid reprisals. An applicant family is involuntarily displaced if:

a) Family members provided information on criminal activities to a law enforcement agency, and

b) Based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.

The HA may establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.

Displacement by hate crimes. An applicant is involuntarily displaced if:

a) One or more members of the applicant's family have been the victim of one or more hate crimes; and

b) The applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.

"Hate crime" means actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, sexual orientation, gender identity, marital status, disability, national origin, handicap, or familial status.

The HA must determine that the hate crime involved occurred recently or is of a continuing nature.

Displacement by inaccessibility of unit. An applicant is involuntarily displaced if:

a) A member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and

b) The owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.

Displacement because of HUD disposition of multifamily project. Involuntary displacement includes displacement because of disposition of a multifamily rental housing project by HUD under Section

2. **Substandard Housing**

When a unit is substandard. A unit is substandard if the unit:

- a) Is dilapidated;
- b) Does not have operable indoor plumbing;
- c) Does not have a usable flush toilet inside the unit for the exclusive use of a family;
- d) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family.
- e) Does not have electricity, or has inadequate or unsafe electrical service;
- f) Does not have a safe or adequate source of heat;
- g) Should, but does not, have a kitchen; or
- h) Has been declared unfit for habitation by an agency or unit or government.

Dilapidated unit.

A housing unit is dilapidated if:

- a) The unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or
- b) The unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

Homeless families with dependent children. An applicant that is a homeless family with a dependent child or dependent children is considered to be living in substandard housing.

A "homeless families with dependent children" includes any family with a dependent child or dependent children that:

- a) Lacks a fixed, regular, and adequate nighttime residence; and also
- b) Has a primary nighttime residence that is:
 - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - (2) An institution that provides a temporary residence for persons intended to be institutionalized; or
 - (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A "homeless family" does not include any person imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Status of SRO housing. In determining whether an individual living in single room occupancy (SRO) housing qualifies for federal preference, SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.

III. **Transfer**

August 31, 2023

Carrie Poser
Continuum of Care Director
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702

Re: Limited Homeless Preference – Housing Choice Voucher Waiting List

Dear Carrie:

I am writing this letter in support of the Wisconsin Balance of State Continuum of Care. In Chippewa County, like other areas throughout the State, we have many individuals and families who are experiencing homelessness or at risk of experiencing homelessness.

Chippewa County Housing Authority (CCHA) is an active participant in local coalitions to address homelessness including the West Central Homeless coalition and the Chippewa County Council on Homelessness and Hunger.

CCHA administers the Housing Choice Voucher program in Chippewa County and partners with local agencies to meet the needs of households experiencing homelessness through our HUD-VASH, Foster Youth to Independence, and Mainstream vouchers. In 2020, CCHA implemented a limited homeless preference on the voucher waiting list for up to 33 non-elderly households with an adult member with a disability who meet one or more of the following criteria:

- Transitioning out of institutional and other segregated settings;
- At serious risk of institutionalization;
- Currently experiencing homelessness;
- Previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project;
- At risk of experiencing homelessness.

CCHA also administers the Tenant Based Rental Assistance program in partnership with our local domestic violence agency, the Family Support Center, to provide rental assistance and case management services to families fleeing domestic violence.

CCHA intends to continue collaborating with other agencies to ensure individuals and families have access to safe and affordable housing.

Sincerely,



Jessica Oleson-Bue
Executive Director



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

CCHA has adopted a residency preference effective 7/23/13, and will give a preference to applicants who reside in Chippewa County at the time they apply. Applicants who applied prior to 7/23/13, and did not live in Chippewa County will be grandfathered in.

Applicants who work or have been hired to work in the residency preference area will be treated as residents of the preference area. Once on the waiting list, if an applicant shows a date of hire in the residency preference area, the applicant will be given the preference.

Applicants who move into the residency preference area after they are on the waiting list may turn in documents showing they now reside in the residency preference area. Acceptable documents include but are not limited to driver's license, State ID, lease, utility bill, employment check stub. Their application will then be updated with the preference.

CCHA has adopted a mainstream preference effective 1/27/20. This preference is limited to 33 non-elderly persons with disabilities who can provide documentation that they are:

- *transitioning out of institutional and other segregated settings*
- *at serious risk of institutionalization*
- *currently experiencing homelessness*
- *previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project*
- *at risk of experiencing homelessness*

Dodge County Housing Authority

491 E Center Street Juneau, WI 53039

phone: 920-386-2866
fax: 920-386-2725
TTD: 1-800-947-3529
www.dodgehousing.org

**Apartments
for seniors or
person living
with a
disability.
Buildings
located in:**

- Beaver Dam
- Waupun
- Juneau
- Lowell
- Hustisford
- Iron Ridge
- Theresa
- Reeseville
- Ashippun

**Apartments
for low
income
persons:**

- Burnett
- Horicon

HUD Housing
Choice
Voucher
Rental
Assistance
Program for
any low
income
household.

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



August 22, 2023

To Whom it May Concern:

Dodge County Housing Authority operates the Oak Grove Development Phase 2, LLC pocket neighborhood of 20 three-bedroom units with Project-Based vouchers. A homeless preference is offered for 5 of the units in this development.

Through referrals from partners such as Central Wisconsin Community Action Council we are able to offer long-term, stable, affordable housing for these homeless families.

If you have any questions or require additional information, feel free to contact me at (920) 386-2866 x 101.

Sincerely,

A handwritten signature in cursive script that reads "Donna Braun".

Donna Braun, Executive Director

Serving Dodge County since 1972

If anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize our programs and services, please let us know.

Si Ud. necesita esta información traducida en español, favor de comunicarse con nosotros.

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and project-based assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

PHA Policy

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects:

Oak Grove Development Phase 2, LLC – Horicon WI

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely low-income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d), FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with “excepted units” for elderly families or supportive services, the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

PHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The PHA will offer additional preferences for particular PBV projects or units based on the terms defined in the project funding source requirements (e.g., LIHTC/HOME income limits, homeless or about to be homeless, veterans program, larger families). These preferences will be defined in the HAP contract for that project.



Green Bay Housing Authority
1424 Admiral Court
Green Bay, Wisconsin 54303-2157
www.greenbaywi.gov

Phone 920.492.3790
Fax 920.492.3789

August 28, 2023

To whom it may concern:

The Green Bay Housing Authority owns and manages 154 public housing units located within Mason Manor, an eight-story high rise building. The Green Bay Housing Authority has created a separate entity, GBHA Properties I, Inc, to manage 48 project based vouchers. The 48 project based voucher rental units consist of duplexes and single family 2-, 3-, and 4-bedroom homes.

Mason Manor has its separate waiting list and follows the following preferences:

- 1st: Brown County Resident(s) displaced due to a natural disaster or government action
- 2nd: Brown County Resident(s) that is a PSH Participant
- 3rd: Brown County Resident(s) that is a domestic violence victim, homeless individuals or families:
- 4th: Brown County Residents with an elderly or disabled individual who is the head of household, Veteran families or working families.

For Mason Manor, all Brown County applicants will be served before non-Brown County applicants.

The Scattered Sites does not follow any preferences. Applicants are pulled by date and time of application submission.

If you have any additional comments, questions, or concerns please feel free to reach out to me.

Thank you,

Jayme Valentine

Housing Administrator

City of Green Bay

Community and Economic Development Department

Public Housing Authority Division

920.492.3733

Jayme.valentine@greenbaywi.gov

greenbaywi.gov

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The GBHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The GBHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The GBHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status, or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting lists depends on the selection method chosen by the GBHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting lists.

The GBHA must maintain a clear record of all information required to verify that the family is selected from the waiting lists according to the GBHA's selection policies [24 CFR 960.206(e)(2)]. The GBHA's policies must be posted any place where the GBHA receives applications. The GBHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The GBHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

GBHA Policy

When an applicant or resident family requests a copy of the GBHA's tenant selection policies, the GBHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting lists, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

The GBHA is permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the GBHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the GBHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

GBHA Policy

The GBHA defines Brown County residency as any family who lives, works, or is hired to work in Brown County. In order to verify the applicant qualifies for a residency preference, the GBHA will require a minimum of one of the following documents: Driver's license/state ID, employer or agency record, check stub from a local employer, school records, a utility bill from the local Wisconsin Public Service (WPS) agency or voter registration record.

The GBHA will use the following local preferences:

1st Preference: Brown County Resident Families who have been Involuntarily Displaced:

Families who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross.

A disaster is defined as a fire, flood, earthquake, etc that has caused the unit to be uninhabitable. Government action is defined as federal, state, or local government action related to public improvement or development. In order to meet the displacement preference, applicants who have been displaced must not be living in standard replacement housing. Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is

occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not considered standard replacement housing. An applicant who lives in a violent neighborhood or is fearful of violence outside the household is not considered involuntarily displaced.

2nd Preference: Brown County Resident PSH participant:

Brown County resident referred by Newcap, Inc. as a participant of Newcap's Permanent Supportive Housing (PSH) program who no longer requires the intensive services of the PSH program but only needs the rental subsidy. (08/2018)

2nd Preference: Brown County Resident domestic violence victims and homeless families:

A minor is defined as a family member other than the head, spouse, or co-head who is under 18 years of age. Proof of age is required.

The HUD definition of homelessness includes: Inhabit places not meant for human inhabitation (car, parks, deserted buildings), living in housing for the homeless, living on the street.

3rd Preference: Brown County Resident elderly, disabled, veteran families, or working families:

An elderly family includes a family whose head, spouse or sole member is at least 62 years of age, two or more persons at least 62 years of age living together or one or more persons at least 62 years of age living with one or more live-in aides. Proof of age is required.

A disabled family includes a family whose head, spouse, or sole member is a person with disabilities, two or more persons with disabilities living together or one or more persons in receipt of SSI or SS disability payments under Section 223 of the Social Security Act or 102(7) of the Development Disabilities Assistance and Bill of Rights Act (42 U.S.C. 5001(7)) or verified by appropriate diagnosticians such as a physician, psychiatrist, psychologist, therapist, rehab, specialist, or licensed social worker using the HUD language as the verification format.

A veteran family includes a family who has at least one member who is a veteran. Families claiming this preference must document service participation through service discharge papers or a statement from the veteran service officer.

In order to bring higher income families into public housing, the GBHA will establish a preference for working families, where the head, spouse, or co-head, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.20(b)(2)].

4th Preference: Non-Brown County resident



LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

August 22, 2023

Carrie Poser
CoC Director
WI Balance of State Continuum of Care
P.O. Box 272
Eau Claire, WI 54702

Reference: Housing Authority of the City of La Crosse Homeless Confirmation

Ms. Poser,

I am responding to your inquiry to submit information on homeless policies with the Housing Authority of the City of La Crosse.

Please be advised, the Housing Authority of the City of La Crosse currently has a local homeless preference for all of its housing programs, which includes Public Housing, Section 8 New Construction, and the Section 8 Housing Choice Voucher and Mainstream programs. I can confirm that the Housing Authority of the City of La Crosse has included this preference in program plans since January of 2021.

Attached is a copy of the preferences cited within the following Housing Authority of the City of La Crosse's plans:

- Public Housing – Admissions and Continued Occupancy Plan
- Section 8 Housing Choice Voucher & Mainstream Programs – HCV Administrative Plan
- Section 8 New Construction – Forest Park Tenant Selection Plan
- Section 8 New Construction – Ping Manor Tenant Selection Plan

Shall you have any questions, please feel free to let us know.

Regards,

HOUSING AUTHORITY OF THE CITY OF LA CROSSE

Steve Schauf
Executive Director

www.lacrossehousing.org
1307 Badger Street • P.O. Box 1053 • La Crosse, WI 54602-1053
Phone (608)782-2264 • Fax (608)782-2262



**PUBLIC HOUSING
ADMISSIONS AND CONTINUED OCCUPANCY PLAN
HOUSING AUTHORITY OF THE CITY OF LA CROSSE**

February 2000

RESOLUTION NUMBER: 1091

DATE APPROVED: FEBRUARY 9, 2000

**REVISED: NOVEMBER, 2001
MAY, 2004
DECEMBER, 2006
JANUARY, 2009
MARCH, 2010
MARCH, 2011
FEBRUARY, 2013
DECEMBER, 2014
OCTOBER, 2015
FEBRUARY, 2017
FEBRUARY, 2018
AUGUST, 2019
JANUARY, 2020
JANUARY, 2021
NOVEMBER, 2021
AUGUST, 2023**

Notice: The policies and procedures contained herein are subject to change, without prior notice, by action of the Department of Housing and Urban Development and/or the Board of Commissioners of the Housing Authority of the City of La Crosse.

a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

Local preferences will be used to select families and individuals from the waiting list. The LHA has selected the following system to apply local preferences:

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attends school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

1st Priority Preference: La Crosse County Resident and Family or Individual who have been Involuntarily Displaced (100 Points):

Families or individuals who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross, and must meet the La Crosse County Resident definition.

A disaster is defined as a fire, flood or earthquake that has caused the unit to be uninhabitable. Government action is defined as federal, state, or local government action related to public improvement or development. In order to meet the displacement preference, applicants who have been displaced must not be living in standard replacement housing. Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not considered standard replacement housing. An applicant who lives in a violent neighborhood or is fearful of violence outside the household is not considered involuntarily displaced.

2nd Priority Preference: La Crosse County Resident and Veteran Families or Individuals with Honorable Discharge (60 Points):

A veteran, veteran and spouse, un-remarried spouse of veteran with honorable discharge and lived with a veteran for five of the last six years prior to completing application for housing, and must meet the La Crosse County Resident definition.

3rd Priority Preference: La Crosse County Resident and domestic violence victims and homeless families or individuals (50 Points):

Families and individuals must meet the La Crosse County resident definition, and one of the following two categories as defined by HUD:

Category 1: an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence: and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The LHA has adopted the above language both for purposes of a waiting list preference as well as for purposes of reporting homeless at new admissions on the Form HUD 50058. To be eligible for the homeless

waiting list preference, at least one adult member of the household must meet one of the above criteria and submit to the LHA a signed letter from an LHA approved agency in the area certifying the applicant or family is homeless. The approved agency also certifies that the applicant or family is a La Crosse County resident. This letter can take the place of the other documentation that verifies a La Crosse County resident.

Families or individuals who claim they are domestic violence victims must provide written verification from either the law enforcement agency that reported the incident(s), a medical professional, or a social service case worker. The family or individual must also certify that the abuser will not reside with the applicant unless the LHA gives prior written approval.

4th Preference: La Crosse County Resident – Only (10 Points).

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attends school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

5th Preference: All Other Applicants (0 Points).

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

The use of a residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race; color; ethnic origin; gender; religion; disability; age; marital status; status as a victim of domestic abuse, sexual assault, or stalking; lawful sources of income; or ancestry of any member of an applicant family.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments that may benefit from the accessible unit. If there are no families residing in the other developments that need the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicant for these units will be selected utilizing the same preference system as outlined above.

If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicant, however, will be requested to sign a lease rider

stating they will accept a transfer (at the Housing Authority's expense) if, at a future time, a family requiring an accessible feature applies or a family requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30-day notice.

Changes in Circumstances:

Changes in an applicant's circumstance while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the LHA when their circumstances change.

When an applicant claims an additional preference, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without over crowding or over-housing.

Following is the range of persons per bedroom:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
	1	1
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the LHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school, or children who are temporarily in foster care.

In addition, the following considerations may be taken in determining bedroom size:

**HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN
HOUSING AUTHORITY OF THE CITY OF LA CROSSE**

February 2000

RESOLUTION NUMBER: 1091

DATE APPROVED: FEBRUARY 9, 2000

**REVISED: NOVEMBER, 2001
MAY, 2004
DECEMBER, 2006
JANUARY, 2009
MARCH, 2010
MARCH, 2011
FEBRUARY, 2013
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OCTOBER, 2015
FEBRUARY, 2017
FEBRUARY, 2018
AUGUST, 2019
NOVEMBER 2019
JANUARY, 2020
JANUARY, 2021**

Notice: The policies and procedures contained herein are subject to change, without prior notice, by action of the Department of Housing and Urban Development and/or the Board of Commissioners of the Housing Authority of the City of La Crosse.

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the LHA will use the assistance for those families. If this occurs, the LHA will maintain records demonstrating that these targeted housing choice vouchers were used appropriately. When one of these targeted vouchers turns over, the voucher shall be issued to applicants with the same specific characteristic as the targeted program describes.

5.2 PREFERENCES

SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting lists, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 982.207]

The LHA is permitted to establish local preferences and to give priority to serving families and individuals that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the LHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the LHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 982.207(a)(2)].

LHA Policy

Local preferences will be used to select families and individuals from the waiting list. The LHA has selected the following system to apply local preferences:

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attend school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

1st Priority Preference: La Crosse County Resident and Family or Individual who have been Involuntarily Displaced (100 Points): Families or individuals who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross, and must meet the La Crosse County Resident definition.

A disaster is defined as a fire, flood or earthquake that has caused the unit to be uninhabitable. Government action is defined as federal, state, or local government action related to public improvement or development. In order to meet the displacement preference, applicants who have been displaced must not be living in standard replacement housing. Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not considered standard replacement housing. An applicant who lives in a violent neighborhood or is fearful of violence outside the household is not considered involuntarily displaced.

2nd Priority Preference: La Crosse County Resident and Veteran Families or Individuals with Honorable Discharge (60 points):

A veteran, veteran and spouse, un-remarried spouse of veteran with honorable discharge and lived with a veteran for five of the last six years prior to completing application for housing, and must meet the La Crosse County Resident definition.

3rd Priority Preference: La Crosse County Resident and Domestic Violence Victims and Homeless Families or Individuals (50 Points):

Families and individuals must meet the La Crosse County resident definition, and one of the following two categories as defined by HUD:

Category 1: an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

- a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence: and
- b) Has no other residence: and
- c) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The LHA has adopted the above language both for purposes of a waiting list preference as well as for purposes of reporting homeless at new admissions on the Form HUD 50058. To be eligible for the homeless waiting list preference, at least one adult member of the household must meet one of the above criteria and submit to the LHA a signed letter from an LHA approved agency in the area certifying the applicant or family is homeless. The approved agency also certifies that the applicant or family is a La Crosse County resident. This letter can take the place of the other documentation that verifies a La Crosse County resident.

Families or individuals who claim they are domestic violence victims must provide written verification from either the law enforcement agency that reported the incident(s), a medical professional, or a social service case worker. The family or individual must also certify that the abuser will not reside with the applicant unless the LHA gives prior written approval.

4th Priority Preference: La Crosse County Resident and a Household with a Non-Elderly Person Between the Ages of 18 and 61 Years of Age Who is Disabled. (40 points)

- 1. Must meet the La Crosse County Resident definition; and
- 2. Be a household that includes a non-elderly person between the ages of 18 and 61 years of age who is disabled as defined in 42 U.S.C. 423.

In order to verify the applicant qualifies for subpart two of the 4th priority preference, the LHA will require one of the following documents: a benefit letter from the Social Security Administration Office dated within the last 60 days or a verification of disability form completed by a qualified professional, such as a doctor or other medical professional.

5th Preference: La Crosse County Resident – Only (10 Points).

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attend school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer,

IRS check, or current school registration documentation where the applicant is attending school.

6th Preference: All Other Applicants (0 Points).

The use of a residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race; color; ethnic origin; gender; religion; disability; age; marital status; family status; status as a victim of domestic abuse, sexual assault, or stalking; lawful sources of income; or ancestry of any member of an applicant family

Changes in Circumstances

Changes in an applicant's circumstance while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the LHA when their circumstances change.

When an applicant claims an additional preference, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and tie of pre-application.

Verification of Preference (24 CFR 982.207)

When an applicant claims a preference, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

If the applicant is no longer eligible for a preference, the applicant will lose that preference and be reassigned to the waiting list. For example, if an applicant no longer lives in La Crosse County, the applicant will lose the La Crosse County resident preference.

5.2.1 HOUSING FOR KATRINA VICTIMS

In the case of a federally declared disaster, the LHA reserves the right for its Executive Director to suspend its preference system whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

FOREST PARK

TENANT SELECTION PLAN

Managed by: Housing Authority of the City of La Crosse
1307 Badger St. La Crosse, WI 54602
Phone: (608) 782-2264
Fax: (608) 782-2262

The Housing Authority of the City of La Crosse (LHA) and the buildings it manages are pledged to the letter and the spirit of U.S. Policy of achievement of Equal Housing and Employment Opportunity Provider throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are not barriers to obtain housing because of race, color, religion, sex, handicap, familial status or national origin. We Also comply with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from the U.S. Department of Housing & Urban Development.

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Office Hours:
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housing may be offered. If the Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income or preference factors. The Housing Authority will annotate the applicant's file and will update their place on the waiting list.

The second phase is the final determination of eligibility, referred to as the full application. The Housing Authority will ensure that verification of all references, eligibility, suitability and selection factors are current (less than 90 calendar days old) in order to determine the family's final eligibility for admission into the Section 8 New Construction.

Applicants will be given the opportunity to update their HUD Form 92006 if they desire.

Every application must be completed in its entirety, with or without assistance, and signed and dated by the head of the household and co-head(s), and all household members 18 years and older, if applicable. All members of the household shall be listed on the application form. Staff will assist any applicant who might have trouble completing the application form. This assistance might take the form of answering questions about the application, helping applicants who might have literacy, vision or language problems and, in general, making it possible for interested parties to apply for housing. The application will be completed to the extent that all factors of eligibility are included and a determination can be made by LHA staff on the apparent eligibility status of an applicant. Applications that are incomplete and/or have not been signed and dated as required will not be processed.

Whenever possible, communications with applicants will be by first class mail or electronic mail. Failure to respond to letters may result in withdrawal of an application from further processing. Management may make exceptions to the procedures described herein to take into account circumstances beyond the applicant's control; i.e., medical emergencies or extreme weather conditions. If failure to respond is due to disability, management will make reasonable accommodation.

No decisions to accept or reject applicants shall be made until all verifications prompted by the application form have been received. The following items will be verified by LHA staff to determine eligibility and suitability for admission to the development:

- Eligibility Information;
- Annual Income;
- Assets and Asset Income;
- Housing Preferences; if applicable
- Allowance Information;
- Social Security Number for all persons in the household.

Information used in Tenant Screening

- Citizenship/legal non-citizenship status

LHA staff will be the final judge of what constitutes adequate and credible documentation. If there is any doubt about the truthfulness or reliability of information received, alternative methods will be pursued until LHA staff is satisfied that the documentation obtained is the best available.

Preference Categories for Admission

Housing Authority only provides housing to Elderly or Disabled applicants who meet the Tenant Selection Standards for being accepted as a resident.

Establishing Preferences

Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations.

Local preferences will be used to select families and individuals from the waiting list. The LHA has selected the following system to apply local preferences:

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attend school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or

utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

1st Priority Preference: La Crosse County Resident and Family or Individual who have been Involuntarily Displaced (100 Points):

Families or individuals who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Crosse, and must meet the La Crosse County Resident definition.

A disaster is defined as a fire, flood or earthquake that has caused the unit to be uninhabitable. Government action is defined as federal, state, or local government action related to public improvement or development. In order to meet the displacement preference, applicants who have been displaced must not be living in standard replacement housing. Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not considered standard replacement housing. An applicant who lives in a violent neighborhood or is fearful of violence outside the household is not considered involuntarily displaced.

2nd Priority Preference: La Crosse County Resident and Veteran Families or Individuals with Honorable Discharge (60 Points):

A veteran, veteran and spouse, un-remarried spouse of veteran with honorable discharge and lived with a veteran for five of the last six years prior to completing application for housing, and must meet the La Crosse County Resident definition.

3rd Priority Preference: La Crosse County Resident and Domestic Violence Victims and Homeless Families or Individuals (50 points):

Families and individuals must meet the La Crosse County resident definition, and one of the following two categories as defined by HUD:

Category 1: an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 4: Any individual or family who:

- a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence: and
- b) Has no other residence: and
- c) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The LHA has adopted the above language both for purposes of a waiting list preference as well as for purposes of reporting homeless at new admissions on the Form HUD 50058. To be eligible for the homeless waiting list preference, at least one adult member of the

household must meet one of the above criteria and submit to the LHA a signed letter from an LHA approved agency in the area certifying the applicant or family is homeless. The approved agency also certifies that the applicant or family is a La Crosse County resident. This letter can take the place of the other documentation that verifies a La Crosse County resident.

Families or individuals who claim they are domestic violence victims must provide written verification from either the law enforcement agency that reported the incident(s), a medical professional, or a social service case worker. The family or individual must also certify that the abuser will not reside with the applicant unless the LHA gives prior written approval.

4th Preference: La Crosse County Resident – Only (10 Points).

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attend school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of one of the following documents: valid driver's license/state ID, affidavit from the homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

5th preference: All Other Applicants (0 Points).

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

The use of residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race; color; ethnic origin; gender; religion; disability; age; marital status; family status; status as a victim of domestic abuse, sexual assault, or stalking; lawful sources of income; or ancestry of any member of an applicant family.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments that may benefit from the accessible unit. If there are no families residing in the other developments needing the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicant for these units will be selected utilizing the same preference system as outlined above.

If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicant, however, will be requested to sign a lease rider stating they will accept a transfer (at the Housing Authority's expense) if, at a future time, a family requiring an accessible feature applies or a family requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30-day notice.

Changes in Circumstances

Changes in an applicant's circumstance while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the LHA when their circumstances change.

When an applicant claims an additional preference, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time of pre-application.

Verification of Preference

When an applicant claims a preference, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

If the applicant is no longer eligible for a preference, the applicant will lose that preference and be reassigned to the waiting list. For example, if an applicant no longer lives in La Crosse County, the applicant will lose the La Crosse County resident preference.

Administration of the Waiting List

It is the policy of Housing Authority to administer its Waiting List as required by HUD handbooks and regulations. Accepting an applicant from a lower waiting list position before one in a higher position violates policy and may be regarded as being discriminatory.

PING MANOR

TENANT SELECTION PLAN

Managed by: Housing Authority of the City of La Crosse
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If the applicant is no longer eligible for a preference, the applicant will lose that preference and be reassigned to the waiting list. For example, if an applicant no longer lives in La Crosse County, the applicant will lose the La Crosse County resident preference.

Administration of the Waiting List

It is the policy of the Housing Authority to administer its Waiting List as required by HUD handbooks and regulations. Accepting an applicant from a lower waiting list position before one in a higher position violates policy and may be regarded as being discriminatory.

Once your application has been received you will be sent a “Waiting List Notification Letter” to confirm that you have been added to our Wait List. If no suitable unit is available Housing Authority will place an apparently eligible applicant on an Agency prescribed or approved waiting list. The waiting list shall be maintained in order of bedroom size, total number of preference points assigned to

C. LOCAL PREFERENCES [24 CFR 982.207]

The PHA uses the following Local Preference system:

- Date and Time of receipt of a completed application.

Residency Preference: This preference is extended to persons or families who live within the 53818 Platteville zip code AND Grant County. All applicants who wish to use this preference must provide verification of preference at the time of selection. Applicant households with a permanent physical residence within the jurisdiction must provide a domicile with a mailing address, other than a post office box, for which the applicant can produce one or more of the following: a lease or purchase agreement, utility bills showing the claimed residence address, driver's license at the claimed address. This residency will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant (May 10, 2010).

This preference is extended to persons or families who live in Grant County. Upon receipt of the Section 8 voucher, applicants must relocate to the jurisdiction of the Platteville Housing Authority (Platteville, WI 53818 zip code AND Grant County). All applicants who wish to use this preference must provide verification of preference at the time of selection. Applicant households with a permanent physical residence within the jurisdiction must provide a domicile with a mailing address, other than a post office box, for which the applicant can produce one or more of the following: a lease or purchase agreement, utility bills showing the claimed residence address and/or driver's license at the claimed address. This residency will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant (May 10, 2010).

Non-resident applicants who change and verify their residence status following application and become residents of Platteville or live in Grant County will have their priority status re-designated.

Residency Preference - Working in Platteville:

This preference is extended to applicants who live outside of Platteville but work in the Platteville zip code within Grant County.

Disability Preference: This preference is extended to disabled persons or families with a disabled member as defined in this Plan. Proof of disability will be required at time of selection.

Victims of Domestic Violence: The PHA will offer a preference to victims of domestic violence, dating violence, sexual assault or stalking. Victims may include the individual (applicant) or a family member, including a child. Verification should be provided within 14 business days. An extension may be granted if necessary. One of the following methods must be used to verify:

1. HUD-5382
2. Statement from a victim service provider, attorney or medical professional who has

helped you address incidents of domestic violence, dating violence, sexual assault or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both you and the professional must sign the statement, and both of you must state that you are signing “under penalty of perjury.”

3. Provide a police or court record, such as a protective order.

Veteran Preference: Defined as Veteran status according to the U.S. Government. Current members of the military, veterans, or surviving spouses of veterans

Homeless Preference: Defined as one of the following:

Category 1: An individual or family who ***lacks a fixed, regular and adequate nighttime residence***, meaning:

- a. An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground; ***or***
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements, including congregate shelters, transitional housing and hotels or motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals; ***or***
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 2: Any individual or family who:

- a. Is ***fleeing or attempting to flee domestic violence, dating violence, sexual assault or stalking***, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence; ***and***
- b. Has no other residence; ***and***
- c. Lacks the resources or support networks, e.g., family, friends and faith-based or other social networks to obtain other permanent housing

Verification must be provided at the time of application and must be written documentation by partnering homeless service organization. This would include The Homeless Taskforce, Family Advocates, a qualified representative for the Lutheran Church of Peace or a qualified Grant County Social Services staff member.

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

PHA Policy

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

PHA Policy

The PHA will use the following local preference:

City of Sheboygan residency

Homelessness

Elderly

Disabled

Victims of domestic violence, dating violence and sexual assault

Families paying more than 50% of their income towards housing (rent and utilities)

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.



WALWORTH COUNTY HOUSING AUTHORITY

affordable housing is the foundation to build a strong community

20 N. Church Street, Suite 1 • Elkhorn, Wisconsin 53121
Phone: 262-723-6123 • Fax: 262-723-2079

August 21, 2023

Carrie Poser
WI Balance of State Continuum of Care
PO Box 272
Eau Claire, WI. 54702

Re: CoC Competition supporting information

Dear Carrie,

This letter provides requested information regarding the Walworth County Housing Authority's policies around preferences on the Section 8 Housing Choice Voucher Program waiting list and also in regards to Permanent Supportive Housing moving on Vouchers. Below is our response to this request:

1. The Walworth County Housing Authority (WI244) administers the Housing Choice Voucher Program.
2. The Walworth County Housing Authority has a general preference for applicants that meet the HUD definition of Homeless (Criteria 1).
3. The Walworth County Housing Authority has assigned 14 project-based Vouchers at the agency run PSH program. This voucher is available to the residents to use, should they choose to move away from the property.
4. The percentage of new admissions for the Housing Choice Voucher program during FY22 was approximately 20%.

Please let me know if you need additional information.

Sincerely,

Sarah Boss
Executive Director

4.10 INFORMAL REVIEW

If the Waukesha Housing Authority determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Waukesha Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 14 days of the denial. The Waukesha Housing Authority will describe how to obtain the informal review. The informal review process is described in Section 15.0 of this Plan.

5.0 SELECTING FAMILIES FROM THE WAITING LIST

1. Selection from the Waiting List Notification- WHA will notify the family in writing by mail when selected from the waiting list. The notice will include the Intake Instructions to be completed by the applicant, along with all required documents for the family to return to the WHA.
 - a. If an intake notification is undeliverable or is returned to WHA with no forwarding address, or not received within the specified time the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents WHA making an eligibility determination; therefore, no informal review will be offered.

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the Waukesha Housing Authority will use the assistance for those families. If this occurs, the Waukesha Housing Authority will maintain records demonstrating that these targeted housing choice vouchers were used appropriately. When one of these targeted vouchers turns over, the voucher shall be issued to applicants with the same specific characteristic as the targeted program describes. The Waukesha Housing Authority gives preference to residents who have been living in WHA transitional housing units and are prepared to find permanent housing. Issuance of a voucher for those individuals is subject to voucher availability at the time. In order to receive this preference, a letter from the case worker involved needs to show that the resident has completed all required case management. Waukesha Housing will provide a current Public Housing resident with an HCV if said resident is a victim of domestic violence, dating violence, sexual assault and or stalking, and is imminent danger if not relocated. See VAWA policy Section 25.

5.2 SELECTION CRITERIA

The Waukesha Housing Authority will serve disabled families, and single elderly (62+), and veterans prior to placing any non-disabled families or non- single elderly families. Applicants will be placed by date and time of application to the waiting list. Waukesha Housing Authority will give priority placement to families currently on Section 8, (including Port ins) or currently

residing in Public Housing who need a unit transfer due to protection under VAWA. (See VAWA policy page 131 of this plan.) Beginning October 1, 2022 WHA will have a limited homeless preference of 15 vouchers. These vouchers will be used to house homeless families by referral from a partnering agency only. Partnering agencies can be homeless service organizations or agencies dealing with transitional housing. When one voucher is issued by referral another will be made available to the extent that funds permit. All partner agencies must enter into a MOU with the WHA. All other conditions of the HCV will apply.

5.3 INCOME TARGETING

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year, families who are extremely low-income (unless a different target is directed by HUD), the Waukesha Housing Authority retains the right to bypass higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the targeted income will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If the waiting list does not consist of an adequate number of extremely low-income families, WHA will conduct outreach to attract the targeted population and reach the statutory requirement.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Waukesha Housing Authority will issue a Housing Choice Voucher for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The guidelines will determine each family’s unit size with the smallest number of bedrooms without overcrowding. These standards are based on the assumption that each sleeping area will accommodate no more than two (2) persons. The living room may be considered a sleeping area.

In determining bedroom size, the Waukesha Housing Authority will include the unborn child of a pregnant woman who is the head or co-head of household, children are currently under 50% or more joint custody decree, children who are temporarily away at school or temporarily in foster-care. Temporarily absent is defined as more than 90 days.

One bedroom will be assigned for:

- A. Two adults in a relationship (does not need to be spousal) living room can be used for a sleeping area
- B. The single head of household
- C. A disabled adult household member
- D. Two children/household members of the same sex will share a bedroom
- E. Two children of the opposite sex, both under the age of six will share a bedroom.



September 12, 2023

To Whom it may concern,

Below is our policy regarding local preferences for the Housing Choice Voucher (HCV) program. We do not administer any Move-On vouchers for PSH.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local* preference:

1. The PHA will offer a local preference to any family that has been determined to be homeless according to HUD's definition of "homeless."

* Local being defined as any family who lives, works, or is hired to work in Marathon County.

The PHA will require proof of homelessness from a local social services agency that uses the Service Prioritization Decision Assistance Tool homeless database (VI-SPDAT).

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Tammy King
Occupancy Specialist
715-261-6678