

1C-7. PHA Moving On Preference

In this file, there are 4 documents containing public housing authority letters, admin plans and/or ACOP verifying a Move-on Strategy or Preference.

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

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

**There were listed in the CoC Application.*

Appleton Housing Authority – Letter and Admin Plan

Janesville Community Development Authority – 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:

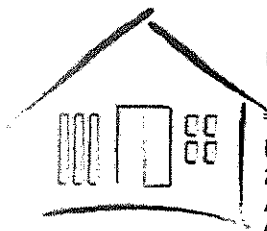
Families with Children Preference

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.



925 W. Northland Avenue Appleton, WI 54914
Phone (920) 739-6811 Fax: 739-6817 TDD: 731-2406

Olivia Galyon
Community Development Specialist
City of Appleton-Community Development Dept.
100 N. Appleton Street
Appleton, WI 54911

September 11, 2024

Dear Ms. Galyon,

The Appleton Housing Authority offers various programs aimed at ending homelessness within our community. These initiatives include preferences for homeless veterans through the VA VASH program, Stability Vouchers and the Foster-Youth program. Families transitioning successfully from the HOME TBRA program have a move-on preference to either a housing choice voucher or a public housing unit.

Collaborating closely with partners like the Salvation Army and Pillars under the TBRA program, we prioritize supportive service housing as the optimal solution for homeless individuals entering their footing into affordable housing. This approach ensures housing stability while focusing on sustainable living for the future. Clients referred to us by service providers have demonstrated their readiness and commitment to maintaining stable housing.

If you require any other assistance, please feel free to reach out to me at 920-205-8137.

Sincerely,

Debra Dillenberg
Executive Director/CEO

Appleton Housing Authority
Neighborhood Housing, INC.

5.0 SELECTING FAMILIES FROM THE WAITING LIST

5.1 *WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS*

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

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

5.2 *PREFERENCES*

An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet the PHA's selection criteria. The Appleton Housing Authority will select families based on the following preferences.

- A. Homeless Move On Preference: A Preference will be given to families who have successfully completed a Transitional Housing Program through Pillars or Salvation Army as part of the TBRA Grant Contract (Tenant Based Rental Assistance). Families will need to provide AHA with a certificate of successful completion. These families are not guaranteed a Voucher upon completion, but will be given preference on the Waiting List.
- B. Preference will be given for up to ten (10) families for 1-3 bedrooms at our LIHTC Property
- C. Preference will be given to up to 25 homeless foster youth aging out of foster care.
- D. Preference will be given to working families. Families with head of household, spouse or sole member employed at least 25 hours a week. Self-employed household members must meet requirements of net monthly earnings equal or exceed the dollar value of 25 hours per week at minimum wage. This preference must also be given to a family where the head, spouse, or sole member is age 62 or older, or is a person with disabilities.
- E. Preference will be given to applicants that live, work (head of household or spouse), or are attending school in Outagamie County. Attending School is defined as the Head or Spouse attending school full-time at an Institution of Higher Education.
- F. Preference will be given to families who have a legal source of income.

G. Preference will be given to applicants who currently have a rent burden of paying more than 50% of their monthly income towards their rent. Families who do not have a rent burden will not be given preference before those who do.

H. All other applicants.

The Appleton Housing Authority reserves the right to make decisions based on the above mentioned "preferences" on a case by case basis. For example, but not limited to: requesting reasonable accommodations for persons elderly/disabled for the purpose of expanding their housing opportunities, victims of domestic violence, situations of overcrowding or violations of occupancy standards, and any other case where the Appleton Housing Authority deems necessary.

10.0 Tenant Selection and Assignment Plan

10.1 Preferences

An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet the PHA's selection criteria. The Appleton Housing Authority will select families based on the following preferences within each bedroom size category:

- A. **Displaced person(s):** Individuals or families displaced by domestic violence or government action excluding drug abatement 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. **Local Preference:** Individuals that live, work, attend school full-time, or that have been offered employment in Outagamie County or the City Limits of Appleton.
- C. **"Rent Burden Preference"** Applicants that are paying more than 40% of their monthly adjusted income for rent and utilities.
- D. **Homeless Move On Preference:** A Preference will be given to families who have successfully completed a Transitional Housing Program through Pillars or Salvation Army as part of the TBRA Grant Contract (Tenant Based Rental Assistance). Families will need to provide AHA with a certificate of successful completion. These families are not guaranteed a unit upon completion, but will be given preference on the Waiting List until a voucher or unit is available.
- E. **Applies to Scattered Sites Program Only "Upward Mobility Preference"** Applicants with an adult family member enrolled in an employment training program, currently working 25 hours a week, or attending school on a full-time basis. 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.



CITY OF JANESVILLE
RENT ASSISTANCE PROGRAM
ADMINISTRATIVE
PLAN

**JANESVILLE COMMUNITY
DEVELOPMENT AUTHORITY**
18 North Jackson Street
Janesville, WI 53548

Approved 3/15/23

POLICY 5
SELECTION OF APPLICANTS FROM WAIT LIST(S)

5.01 PRIMARY WAIT LIST

5.01.1 Applicants will be selected for admission to the Rent Assistance program from the *Primary* wait list based upon a system of local preferences, a local residency preference and the date and time of application or a randomized lottery system if the wait list opening is via the City of Janesville website

5.01.2 Applicants who qualify for one or more of the following local preferences will receive assistance before applicants who do not qualify for one or more of the following preferences:

- Displaced by Governmental Action – To qualify for this preference, a family must have been ordered to vacate their living unit by a governmental body for reasons beyond their control, and such order must be expected to last a minimum of 60 days.
- Displaced by Rental Rehabilitation – To qualify for this preference, the unit in which the family resides must have been approved for a Rental Rehabilitation Program loan from the City of Janesville and the family must be considered “displaced” according to the Uniform Relocation Act.
- Homeless TLP Participant – To qualify for this preference, a family must be homeless and have signed an agreement to participate in a transitional living program (TLP) with an Agency or Organization that has a transitional living program approved by the HA.

5.01.3 Applicants who live or work within the city of Janesville municipal limits at the time their name comes to the top of the waiting list are eligible for a local residency preference and will receive assistance before those applicants who do not live or work within the city of Janesville municipal limits. Applicants will be required to provide documentation of residency and/or employment. Acceptable documentation includes but is not limited to a current: driver’s license, state or federal identification card, lease, utility bill, social security statement, or check stub. Documentation shall be current (no longer than 60 days).

5.01.4 Selection from among applicants with equal local and residency preferences will be based upon date and time of application or a randomized lottery system if the wait list opening is via the City of Janesville Website.

5.01.5 The following summarizes the order in which applicants will be selected from the *primary* wait list:

- Applicants who qualify for the Displaced by Governmental Action local preference and who live or work in the city of Janesville,
- Applicants who qualify for the Displaced by Rental Rehabilitation local preference and who live or work in the city of Janesville,
- Applicants who qualify for the Homeless TLP Participant local preference and who live or work in the city of Janesville,

- Applicants who qualify for the Homeless TLP Participant local preference and who do not live or work in the city of Janesville,
- Applicants who live or work in the city of Janesville, and
- Applicants who do not live or work in the city of Janesville.

5.02 SECONDARY WAIT LIST

5.02.1 Applicants will be selected for admission to the Rent Assistance program from the *Secondary* wait list based upon a system of local preferences, a local residency preference, and the date and time of application or a randomized lottery system if the wait list opening is via the City of Janesville website

5.02.2 Applicants who qualify for one or more of the following local preferences will receive assistance before applicants who do not qualify for one or more of the following preferences:

- Displaced by Governmental Action – To qualify for this preference, a family must have been ordered to vacate their living unit by a governmental body for reasons beyond their control, and such order must be expected to last a minimum of 60 days.
- Displaced by Rental Rehabilitation – To qualify for this preference, the unit in which the family resides must have been approved for a Rental Rehabilitation Program loan from the City of Janesville and the family must be considered “displaced” according to the Uniform Relocation Act.
- Homeless TLP Participant – To qualify for this preference, a family must be homeless and have signed an agreement to participate in a transitional living program (TLP) with an Agency or Organization that has a transitional living program approved by the HA.

5.02.3 Applicants who live or work in the city of Janesville at the time their name comes to the top of the waiting list will receive assistance before those applicants who do not live or work in the city of Janesville.

5.02.4 Selection from among applicants with equal local and residency preferences will be based upon date and time of application or a randomized lottery system if the wait list opening is via the City of Janesville website.

5.02.5 The following summarizes the order in which applicants will be selected from the *secondary* wait list:

- Applicants who qualify for the Displaced by Governmental Action local preference and who live or work in the city of Janesville,
- Applicants who qualify for the Displaced by Rental Rehabilitation local preference and who live or work in the City of Janesville,
- Applicants who qualify for the Homeless TLP Participant local preference and who live or work in the city of Janesville,
- Applicants who qualify for the Homeless TLP Participant local preference and who do not live or work in the city of Janesville,

- Applicants who do not qualify for one of the local preferences who live or work in the city of Janesville, and
- Applicants who do not qualify for one of the local preferences who do not live or work in the city of Janesville.