

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.*

Chippewa County Housing Authority – Letter with Admin Plan

City of Eau Claire Housing Authority – Letter, ACOP

Dodge County Housing Authority – Letter, Admin Plan

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

Superior Housing Authority – Admin Plan

Walworth County Housing Authority – Letter, Admin Plan

Wausau Community Development Authority – Letter

Winnebago County Housing Authority – ACOP & Admin Plan

Brown County Housing Authority

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4423 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



PATRICK LEIFKER
EXECUTIVE DIRECTOR

September 13, 2024

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:

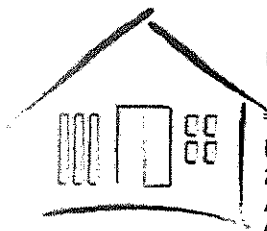
Families with Children Preference

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
227 1ST STREET WEST
ALTOONA WISCONSIN 54720
(715) 839-6240

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

September 13, 2024

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.

October 15, 2024

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

Sincerely,



Jessica Mudgett
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*

September 9, 2024

Dairyland Coalition

Re: Homeless Preference for Public Housing Units

To Whom It May Concern:

The Housing Authority of the City of Eau Claire provides a waiting list preference to homeless families. The information from our Admissions and Continued Occupancy Policy is indicated below.

Homeless Preference (two points): The PHA will offer a preference to homeless families. The definition of homelessness is:

Lacking a fixed, regular and adequate nighttime residence;

Living in substandard housing: the unit the applicant is currently living in is substandard if it:

Is dilapidated;

Does not have operable indoor plumbing;

Does not have a usable flush toilet inside the unit for the exclusive use of the family;

Does not have electricity or has unsafe or inadequate electrical service;

Does not have a safe or adequate source of heat;

Does not have a kitchen; or

Has been declared unfit for habitation by an agency or unit of government.

Sincerely,



Jessica Oleson- Bue
Executive Director

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.

Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

The PHA will use the following local preferences:

Domestic Violence Preference (two points): The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have either been referred by a partnering service agency or consortia or who are seeking an emergency transfer under VAWA from another covered housing program operated by the PHA.

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

Homeless Preference (two points): The PHA will offer a preference to homeless families. The definition of homelessness is:

Lacking a fixed, regular and adequate nighttime residence;
Living in substandard housing: the unit the applicant is currently living in is substandard if it:

Is dilapidated;

Does not have operable indoor plumbing;

Does not have a usable flush toilet inside the unit for the exclusive use of the family;

Does not have electricity or has unsafe or inadequate electrical service;

Does not have a safe or adequate source of heat;

Does not have a kitchen; or

Has been declared unfit for habitation by an agency or unit of government.

Involuntarily Displaced Preference (two points):

Working Family Preference (one point): In order to bring higher income families into public housing, the PHA will establish a preference for "working" families, where the head, spouse, cohead, or sole member is currently working 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 960.206(b)(2)].

Example 1: Head of household is elderly, but does not work. There is no spouse or cohead. This family receives benefit of the working preference.

Example 2: Head of household is 64, spouse is disabled. Neither work. This family receives benefit of the working preference.

Example 3: Head of household is 63, spouse is neither elderly nor disabled. Neither work. This family does NOT receive benefit of the working preference since both the head of household and spouse (or cohead) must be elderly and/or disabled to receive benefit of the working preference, unless one is currently working at least 20 hours a week.

Applicants qualifying for both preferences will thus be assigned a total of three points. Among applicants with the same preference points, date and time of application will be used to determine placement on the waiting list.

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.

Families will be selected from the waiting list based on preference points. Among applicants with the same preference points, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list, the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest-ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as income targeting will also be considered in accordance with HUD requirements and PHA policy.

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.

The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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 203 of the Housing and Community Development Amendments of 1978.

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

Dodge County Housing Authority



TTY: 1-800-855-2880
491 E. Center Street
Juneau, WI 53039

Phone: 920-386-2866 / Fax: 920-386-2725
e-mail: info@dodgehousing.org

September 16, 2024

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'. The signature is written in black ink and is positioned to the right of the word 'Sincerely,'.

Donna Braun, Executive Director

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.



LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

September 13, 2024

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

Dear Carrie 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
DECEMBER, 2014
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.

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

Office Hours:
Monday - Friday
9:00 am – 12:00 pm
1:00 pm – 4:00 pm

Requests for application may be made by calling (608) 782-2264. Interviews are conducted at the LHA office. **If you require assistance in reading, understanding or completion of this application, please call the above number to request reasonable accommodation.**



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
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.

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

Office Hours:
Monday - Friday
9:00 am – 12:00 pm
1:00 pm – 4:00 pm

Requests for application may be made by calling (608) 782-2264. Interviews are conducted at the LHA Office. **If you require assistance in reading, understanding or completion of this application, please call the above number to request reasonable accommodation.**



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

The 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 (100Points):

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.

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 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; 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 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.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the Superior Housing Authority will use the assistance for those families. If this occurs, the Superior 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.

5.2 **PREFERENCES**

Consistent with the Superior Housing Authority Agency Plan, the Superior Housing Authority will select families based on the following preference based on local housing needs and priorities. They are consistent with the Superior Housing Authority's Agency Plan and the Consolidated Plan that covers our jurisdiction.

The Superior Housing Authority will select families based on the following preference based on our local housing needs and priorities:

- A. **Displaced person(s):** Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- B. **Homeless Mainstream:** with a limit for ten (10) active vouchers at any time if the Superior Housing Authority is awarded at least 10 Mainstream Vouches by HUD.
- C. **Preservation Preference:** This preference is given to current residents of a building approved by HUD for preservation or replacement vouchers.
- D. **Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA)**
This preference is given to applicants who have been approved to participate in a Superior Housing Authority - PBV or PBRA housing program due to a Public Housing Repositioning conversion and meets the requirements for Choice Mobility.
- E. **Special Programs/Targeted Funding Preferences:** This preference is given to applicants who have been approved to participate in a program for which the Superior Housing Authority has received a special allocation of vouchers; for example, Family Unification Program (FUP), Veteran's Administration Supportive Housing (VASH), Foster Youth to Independence (FYI), Mainstream Non-Elderly Disabled (MSV), etc. These preferences are based on voucher availability per program and applicant must qualify for specific program.
- F. **Domestic Violence Preference (CASDA):** SHA will offer a preference for up to four (4) vouchers for persons currently residing in CASDA Domestic Violence Shelter. This will include any persons who have left CASDA shelter in the previous 60 days. All referrals must come from CASDA Shelter staff and/or CASDA

Executive Director. CASDA agrees not to discriminate based on any protected class when offering referrals for this preference.

The Superior Housing Authority will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

5.2.1 *FEDERALLY DECLARED DISASTERS*

In the case of a federally declared disaster, the Superior Housing Authority reserves the right for its Executive Director to suspend its preference system what 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.

5.3 *SELECTION FROM THE WAITING LIST*

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences. If awarded targeted funding for special targeted groups, those groups may be selected out of order based on the funding.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the Superior Housing Authority retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal 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 there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Superior 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 following guidelines will determine each family’s unit size without overcrowding or over-housing:



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

October 14, 2024

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 (Category 1).
3. The Walworth County Housing Authority has assigned 14 project-based Vouchers at the agency run PSH Program. When a resident is ready to move away from the property, the Voucher is available for them to use to secure housing.
4. The percentage of Homeless Preference new admissions for the Housing Choice Voucher Program during FY23 was approximately 5%.

Please let me know if you need additional information.

Sincerely,

Sarah Boss
Executive Director

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding 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 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers the following types of targeted funding:

Veteran's Affairs Supportive Housing (VASH)

Foster Youth to Independence (FYI)

The PHA receives program funding under HUD's Continuum of Care (COC) Grant for the Supportive Housing Program. A waiver was granted to the PHA to utilize project-based vouchers at the Hartwell Street apartments in Elkhorn.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

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

The PHA offers a homeless preference to families who are homeless within Walworth County and who are certified as homeless by a PHA-authorized homeless service provider, such as Twin Oaks Shelter for the Homeless.

Homeless is defined as:

- As any individual or family, who lacks a fixed, regular, and adequate nighttime residence that meets certain, defined criteria. Defined criteria includes:
 - living in a publicly or privately-operated shelter designated to provide temporary living arrangements;
 - is exiting an institution where they have 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;
 - has a primary nighttime residence that is a public or private place not meant for human habitation
 - or is fleeing, or is attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking or other dangerous, traumatic, or life-threatening conditions related to violence against any family member in the household **and** lacks the resources or support network to obtain permanent housing.

Doubling up, couch-surfing, or anticipating homelessness is not considered as eligible criteria for the homeless preference.

All applicants who wish to be considered for the homeless preference must have a Certificate of Homelessness completed and turned in with the original Waiting List Application.

If a Waiting List application is received without the completed Certificate of Homelessness, the application will be entered on the waiting list without the homeless preference, until the fully completed Certificate of Homelessness is returned to the Housing Authority.



September 13, 2024

North Central Community Action Program
360 Grand Avenue
Suite 300
Wausau, WI 54403

Re: Section 8 Housing Choice Voucher Program Waitlist Preference

Dear Ms. Sennholz,

The Wausau Community Development Authority's (WCDA's) Section 8 Housing Choice Voucher program provides a waitlist homeless preference to eligible applicants. This preference was board approved October 2020.

Please see the below preference from the WCDA's Administrative Plan:

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

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

This preference is verified through the barrier assessment tool provided by North Central Community Action Program.

If you have any questions relevant to this notice, please contact me at 715-261-6687.

Regards,

Juli Birkenmeier
Assistant Director
Community Development Authority

10.2 PREFERENCES (24 CFR 903.7, 960.206 & 5.655)

Preferences are used to establish the order of placement and selection among applicants on the waiting list for each program.

A preference does not guarantee admission to the program.

The 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, or age of any member of an applicant family.

PREFERENCE POSITIONING:

Initially, an applicant's preference to specific projects will determine which waiting lists that applicant is placed on since some projects have designated Preferences due to HUD Program requirements.

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, the unit shall then be offered to families residing in other developments who 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. Applicants for these units will be selected from the waiting list using the local housing needs and priorities as outlined below.

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 applicants, 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.

POINT SYSTEM APPLIED TO LOCAL HOUSING NEEDS AND PRIORITIES

The date and time of application will be noted and utilized to determine the sequence within the **local housing needs and priorities**.

The order of selection among the local housing needs and priorities is based on the PHA's system for weighing these preferences and the HUD requirement that elderly and disabled families and displaced singles will always be selected before other singles.

LOCAL HOUSING NEEDS AND PRIORITIES

Subsequently, the HA will select families based on the following preferences within each bedroom size category based on our local housing needs and priorities:

- A. Residency: Head of household or other adult household member has a permanent residence or employment (or written offer of employment) in Winnebago County, Wisconsin. The 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, or age of any member of an applicant family.
- B. Veteran of the U.S. Armed Forces separated as Honorably Discharged or General Discharge (subject to DD214 confirmation).
- C. Displaced from dwelling unit by government action or natural disaster (**not** an eviction or mortgage foreclosure).
- D. Household member with a mobility, sight or hearing impairment that is occupying an inaccessible dwelling unit.
- E. **Single persons who are elderly, displaced, homeless or a person with disabilities.**
- F. Families who are homeless and referred by a partnering agency.

A public hearing must be held before the HA adopts any local preference. The hearing will be publicized using the same guidelines as those for opening and closing the waiting list.

Every applicant must still meet the PHA's Selection Criteria as defined in this policy.

10.2.1 HOUSING FOR FEDERALLY DECLARED DISASTER VICTIMS

In the case of a federally declared disaster, the Oshkosh/Winnebago County Housing Authority reserves the right for its Executive Director to suspend its preference system for 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 HUD.

5.2 PREFERENCES

The WCHA will use internal and external sources in planning and determining housing data supporting decisions regarding preferences. The following list of sources is not exhaustive:

- Regulatory Planning organizations;
- US Census;
- Northeast Wisconsin Regional Planning Commission
- UW- Extension regarding housing surveys, et. al.;
- City/County Annual Plans;
- Wisconsin Department of Administration – Bureau of Forecasting.

WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet the HA's Selection Criteria as defined in this policy.

Types of Applicants With Preference Over "Other Singles"

Applicants who are elderly, disabled, or displaced by government action and are households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of the "Other Single's" preference status.

"Other Singles," denotes a household of no more than two persons in which the individual members are neither elderly, disabled, nor displaced by government action. Such applicants will be placed on the waiting list in accordance with their preference status, but cannot be selected for assistance before any elderly family, disabled family or displaced family regardless of local preferences.

Consistent with the WCHA Agency Plan, the WCHA will select families based on the following preferences based on local housing needs and priorities. They are consistent with the WCHA's Agency Plan and the Consolidated Plan that covers our jurisdiction.

- A. Residency: Head of household or other adult household member has a permanent residence or employment (or written offer of employment) in Winnebago County, Wisconsin. The 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, or age of any member of an applicant family.

- B. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- C. Residents in the WCHA Public Housing Program who are required to move and who cannot be placed in another public housing unit due to Public Housing demolition, disposition or vacancy consolidation.
- D. Applicants with an adult family member who is working or enrolled in an employment training program. This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
- E. Veteran of the U.S. Armed Forces separated as Honorably Discharged or General Discharge (subject to DD214 confirmation).
- F. Household member with a mobility, sight or hearing impairment that is occupying an inaccessible dwelling unit.
- G. Single persons who are elderly, displaced, homeless or a person with disabilities.
- H. A disabled household member. 24 CFR 982.207(b)(3) – May include a preference of a family that includes a person with disabilities.
- I. Families who are homeless and referred by a partnering agency.

The WCHA will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

**CERTIFICATION-ADMISSION FOR DISABLED NON-ELDERLY PERSONS
TRANSITIONING OUT OF INSTITUTIONAL AND OTHER SEGREGATED
SETTINGS.**

The WCHA will provide a preference (not to be mistaken with preferences A-I above) for non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Verification of Institutionalization through referral or third party verification will be required in order for the person to be eligible for admission. All other eligibility criteria must be met in order for the person to obtain this preference.

PREFERENCE ELIGIBILITY

1. Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HA in writing when their circumstances change. When an applicant claims a preference, they will be placed on the waiting list in the proper order of their newly-claimed preference.

ORDER OF SELECTION

The order of selection is based on the WCHA's system for weighing preferences and the HUD requirement that elderly and disabled families and displaced singles will always be selected before other singles.

1. Local Preferences

Local preferences are used to select among families. The WCHA has selected the following system to apply local preferences:

All local preferences will be treated equally.

2. Among Applicants with Equal Preference Status

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

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

FINAL VERIFICATION OF PREFERENCES [24 CFR 982.210 (c)(3)(4)]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HA will:

Obtain necessary verifications of preference at the interview and by third party verification.

PREFERENCE DENIAL [24 CFR 982.210 (d)]

If the WCHA denies a preference, the WCHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal hearing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe

they have been discriminated against. The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available under state or federal law.

5.2.1 HOUSING FOR FEDERALLY DECLARED DISASTERS

In the case of a federally declared disaster, the WCHA reserves the right for its Executive Director to suspend its preference system for 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

5.3 SELECTION FROM THE WAITING LIST

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the WCHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal 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 there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.