

Attachment #3 – PHA Homeless Preference

In this zip file, there is 1 document containing multiple PHA letters and admin/ACOP plans verifying the PHA homeless preference.

Brown County Housing Authority – Letter and Admin Plan

City of Eau Claire Housing Authority – Letter and Admin Plan

City of Kenosha Housing Authority – Letter and Admin Plan

City of West Bend Housing Authority – Letter

Eau Claire County Housing Authority – Letter and Admin Plan

Housing Authority of the City of Sheboygan – Letter and ACOP

Green Bay Housing Authority –ACOP

Platteville Housing Authority – Letter

Walworth County Housing Authority – Letter



2605 S. Oneida St. Suite 106, WI 54304 Telephone 920-498-3737 or fax 920-498-3738

To Whom It May Concern:

August 8th, 2019

Integrated Community Solutions, as the subcontractor to the Brown County Housing Authority, is providing the following information as has been requested by the Brown County Homeless and Housing Coalition.

- The Brown County Housing Authority currently has a General Preference in place.
- The Brown County Housing Authority currently has a Move on Strategy in place.
- The Brown County Housing Authority had 259 New Admissions to the program between the dates of October 1st, 2017 and September 30th, 2018.
- Of those 259 New Admissions, 55 New Admissions reported being homeless upon entry in to the program. These 55 New Admissions account for approximately 21% of the all program New Admissions during the requested timeframe.

Attached is a copy of the preferences cited within the Brown County Housing Authority's Administrative Plan as requested.

If you have further questions, please contact Integrated Community Solutions at 920-498-3737.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Leifker". The signature is stylized with a large, looped "P" and a long, horizontal stroke extending to the right.

Patrick Leifker
Director of Operations
Integrated Community Solutions
2605 S. Oneida St Ste 106
Green Bay, WI 54304
920-498-3737

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 (Eff. 10/1/08)

Families claiming a preference are required to provide acceptable documentation of the preference when submitting a preliminary application.

Brown County residency includes any families who live, work, or are hired to work in Brown County. In order to verify the applicant qualifies for a residency preference the PHA will require a minimum of 1 of the following documents: **Driver's License/State ID, employer or agency record, check stub from a local employer, school records, or voter registration record.**

Non-resident applicants who change and verify their residence status following application and become residents will have their priority status re-designated.

Any applicants not claiming a preference will be placed on the waiting list with non-preference status.

The PHA will offer the following preference: **Brown County Residence**

The ranking order under the Residence Preference will be:

1st preference: Brown County Resident Families who have been Involuntarily Displaced: Families who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross.

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

Standard replacement housing is defined as housing that is decent, safe, and sanitary according to HQS standards and is adequate for the family size according to HQS standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement. Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of domestic violence) housing occupied by the individual who engages in such violence.

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

2nd preference: Brown County resident Elderly, Disabled, Veteran, Homeless residents with children in the household or any other homeless residents. Proof of age, disability, veteran or homeless status is required (03/2015)

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

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

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

A minor is defined as a family member other than the head, spouse or co-head who is under 18 years of age. Proof of age is required which may include a birth certificate, baptismal certificate, or school records.

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

3rd preference: Brown County residents with minor children in the household who are not displaced, elderly, disabled, or veterans.

A minor is defined as a family member other than the head, spouse or co-head who is under 18 years of age. Proof of age is required which may include a birth certificate, baptismal certificate, or school records.

4th preference: Brown County residents who are not displaced, elderly, disabled, veterans or families with minor children in the household.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

August 14, 2019

Jeanne Semb
Housing Services Coordinator
Western Dairyland Economic Opportunity Council, Inc.
P.O. Box 125
Independence, WI 54747

Dear Jeanne:

I am writing to confirm/certify that the homeless preference outlined in the Housing Authority's administrative/occupancy policy, which was previously given to you, is limited preference. Based on that policy, the Housing Authority of the City of Eau Claire will give a preference to up to 25% of all applicants being placed that are displaced or are in substandard housing, including those that are homeless. A total of 19 or 22% of households placed received that preference between October 1, 2017 and September 30, 2018. For the calendar year 2018, 14 (out of 90) or 16% of all applicants placed received the preference

Please let me know if you have any questions or need additional information. Thank you.

Very truly yours,



Keith D. Johnathan
Executive Director

cc: Patricia Sweeney

HOUSING AUTHORITY OF THE CITY OF EAU CLAIRE

Administrative Plan

HOME Tenant Based Rental Assistance (TBRA)

This plan pertains to the HOME Tenant Based Rental Assistance (TBRA) Program. HOME TBRA is a limited two-year term program.

I. Overall Approach and Objectives

The Housing Authority of the City of Eau Claire was created by an act of City Council March 14, 1973, and consists of a five member Board of Commissioners. The Secretary of the Housing Authority/Executive Director of the Authority is a full time City employee who in turn hires and supervises all Housing Authority staff. In addition to the Executive Director, Housing Authority staff includes Occupancy, Accounting, Maintenance, and Clerical Support Staff.

Both the Eau Claire City Council and the City Housing Authority have determined that there are unsanitary and unsafe inhabited dwelling accommodations in the City of Eau Claire, Wisconsin, and there is a shortage of safe and sanitary dwelling accommodations available to persons of low income at rents they can afford, and that the operation of a HOME TBRA Program will provide assistance for families in need of affordable, decent, safe and sanitary housing. In addition, the Housing Authority will provide assistance to HOME TBRA holders in the form of briefing and counseling sessions, landlord outreach and informational services to aid in their housing search.

The words Households/Family are used interchangeably in this Administrative Plan. Household or Family refer to the people or person receiving the rental subsidy (elderly person 62 years old or older, disabled or handicap person 18 years or older, family of related persons, or households of unrelated persons living as a family.)

II. Definitions (24CFR982.4)

Adjusted income. Defined in 24 CFR 5.611.

Admission. The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

Annual income. Defined in 24 CFR 5.609.

Applicant (applicant family). A family that has applied for admission to a program but is not yet a participant in the program.

Continuously assisted. An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the HOME TBRA program.

Contract authority. The maximum annual payment by HUD to an Authority for a funding increment.

Dating Violence – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(8) – “DATING VIOLENCE- The term ‘dating violence’ means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.”

Disabled person. Defined in 24 CFR 5.403. Means a person who:

1. Has a disability, as defined in 42 U.S.C. 423;

7. Ineligible Families

The Authority must receive information verifying that an applicant is eligible within the period of 60 days before the Authority issues a HOME TBRA to the applicant.

The Authority will give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice will give a brief statement of the reasons for the decision. The notice will also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review.

8. Special Housing Types for Special Needs

The Housing Authority will offer the following special housing types, only if needed for reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with 24 CFR part 8.

- a. Single room occupancy (SRO)
- b. Congregate housing
- c. Independent group residences
- d. Shared housing
- e. Manufactured home

V. Preference in the Selection of Participants

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

Primary Preference to Meet HUD Requirement:

Congress and the U.S. Department of Housing and Urban Development (HUD) authorized a requirement that 90% of new admissions to the HOME TBRA Program be allocated to households that are at or below 60% 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 of placement of 90% of new households admitted to the above referenced programs meet the 60% of Eau Claire County median income as HOME TBRA funding is available.

1. Those otherwise eligible tenants who, at the time they are seeking housing, qualify for one of the following local preferences. Preference will be given to the family/families with the highest points within the Displaced and Substandard Housing Category.

Ranking Preference:

Date and Time of Application (This may exceed 50% if there are insufficient applicants in the following two categories: Broad Range or Displaced)	50% of applicants
Broad Range of Income (Public Housing only)	25% of applicants
Displaced Persons/Substandard Housing	25% of applicants
Displaced Persons	6 pts.
Substandard Housing	3 pts.

Within the categories, priorities will be listed as follows:

- a) City of Eau Claire and within 50-mile radius: 9pts
- b) Within the State of Wisconsin: 6 pts

c) Out-of-State:

3 pts

2. Those applicants who are currently receiving a housing subsidy shall be considered after non-subsidized applicants (excluding handicap/disabled people whose present subsidized housing does not meet their physical requirements).
3. Applicant selection gives priority to elderly, disabled and families with children.

VI. Qualifications and Definitions of Local Preferences**A. 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:

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

"Standard, permanent replacement housing" is housing:

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

"Standard, permanent replacement housing" does not include:

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

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

- a. *Displacement by disaster.* An applicant's unit is uninhabitable because of a disaster, such as a fire or flood.
- b. *Displacement by government action.* Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.

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

- a. The applicant has vacated a housing unit because of domestic violence; or
- b. The applicant lives in a housing unit with a person who engages in domestic violence.

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

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

- a. The Authority 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 Authority has given advance written approval. If the family is admitted, the Authority 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 Authority 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, national origin, handicap, or familial status.

The Authority 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.

B. **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:

- 1. 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
- 2. 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 family. An applicant that is a homeless family is considered to be living in substandard housing.

A "homeless family" includes any person or family that:

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

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

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

The Authority will not, on account of sexual orientation, gender identity, marital status, race, color, 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, creed, or national origin). The Authority will direct its marketing activities in accordance with HUD Fair Housing Policies.

C. Use of Preferences

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

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

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

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

1. Date and time of application, or
2. A drawing or other random choice technique.

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

The method for selecting applicants from preference categories must 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: (No Housing applications are accepted during this waiting period)

1. If the Housing Authority determines that the evicted household member who engaged in drug related criminal activity has successfully completed a supervised drug rehabilitation program approved by the Housing Authority or
2. The Housing Authority determines that the circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned)

Prohibition of Preference of Any Household Member that is Subject to a Lifetime Registration Requirement Under a State Sex Offender Registration Program. The PHA will perform criminal background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the housing is located and in other States where the household members are known to have resided.

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 Authority may not discriminate against families or family members on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, age, familial status or disability.

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

VII. Participant Selection and Issuance of HOME TBRA

A. Admission from Waiting List.

Each applicant shall be assigned his appropriate place on a community-wide basis in sequence based upon the date his/her application is received, and factors affecting preference or priority established by the City of Eau Claire Housing Authority Regulations. At a given time, the applicant first on the waiting list, under the Preference categories referenced in Section III C., shall be issued a HOME TBRA of Family Participation/HOME TBRA signed by the Authority.

B. Deconcentration Plan

The placement of housing applicants in subsidized units is based on the availability of vacant privately owned units and tenants choice of the unit and location, HUD Fair Market Rent and Payment Standards, and appropriate bedroom sizes.

The Housing Authority will not intentionally concentrate extremely low-income persons (30% of county median income) in one particular area and moderate income or low-income person in another area. Also, the Housing Authority will not discriminate in placements of families in housing such as concentrate persons of certain ethnic background in areas of the community.

C. Organization of Waiting List

The Housing Authority will maintain information that permits the Authority to select participants from the waiting list in accordance with the Authority admission policies. The waiting list will contain the following information for each applicant listed:

- (a) Applicant name;
- (b) Family unit size (number of bedrooms for which family qualifies under Authority occupancy standards);
- (c) Date and time of application;
- (d) Qualification for local preference;
- (e) Qualification for any ranking preference or local preference; and
- (f) Racial or ethnic designation of the head of household.

D. Removal of Names from Waiting List

Removal of names from waiting list shall be effected in accordance with the City of Eau Claire Housing Authority procedure for removing names from the waiting list.

The system for removing applicant names from the waiting list will not violate the rights of a disabled person under HUD regulations and requirements. For example, if an applicant's failure to respond to the City of Eau Claire Housing Authority requests for information or updates was caused by the applicant's disability, the Authority will provide reasonable accommodation to give the applicant an opportunity to respond.

Commissioners

Shawnelle Gross, Chair
Terri Sinnott-Chardukian, Vice Chair
Lester B. Wright, Jr., Treasurer
Charles LeMay, Commissioner
David O. Hughes, Commissioner

August 5, 2019



Lisa Haen, Associate Director
Kenosha Human Development Services, Inc.
5407 8th Avenue
Kenosha, WI 53140

Dear Lisa:

The City of Kenosha Housing Authority(KHA) has a "Homeless Preference" for families/individuals for the Section 8 Housing Choice Voucher Program.

This letter is in regards to your request for the number of "New Admissions" to our Section 8 Housing Choice Voucher Program, as well as the percentage of those deemed "Homeless at Admission", during the dates of 10/1/2017 to 9/30/2018.

The KHA had 159 "New Admissions" during this federal fiscal year. Of those "New Admissions", 13 of these were considered "Homeless at Admission", therefore, consisting of 8.2 percent of all admissions from 10/1/2017 to 9/30/2018.

Please let us know if you have any questions. You may reach us at: 262-653-4120. Or you can e-mail us at: info@kenoshahud.com. Thank you.

Sincerely,
CITY OF KENOSHA HOUSING AUTHORITY



Donna Cook, Executive Director

8. Family Unification Program Preference.

The KHA will offer a preference to families and youths who are eligible to participate in the Kenosha County Family Unification Program. If sufficient eligible participants are not present on the KHA's Section 8 Waiting List, the KHA will open the waiting list periodically to obtain a sufficient pool of eligible applicants who will qualify for services provided under this special program.

9. HOMELESS PREFERENCE:

To be eligible for the Homeless preference your household must meet one of the following definitions:

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

- (i) An individual or family with a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) An individual or family living in a 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 and local government programs); or
- (iii) An individual who is exiting an institution where (s)he has 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 – Individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) Residence will be lost within 14 days preceding the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Category 3 – Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under the other listed federal statutes;
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days;
- and

(iv) Can be expected to continue in such status for an extended period of time.

Category 4 – Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing.

Treatment of Single Applicants

All families with children and families who include an elderly person or a person with a disability (see CFR 100.80) shall be given a selection priority over all other applicants.

5.3 INCOME TARGETING

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 directed by HUD), the City of Kenosha Housing Authority retains the right to bypass higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the targeted income will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

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

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

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

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

- Persons of the opposite sex (other than spouses, domestic partners and children under age 6) will be allocated separate bedrooms.
- Live-in aides will be allocated a separate bedroom.
- Single person families will be allocated a one-bedroom voucher.

In determining bedroom size, the City of Kenosha Housing Authority will include the unborn child of a pregnant woman who is the head or co-head of household, children who are **51%** or more joint custody decree, children who are temporarily away at school or temporarily in foster-care. Temporarily absent is defined as no more than 180 days.

**CITY OF WEST BEND
HOUSING AUTHORITY**



MEADOWBROOK MANOR – 475 MEADOWBROOK DRIVE – WEST BEND, WI 53090
PHONE: (262) 338-0771 FAX: (262) 338-4802

August 14, 2019

Paul Bissett
Program Director
Family Promise of Washington County
724 Elm Street
West Bend, WI 53095

Dear Mr. Bissett:

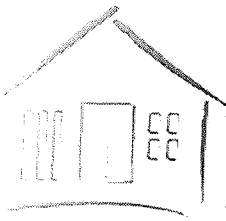
Per your request, for the purposes of reporting to the Wisconsin Balance of State Continuum of Care on Homelessness, be advised that the City of West Bend Housing Authority does have a local homeless preference for all of our housing programs, which include Section 8 New Construction, Multi-Family Rental Assistance Demonstration (formerly Public Housing), and our Section 8 Housing Choice Voucher program. I can confirm that we have included this preference in our Admissions and Continued Occupancy Policy (ACOP) for more than a decade.

The City of West Bend Housing Authority is committed to serving the homeless population in our community to provide decent, safe, and affordable housing options.

Sincerely,

Melissa Bublitz

Melissa Bublitz
Executive Director



Eau Claire County Housing Authority

EAU CLAIRE COUNTY AG & RESOURCE CENTER
227 1ST STREET WEST
ALTOONA WI 54720
(715) 839-6240

Georgia Crownhart, PHM
Executive Director
georgia.crownhart@co.eau-claire.wi.us

August 14, 2019

Jeanne Semb
Housing Services Coordinator
Western Dairyland Economic Opportunity Council, Inc.
P. O. Box 125,
Independence, WI 54747

Dear Jeanne:

Please find attached copies of the Preference page from our Housing Choice Voucher Program Administrative Plan along with updates per our 2019 Annual PHA Plan. The plan was approved effective for 2019; however, the Resolutions are considered attachments to our Administrative Plan and have not yet been incorporated into the document itself.

Our Agency does have a Moving Up program as approved with Resolution #18-05, copy attached.

From October 1, 2017 – September 30, 2018, we had a total of 19 new Housing Choice Voucher admissions, of those, 8 were homeless.

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

4. 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.

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.

Upon revisions to the preference system, the waiting list will be updated to reflect application of the revisions to each household's status, effective immediately.

All preferences claimed by applicants are verified and documented in client files according to established HA policy before final eligibility is established.

B. Waiting Lists and Tenant Selection

The HA will receive and file applications as submitted; initial review shall be for completeness only. Staff shall review applications when received to determine placement on waiting lists for which they qualify, which shall be maintained in accordance with HUD regulations.

Waiting lists shall be maintained without regard to bedroom size. Subsidy standards which determine the number of bedrooms required for families of different sizes and compositions will be in compliance with HA-adopted subsidy standards (the same subsidy standards used for applications) and Housing Quality Standards concerning space requirements for the particular type of unit. Exceptions to HA-adopted subsidy

GBHA Policy

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

4-III.B. SELECTION METHOD

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

Local Preferences [24 CFR 960.206]

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

GBHA Policy

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

The GBHA will use the following local preferences:

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

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

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

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

2nd Preference: Brown County Resident PSH participant:

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

2nd Preference: Brown County Resident domestic violence victims and homeless families:
A minor is defined as a family member other than the head, spouse, or co-head who is under 18 years of age. Proof of age is required.

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

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

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

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

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

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

4th Preference: Brown County residents who have completed or are active in educational or training programs:

Families whose head of household or other adult have completed educational and training programs in the past 12 months or are active participants in educational and training programs designed to prepare persons for the job market. These training and educational programs must be approved by the Housing Authority.

5th Preference: Non-Brown County resident

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income families make up at least 40 percent of the families admitted to public housing during the GBHA's fiscal year. Extremely low-income 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 06/24/14]. To ensure this requirement is met, the GBHA may skip non-extremely low-income families on the waiting lists in order to select an extremely low-income family.

If the GBHA also operates a housing choice voucher program, admissions of extremely low-income families to the GBHA's HCV program during the GBHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the GBHA's basic targeting

The Housing Authority of the City of Sheboygan, Wisconsin
Wasserman Apartments – 611 North Water Street
Sheboygan, Wisconsin 53082
Telephone 920-459-3466

August 2, 2019

Kate Markwardt
Lakeshore CAP
P.O. Box 2312
Manitowoc, WI 54221-2315

Dear Kate:

The City of Sheboygan Housing Authority has a homeless preference in the Admissions and Continued Occupancy Plan. I am attaching that plan to this document.

In the past year, we have had 20 new admissions to Public Housing, and 30% of those admissions were homeless at that time.

We also have a Housing Choice Voucher program; however we do not have a homeless preference for that program.

Sincerely,



Joe Rupnik
Executive Director

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.

City of Platteville

PLATTEVILLE HOUSING AUTHORITY

75 N. BONSON STREET, PO BOX 780, PLATTEVILLE, WI 53818
WEBERJ@PLATTEVILLE.ORG, P 608-348-9741, EXT. 3, F 608-348-9145

August 13, 2019

Michelle Friedrich
SW CAP Family Service Coordinator
149 N. Iowa St.
Dodgeville, WI 53833

RE: Platteville Housing Authority 2018 Homeless Information

Michelle:

I am responding to your inquiry to submit information on homeless policies with the Platteville Housing Authority.

I've attached chapter 4 of the Administrative Plan *Establishing Preferences and Maintaining the Waiting List*. Pages 4-3 – 4-4 specifically explain the homeless preference and definition of homelessness. I expanded this preference to include homelessness in the surrounding area with documentation from a homeless service organization. This would give them the Platteville preference along with homeless though they don't reside in Platteville.

In 2018, a total of 25 voucher were issued and of these, 17 were placed. Of those, 7 vouchers were issued to applicants experiencing homelessness. 4 of those vouchers resulted in placement to the program. This resulted in 68% total success and 16% of those were homeless. When considering the percentage of homeless that were issued vouchers resulting in placement, there was a 58% success rate.

Thank you for your continued commitment to reduce the rate of homelessness in our communities. At this junction in society, no one should be homeless or go hungry. I look forward to our future efforts and any impact we may have in diminishing this problem.

Sincerely,

Jennifer Weber
Executive Director



WALWORTH COUNTY HOUSING AUTHORITY

affordable housing is the foundation to build a strong community

735 North Wisconsin Street, Suite 100 • Elkhorn, Wisconsin 53121

Phone: 262-723-6123 • Fax: 262-723-2079

August 1, 2019

Carrie Poser
Balance of State Continuum of Care

Dear Ms. Poser:

This letter will serve as confirmation of the requested information regarding homeless preference and entry in regards to the programs offered at the Walworth County Housing Authority. We confirm the following information to be true:

1. The Walworth County Housing Authority has a general homeless preference for the Section 8 Housing Choice Voucher Program waiting list. The homeless preference is for any homeless person/s.
2. The Walworth County Housing Authority does not set-aside vouchers for a "move-on strategy". However, in regards to the COC-funded Hartwell Street Apartments, project-based vouchers are currently being used for all 14 units. If a resident chooses to move from Hartwell Street, they will have the opportunity to be issued a Housing Choice Voucher to use at a new rental unit, if one is available.
3. The percentage of new admissions that were homeless at entry during the time period of October 1, 2017 to September 30, 2018 was 3%.

Should you require other information regarding our homeless preference, please feel free to contact me.

Sincerely,

Sarah Boss
Executive Director

Cc: FILE